

# How to Run Your Degree Audit

# TRACK YOUR PROGRESS TOWARD GRADUATION

This guide will show you how to run a degree audit for your declared program/major, and how to run a "what-if" degree audit for any program/major at your institution.

For help with picking a major or minor, selecting classes, schedules, internships, and more connect with an <u>academic advisor at your campus</u>.

### Steps to Log In: How to Log into Minnesota State Student Planner

# **Once You're Logged In**

If you have a record at only one school within Minnesota State:

• Your Minnesota State Student Planner will open on the Request an Audit page.

MINNESOT	t Planner						inona State University Select your style: 🔿 🔵	
		s - Comments					<b>\$</b> -	
uest an								
School	Degree Program	Title	Catalog Year	Marker	Value	Туре	CATLYT	
	BA PSYA	PSYCHOLOGY: OPTION A MAJOR	Fall 2017					HHESOTA SA
	BS BA	BUSINESS ADMINISTRATION MAJOR	Spring 2019					
n Declared Pr	ograms Cancel							

Minnesota State is an affirmative action, equal opportunity employer and educator.

#### If you have records at <u>more than one</u> school within Minnesota State:

- Select the school for which you want to run an audit.
- Your Minnesota State Student Planner will then open on the Request an Audit page.

		STATE						ey Community Colles
	Student	Planner						
	Audits - Plan	s Schedules Roadmaps =	Comments					¢ -
	Request an A							
Student Planner	School	Degree Program	Title	Catalog Year Spring 2022	Marker	Value	Туре	CATLYT
Select a School				.,,				
School - Anala-Ramsey Community College 💙	Select a Different	Program:						
Ancka Romey Community College - Benefity State University - Central Liskes College - Minecost State University, Markato	Advanced Setti	ngs <u>Click to view available setions.</u>						
- st Cloud State University     a must have ti     - Winona State University     jur computer to view the documents marked [For]     Download the free Adobe Reader program.	Run Declared Pro	ograms Cancel						

# Run a Degree Audit for Your Declared Program/Major

From the **Request an Audit** page:

 Select Run Declared Programs to generate an audit of the program(s)/major(s) you have declared at your school and a Minnesota Transfer Curriculum (MnTC) audit.

Audits • P	lans Schedules Roadmaps	<ul> <li>Comments</li> </ul>					
Request ar	n Audit						
Run Declared I							
This Sectored	129191121						
School	Degree Program	Title	Catalog Year	Marker	Value	Туре	CATLY
	BA PSYA	PSYCHOLOGY: OPTION A MAJOR	Fall 2017				
	BS BA	BUSINESS ADMINISTRATION MAJOR	Spring 2019				
Select a Differ	ent Program:						
Select a Differ	ent Program:						

• **Running Audits** will appear on your screen, which means the system is creating your audit(s).

MINNESOTA STATE	Winona State University Select your royle 🔵
Student Planner	
Audits Plans Schedules Roadmaps Comments	¢*
Last updated at 12:55:17 PM Çe updating every 3 seconds ( <u>stop.</u> )	Update
Running Audits	Cancel Running Audits
Program	Catalog Year
0	

- Your **Completed Audit Requests** will be listed on this page:
  - The **Created** column displays the date and time the audit(s) were run.
  - Select the most recent audit(s) from the list for the most accurate information.
  - Select the link under **Program** or **View** to open the audit.

