



## 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.

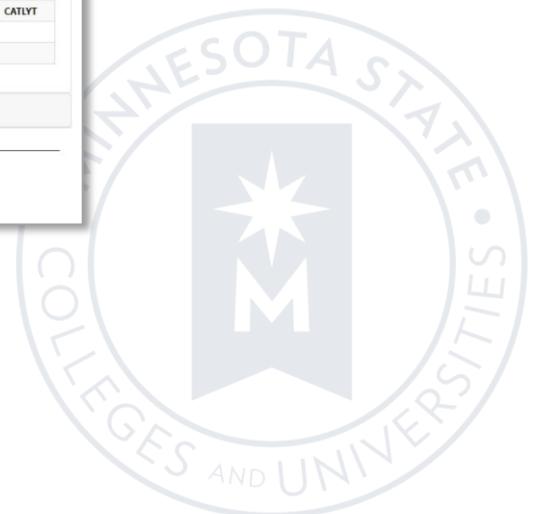
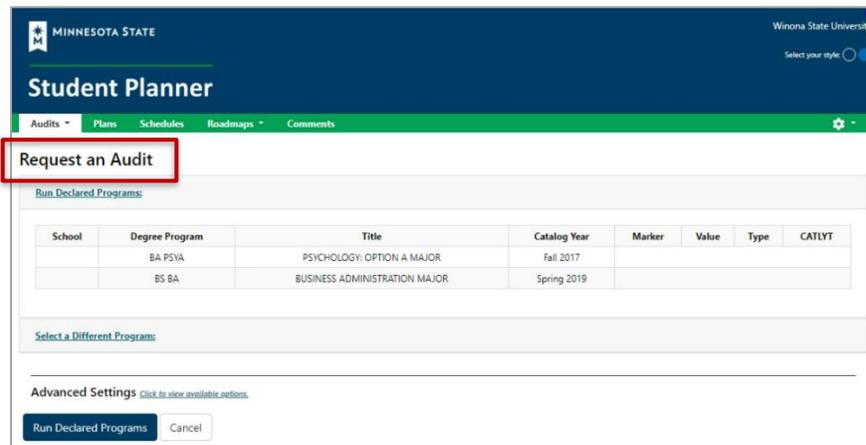
For help with picking a major or minor, selecting classes, schedules, internships, and more connect with an [academic advisor at your campus](#).

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

### Once You’re Logged In

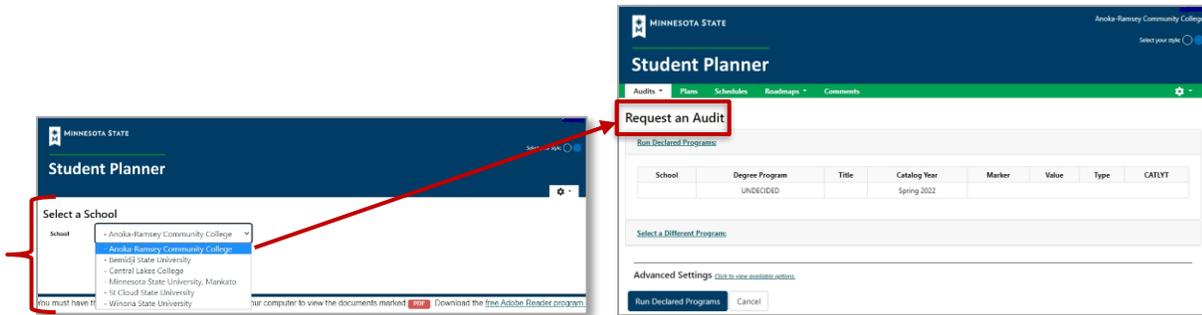
If you have a record at only one school within Minnesota State:

- 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:

