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 academic advisor at your campus.

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.
If you have records at more than one 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.

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.

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

The degree audit screen will be like the example below.
- For more information about your audit, access [How to Read Your Degree Audit](#).
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.

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

**Run Different Program** to generate the **what-if audit** for that program.
• Your **Audit is Loading** will appear on your screen, which means the system is creating your audit.

![Audit is Loading Image]

• Your **what-if audit** will automatically display.

• For more information about your audit, access **How to Read Your Degree Audit**.

![Audit Image]

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.
• The Manage screen will display your Completed Audit Requests.

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.