



Your Degree Audit

TRACK YOUR PROGRESS TOWARD GRADUATION

This guide will show you how to read your degree audit.

For help with picking a major or minor, selecting classes, schedules, internships, and more connect with an [academic advisor at your campus](#).

Steps to Log In: [How to Log into Minnesota State Student Planner](#)

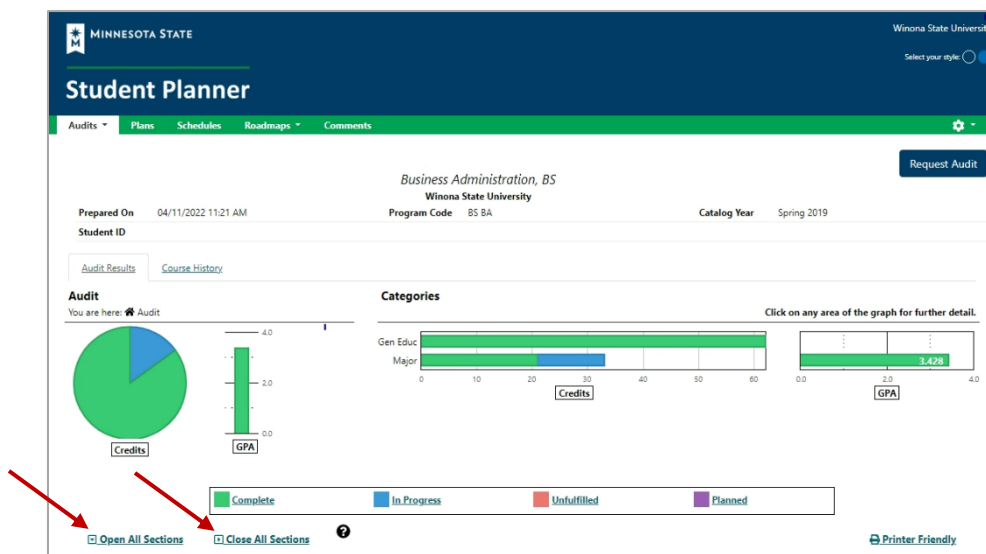
Degree Audit

Your degree audit provides a personalized listing of required, completed, in-progress, and needed courses. The header of your degree audit includes your Student ID, your name, program code, program name, and catalog year. It may include other information such as catalog year, advisor, test scores, and more.

Opening and Closing Sections

When you first open your audit, the degree requirements are set so that **all sections are open**.

- Select **Open All Sections** to open all requirements within your degree audit.
- Select **Close All Sections** to close all requirements within your degree audit.



- Select the arrow to the left of the section to **open/expand** or **close/collapse** each requirement one section at a time.
- **Arrow pointing down** indicates the requirement section is **opened/expanded**.

General Education-Minnesota Transfer Curriculum (MnTC)
 Minimum of 16 credits from Goals 1 - 10.
 GPA of 2.0 or higher.
 EARNED: 86.00 CREDITS 3.55 GPA

Goal 1: Communication
 7 credits
 EARNED: 16.00 CREDITS

1) Composition I required with a grade of C or higher:

F 14	ENGL1021	3.00	P	RP	Gateway English
					NHCC: ENGL1200

2) Select one COMM course from the following:

S16	COMM1031	3.00	A		
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- **Arrow pointing to the right** indicates the requirement section is **closed/collapsed**.

General Education-Minnesota Transfer Curriculum (MnTC)
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Requirement and Sub-Requirement Symbols

- **Green square with a check mark** means complete.
- **Red square with an X** means unfulfilled (not complete).
- **Blue square with dots** means complete with in-progress courses

Goal Area 1: Written and Oral Communication
 Three courses required; nine credits minimum.
 EARNED: 3.0 CREDITS
 NEEDS: 6.0 CREDITS 2 SUB-GROUPS

1) ENGL1101 is required.
 S18 ENGL1101 3.00 C College Writing I

2) ENGL1205 or 1210 or 1215 is required.
 NEEDS: 1 COURSE
 COURSE LIST-> ENGL1205, 1210, 1215

3) COMM1120 or 1130 or 1140 is required.
 NEEDS: 1 COURSE
 COURSE LIST-> COMM1120, 1130, 1140

7) 300-400 Level Courses From Following
 ACCT/BUSA/ECON/FIN/MGMT/MIS/MKTG

S21	MGMT427	3.0	Z	IP	Hum Res Development
S21	MKTG336	3.0	Z	IP	Services Marketing

Course Catalog Details

- Select a course that is underlined to open the **Course Catalog Details**.