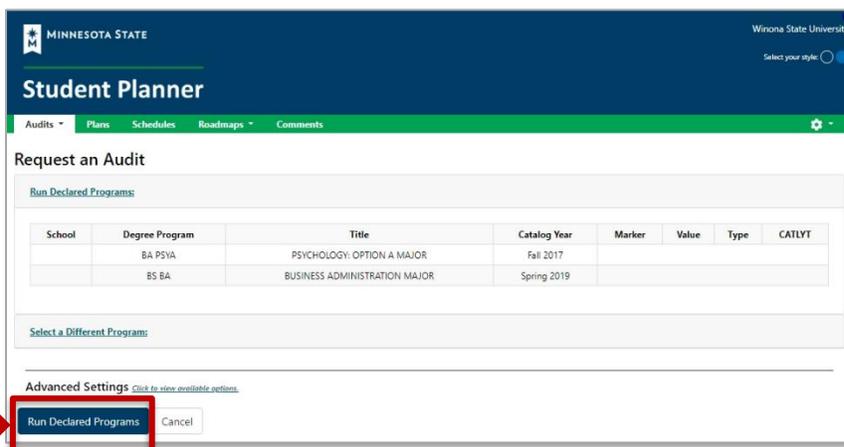
- Select the school for which you want to run an audit.
- Your Minnesota State Student Planner will then open on the **Request an Audit** page.



## 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.



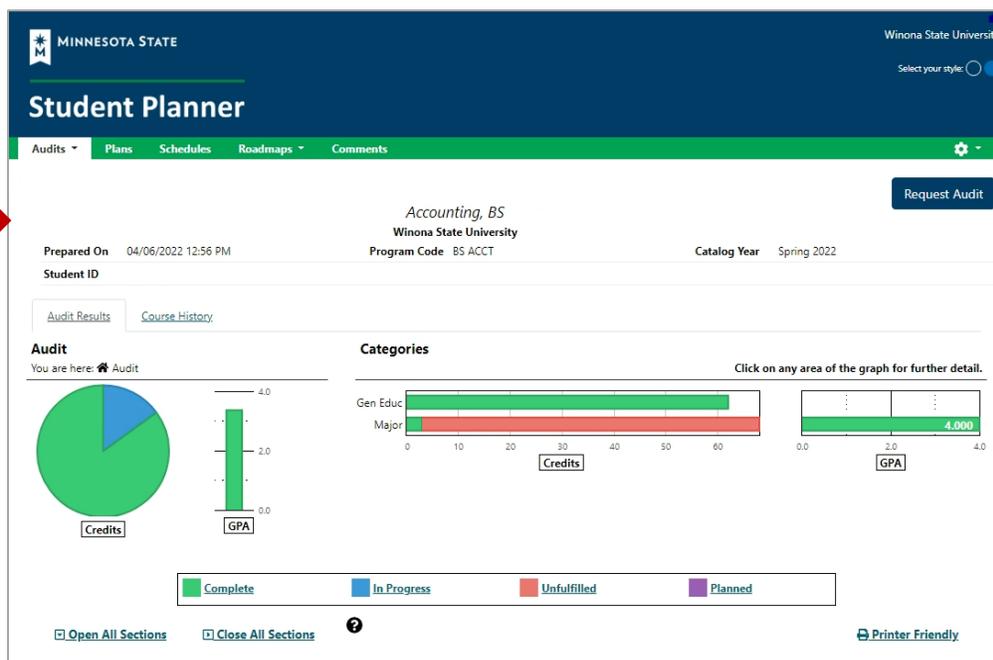
- **Running Audits** will appear on your screen, which means the system is creating your audit(s).



- 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.

ID	Instcd	Program	Catalog Year	Created	Audit Type	Format	Title	Run By	Course Type	View	Delete
40849821		SMNTC	Spring 2022	04/06/2022 12:55 PM		HTML	Minnesota Transfer Curriculum	Student	***	<a href="#">View Audit</a>	<input type="checkbox"/>
40849820		BS BA	Spring 2019	04/06/2022 12:55 PM		HTML	Business Administration, BS	Student	***	<a href="#">View Audit</a>	<input type="checkbox"/>
40849819		BA PSYA	Fall 2017	04/06/2022 12:55 PM		HTML	Psychology: Option A, BA	Student	***	<a href="#">View Audit</a>	<input type="checkbox"/>

