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Running a What-if Audit

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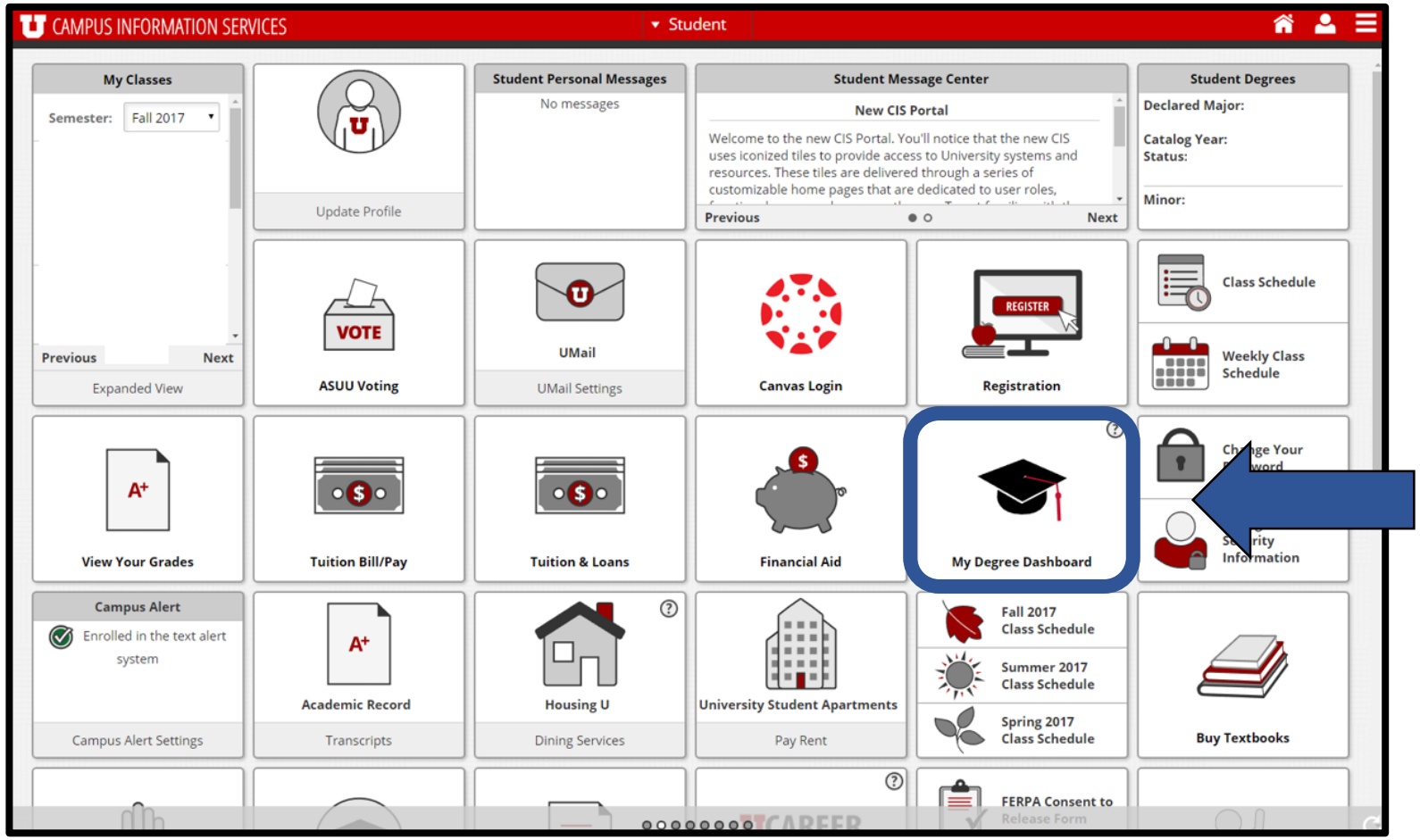
My Degree DASHBOARD

On your CIS Page, click on ‘My Degree Dashboard’.



