

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

- BLUE with single tilde = Requirement in-progress

 Distribution Requirements

- RED with empty box = Requirement still needed

 Writing Proficiency Exam

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.
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