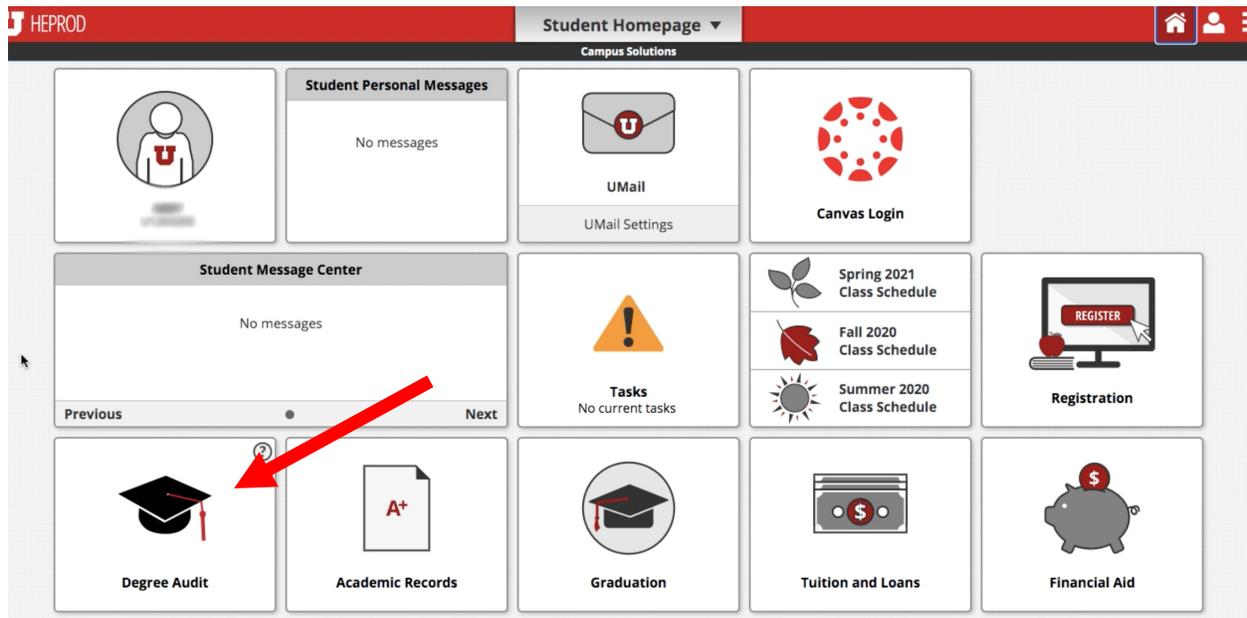
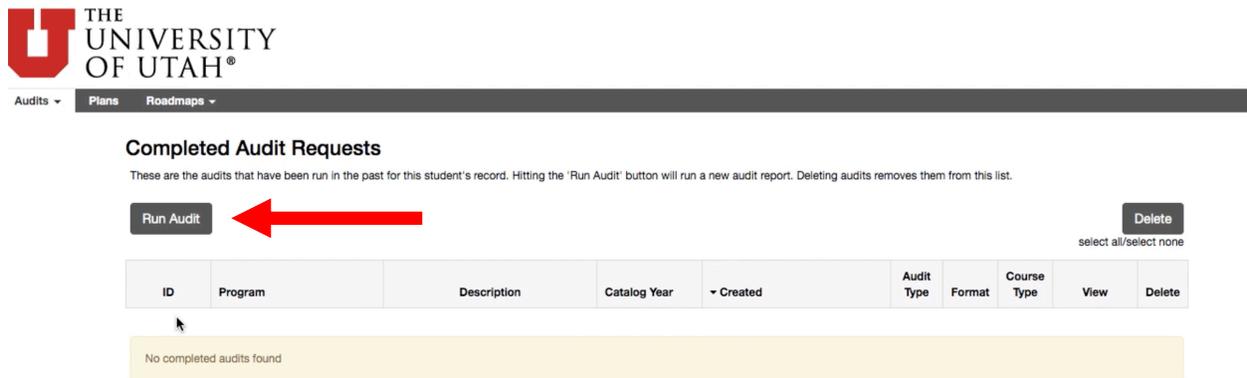


