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# My Degree Audit – Self-Service for Advisors

## MyDegreeAudit

This document is your guide to navigating MyDegreeAudit through the Self-Service website for advisors.

## Login

MyDegreeAudit can be accessed two ways:

- through MyRED
- directly through a link provided by the Office of the University Registrar.

UNIVERSITY OF  
**Nebraska**  
Lincoln

Welcome to My Degree Audit Self Service

User Name

Password

Log in

Use your NU ID and TrueYou/MyRED Password to Log in.

# My Degree Audit – Self-Service for Advisors

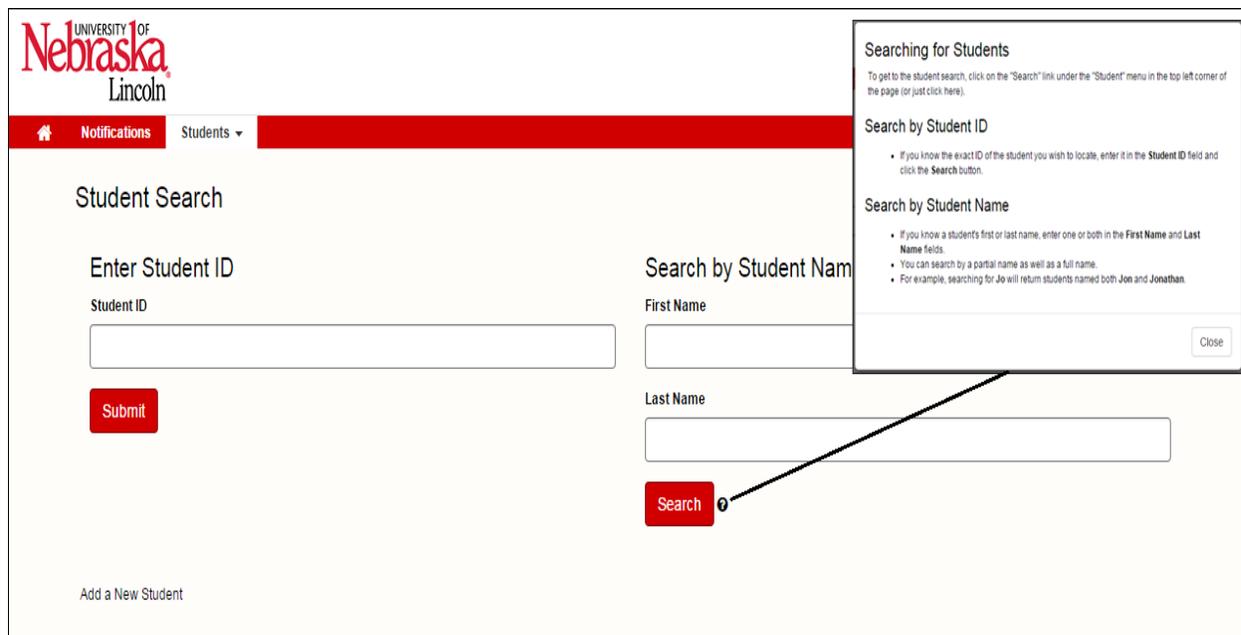
Once you've logged in, you will see the **Home** screen:



There are multiple ways to reach the **Student Search** page. 1. Use the drop down box labeled **Students** to access and click on Search. 2. Click the image of a Student. 3. Click on the word **Students**.

## Student Search

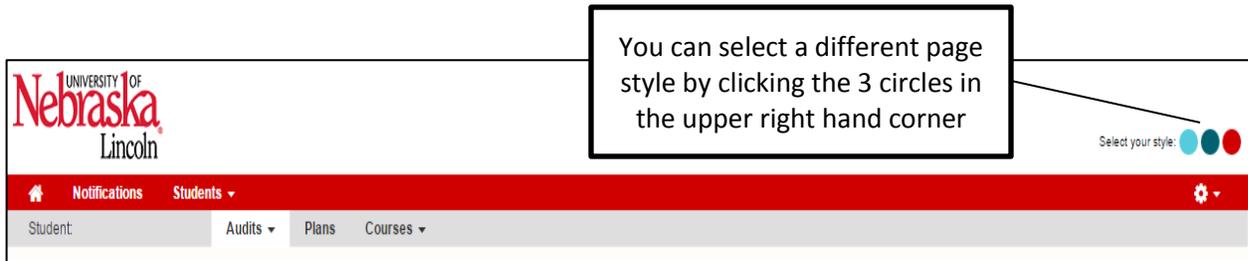
If you know the student's NU ID, type the ID and click **Submit**. If you don't know the NU ID you can search by the student's first and/or last name. There is a clickable **Help** icon with specific instructions on searching for students next to the **Search** button.



# My Degree Audit – Self-Service for Advisors

## Navigation Bar Links

Once a student is selected, you will be taken to the Request an Audit page. At this point you can do several things. In addition to the audit request functions of the page, there are some links towards the top of the page that will be present on most pages:



- Home**  – will take you to the page you encounter when logging into My Degree Audit
- Students** – will take you back to the Student Search page
- Audits** – will take you to either the Request an Audit page (**Request New**), the Completed Audit Requests page (**Manage**), or Program Matcher
- Courses** – will take you to the student's transfer courses
- Profile** – will take you to the student's profile page which shows the student's name and NU ID.

Under **Settings**  you will see:

- Help** – will take you to a help page that highlights Interpreting Audits and Student Search
- Logout** – will log you out of MyDegreeAudit.

# My Degree Audit – Self-Service for Advisors

## Request an Audit

Once a student is selected, you will be taken to the Request an Audit page. At this point you can run a new degree audit for the student. You have two options:

-Run a Declared Program Audit using the student's current program and bulletin year

OR

-Select a Different Program Audit using a program and bulletin year that you select

In addition to this, you can decide whether you want to run an HTML audit (which is the Advanced Settings) or a downloadable PDF audit. The default options on the Request an Audit page looks like this:

UNIVERSITY OF  
**Nebraska**  
Lincoln

Select your style: ● ● ●

Notifications Students

Student Audits Plans Courses

### Request an Audit

▼ Run Declared Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
	NO AUDT	NO AUDIT	Fall 1995				

► Select a Different Program:

Advanced Settings Click to view available options.

Run Declared Programs Cancel

Run Declared Program is the default selection.

Select Run Declared Program to run a degree audit of the declared program.

# My Degree Audit – Self-Service for Advisors

## What-If Audit/PDF Audit Selection

To see a student’s audit with a different program or bulletin year click **Select a Different Program**, use the drop-down boxes on the **Request an Audit** page. If you wish to view the audit as a downloadable PDF or include/exclude In Progress courses, you may select that as well from the drop-down box in the **Advanced Settings** table.

The screenshot shows the 'Request an Audit' form. It is divided into two main sections: 'Request an Audit' and 'Advanced Settings'. The 'Request an Audit' section includes a 'Run Declared Programs' button, a 'Select a Different Program' dropdown menu, and two more dropdown menus for 'Degree' and 'Catalog Year'. The 'Advanced Settings' section includes a checkbox for 'Include In Progress Courses' and a 'Format' dropdown menu set to 'Regular (HTML)'. At the bottom are 'Run Different Program' and 'Cancel' buttons. Four callout boxes provide instructions: 1. 'Click Select a Different Program to bring up options to run a "What-if" audit' points to the 'Select a Different Program' dropdown. 2. 'Choose both the Degree and Catalog Year.' points to both the 'Degree' and 'Catalog Year' dropdowns. 3. 'Click to choose Advanced Settings to include/exclude In Progress Courses and Format (HTML or PDF, HTML is the default format).' points to the 'Advanced Settings' section header. 4. 'Click to Run a Different Program' points to the 'Run Different Program' button.