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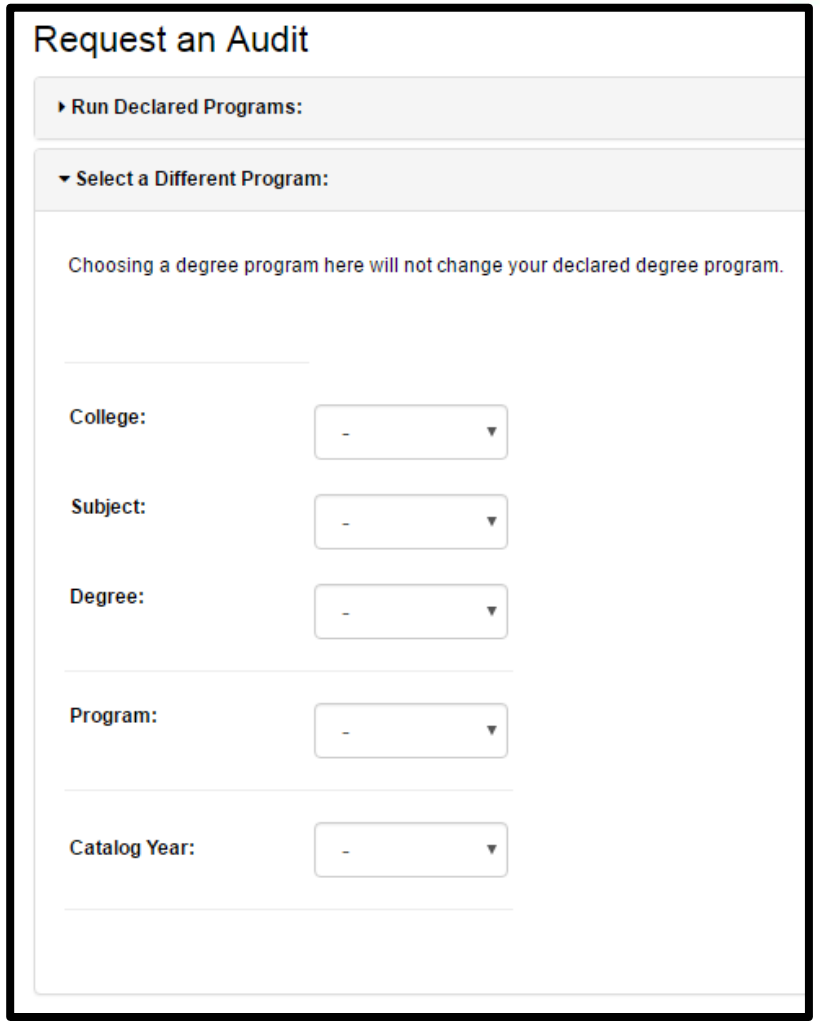
Now you will navigate to the Request an Audit page. There are two ways to get there.



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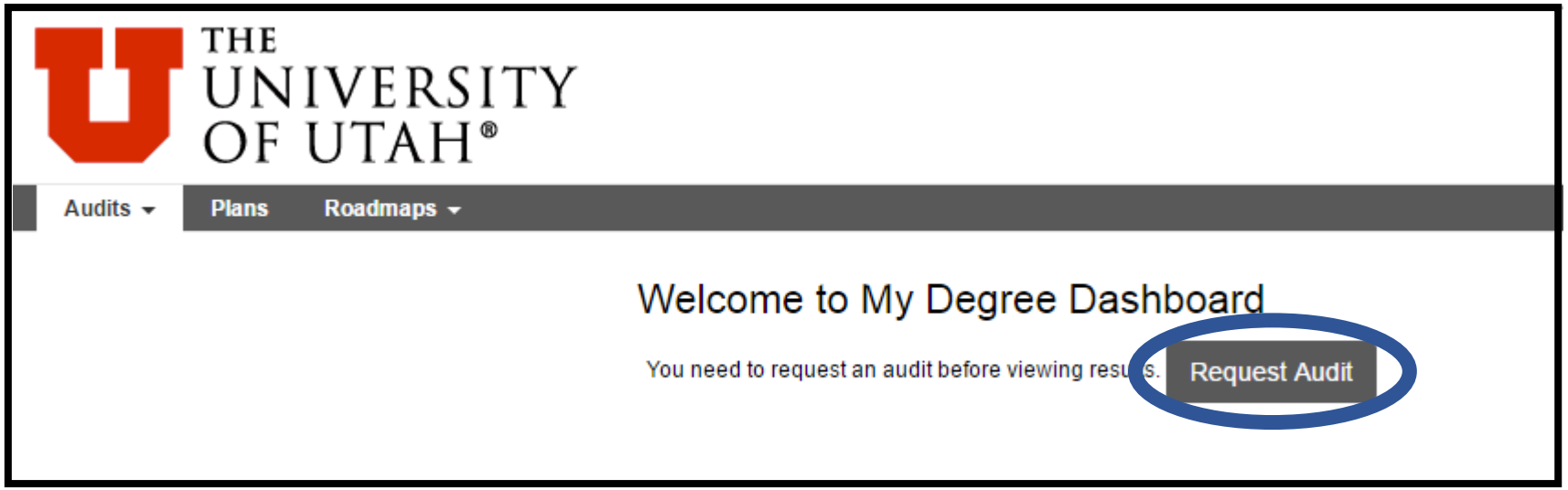
First, if you see this page, click on 'Request Audit' to get to the request an audit page.