# Running a Degree Audit

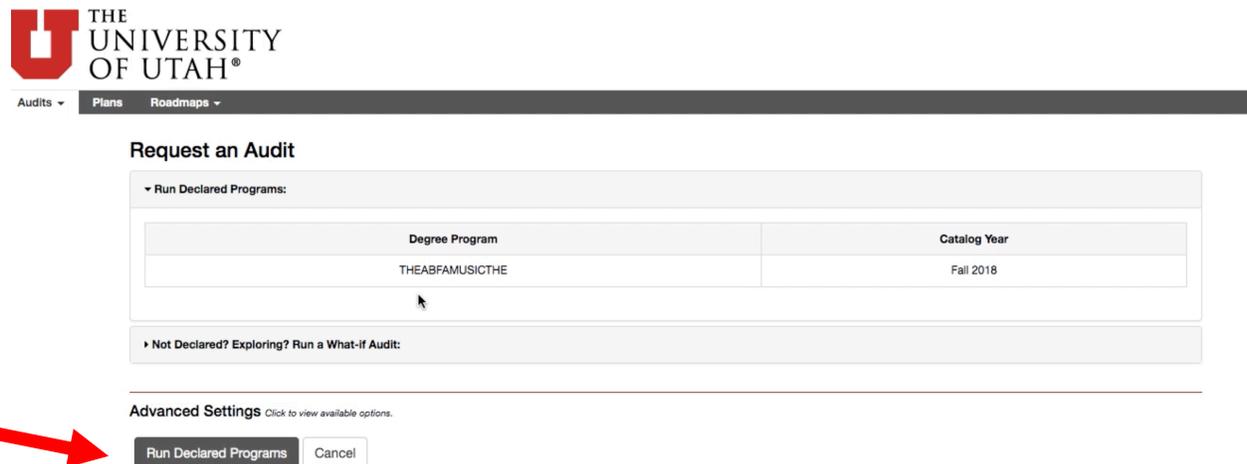
1. Begin by logging into your CIS and going to your Student Homepage. Then click the “Degree Audit”.



2. Proceed by clicking the “Run Audit” button.



3. Your declared program(s) will appear, and you can run a degree audit by clicking the “Run Declared Programs” button.

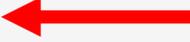


# Running a Degree Audit

4. What-If audits allow you to explore potential degrees. Click on the “Not Declared?” button. Fill in the information for the degree you are exploring. Run your What-If Degree audit by clicking the “Run Selected What-If Audit” button.

## Request an Audit

▶ Run Declared Programs:

▾ Not Declared? Exploring? Run a What-if Audit: 

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

College:

Major:

Degree:

Program:

Catalog Year:

Advanced Settings *Click to view available options.*

Run Selected What if Audit

Cancel

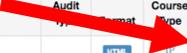
5. It will take a few seconds for the degree audit to load. Once it is complete, it will appear on your screen like the image below. To access your degree audit, click the “View Audit” button.

Audits ▾ Plans Roadmaps ▾ 

### Completed Audit Requests

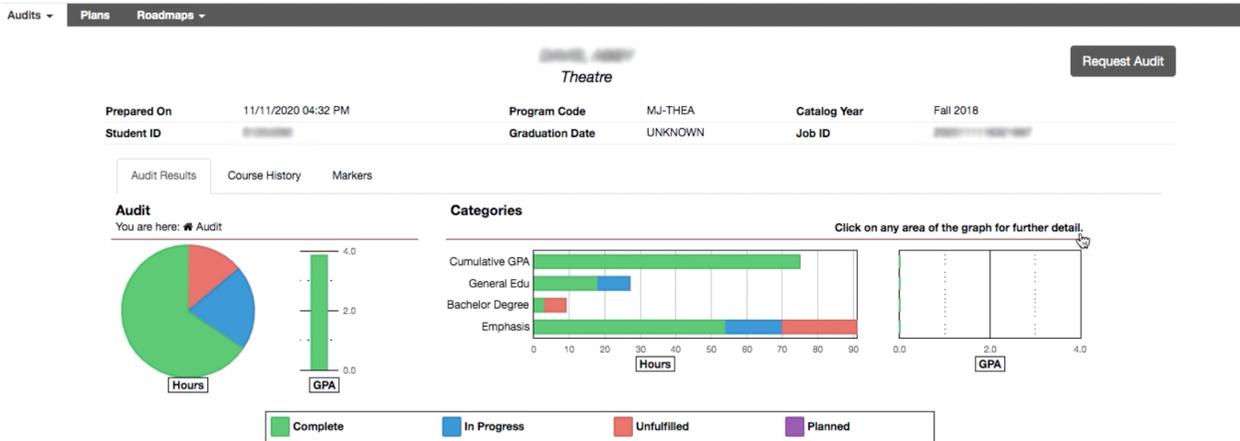
These are the audits that have been run in the past for this student's record. Hitting the 'Run Audit' button will run a new audit report. Deleting audits removes them from this list.

select all/select none

ID	Program	Description	Catalog Year	Created	Audit Type	Course Type	View	Delete
554609	MJ-THEA	Theatre	Fall 2018	11/11/2020 4:32 PM	<input type="button" value="HTML"/>	<input type="button" value="If"/> 	<input type="button" value="View Audit"/>	<input type="checkbox"/>

# Running a Degree Audit

- Refer to the key for help understanding your audit. Green is completed, Blue is in progress, and Red is unfulfilled. Your bachelor's degree is your chosen field of study or the college you belong to. An emphasis is a specialty within a major. Not everyone has an emphasis. You can click on any part of the graph for a more in-depth look at that section.