**Request an Audit**

▶ Run Declared Programs: /

▼ Select a Different Program:

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

Degree -

Catalog Year -

**Advanced Settings** Click to view available options.

Include In Progress Courses

Format Regular (HTML)

Run Different Program Cancel

Click **Select a Different Program** to bring up options to run a "What-if" audit

Choose both the Degree and Catalog Year.

Click to choose **Advanced Settings** to include/exclude In Progress Courses and Format (HTML or PDF, HTML is the default format).

Click to **Run a Different Program**

# My Degree Audit – Self-Service for Advisors

## Completed Audit Requests

After you have determined the program, bulletin year and other options and selected Run Audit, the Completed Audit Requests page will appear.

**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.

**Run Audit** **Delete**  
select all/select none

ID	Instcd	Program	Catalog Year	Created	Audit Type	Format	Run By	Course Type	View	Delete
1065851		BS PHYS	Fall 2015	12/03/2015 9:28 AM	WHAT-IF	HTML		IP	View Audit	<input type="checkbox"/>
1064366		BSMEMECH	Fall 2015	11/18/2015 4:35 PM		HTML		IP	View Audit	<input type="checkbox"/>
1022022		BSMEMECH	Fall 2015	06/19/2015 2:56 PM		HTML		IP	View Audit	<input type="checkbox"/>
1016473		BSMEMECH	Fall 2015	06/15/2015 10:45 AM		HTML		IP	View Audit	<input type="checkbox"/>
1011873		BSMEMECH	Fall 2015	06/08/2015 3:51 PM		HTML		IP	View Audit	<input type="checkbox"/>
982184		TRANSFER	Spring 2015	05/22/2015 2:52 PM		PDF			View Audit	<input type="checkbox"/>
981372		BSMEMECH	Fall 2014	05/21/2015 12:26 PM		HTML			View Audit	<input type="checkbox"/>
981225		BSMEMECH	Fall 2014	05/21/2015 10:00 AM		HTML			View Audit	<input type="checkbox"/>
979919						PDF			View Audit	<input type="checkbox"/>
848517						PDF			View Audit	<input type="checkbox"/>
848293						EVL	infosys1		View Latest Evaluation	<input type="checkbox"/>

**HTML** = HTML Audit

**PDF** = PDF Audit

**EVL** = Transfer Evaluation

**WHAT-IF** = What if/Exploratory Audit

# My Degree Audit – Self-Service for Advisors

The **Courses** drop down box allows you to view all the completed transfer course work the student has transferred to UNL. These lists can be filtered by several different parameters including Year, Grade, and School.

### Completed Transfer Coursework

These are transfer courses that have already been taken.

Add Transfer Course
Run Transfer Evaluation

Delete

Filter by: Term | Grade | School

School	Cd	Term	Course	Title	Grade	Credit	Edit	Delete
UNIVERSITY OF NEBRASKA-OMAHA		Spring 2012	PSYC1010	INTRO TO PSYCHOLOGY I	B	3.00		
UNIVERSITY OF NEBRASKA-OMAHA		Fall 2012	BIOL1330	ENVIRONMENTAL BIOLOGY	A	3.00		

## Audit Results

When viewing an audit, regardless of whether it was run as HTML or PDF, you will be taken to a page displaying the audit. The following tabs and information will be at the top: Audit Results and Course History (the **Audit Results** tab will be the default view).

**MECHANICAL ENGINEERING**  
**BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING**

Prepared On	11/18/2015 04:35 PM	Program Code	BSMEMECH
Student ID	*****	Graduation Date	*****
		Catalog Year	Fall 2015
		Job ID	2015111816350363

Audit Results
Course History
Applied Exceptions

**Audit**  
You are here: Audit

**Hours**

**Categories**

**Hours**

Click on any area of the graph for further detail.

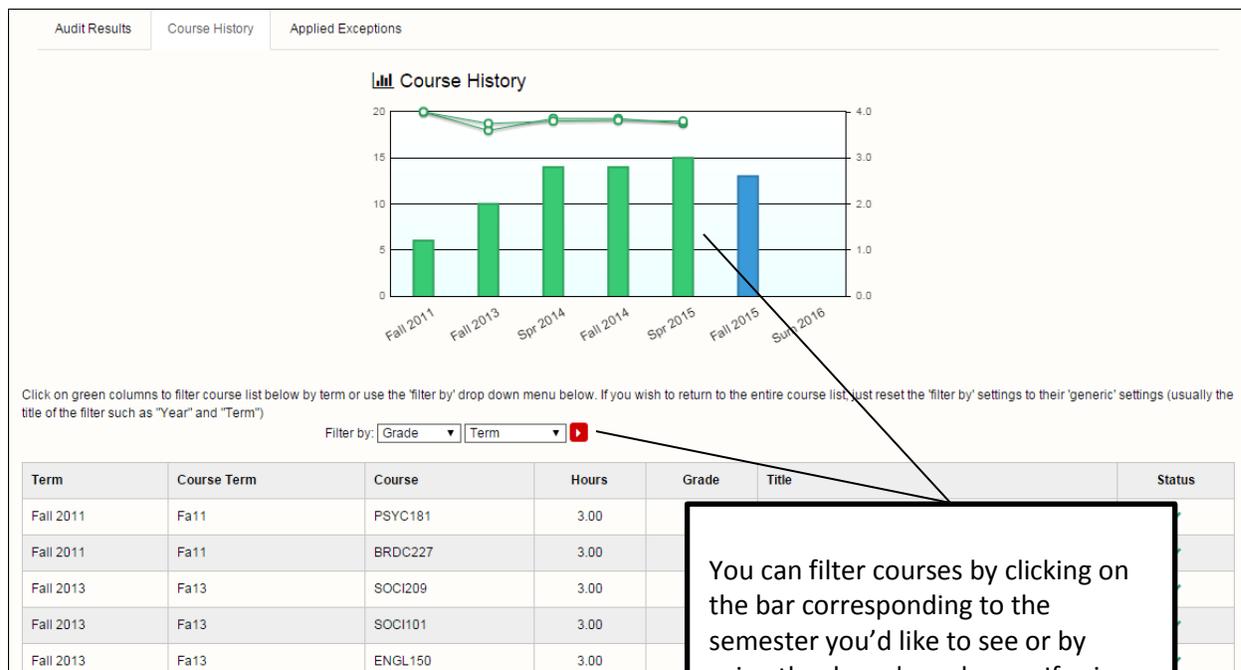
**GPA**

■ Complete   
 ■ In Progress   
 ■ Unfulfilled

# My Degree Audit – Self-Service for Advisors

## View Course History

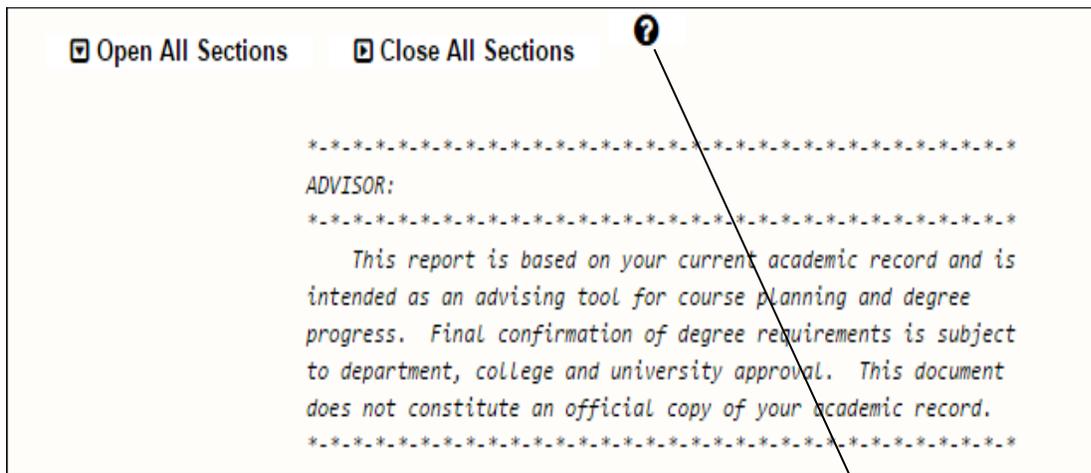
The View Course History tab allows you to see a graph indicating earned hours and GPA by semester. In addition, you can view a list of classes taken by the student. This list can be sorted by Year, Course, Hours, Grade and Title and can be filtered by several parameters including Year and Grade.