* MINN	IESOTA	STATE								Winona State	
Stud	ent	Planr	ner								
Audits 🔻	Plans	Schedules	Roadmapy -	Comments							<b>\$</b> •
omplet	ted A	udit Rec	liecto								
10		udit Rec		student's record. Hitting the 'F	Run Audit' bu	tton will run :	a new audit report. Deleting audits rem	oves them from	n this list		
ese are the	audits that			s student's record. Hitting the 'F	Run Audit' bu	tton will run a	a new audit report. Deleting audits remo	oves them fron	n this list.	_	
10	audits that			s student's record. Hitting the 'F	Run Audit' bu	tton will run a	a new audit report. Deleting audits remo	oves them from	n this list.		elete
ese are the	audits that			s student's record. Hitting the 'F	Run Audit' bu Audit Type	tton will run a	a new audit report. Deleting audits remo Title	oves thum from	n this list. Course Type		elete All/None Delete
Run Audit	audits that	have been ru	n in the past for this		Audit				Course	Select.	All/None
Run Audit	audits that	have been ru	n in the past for this Catalog Year	▼ Created	Audit	Format	Title	Run By	Course Type	Select. View	All/None

- The degree audit screen will be like the example below.
- For more information about your audit, access <u>How to Read Your Degree Audit</u>.

MINNESOTA STATE					Winona State Univers
Student Pla	nner				
Audits - Plans Sche	dules Roadmaps <del>-</del>	Comments			¢ -
Prepared On 04/06/2022	12:56 PM	Accounting, BS Winona State Univers Program Code BS ACCT		Catalog Year Sprin	Request Audit
Student ID		-			
Audit Results Course H	listory				
Audit		Categories			
You are here: 🏠 Audit	4.0	Gen Educ	1	Click on any a	rea of the graph for further detail.
	<mark>.</mark>	Major			4.000
	- 2.0	0 10	20 30 40	50 60 0.	0 2.0 4.0 GPA
Credits	GPA				
Γ	Complete	In Progress	Unfulfilled	Planned	
Open All Sections	Close All Sections	0			Printer Friendly

# Run a "What-If" Degree Audit

From the **Request an Audit** page:

 Choose Select a Different Program to create a what-if audit so you can see how your coursework would apply toward other programs.

Stude	nt Planne	r						
Audits • P	lans Schedules	Roadmaps *	Comments					
Request a	n Audit							
Run Declared	Programs:							
School	Degree Program		Title	Catalog Year	Marker	Value	Туре	CAT
	BA PSYA		PSYCHOLOGY: OPTION A MAJOR	Fall 2017				
	BS BA		BUSINESS ADMINISTRATION MAJOR	Spring 2019				
-	_							
Select a Differ	ent Program:							

- Select a **Program** from the drop-down list.
- Select a **Catalog Year** from the drop-down list.

MINNESOTA STATE	Bernidji Stat
Student Planner	Select your
Audits - Plans Schedules Roadmaps - Comments	
Request an Audit	
Run Declared Programs:	
Select a Different Program:	
Choosing a degree program here will not change your declared degree program.	
Catalog Year:	
Advanced Settings Citek to view available options	
Run Different Program Cancel	

If you are running a **what-if audit** at a **university**, you may have the option to **add a minor**.

- Select Add: Minor
- Select a minor from the Adding a Minor drop-down list

* MINNESOTA STATE	Bemidji State University
	Select your style: 🔘 🔵
Student Planner	
Audits * Plans Schedules Roadmaps * Comments	÷
Request an Audit	
Run Declared Programs:	
Select a Different Program:	
Choosing a degree program here will not change your declared degree program.	
encoming a degree program nere mininger foar accurea degree program	Adding a Minor:
Program: Aquatic Biology - Aquatic Systems, BS	Adding a million.
Catalog Year: Fall 2022 Clear Selections	Minor:
	Never mind
Add: Minor	
	- Academic and Behavioral Strategist License
	Aquatic Systems
	Biology
Advanced Settings <u>Click to view available options</u>	Business Administration
Run Different Program Cancel	Chemistry
Cancer Cancer	Communication Studies Computer Science
	Criminal Justice
	Design
ou must have the free Adobe Reader program installed on your computer to vi	
Reader program.	Digital Writing
Copyright © 2020 CollegeSource, Inc.	All Rigt Earth Science
Copyright © 2020 <u>CollegeSource</u> Inc. Provey Policy selfservice Version: 4.5.4.3 12/15	2020 Economics Emotional Behavioral Disorders Licensure
	Engineering Technology
	English
	Enviromental Studies
	Fisheries Biology
	Fraud Examination 👻

• Select **Run Different Program** to generate the **what-if audit** for that program.

