



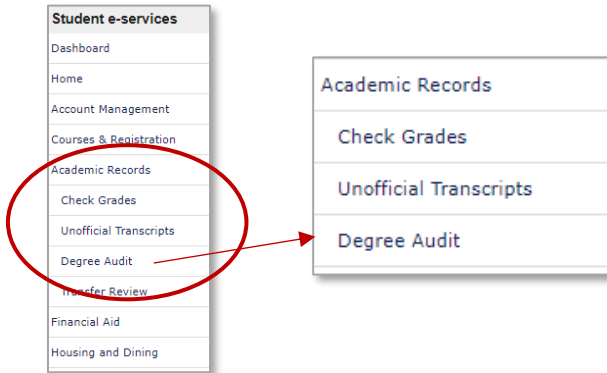
# How to Run a 'What-If' Degree Audit

## Steps

Follow these steps to run a **What-If** degree audit.

- Login to your eServices account

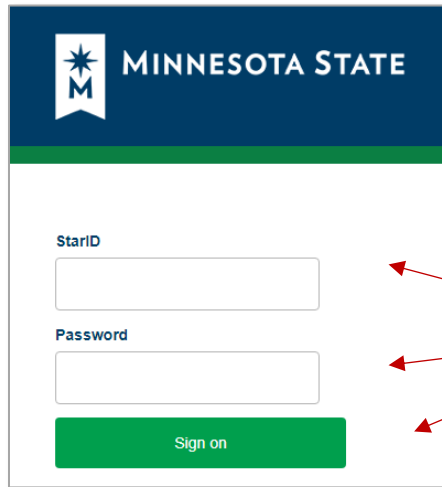
- Select **Academic Records** on the left-hand navigation and then select **Degree Audit**



- Select **Request a Degree Audit**

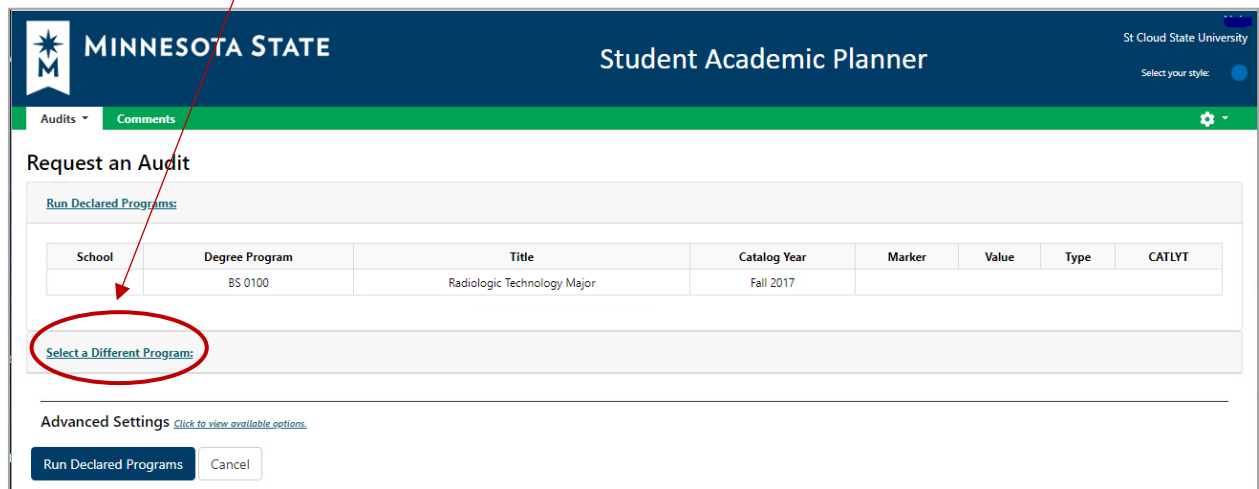
[Request a Degree Audit](#) (this link will open in a new window/tab)

- Enter your **StarID**, enter your **Password**, and select **Sign on**.



The image shows the login page for Minnesota State. At the top left is the Minnesota State logo, which consists of a white star above a white 'M' on a blue background. To the right of the logo, the text 'MINNESOTA STATE' is written in white on a dark blue background. Below this is a white form area. It contains a 'StarID' label above a text input field. Below that is a 'Password' label above another text input field. At the bottom of the form is a green button with the text 'Sign on' in white. Three red arrows point from the right side of the form to the StarID input field, the Password input field, and the Sign on button.

- After you sign on, your Student Academic Planner will open on the **Request an Audit** page.
- **Select a Different Program** to create a **What-If** audit so you can see how your coursework would apply toward other programs



The image shows the 'Request an Audit' page in the Student Academic Planner. At the top left is the Minnesota State logo. To the right of the logo, the text 'MINNESOTA STATE' is written in white on a dark blue background. Further right, the text 'Student Academic Planner' is written in white. In the top right corner, 'St Cloud State University' is written in white, with 'Select your style:' and a blue circle below it. Below the header is a green navigation bar with 'Audits' and 'Comments' tabs. The main content area is titled 'Request an Audit'. Below this title is a section labeled 'Run Declared Programs' with a table. The table has columns for School, Degree Program, Title, Catalog Year, Marker, Value, Type, and CATLYT. The first row of data shows 'BS 0100' for Degree Program and 'Radiologic Technology Major' for Title. Below the table is a link 'Select a Different Program:' which is circled in red. At the bottom of the page, there is an 'Advanced Settings' section with a link 'Click to view available options.' and two buttons: 'Run Declared Programs' and 'Cancel'.