# My Degree Audit – Self-Service for Advisors

## Reading the HTML Audit

If you click on the Help Icon  the **Interpreting Audit Results** table will appear with descriptions of the different icons.



### Interpreting Audit Results

#### Requirements & Subrequirements

-  - Unfulfilled
-  - Complete
-  - In Progress
- OK Currently Satisfied(PDF)
- NO Not yet complete(PDF)
- IP Satisfied if In-Progress Coursework is included (PDF)
- R Required Sub-requirement (PDF)
- + Sub-requirement Complete (PDF)
- Sub-requirement Not Complete (PDF)

#### Course Codes

- IP - In-progress Course
- > - Hours on course reduced
- S - Course with hours split between requirements
- >= - Repeated/Duplicate Course
- >O - Course Number/Dept Change
- (R) - Required Courses

#### Special Grades

- PREG - Pre-registered Course
- NR - No Grade Reported
- >P - Pass/No Pass Option
- >D - Degree Grade
- T - Transfer Grade
- # - Bankrupted Course UNO/UNK
- = - Repeated Course UNO/UNK

Close

# My Degree Audit – Self-Service for Advisors

The sections of the audit will default to the closed position to give you an overview of the audit. If you want to see more, you can open the desired section individually by clicking the

> next to it, or you can select  Open All Sections to see the complete audit.

- = Complete requirements/sub-requirements
- = Incomplete requirements/sub-requirements
- = In-Progress requirements/sub-requirements

## Printer Friendly Option

On HTML (default) audits there is a Printer Friendly feature. It can be found in the upper right area of the audit. Depending on your browser, either another pop up screen or tab will show an audit that is formatted for printing. Closing out of the screen or tab will **not** log you out of My Degree Audit.

The screenshot shows a web interface for a degree audit. At the top, there are buttons for 'Open All Sections' and 'Close All Sections', and an information icon. In the top right corner, there is a 'Printer Friendly' link with a printer icon. Below this, a disclaimer is displayed: 'ADVISOR: This report is based on your current academic record and is intended as an advising tool for course planning and degree progress. Final confirmation of degree requirements is subject to department, college and university approval. This document does not constitute an official copy of your academic record.' A red line indicates 'AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED'. The main content is a list of requirements, each with a status icon and a chevron: 'UNL ADMISSION REQUIREMENTS (Processed using new Admission Standards)' is complete (green checkmark); 'PASS/NO PASS GRADE LIMIT (24 HRS)' is complete (green checkmark); 'GENERAL GRADUATION REQUIREMENTS' is in progress (red X); 'ACE: ACHIEVEMENT-CENTERED EDUCATION' is in progress (red X). Below this, there is a note: 'No more than 3 courses may be taken from any one dept in ACE Outcomes 4-10. An ACE course approved for more than one outcome will fulfill one ACE outcome only.' The list continues with 'COLLEGE OF ARTS & SCIENCES DISTRIBUTION REQUIREMENT' (in progress), 'COLLEGE OF ARTS & SCIENCES DISTRIBUTION REQUIREMENT CDR E: Language Requirement (Classical and Modern)' (complete), 'COLLEGE OF ARTS & SCIENCES DISTRIBUTION REQUIREMENT CDR F: Additional Breadth Requirement' (complete), 'SOCIOLOGY MAJOR' (in progress) with a note: 'No grade in the Major can be lower than C. No course may be taken Pass/No Pass except Ind Study. No more than 6 hours of SOCI 397 or 399 may count in the Major.', and 'BACHELOR OF ARTS - 30-HOUR UPPER-LEVEL REQUIREMENT' (in progress). The list ends with 'ELECTIVES'.

# My Degree Audit – Self-Service for Advisors

Courses in the **Select From** sections of the audit are hyperlinked to the undergraduate bulletin so that you can see a brief course description of a course by clicking on the course on your audit.

	Human Rights and Security (9 Hrs).
NEEDS:	9.0 HOURS
SELECT FROM:	<a href="#">POLS 263</a> , <a href="#">268</a> , <a href="#">270</a> , <a href="#">362</a> , <a href="#">375</a> , <a href="#">377</a> , <a href="#">462 (Fa00-Su15)</a> , <a href="#">463</a> , <a href="#">470</a> , <a href="#">472</a> , <a href="#">473</a> , <a href="#">479</a>

## 1 results

POLS 263

[Causes of War and Peace](#)

Leading theories on war and peace, highlighting the causes and consequences of WWI, WWII, the Korean War, Vietnam, and the Gulf War.

Credit Hours: 3

Course Delivery: Classroom

Groups: Human Rights and Security

# My Degree Audit – Self-Service for Advisors

## The PDF Audit

In addition to the default HTML audit you can run an audit as a downloadable PDF file. This audit has all of the qualities of a PDF document with slightly different formatting from the HTML audit, however, all of the student-specific information remains the same.

Be careful to remember student confidentiality when downloading these files

Download PDF Audit

Make sure you've installed Adobe Reader and are not using Browser or Chrome in Android before viewing this audit.

PREPARED: 12/03/15 - 09:36 AM \*\*\*\*\*  
\*\*\*\*\*  
PROGRAM CODE: BSMEMECH  
ADVISOR: \*\*\*\*\*

\*\*\*\*\*  
GRADUATION DATE: \*\*\*\*\*  
CATALOG YEAR: Fa2015

MECHANICAL ENGINEERING  
BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING

\*\*\*\*\*  
ADVISOR: \*\*\*\*\*  
\*\*\*\*\*

This report is based on your current academic record and is intended as an advising tool for course planning and degree progress. Final confirmation of degree requirements is subject to department, college and university approval. This document does not constitute an official copy of your academic record.

