1. Select **Degree Audit Tools** from the selection toolbar in the UCD Student Portal and then click **Degree Audit**

2. Select **Run Declared Programs**

3. When the audit is done loading, a spreadsheet will appear. Under the **View** column, click on **View Audit**

4. All degree audits will be saved in the **Audits** drop down menu – you can run new ones by selecting **Request New** or view previous audits by selecting **Manage**
Create a ‘What If’ Degree Audit

1. In the main view of the degree audit, click on Select a Different Program:

2. Drop down menus will appear to select the college, degree, program, and catalog year

3. Once you selected all options, the menu will populate the new program. Click on Run Different Program (or Clear Selections if you wish to start over)

4. All degree audits will be saved in the Audits drop down menu – you can run new ones by selecting Request New or view previous audits and What-Ifs by selecting Manage
Reading the Degree Audit

A degree audit contains lists of requirements and various sub-requirements needed to complete a program. Clicking on the > or the name of the requirement will expand the requirement and show the full details.

Audits are broken down by categories, such as Core, Major, and Electives.

General Electives: For undergraduates - any course that does not meet specific Core, Major/Minor, or College Requirements.

Work not applied: This section will list course work that does not apply to the program, including courses with zero credit such as F/W grades and repeated courses.

Repeated Courses: Though students may take any course more than once, course credit toward graduation is typically counted only once for a given course, unless otherwise noted in the course description. Non-applicable repeat credit will be removed from the total hour count in the degree audit report and appear here as >R per the legend.

Legend: A red “X” indicates the requirement or one of its sub-requirements has not been fulfilled. The blue ellipses indicate the requirement and its sub-requirements are satisfied upon completion of In-Progress courses. A green check mark indicates the requirement and its sub-requirements are completed. A purple calendar indicates if courses have been planned from the Planner tool.