The screenshot shows a web interface with a goal and a course details window. The goal is 'Goal 1: Communication' with 10 credits. It lists requirements for Composition I and II, and a list of COMM courses. The 'Course Catalog Details' window for ENGL 1022 (3 Credits) Composition II includes a description, MnTC Goals (01 - Communication), Offering Frequency, Prerequisite, Corequisite, and a Course Availability table.

Spring 2022	Summer 2022	Fall 2022	Spring 2023	Summer 2023	Fall 2023	Spring 2024	Summer 2024	Fall 2024	Spring 2025	Summer 2025	Fall 2025
✖	✖	?	?	?	?	?	?	?	?	?	?

- **Course Catalog Details** contains course number, credits, course title, description, MnTC goals, offering frequency, prerequisite(s), corequisite(s), and course availability.

This is a close-up of the 'Course Catalog Details' window for ENGL 1022 (3 Credits) Composition II. It includes the course description, MnTC Goals (01 - Communication), Offering Frequency, Prerequisite, Corequisite, and a Course Availability table.

Spring 2022	Summer 2022	Fall 2022	Spring 2023	Summer 2023	Fall 2023	Spring 2024	Summer 2024	Fall 2024	Spring 2025	Summer 2025	Fall 2025
✖	✖	?	?	?	?	?	?	?	?	?	?

Legend

- The **Legend** is located at the bottom of your degree audit.

The legend box contains four items: a green checkmark for 'Complete', a purple calendar icon for 'Planned', a blue plus sign for 'In Progress', and a red X for 'Unfulfilled'.

Printing the Audit

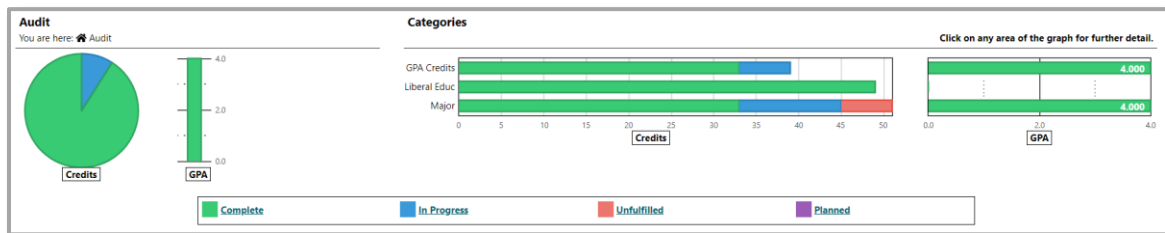
Select the 'Printer Friendly' link under the charts and graphs area to print a text only version of the audit without charts and graphs.



Charts and Graphs

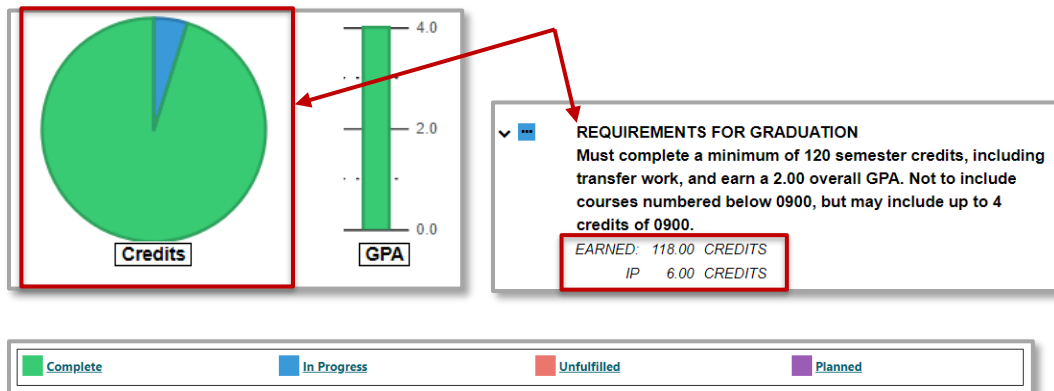
Charts and graphs are located at the top of your degree audit and will contain a pie chart, a vertical GPA graph, and a series of horizontal bar graphs.

Note: Charts and graphs are customizable by each institution and may vary from the below examples. Not all institutions and/or programs/majors display charts and graphs.