\*\*\*\*\*

----> AT LEAST ONE REQUIREMENT HAS NOT BEEN MET

\*\* An Important Message \*\*  
\*\* PLEASE CONTACT YOUR ADVISOR \*\*

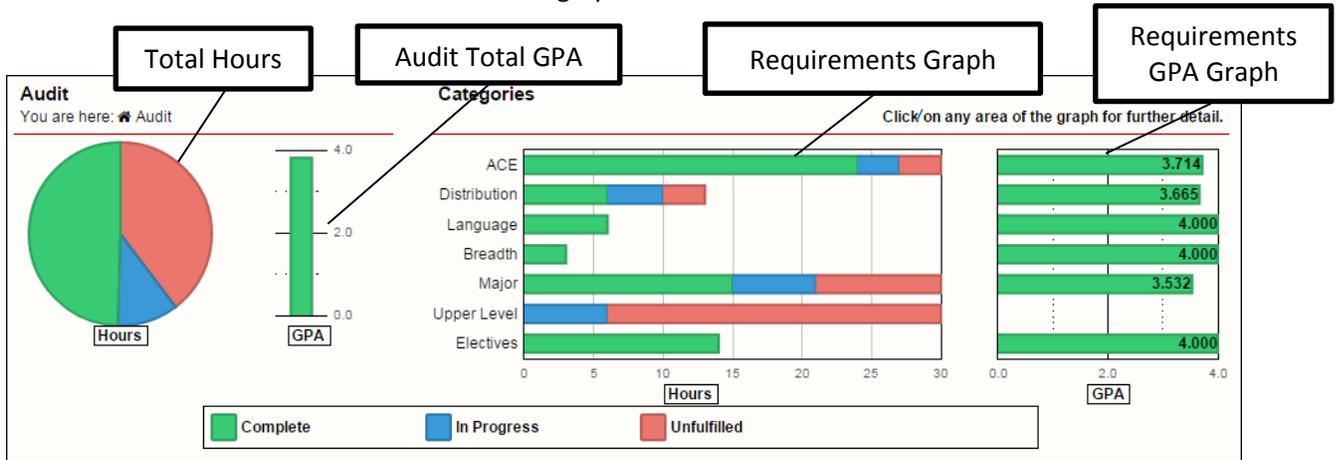


# My Degree Audit – Self-Service for Advisors

## Interactive Audit

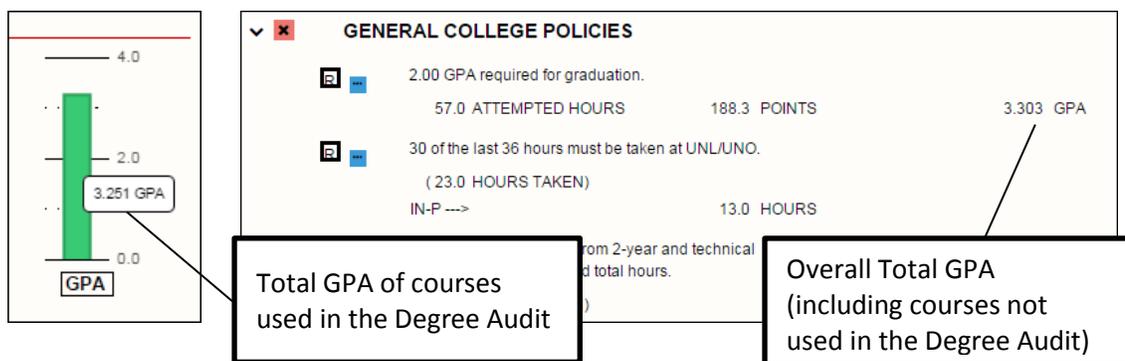
Interactive Audit displays the degree audit in graphs and charts which give a visual representation of student progress towards the degree. It also allows you to view by Requirements and Sub requirements within the HTML audit.

Interactive Audit has four different charts and graphs:



Total Hours Pie Chart – charts a student’s progress towards the total hours needed to complete the degree program.

Audit Total GPA Graph – charts the overall student GPA of courses **USED** in the audit (any courses that do **NOT** count towards the audit (failing grades for example) will not be calculated. Overall student GPA can be found in the “**General College Policies**” section of the audit).



Requirements Graph – charts a student’s progress towards the total hours necessary in the degree requirement categories (this graph allows you to click and navigate into the requirements and sub requirements screens).

# My Degree Audit – Self-Service for Advisors

Requirement GPA Graph – charts the overall student GPA in courses used towards each individual degree requirement category. It is important to note that only GPA acquired through classes completed at UNL will be calculated. If a student fulfills a requirement with transfer credit outside the NU system it will not be shown on the Requirement GPA Chart.

## Interpreting the Graphs

Interactive Audit Total Hour Pie Chart and Requirement Graphs have three colors to represent progress towards the degree:

Green – Completed Hours

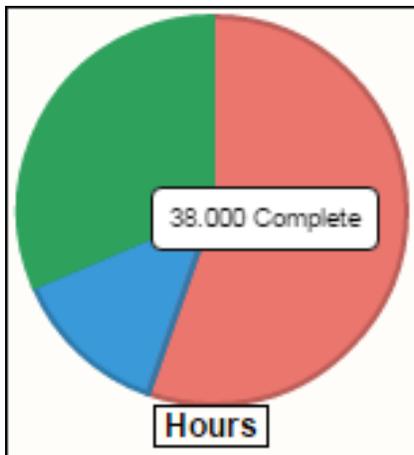
Blue – In Progress Hours

Red – Unfulfilled Hours

The Total GPA and Requirement GPA graphs only use green to represent the earned GPA.

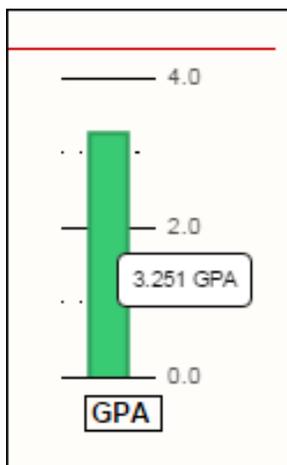
### The Graph Hover Feature

Each of the graphs (except for the Requirement GPA graph) has a hover feature in order to read the information more easily. Hover the cursor over a portion of the graph for additional information to be displayed. **\*Always wait for the graphs to fully load/calculate before hovering in order to get accurate information.**

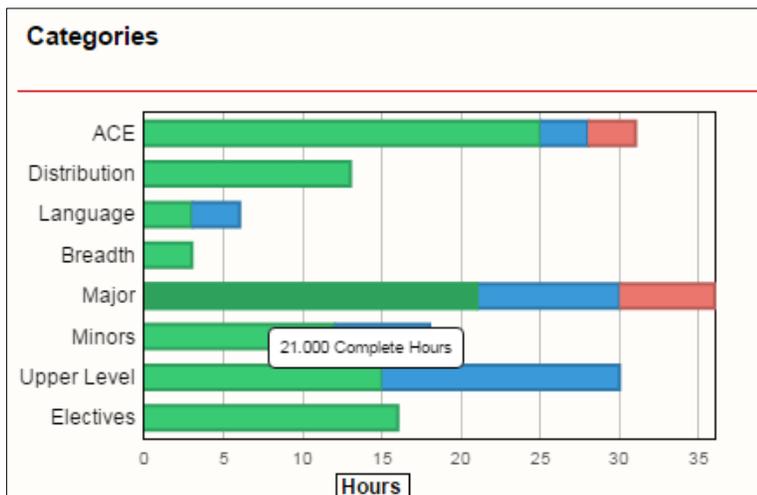


Hovering over the Total Hours Pie Chart will show you the amount of hours Completed (Green Section), In Progress (Blue Section), or Unfulfilled (Red Section) towards the completion of the degree.