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Or you will be on the audits manage page, and you will click on 'Run Audit'.

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	Program	Description	Catalog Year	Created	Audit Type	Format	Course Type	View	Delete
	ACCTBS	Accounting	Fall 2017	03/21/2018 8:48 AM	WHAT-IF	HTML	IP	View Audit	
	PSYCBA	Psychology	Fall 2017	03/21/2018 8:46 AM		HTML	IP	View Audit	
	SPANMIN	Spanish Minor	Fall 2016	03/21/2018 8:46 AM		HTML	IP	View Audit	
	RCTHBS	Recreational Therapy	Fall 2016	03/21/2018 8:46 AM		HTML	IP	View Audit	

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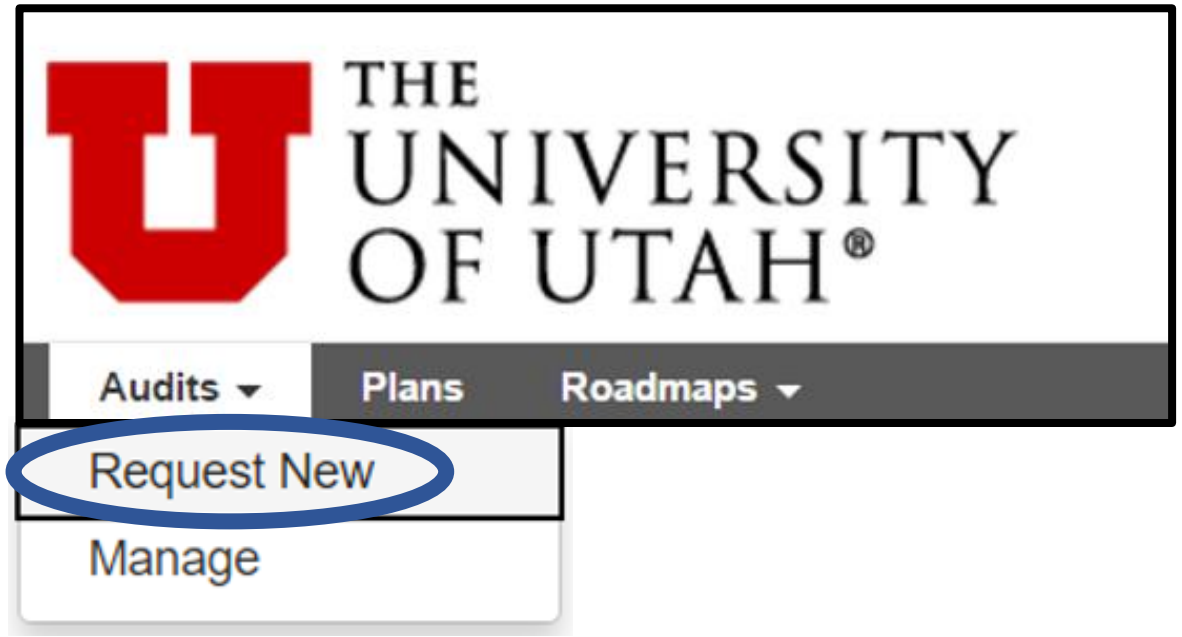
The second way is to click on the audits tab and select 'Request New'.