Pie Chart

The pie chart represents the minimum total number of credits required for your degree. This corresponds to the minimum credit requirement (ex: 120 credits as below).



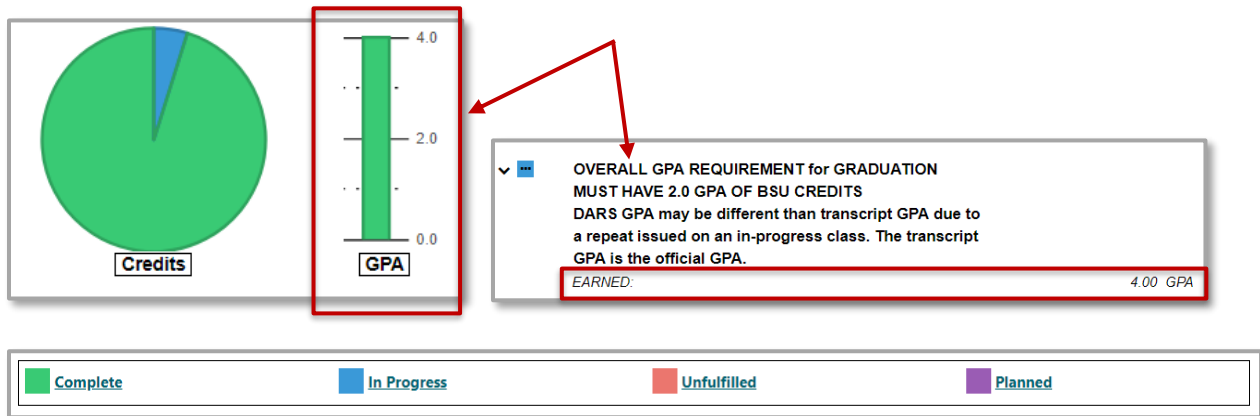
If you position your cursor over a section of the chart, the credits for that section will be displayed.

The green section indicates the total number of credits earned (118 in the above example); the blue section indicates number of credits currently in-progress, including those credits currently registered for (6 credits in the above example). If you see a red section on your pie chart, that indicates number of credits needed to complete the minimum total credits required for your program/major.

Note: You must review your entire audit to determine if you have met all your program requirements. Your pie chart may display as complete before you have finished your program. The pie chart and bar graphs may not reflect the number of credits actually being used toward your degree (as some requirements are based as courses rather than credits, therefore credits may be estimated in those cases).

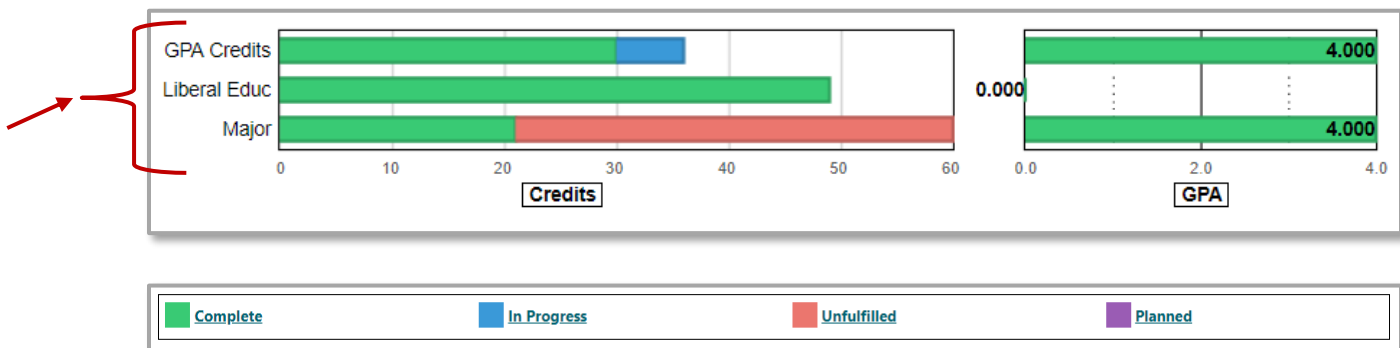
Vertical Bar Graph - GPA

The vertical bar next to the pie chart graphs the GPA of all courses used in the total credit requirement (this usually includes only home campus coursework, but may include transfer coursework, as well).