## My Degree Audit – Self-Service for Advisors



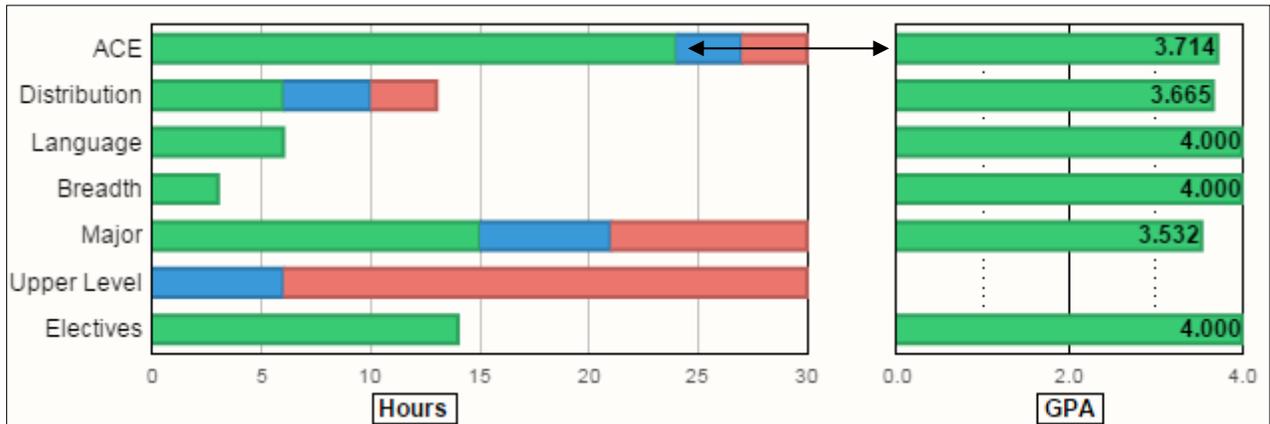
Hovering over the Total GPA Graph will show you the total GPA for all courses **USED** in the Degree Audit (any courses NOT used in the Degree Audit will not be calculated, please see the “General College Policies” section within the audit for the overall GPA).



Hovering over the Requirements Graph will show the progress of hours towards the degree within each Requirement and Sub requirement.

# My Degree Audit – Self-Service for Advisors

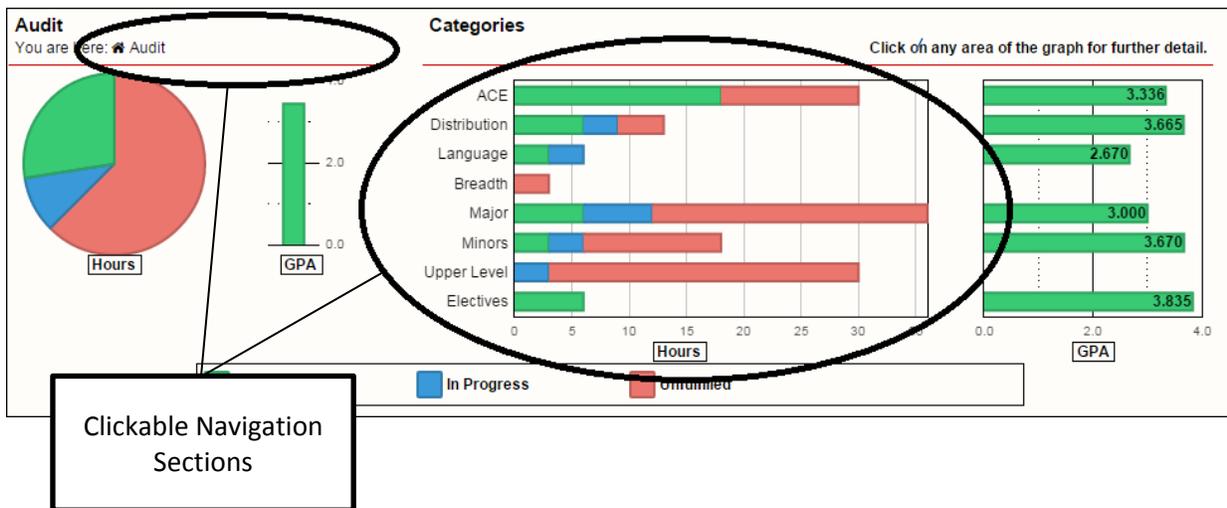
The Requirement GPA Graph corresponds directly to the Requirement Graph. For example this student has earned an overall 3.714 GPA in courses contained within the ACE Requirements.



## Navigating the Interactive Audit

Interactive Audit allows you to view individual Requirements and Sub requirements in the degree audit. Interactive Audit has two paths to navigate:

- The Requirements Graph, which moves into the Requirement and Sub requirement screens
- The Audit Path, which moves back to the Full Audit Screen



# My Degree Audit – Self-Service for Advisors

## Full Audit Screen

This screen shows the audit information in its entirety with hours and GPA for all requirements counted. It also allows you to view the complete degree audit in its traditional form.

**Audit**  
You are here: [Audit](#)

Hours

**Categories**

Click on any area of the graph for further detail.

Category	Complete (Hours)	In Progress (Hours)	Unfulfilled (Hours)	GPA
ACE	10	0	3	4.000
Distribution	5	0	0	4.000
Language	5	0	0	4.000
Breadth	2	0	0	4.000
Major	5	5	3	4.000
Minors	8	3	1	4.000
Scientific Base	15	5	2	4.000
Upper Level	5	5	2	4.000
Electives	5	3	0	4.000

Hours

GPA

Complete   
  In Progress   
  Unfulfilled

Printer Friendly

.....

ADVISOR: ABS Advising Ctr-107 Oldfather

.....

43U This report is based on your current academic record and is intended as an advising tool for course planning and degree progress. Final confirmation of degree requirements is subject to department, college and university approval. This document does not constitute an official copy of your academic record.

.....

----> AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED <----

- >  UNL ADMISSION REQUIREMENTS  
(Processed using new Admission Standards)
- >  PASS/NO PASS GRADE LIMIT (24 HRS)
- >  GENERAL GRADUATION REQUIREMENTS
- >  ACE: ACHIEVEMENT-CENTERED EDUCATION

No more than 3 courses may be taken from any one dept in ACE Outcomes 4-10. An ACE course approved for more than one outcome will fulfill one ACE outcome only.

- >  COLLEGE OF ARTS & SCIENCES DISTRIBUTION REQUIREMENT
- >  COLLEGE OF ARTS & SCIENCES DISTRIBUTION REQUIREMENT
- >  COLLEGE OF ARTS & SCIENCES DISTRIBUTION REQUIREMENT
- >  COLLEGE OF ARTS & SCIENCES DISTRIBUTION REQUIREMENT
- >  CDR F: Additional Breadth Requirement
- >  PSYCHOLOGY MAJOR

No grade in the Major can be lower than C.  
No more than 6 hours may be taken Pass/No Pass.

- >  BIOCHEMISTRY MINOR - PLAN A (ASC)
- >  MATHEMATICS MINOR - PLAN B

No grade in the Minor can be lower than C.  
No Calculus course may be taken Pass/No Pass.

- >  BACHELOR OF SCIENCE - 60-HOUR SCIENTIFIC BASE
- >  BACHELOR OF SCIENCE - 30-HOUR UPPER-LEVEL REQUIREMENT
- > ELECTIVES
- > \*\*\*\*\* L E G E N D \*\*\*\*\*

Click on the graph bars to navigate into the Requirement Screen.

The Full Audit Screen contains the entire HTML Degree Audit.



# My Degree Audit – Self-Service for Advisors

## Sub requirement Screen

This screen will break down a requirement into its individual sub requirements. This graph shows information for each sub requirement within a requirement (Note: The audit form will remain the same as it was when viewing at the Requirement screen unless the Requirement contains multiple Sub Requirement groups). To return to either the full audit screen or the requirement screen, click on the audit path above the Total Hours and Total GPA charts.

**Requirement: Achievement Centered Educ**  
You are here: [Audit](#) > [Category](#) > [Requirement](#)

**Requirement: Achievement Centered Educ**  
You are here: [Audit](#) > [Category](#) > [Requirement](#)

Click on any area of the graph for further detail.