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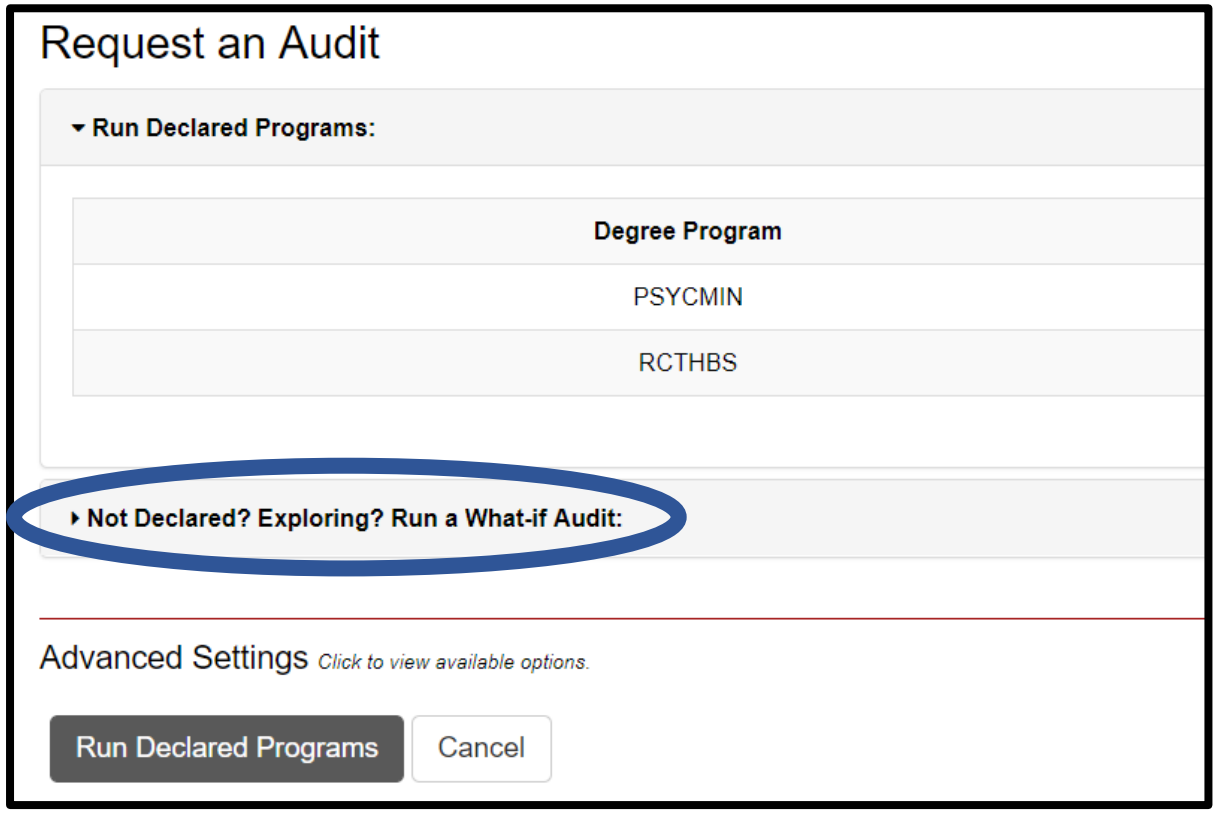
To run a what if audit
click on the section that says
‘Not Declared? Exploring? Run a What-If Audit’.



