

## 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

---

Select A Program

Run Current Programs:

School	Degree Program	Title	Catalog Year
	04171	Social Work - Bachelor of Social Work	201209

Run Selected Program:  
Choosing a degree program here will not change your declared degree program.

Degree

Catalog Year

---

Options

Include In Progress Courses

What If Courses

Run Type

Format

|

- 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.

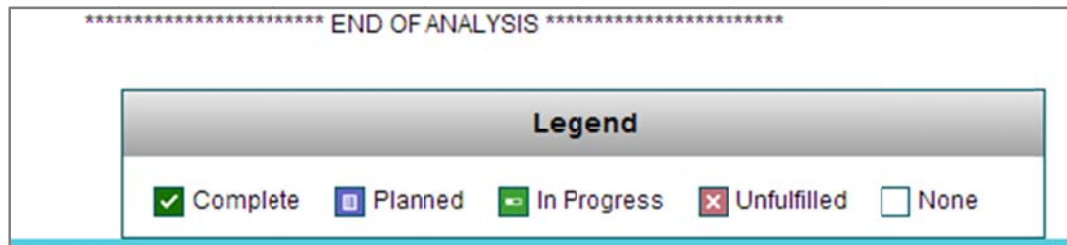
When looking at the audit, when you see IP that means the requirement is currently in progress. The IP will also appear for a course in progress.

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:

*MINNIE MOUSE Mathematics - Bachelor of Science*

Prepared On	11/07/2013 02:54 PM	Program Code	04140	Catalog Year	201209
Student ID	0000000	Graduation Date		Job ID	2013110714541096



Office of the University Registrar  
The New Degree Audit Instructions

### 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.