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
	BS 0100	Radiologic Technology Major	Fall 2017				

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

MINNESOTA STATE Student Academic Planner

Audits ▾ Comments

### Request an Audit

[Run Declared Programs:](#)

[Select a Different Program:](#)

Choosing a degree program here will not change your declared degree program.

Program: ▾

Catalog Year: ▾

Advanced Settings [Click to view available options.](#)

Run Different Program Cancel

- Select **Run Different Program** to generate the **What-If** audit for that major/program

MINNESOTA STATE Student Academic Planner

Audits ▾ Comments

### Request an Audit

[Run Declared Programs:](#)

[Select a Different Program:](#)

Choosing a degree program here will not change your declared degree program.

Program: Accounting, BS

Catalog Year: Fall 2020 Clear Selections

Add: Minor

Advanced Settings [Click to view available options.](#)

Run Different Program Cancel

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

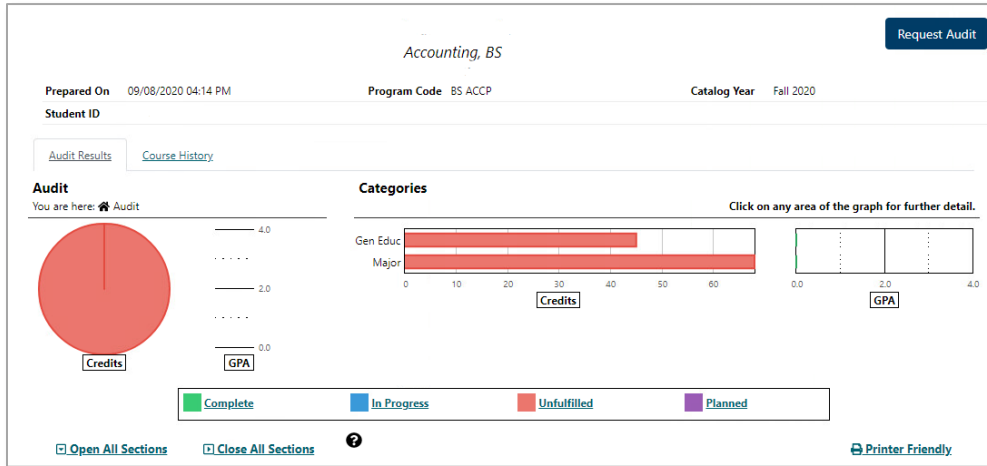
MINNESOTA STATE Student Academic Planner

Audits ▾ Comments

Your Audit is Loading

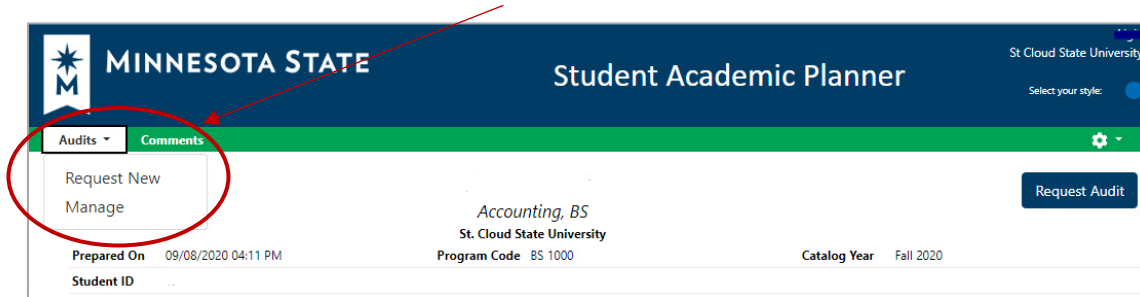
Your audit will be ready momentarily( [more...](#) )

- Your **What-If** degree audit will automatically display
- For more information about your audit, see [How to Read Your Degree Audit](#)



From the **Audits** tab:

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



- Your **Manage** screen will display your **Completed Audit Requests**.

### Completed Audit Requests

These 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.

ID	Instcd	Program	Catalog Year	Created	Audit Type	Format	Title	Run By	Course Type	View	Delete
33946416		SMNTC	Fall 2020	09/08/2020 4:21 PM		HTML	Minnesota Transfer Curriculum	Student		<a href="#">View Audit</a>	<input type="checkbox"/>
33946415		BS 0100	Fall 2017	09/08/2020 4:21 PM		HTML	Radiologic Technology, BS	Student		<a href="#">View Audit</a>	<input type="checkbox"/>
33946413		BS 1000	Fall 2020	09/08/2020 4:11 PM	WHAT-IF	HTML	Accounting, BS	Student		<a href="#">View Audit</a>	<input type="checkbox"/>