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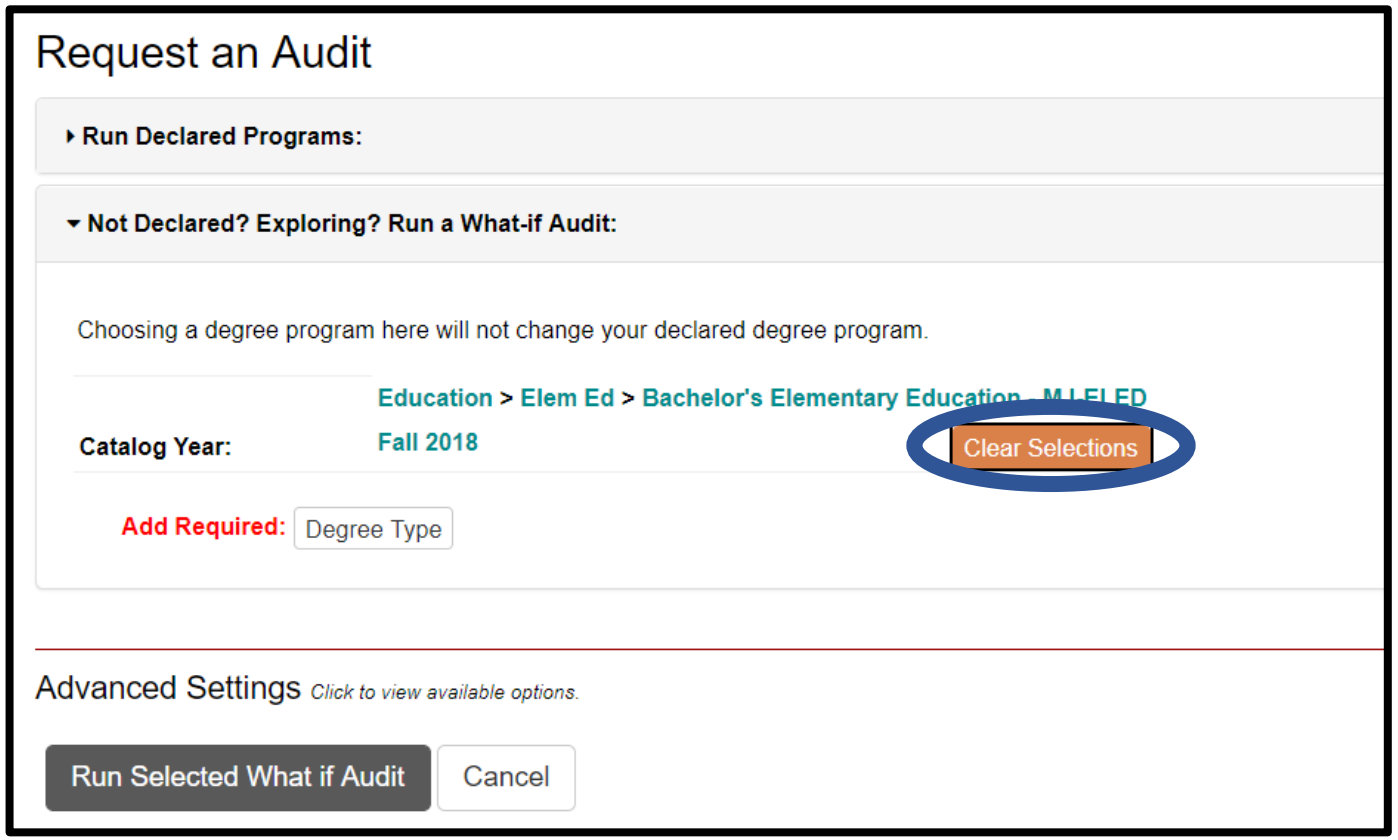
If you have previously run a what-if audit, you will need to first click on 'Clear Selections'.



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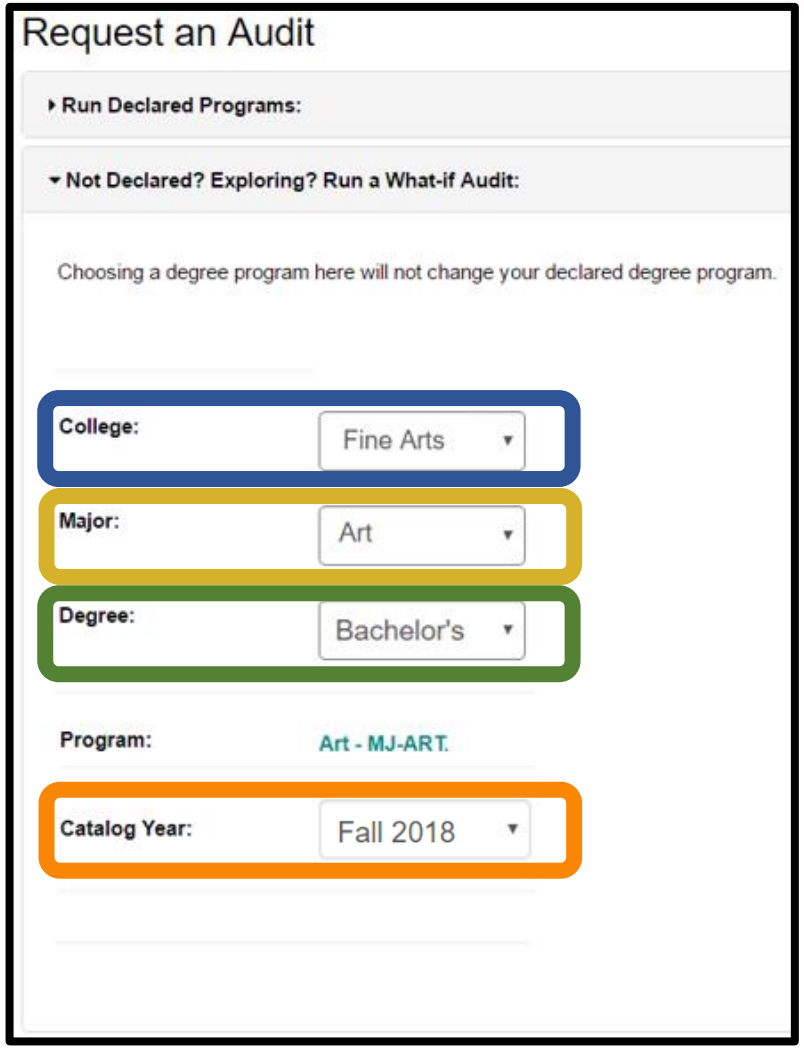
Once your selections are clear you will select the college and major for the program you want to run the audit. For degree, select Bachelor's. Then select the most recent catalog year.



