

UUCS Instructions for Accessing Degree Audit Requirements for Attachment D

- Sign on to the VCU Portal.
- Select the eServices link (located under the Resources heading).
- Select the Faculty Services tab or the Faculty and Advisors link.
- Select the Student Information Menu link.
- Select the Degree Evaluation link.
- For the Select a Term entry use the current term.
- Select Submit.
- For Student or Advisee ID enter NOHIST (must be all caps).
- Select Submit.
- After name appears select Submit again.
NOTE: The name will appear as No History Record. This is the pseudo record that has no academic history so you can see a complete set of requirements.
- Select the What-if Analysis link at the bottom of the page displaying Curriculum Information for the pseudo student record.
- The term selected for the Entry Term entry will determine the catalog requirements displayed. Use the most recent Fall term. If you have already submitted changes approved for the upcoming year's catalog requirements and are requesting additional changes, enter the upcoming Fall term.
- Select Continue.
- Select a program of study from the drop down listing of programs.
- Select Continue.
- Select a value for the First Major entry.
NOTE: Since we are one-to-one structure there will always be only one selection and no value is needed for Campus.
- Select submit.
- For the Evaluation Term entry use the current term.
- Select Generate Request.
- Select Detail Requirements.
- Select Submit.
- Null degree audit output is displayed.
- Copy the displayed information to a Word document. Using track changes is the preferred method of noting requirement adjustments.