**Student Quick Guide to the Degree Audit**

**Accessing DegreeWorks**
- Login to the Hofstra Portal at my.hofstra.edu – Three ways:
  1. Click on the “my apps” icon > Click on the “Degree Audit” icon
  2. Click on the “Student” tab > Click on the blue “Degree Audit” bar
  3. Click on the “Degree Audit” link on left side menu

**Color coding on the Degree Audit**
- GREEN with checkmark = Requirement completed
  
  ![Composition II](checkmark)

- BLUE with single tilde = Requirement in-progress
  
  ![Distribution Requirements](tilde)

- RED with empty box = Requirement still needed
  
  ![Writing Proficiency Exam](empty_box)

**To refresh audit** - Click the refresh button in the top right corner

**Note:** Student information is refreshed on a nightly basis. If registration changes or major declarations are processed since the nightly refresh, click the refresh arrows to update your audit.

**Degree Audit Formats:**
To change formats: Select the format from the drop-down and then click the “View” button.

- **Student Information** – Displays all requirements with applied courses. Default view.
- **Registration Checklist** – Only displays the unmet requirements with the advice on what fulfills them.

**To view all coursework, with grades, by term** - Click “Class History”

**How to Run a “What If” Audit**
- Click “What If” on sidebar > Select various criteria > Click the Process What-If button at the top.

**How to Run a “Look Ahead” Audit**
- Click “Look Ahead” on sidebar > Enter courses to be taken > Click the Process New button at the top.

For questions or concerns regarding your degree audit, please contact your advisor.

*Center for University Advisement ~ Office: 101 Memorial Hall ~ Phone: (516) 463-6770*