

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.

The screenshot displays the 'My MarAUDIT' interface for a student with ID M01115930. The page shows search filters for Name (Demonstration, Degree Works) and Degree (Non-Degree). It includes tabs for Academic, What-If, Financial Aid, and Athletic Eligibility. The 'Degree progress' section shows 0% for Requirements and Credits, and an Overall GPA of 0.00. A 'REFRESH AUDIT' button is highlighted with a yellow box and an arrow. The interface also shows a 'Data refreshed' timestamp of 04/16/2024 4:09 PM and a 'View historic audit' dropdown menu.

Viewing an audit with only completed coursework

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

The screenshot shows the 'My MarAUDIT' interface for a student. At the top left is the Millersville University logo. The navigation bar includes 'MY MARAUDIT', 'EXCEPTIONS', 'PLANS', 'ADMIN', and 'LINKS'. The user's name 'Megan Jones' is displayed in the top right. The main heading is 'My MarAUDIT' with a refresh icon. Below this, it says 'Data refreshed 04/16/2024 4:09 PM' with a refresh icon. The search filters are: Student ID: M01115930, Name: Demonstration, Degree Works, Degree: Non-Degree. There is an 'Advanced search' link. The filters are: Level: Undergraduate, Classification: Freshman, Major: TRAN, College: None, Student Status: No Show Admit, Academic Department: No Department. Major Advisor: Kenneth Smith Effective Fall 2024, Kristen Lawson Effective Fall 2024. Below the filters are tabs for 'Academic', 'What-If', 'Financial Aid', and 'Athletic Eligibility'. A 'View historic audit' dropdown shows '04/16/2024 at 4:09 PM U/NO...'. The 'Degree progress' section shows 'Format: Student View', 'Overall GPA: 0.00', and two progress indicators for 'Requirements' and 'Credits', both at 0%. A box highlights the 'In-progress classes' and 'Preregistered classes' checkboxes, both of which are unchecked. A yellow arrow points to the 'REFRESH AUDIT' button below the checkboxes.