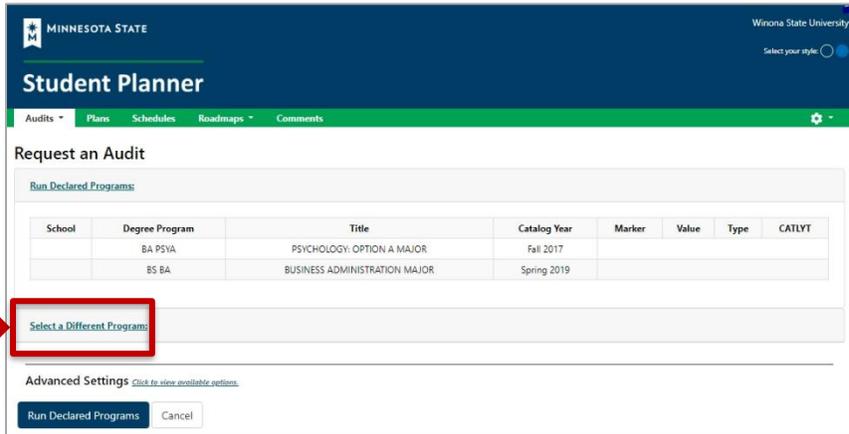
- The degree audit screen will be like the example below.
- For more information about your audit, access [How to Read Your Degree Audit](#).



## Run a “What-If” Degree Audit

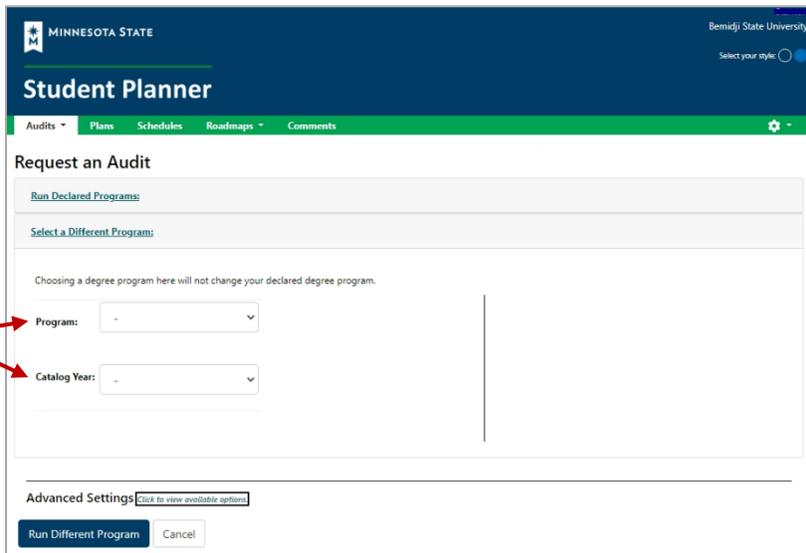
From the **Request an Audit** page:

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



The screenshot shows the 'Request an Audit' page in the Student Planner. At the top, there are navigation tabs for Audits, Plans, Schedules, Roadmaps, and Comments. Below this is a section titled 'Run Declared Programs' containing a table with columns for School, Degree Program, Title, Catalog Year, Marker, Value, Type, and CATLYT. The table lists two programs: BA PSYA (Psychology: Option A Major, Fall 2017) and BS BA (Business Administration Major, Spring 2019). Below the table is a button labeled 'Select a Different Program', which is highlighted with a red rectangular box. At the bottom, there are 'Advanced Settings' and buttons for 'Run Declared Programs' and 'Cancel'.