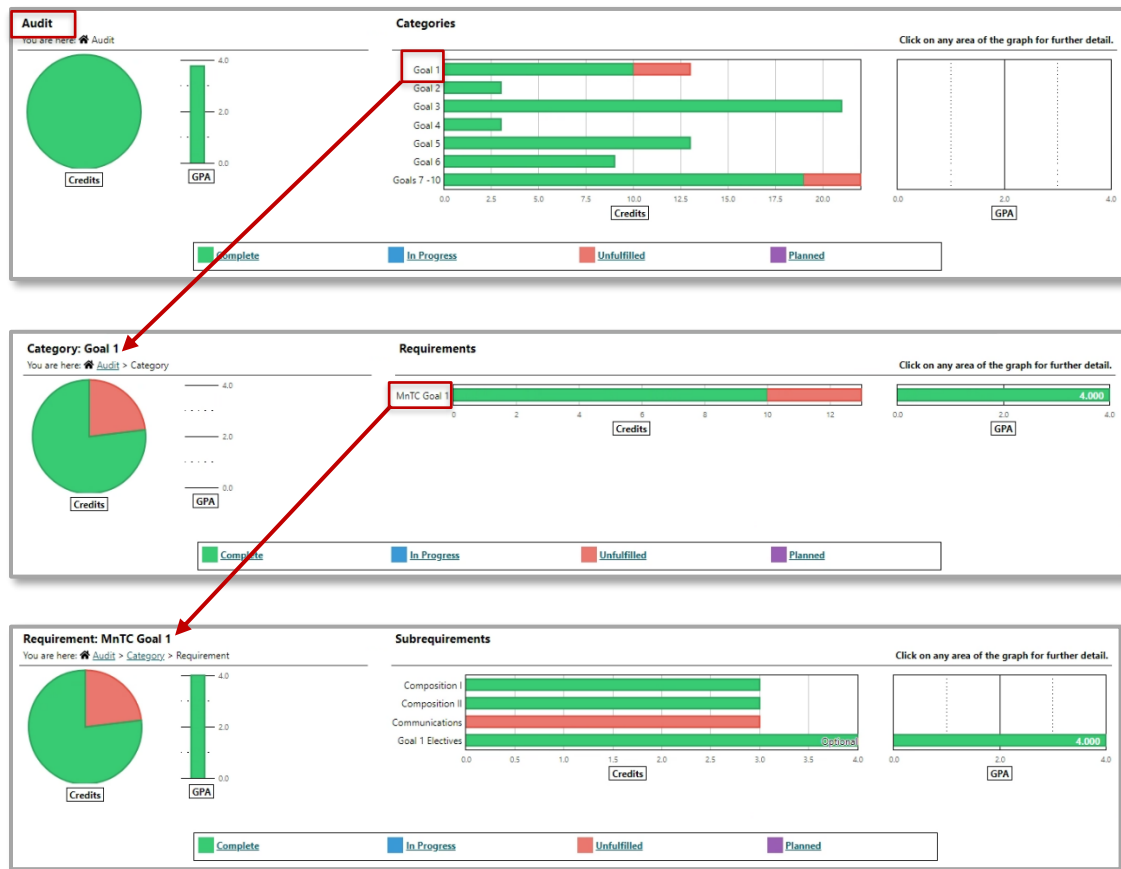
Horizontal Bar Graph - Credits

This graph may include all GPA Credits, Liberal Education Requirements, and Major Requirements, but could include others depending upon the program. Bar graph GPA may be hidden from displaying, if not relevant to display.



Drilling Down in the Audit

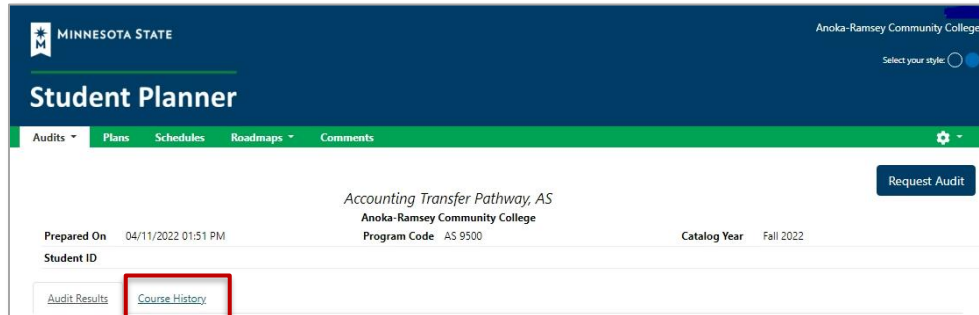
Each of the categories in the bar chart (ex: Goal 1) may consist of several requirements and/or sub-requirements. You may drill down to view these individual requirements and their associated charts and graphs by selecting the bar graph for that category. You may drill down another level to view individual sub-requirements and the associated charts and graphs for those sub-requirements by selecting the requirement for which you would like to see details.