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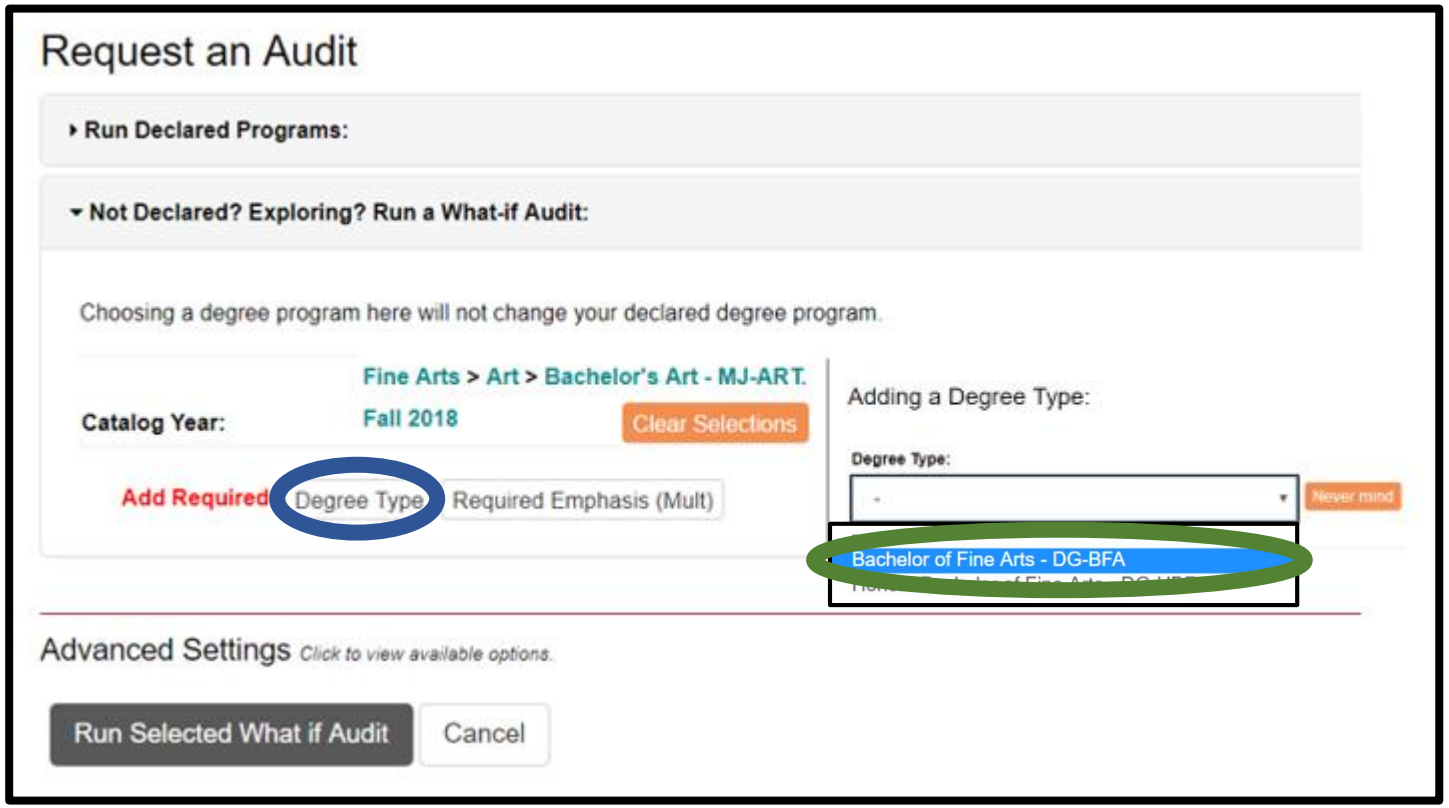
Then you will see ‘Add Required’. The first requirement you need to add is the degree type. Click on the drop down menu to select the degree type.