**Hours**

**GPA**

Subrequirements	Hours
ACE 1 Written Text	3.0
ACE 2 Comm Skills	3.0
ACE 3 Math/Statistics	4.0
ACE 4 Sci Methods	4.0
ACE 5 Humanities	3.0
ACE 6 Social Science	4.0
ACE 7 Arts	3.0
ACE 8 Ethical Prin	3.0
ACE 9 Human Diversity	3.0
ACE 10 Capstone	3.0

**Hours**

Complete    In Progress    Unfulfilled

Open All Sections     Close All Sections    [Printer Friendly](#)

\*\*\*\*\*  
ADVISOR: A&S Advising Ctr-107 Olafather  
\*\*\*\*\*  
43U This report is based on your current academic record and is intended as an advising tool for course planning and degree progress. Final confirmation of degree requirements is subject to department, college and university approval. This document does not constitute an official copy of your academic record.  
\*\*\*\*\*

----> AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED <----

**ACE: ACHIEVEMENT-CENTERED EDUCATION**

No more than 3 courses may be taken from any one dept in ACE Outcomes 4-10. An ACE course approved for more than one outcome will fulfill one ACE outcome only.

EARNED: 25.0 HOURS	7 SUB-GROUPS	4.000 GPA
NEEDS:	3 SUB-GROUPS	

Click the Audit Path to navigate back to the Requirements Screen (click Category) and Full Audit Screen (click Audit)

# My Degree Audit – Self-Service for Advisors

## Program Matcher

Program Matcher gives a snapshot **estimate** of how many of a student’s earned hours (both completed and in progress) may match a degree program. Using Program Matcher, students can quickly and easily see what majors would most likely accept most of their credit.

U.achieve Self-Service collects and indexes every degree program at a school-every course for every program is stored. Student course work is compared against indexed programs from the **current** catalog. The lists of courses are **not** generated by audits. For a detailed analysis of a student’s completed course work, you must run an audit.

The screenshot shows the University of Nebraska-Lincoln Program Matcher interface. The top navigation bar includes 'Notifications' and 'Students'. The main content area is divided into 'Program Groups' on the left and '186 Programs Found' on the right. The 'Program Groups' list includes categories like EDUCATION (36), EDUCATION AND HUMAN (34), BUSINESS ADMINISTRATION (15), MANAGEMENT (13), ENGINEERING (8), ENVIRONMENTAL (7), DESIGN (6), CHILD, YOUTH AND FAMILY (5), ECONOMICS (5), AGRICULTURAL (4), BIOLOGY (4), ENGLISH (4), and MERCHANDISING AND FASHION DESIGN (4). The '186 Programs Found' section displays a list of programs with progress bars and 'Run Audit' buttons. The first program is CHEMISTRY BACHELOR OF SCIENCE, with a progress bar showing 59.0 of 66.0 completed and in-progress course hours matching the 120.0 minimum hours needed. The second program is ENVIRONMENTAL STUDIES BACHELOR OF SCIENCE IN ENVIRONMENTAL STUDIES, with 61.0 of 66.0 completed and in-progress course hours matching the 120.0 minimum hours needed. The third program is TURFGRASS AND LANDSCAPE MANAGEMENT BACHELOR OF SCIENCE IN TURFGRASS AND LANDSCAPE MANAGEMENT, with 61.0 of 66.0 completed and in-progress course hours matching the 120.0 minimum hours needed. The fourth program is ACTUARIAL SCIENCE BACHELOR OF ARTS, with 61.0 of 66.0 completed and in-progress course hours matching the 120.0 minimum hours needed.

The Program Matcher graphs are color coded as follows:

 = Hours applied  = Hours completed  = Total hours needed

Dark Blue – Hours applied:

Estimated hours (completed and in progress) that may match the program requirements

Light Blue – Hours completed:

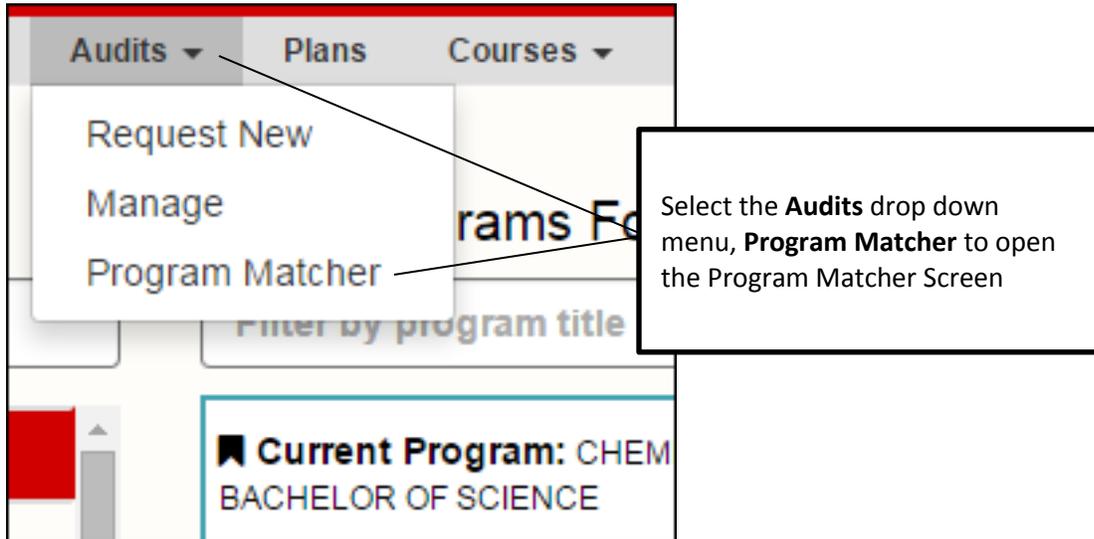
Estimated hours (completed and in progress) that may **not** match the program requirements

White – Total hours needed:

Estimated total hours needed to reach minimum required hours to complete the program

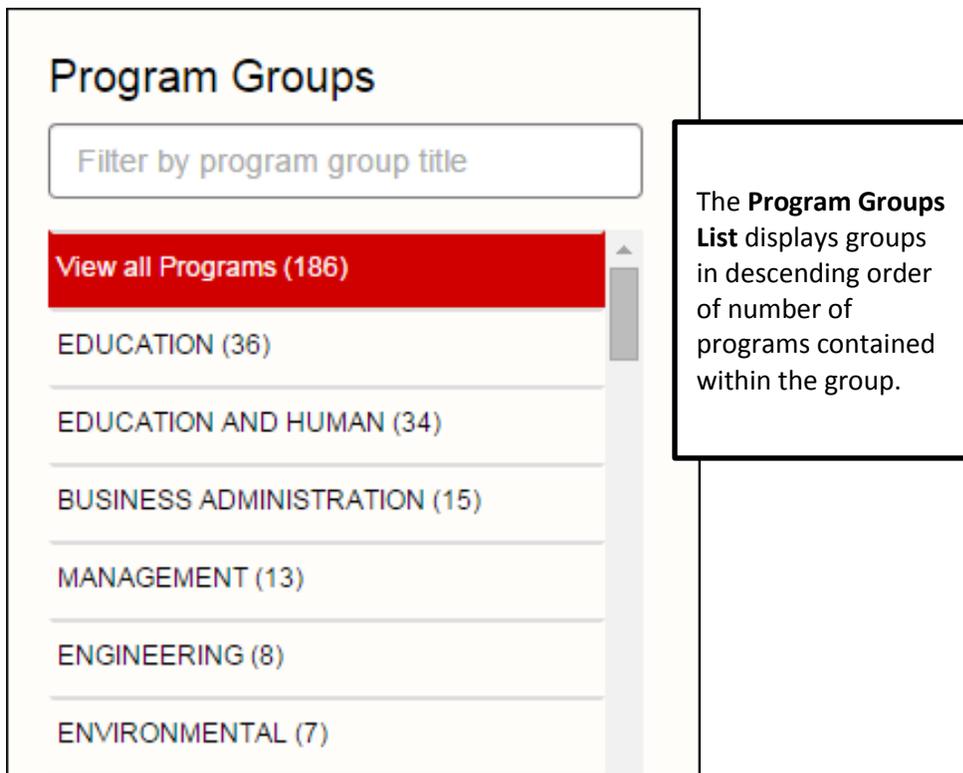
## My Degree Audit – Self-Service for Advisors

Program Matcher is accessed from the “Audits” drop down menu. Click the menu and select “Program Matcher” to open the Program Matcher Main Screen.