- As you scroll down, you will see more information about your general education and bachelor's degree requirements, including your minimum GPA and the number of credit hours earned, still needed, and in-progress.

## GENERAL EDUCATION AND BACHELOR'S DEGREE REQUIREMENTS

✓  **MINIMUM U OF U GPA REQUIREMENT**  
*EARNED:* 3.838 GPA

✓  **TOTAL HOUR REQUIREMENT**  
**MINIMUM OF 122 CREDIT HOURS REQUIRED**

\*\*\* In progress hours are not included in total "EARNED"

\*\*\* "NEEDS" is based on successful completion of all in progress hours

\*\*\* Totals may not accurately reflect removal of duplicate credit if the courses are currently in progress or the duplication involves a course completed at another institution

*EARNED:* 80.00 HOURS  
*IN PROG:* 25.00 HOURS  
*NEEDS:* 17.00 HOURS

U OF U COURSE CREDIT HOURS THAT WERE COUNTED TOWARDS THE 122 TOTAL HOURS REQUIRED.

77.00 HOURS EARNED  
 IP --> 25.00 HOURS

TRANSFER COURSE CREDIT HOURS COUNTED TOWARDS THE 122 TOTAL HOURS REQUIRED.

3.00 HOURS EARNED

# Running a Degree Audit

8. When you scroll down, you can view “General Education Requirements” or “University Bachelor Degree Requirements”. Here, the audit will list how many of each course you need to take to fulfill the requirement.

▼	<b>GENERAL EDUCATION REQUIREMENTS</b>			
▼		<b>AMERICAN INSTITUTIONS (AI)</b>		
		COMPLETED REQUIREMENT		
	SU19	HIST 1700 AI	3.0 B+	American Civilization
▼		<b>WRITING REQUIREMENT (WR2)</b>		
		COMPLETED REQUIREMENT		
	SP19	WRTG 2010 WR2	3.0 A-	Intermediate Writing
▼		<b>QUANTITATIVE REASONING REQUIREMENT (QA)</b>		
		QA - COMPLETED REQUIREMENT		
	SU19	MATH 1030 QA	3.0 B+	Intro Quant Reasoning
▼	<b>INTELLECTUAL EXPLORATION REQUIREMENT COMPLETE 2 COURSES IN EACH AREA</b>			
▼		<b>HUMANITIES IE AREA (HF)</b>		
	SP21	GNDR 3690 DHBF	3.0 IP	Gender & Contemp Issues >>MATCHED AS: UGS 3690
	SP21	PHIL 1000 HF	3.0 IP	Intro Survey Philosophy

- When a requirement is complete, a green check mark will appear, along with the class name and final grade you received.
- When a requirement is in progress (IP), a blue box with dots will appear, listing the current course.
- When a requirement is not complete, a red X and a list of suggested courses to fulfill the credit will appear. See image below for reference.