You may drill back up to any level by selecting the appropriate level in the upper left-hand corner. To do this, select the Category or Audit link (level) on the top of the audit or you may use the Back button.

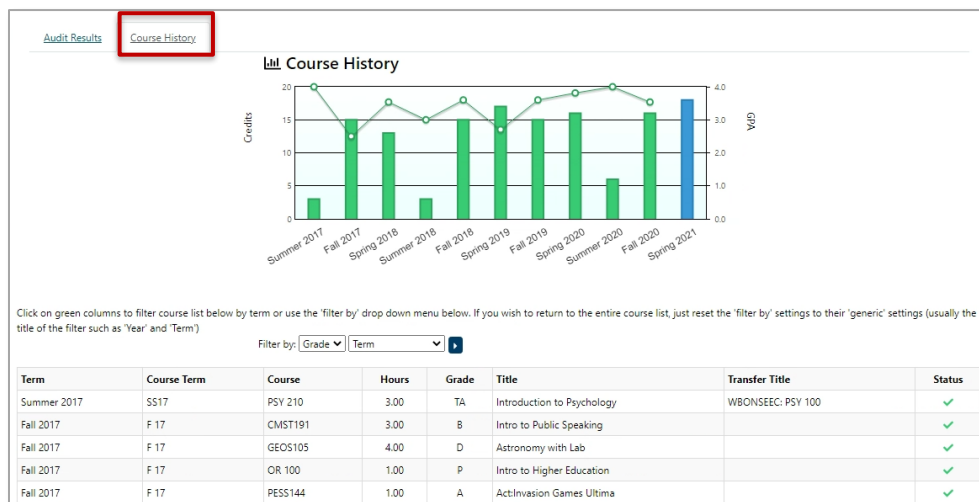
Course History

You can also view all your courses in chronological order or by term by selecting the **Course History** tab.



The screenshot shows the 'Student Planner' interface for Anoka-Ramsey Community College. The 'Course History' tab is highlighted with a red box. The interface includes a navigation bar with 'Audits', 'Plans', 'Schedules', 'Roadmaps', and 'Comments'. Below the navigation bar, there is a 'Request Audit' button and a section for 'Accounting Transfer Pathway, AS' with details like 'Prepared On', 'Student ID', 'Program Code', and 'Catalog Year'.

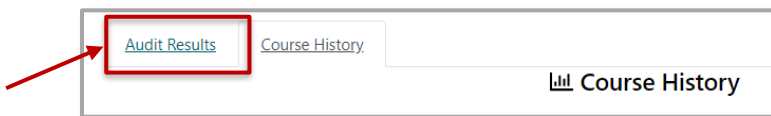
When you position your cursor over the Bar Chart you will see credit (green bar) and GPA (green dot) details for each term. You can also filter the course list by selecting the green columns, or by using the 'Filter by' drop down menu.



The screenshot shows the 'Course History' section with a bar chart and a table. The bar chart displays 'Credits' (green bars) and 'GPA' (green dots) for each term from Summer 2017 to Spring 2021. The table below the chart lists course details including Term, Course Term, Course, Hours, Grade, Title, Transfer Title, and Status.

Term	Course Term	Course	Hours	Grade	Title	Transfer Title	Status
Summer 2017	SS17	PSY 210	3.00	TA	Introduction to Psychology	WBONSEEC: PSY 100	✓
Fall 2017	F 17	CMST191	3.00	B	Intro to Public Speaking		✓
Fall 2017	F 17	GEOS105	4.00	D	Astronomy with Lab		✓
Fall 2017	F 17	OR 100	1.00	P	Intro to Higher Education		✓
Fall 2017	F 17	PES1144	1.00	A	ActInvasion Games Ultima		✓

Select the 'Audit Results' link at the top of the audit to go back to the original audit.



The screenshot shows a navigation bar with two links: 'Audit Results' and 'Course History'. The 'Audit Results' link is highlighted with a red box and a red arrow pointing to it. Below the links is a 'Course History' section with a bar chart icon and the text 'Course History'.