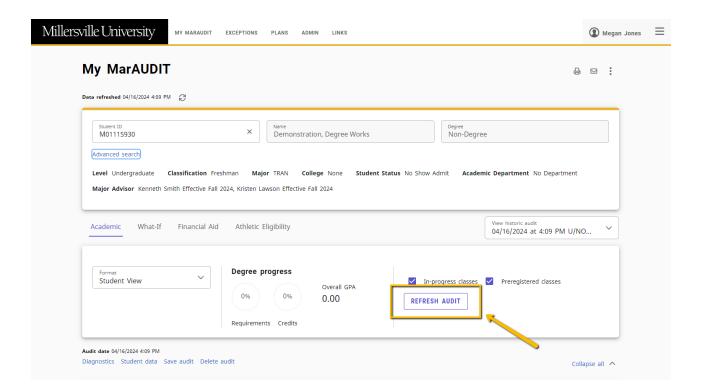
Manually Refreshing Audits During Restricted Times

During Early Registration, grading, or other times where audit data may be restricted to students due to heavy volume, Faculty and Staff will maintain the ability to view audits in real-time.

Degree audits are generally set to "dynamically refresh" which means that any time you pull up a degree audit, the most recent information is being pulled in (course registration, withdraw, grades, change of major, etc.)

If there is a notice on MAX that audits are not being "dynamically refreshed" (generally during early registration periods and grading), as a faculty or staff member who has access to audits, you may manually force the audit to refresh in order to view the most recent student registration/grades, etc.

To do this, after you have entered the M# or found the student you wish you review, you will click on the "Refresh Audit" button. This will force the processor to pull in the most current information for that student's audit.



Viewing an audit with only completed coursework

You may also use the "Refresh Audit" button to view an audit without in-progress or preregistered courses. If you wish to see an audit with only a student's successfully completed coursework, you can uncheck these boxes and "Refresh Audit."

