1. How to Log In and Run the Degree Audit

a. Log in to eCampus

b. Click on the Services tab

c. Click on the Degree Audit icon (graduation cap)

d. The Request Audit page will appear. In the “Select a Program” section, “Run Current Program” is the default option. Go to the bottom left of the page and click “Run Audit”.

![Request an Audit](image)

e. The Running Results page will appear. On the Completed Audit Requests page, go to the “View” column. Click “View Audit”. To see the one you just requested, look at the first line. It will show current date and time you requested the audit.
2. How to Read the Audit

You can open the whole audit (click on “Open all sections”) or click the plus signs to see a specific requirement.

When looking at the audit, when you see IP that means the requirement is currently in progress. The IP will also appear for a course in progress.

The <D means the course is a duplicate and has been repeated. The grade has been averaged into the GPA.

The R means the course is repeatable for the credits and grade again.

a. The legend will appear at the end of the audit
   - The check mark means the course is completed
   - The X means the requirement still needs to be completed
   - The in progress bar means the course is in progress

b. At the top of the screen you will see information such as name, ID, catalog year, when the audit was prepared and what the major/degree is. For example:
3. To Print an Audit

In the upper right hand corner of the audit, you will click on the “Printer Friendly” button.

This will bring up the audit in another view. Right click and choose Print.

4. To Run a “What-If”

- Click “Request Audit” on the right hand side of the screen.
- Under “Select a Program,” choose “Run Selected Program” (under “Run Current Programs”).
- Go to the Degree dropdown box and choose the program you are interested in.
- Choose the current or future catalog year (You must choose this or you will get an error message).
- There will also be a choice for you to choose a second major, a minor, or concentration, track, etc.
- Click “Run Audit.”
- A new audit will appear on the screen.
- Scroll to the program you processed the “What-If” for.