### Program Matcher Main Screen

The Program Matcher Main Screen is comprised of two lists: “Program Groups” and “Programs Found”. The Program Groups uses the common terminology from the Programs Found list and groups them in descending order of common keywords found. Each program listed in the Program Groups list is a link. Selections in the Program Groups Pane dictates the display of the Programs Found List.



## My Degree Audit – Self-Service for Advisors

At the top of the list is the “Filter” search bar which allows you to type a program name and filter down to all programs using that word (for example, typing “education” will filter results showing education in the title).

### Program Groups

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EDUCATION (36)

---

EDUCATION AND HUMAN (34)

---

ELEMENTARY EDUCATION (2)

---

SPECIAL EDUCATION (2)

---

AGRICULTURAL EDUCATION (1)

---

EDUCATION AND SPECIAL EDUCATION (1)

---

EDUCATION/EARLY CHILDHOOD  
EDUCATION (1)

---

ELEMENTARY EDUCATION AND SPECIAL (1)

---

ELEMENTARY EDUCATION/EARLY  
CHILDHOOD (1)

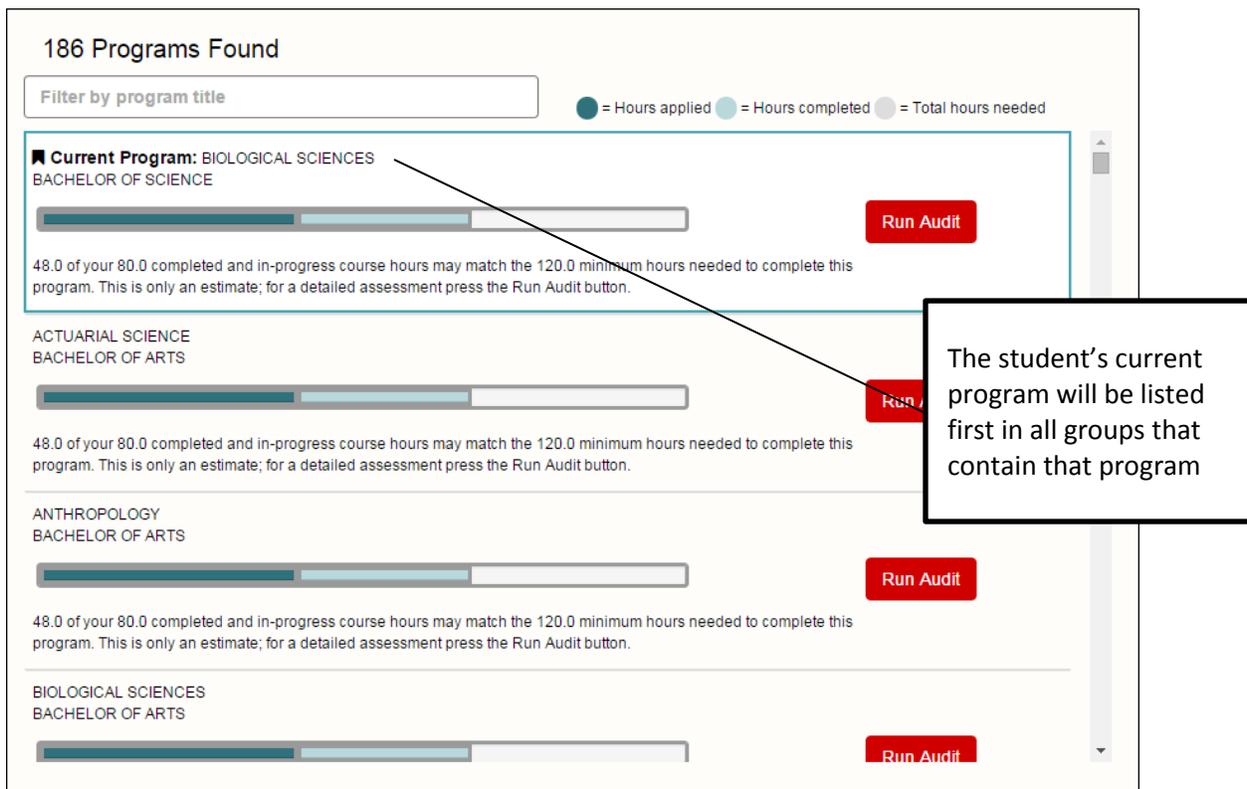
---

MUSIC EDUCATION (1)

To filter groups, type a keyword into the **Filter Search** bar. The group list will filter and only show groups containing that keyword(s)

## My Degree Audit – Self-Service for Advisors

Programs Found matches all degree programs at a student’s school with a student’s existing course work to determine how they match based upon Hours Applied, Hours Completed, and Total Hours Needed (based on the most current catalog edition). Programs are listed in descending order of matches as indicated by the color coding. The student’s current program is listed within the matches and highlighted with a color border and a bookmark icon .



186 Programs Found

Filter by program title

● = Hours applied ● = Hours completed ● = Total hours needed

🔖 **Current Program:** BIOLOGICAL SCIENCES  
BACHELOR OF SCIENCE

48.0 of your 80.0 completed and in-progress course hours may match the 120.0 minimum hours needed to complete this program. This is only an estimate; for a detailed assessment press the Run Audit button.

ACTUARIAL SCIENCE  
BACHELOR OF ARTS

48.0 of your 80.0 completed and in-progress course hours may match the 120.0 minimum hours needed to complete this program. This is only an estimate; for a detailed assessment press the Run Audit button.

ANTHROPOLOGY  
BACHELOR OF ARTS

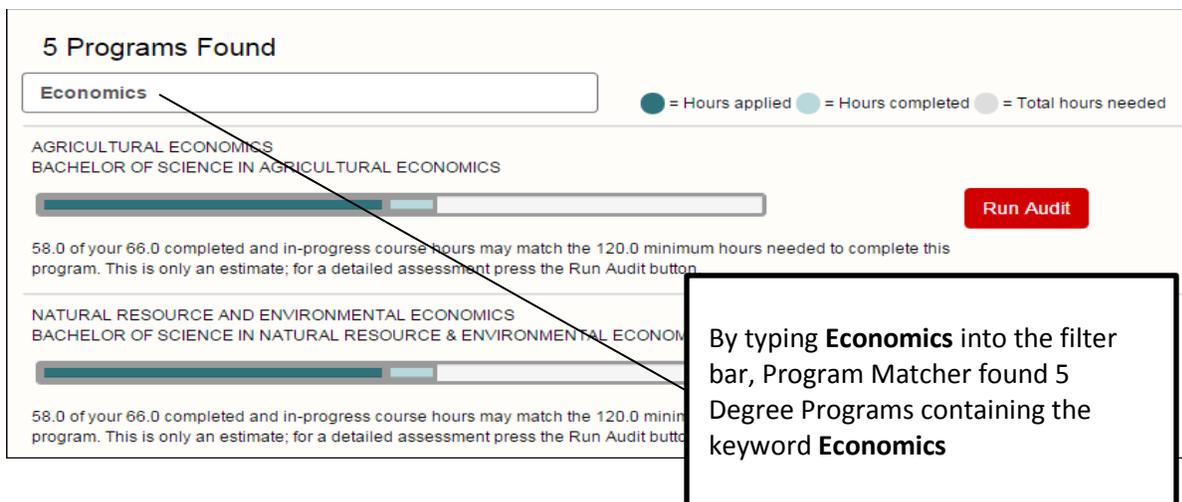
48.0 of your 80.0 completed and in-progress course hours may match the 120.0 minimum hours needed to complete this program. This is only an estimate; for a detailed assessment press the Run Audit button.