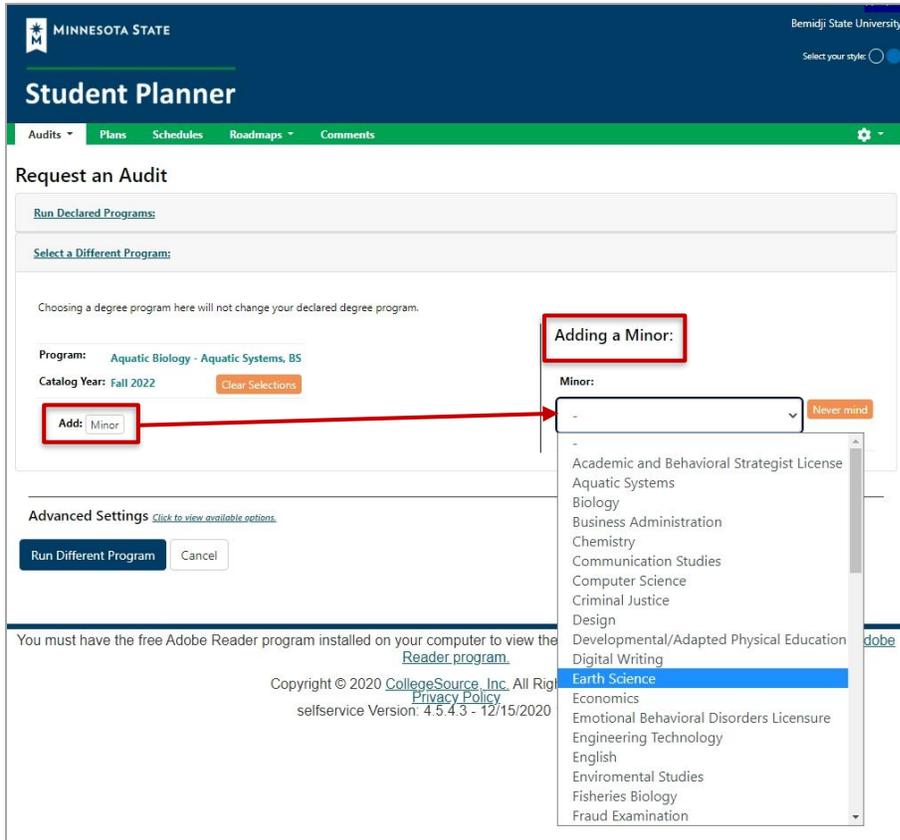
- Select a **Program** from the drop-down list.
- Select a **Catalog Year** from the drop-down list.



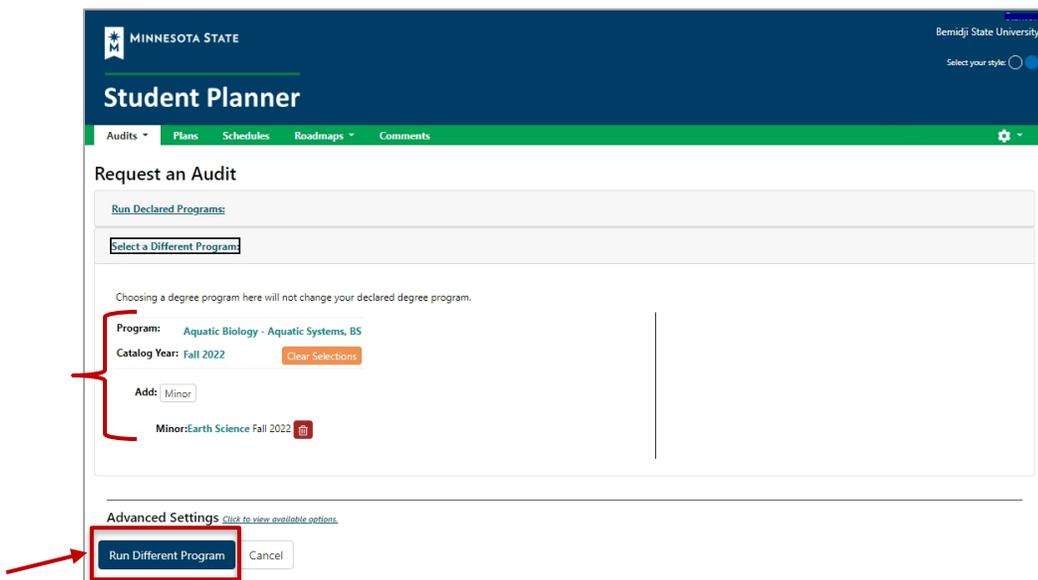
This screenshot shows the 'Request an Audit' page with the 'Select a Different Program' section expanded. It includes a note: 'Choosing a degree program here will not change your declared degree program.' Below this note are two dropdown menus: 'Program:' and 'Catalog Year:'. Red arrows point to these two dropdown menus. At the bottom, there are 'Advanced Settings' and buttons for 'Run Different Program' and '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**