* MINNESOTA STATE	Bernidji State Un Select your style:
Student Planner	Select your style:
Audits • Plans Schedules Roadmaps • Comments	•
equest an Audit	
Run Declared Programs:	
Select a Different Program:	
Choosing a degree program here will not change your declared degree program.	
Program: Aquatic Biology - Aquatic Systems, BS	
Catalog Year: Fall 2022 Clear Selections	
Add: Minor	
Minor:Earth Science Fall 2022	
_	
Advanced Settings <u>Click to view available options.</u>	
Advanced Settings <u>click to view available retires</u> . Run Different Program Cancel	

• Your Audit is Loading will appear on your screen, which means the system is creating your audit.



- Your what-if audit will automatically display.
- For more information about your audit, access <u>How to Read Your Degree Audit</u>.

MINNESOTA STATE			Select your s
Student Pla	anner		
Audits - Plans Sch	nedules Roadmaps 🔹	Comments	
Prepared On 04/07/20)	22 12:03 PM	Aquatic Biology - Aquatic Systems, BS Bemidji State University Program Code BS AQBIAQSP	Request Catalog Year Fall 2022
Student ID		,	
Audit Results Course	History		
Audit		Categories	
You are here: 🋠 Audit			Click on any area of the graph for further
You are here: 🛠 Audit	4.0	GPA Credits Liberal Educ	Click on any area of the graph for further
You are here: Audit		GPA Credits Liberal Educ Major Minor	
You are here: # Audit	2.0	GPA Credits	Click on any area of the graph for further           40         50         60         70         0.0         2.0           GPA         GPA         GPA         GPA         GPA
	2.0 0.0	GPA Credits Liberal Educ Major Minor 0 10 20 30	40 50 60 70 0.0 2.0 GPA

From the **Audits** tab:

- Select Request New to return to the Request an Audit page. or
- Select Manage to view your recently Completed Audit Requests page.

MINNESOTA STATE			Bemidji State University
Student Planner			Select your style: 🔿 🔵
Audits • Plans 5 chedules Roadmaps •	Comments		¢ -
Request New Manage	Aquatic Biology - Aquatic Systems, BS Bemidji State University		Request Audit
Prepared On 04/07/2022 12:03 PM Student ID	Program Code BS AQBIAQSP	Catalog Year Fall 2022	

• The Manage screen will display your Completed Audit Requests.

	MINNESOTA STATE	dji State Universi st your style: 🔿
Completed Audit Requests  here are the audits that have been run in the past for this student's record. Hitting the Run Audit' button will run a new audit report. Deleting audits removes them from this list.  Control	Student Planner	
here are the audits that have been run in the past for this student's record. Hitting the 'Run Audit' button will run a new audit report. Deleting audits removes them from this list.  Run Audit  ID ID INSTEC Program Catalog Year Catalog Ye	Audits * Plans Schedules Roadmaps * Comments	¢ *
ID     Insted     Program     Catalog Year     - Created       40649823     B5 AOBIAOSP     Fall 2022     04/07/2022 12:03 PM     Format     Title     Run By     Type     View     Delete       Legend	see are the audits that have been run in the past for this student's record. Hitting the 'Run Audit' button will run a new audit report. Deleting audits removes them from this list.	
40649823 <u>B5.AQ8IAQ52</u> Fall 2022 04/07/2022 12:03 PM CCCCC fall 2009 - Aquatic Biology - Aquatic Systems, BS Student <u>View Audit</u> Legend		
	+ In Progress Course	

#### If you have records at more than one school within Minnesota State:

• You can choose your next school from any screen in the Minnesota State Student Planner by selecting the settings cog, and then Select School.