▼	<b>UNIVERSITY BACHELOR DEGREE REQUIREMENTS</b>			
▼		<b>COMMUNICATION/UPPER DIVISION WRITING REQUIREMENT (CW) COURSE MUST BE COMPLETED WITH A GRADE OF C- OR BETTER</b>		
	This requirement may be fulfilled by taking an approved upper-division writing/communication intensive course identified by the student's major department. See the Undergraduate Studies Bulletin for the approved courses.			
		(CW) Complete one upper division Writing/Communication Intensive course		
	<b>SELECT FROM:</b>	<a href="#">ARCH 4270</a> <a href="#">ARTH 4000</a> <a href="#">ARTX 3800</a> <a href="#">ATMOS3670</a> <a href="#">BALLE4815</a> <a href="#">BME 4992</a> <a href="#">BIOL 3670</a> <a href="#">CH EN3700, 4905</a> <a href="#">CHEM 3670</a> <a href="#">CHIN 4610</a> <a href="#">CLCS 3600, 3610</a> <a href="#">CMP 4260</a> <a href="#">COMM 3030, 3700,</a> <a href="#">COMM 4270, 4590, 4610, 4650, 5775</a> <a href="#">CSD 5400</a> <a href="#">CVEEN3100</a> <a href="#">DANC 4571</a> <a href="#">EAS 3510</a> <a href="#">ECE 3030, 3031</a> <a href="#">ECON 5470</a> <a href="#">ECS 4111</a> <a href="#">ED PS3565, 5005, 5315, 5321</a> <a href="#">ENGL 5620, 5650</a> <a href="#">FCS 3420, 5250, 5370</a> <a href="#">FILM 3340, 4350, 4820, 4850</a> <a href="#">FRNCH4600</a> <a href="#">GEO 3670, 4500</a> <a href="#">GEOG 3270, 3400, 5270, 5400</a> <a href="#">GNDR 3100</a> <a href="#">H EDU3150, 4210, 5300</a> <a href="#">HIST 4990</a> <a href="#">HNKLY3910</a> <a href="#">HONOR3200, 3210, 3850, 3855, 3860</a> <a href="#">LEAP 3701</a> <a href="#">LING 3510, 5170</a> <a href="#">MATH 3010</a> <a href="#">ME EN3400</a> <a href="#">MG EN5090, 5120</a> <a href="#">MGT 3810, 3815, 5810</a> <a href="#">MSE 5090</a> <a href="#">MUSC 4010</a> <a href="#">NURS 4150, 4605</a> <a href="#">PCTH 5112</a> <a href="#">PHIL 3350, 3370, 3380, 4010</a> <a href="#">PHYS 3670</a> <a href="#">POLS 3910, 5810</a> <a href="#">PRT 5610</a> <a href="#">PSY 3010</a> <a href="#">RUSS 4710, 4720</a> <a href="#">SCI 4965</a> <a href="#">SOC 3111, 3568</a> <a href="#">SW 4444</a> <a href="#">THEA 4630</a> <a href="#">WRTG 3010, 3011, 3012, 3014, 3015, 3016, 3019, 3020, 3420, 3510, 3830, 4010, 4030, 4060, 4200,</a> <a href="#">WRTG 4830, 4905</a>		

# Running a Degree Audit

9. Below your “General Education” and “Bachelor’s Degree” requirements are your “Major Requirements”. This section of the audit will list what has been completed and what still needs to be completed for your major requirements.

▼ ✖ **FRESHMAN YEAR**  
**COMPLETE REQUIRED COURSES**  
*EARNED: 26.00 HOURS*

✖ **FALL SEMESTER**  
 13.00 HOURS EARNED                      6 COURSES TAKEN

FA18	THEA 1220	3.0	A	1st-Year Acting ATP/MTP
FA18	THEA 1713	3.0	A	Script Analysis
FA18	THEA 1714	3.0	B	Music Theory I for MTP
FA18	THEA 2011	1.0	A	>R Private Voice for MTP I
FA18	THEA 2652	1.0	A	Performance Workshop
FA18	THEA 3650	2.0	A	>R MTP Mid Core Dance

NEEDS:                      1 COURSE

**SELECT FROM:**    [THEA 1160](#)

✔ **SPRING SEMESTER COMPLETED**  
 13.00 HOURS EARNED                      7 COURSES TAKEN

SP19	THEA 1170	1.0	A	Production Run Crew II
SP19	THEA 1715	3.0	A	Music Theory II
SP19	THEA 2011	1.0	A	>R Private Voice for MTP I
SP19	THEA 2653	1.0	A	Performance Workshop
SP19	THEA 3030	3.0	A	Voice and Text for MTP
SP19	THEA 3651	2.0	A	>R MTP Mid Core Dance
FA19	THEA 1552	2.0	A	Scenography Lab

10. Lastly, below your major requirements are your test and transfer credit summaries. At the very bottom is a summary of all courses taken at the University.

<p> <span>▼</span> <b>SUMMARY OF ALL AP, CLEP, SPECIAL CREDIT AND PLACEMENT SCORES</b> </p> <hr/> <p>AP, IB, CLEP &amp; SPECIAL CREDIT PLACEMENT SCORES</p>	<p> <b>SUMMARY OF TRANSFER CREDIT</b> </p> <hr/> <p><i>EARNED: 3.00 HOURS</i></p> <p>CONCURRENT ENROLLMENT TRANSFER COURSES 3.00 HOURS EARNED</p>
<p><b>SUMMARY OF COURSES TAKEN AT THE UNIVERSITY OF UTAH</b></p> <hr/> <p>ALL UNDERGRADUATE U OF U COURSES 102.00 HOURS EARNED</p>	

- If any test or transfer credit does not appear on your audit, you can check the status with Admissions or the sending institutions. You can also email the CFA Advising Team at [advisor@finearts.utah.edu](mailto:advisor@finearts.utah.edu).