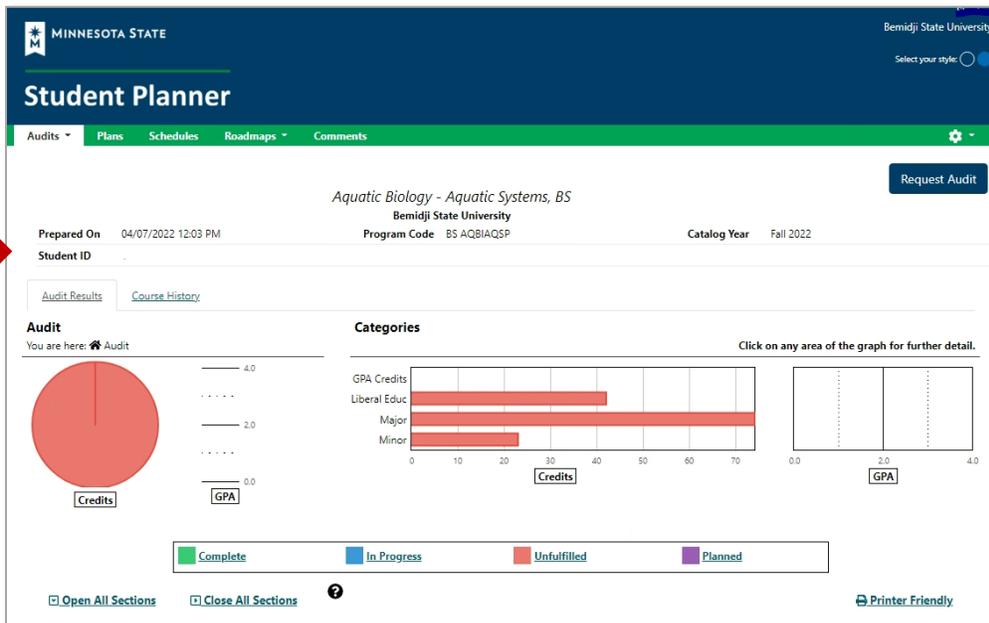
- Select **Run Different Program** to generate the **what-if audit** for that program.



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

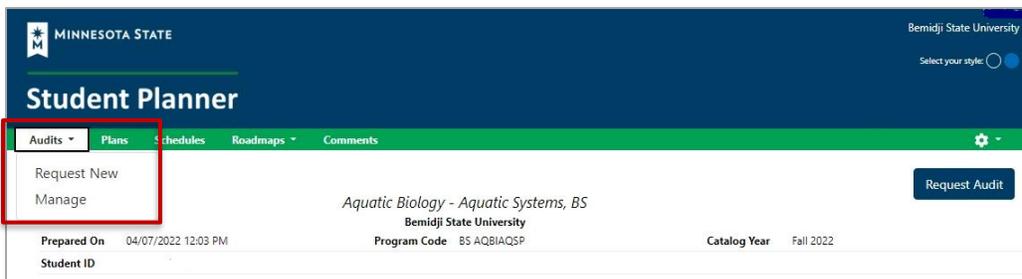


- Your **what-if audit** will automatically display.
- For more information about your audit, access [How to Read Your Degree Audit](#).

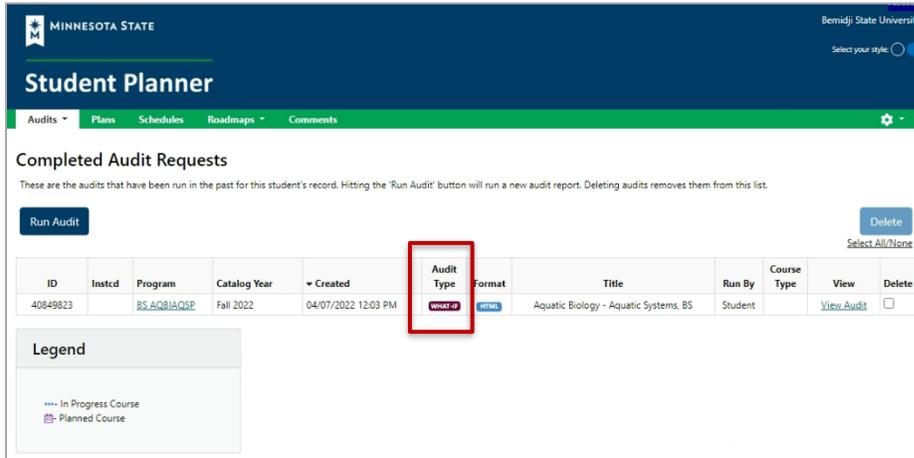


From the **Audits** tab:

- 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**.



### 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.

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.