BIOLOGICAL SCIENCES  
BACHELOR OF ARTS

48.0 of your 80.0 completed and in-progress course hours may match the 120.0 minimum hours needed to complete this program. This is only an estimate; for a detailed assessment press the Run Audit button.

The student’s current program will be listed first in all groups that contain that program

Like the Program Groups list, the Programs Found list also has a “Filter” search bar to more quickly navigate the list.



5 Programs Found

Economics

● = Hours applied ● = Hours completed ● = Total hours needed

AGRICULTURAL ECONOMISS  
BACHELOR OF SCIENCE IN AGRICULTURAL ECONOMICS

58.0 of your 66.0 completed and in-progress course hours may match the 120.0 minimum hours needed to complete this program. This is only an estimate; for a detailed assessment press the Run Audit button.

NATURAL RESOURCE AND ENVIRONMENTAL ECONOMICS  
BACHELOR OF SCIENCE IN NATURAL RESOURCE & ENVIRONMENTAL ECONOMICS

58.0 of your 66.0 completed and in-progress course hours may match the 120.0 minimum hours needed to complete this program. This is only an estimate; for a detailed assessment press the Run Audit button.

By typing **Economics** into the filter bar, Program Matcher found 5 Degree Programs containing the keyword **Economics**

# My Degree Audit – Self-Service for Advisors

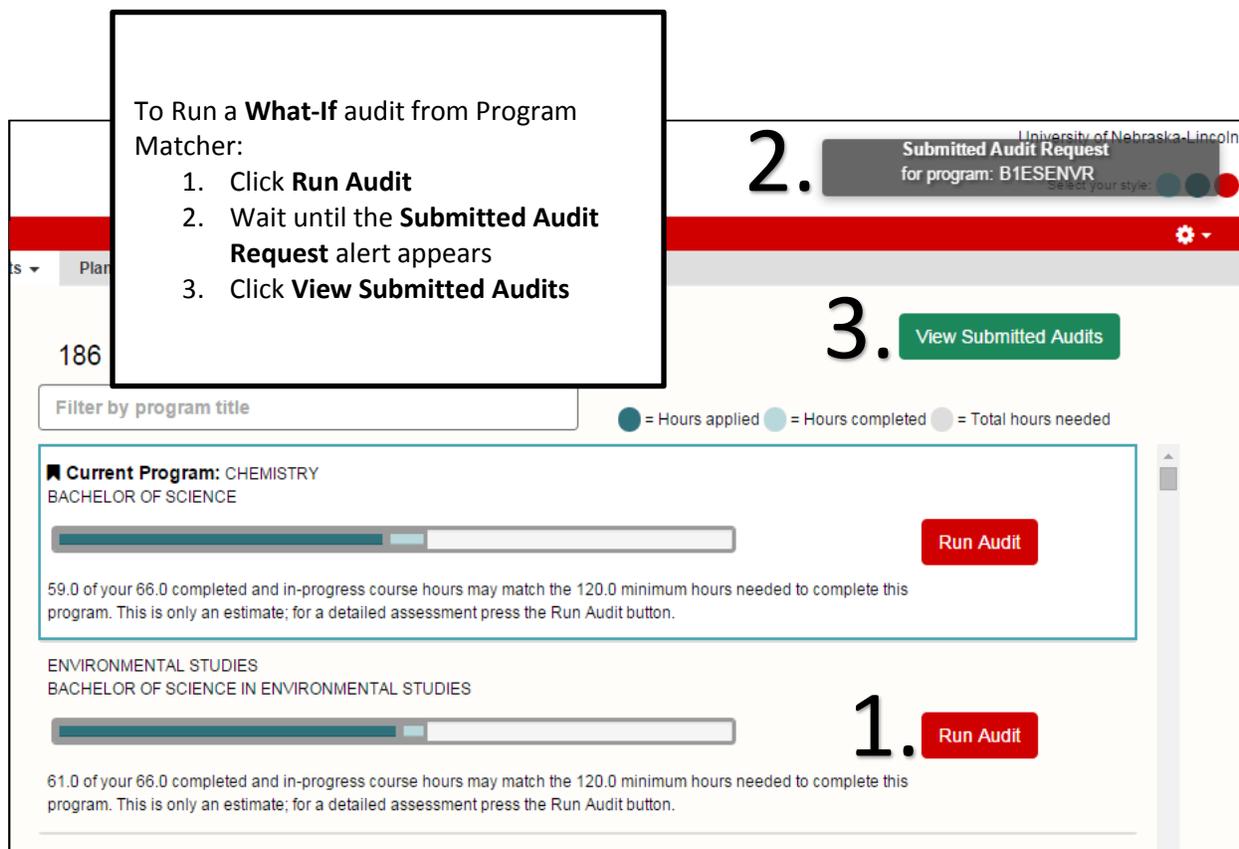
## Running a “What-If” Audit through Program Matcher

Program Matcher is intended as a guide for students to help them decide on a program path, not as a definitive break down of earned hours. For a detailed assessment you must run a “What-if” audit through Program Matcher to see how the student’s earned hours match towards a program.

Program Matcher has made running an exploratory audit very easy. Each program listed within the

Programs Found list has its own “Run Audit” Button  on the right side of the screen. After choosing a program to explore, click the associated “Run Audit” button. Towards the top of the screen a

green “View Submitted Audits” button will appear  in the upper right corner. Then a “Submitted Audit Request” alert bubble will appear in the top right corner of the screen to let you know the audit is running. Click the “View Submitted Audits” button.



To Run a **What-If** audit from Program Matcher:

1. Click **Run Audit**
2. Wait until the **Submitted Audit Request** alert appears
3. Click **View Submitted Audits**

The screenshot shows the Program Matcher interface with two program entries. The first entry is for CHEMISTRY BACHELOR OF SCIENCE, showing a progress bar and a red "Run Audit" button. The second entry is for ENVIRONMENTAL STUDIES BACHELOR OF SCIENCE IN ENVIRONMENTAL STUDIES, also showing a progress bar and a red "Run Audit" button. A green "View Submitted Audits" button is visible in the upper right corner. A "Submitted Audit Request" alert bubble is shown at the top right. A legend indicates: ● = Hours applied, ● = Hours completed, ● = Total hours needed.

This will take you to the Completed Audits Requests Screen.

# My Degree Audit – Self-Service for Advisors

The new audit will be listed at the top. It is also noted under the “Audit Type” column with a “What-If” icon. Click “View Audit” on the right hand side of the list to view the detailed audit which will give the exact picture of how that student’s earned credit hours match towards the selected degree program.

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.

[Run Audit](#) [Delete](#)  
select all/select none

ID	Instcd	Program	Catalog Year	Created	Audit Type	Format	Run By	Course Type	View	Delete
1068792		B1ESENVR	Spring 2016	01/05/2016 9:12 AM	<b>WHAT-IF</b>	HTML		IP	<a href="#">View Audit</a>	<input type="checkbox"/>

The exploratory audit you ran will be noted by the **WHAT-IF** icon located in the **Audit Type** column

Click **View Audit** to explore the **What-If** Degree Audit