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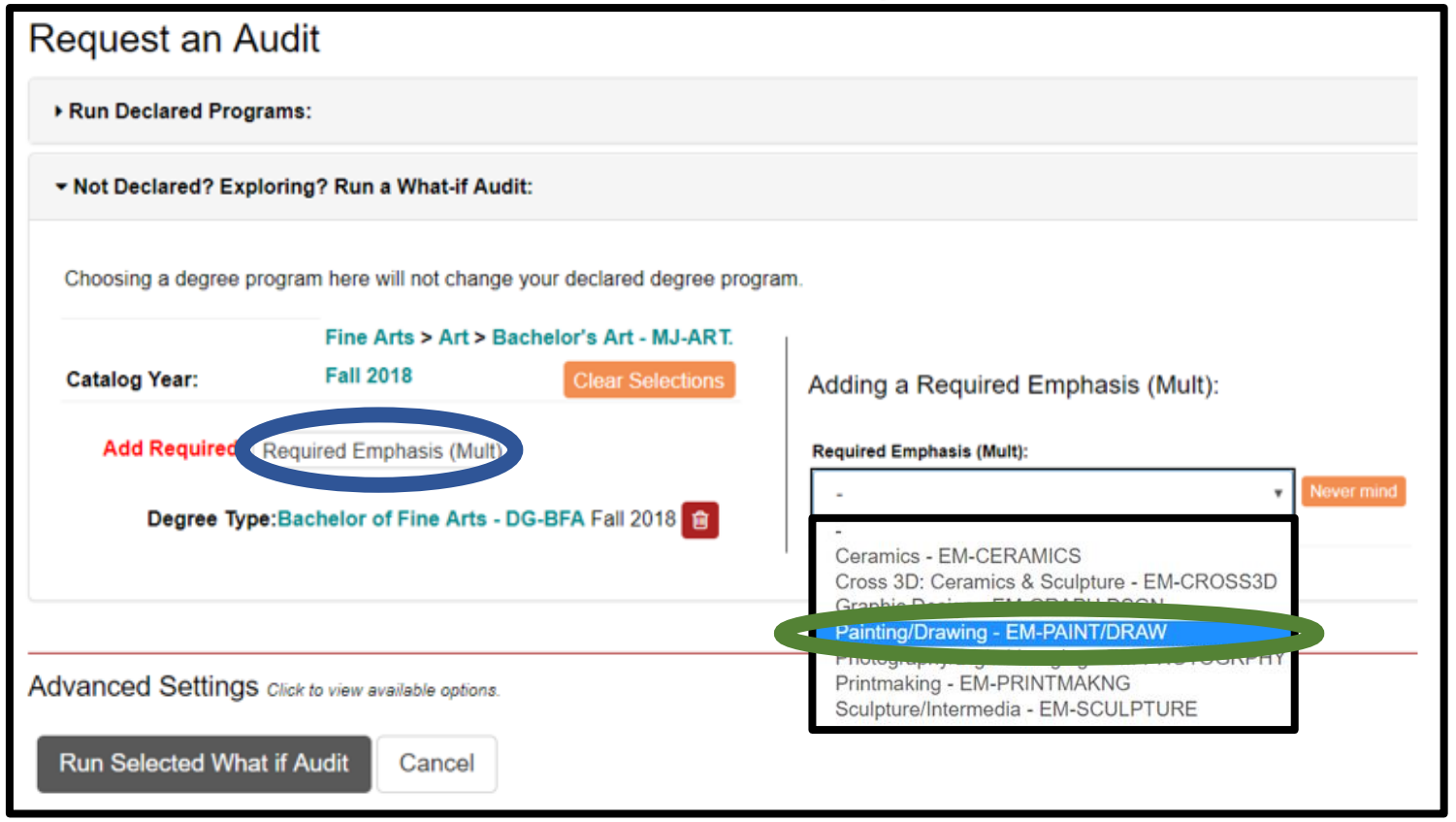
If the program you have chosen requires an emphasis you will still see 'Add Required' click on Required Emphasis, then select the one you want.



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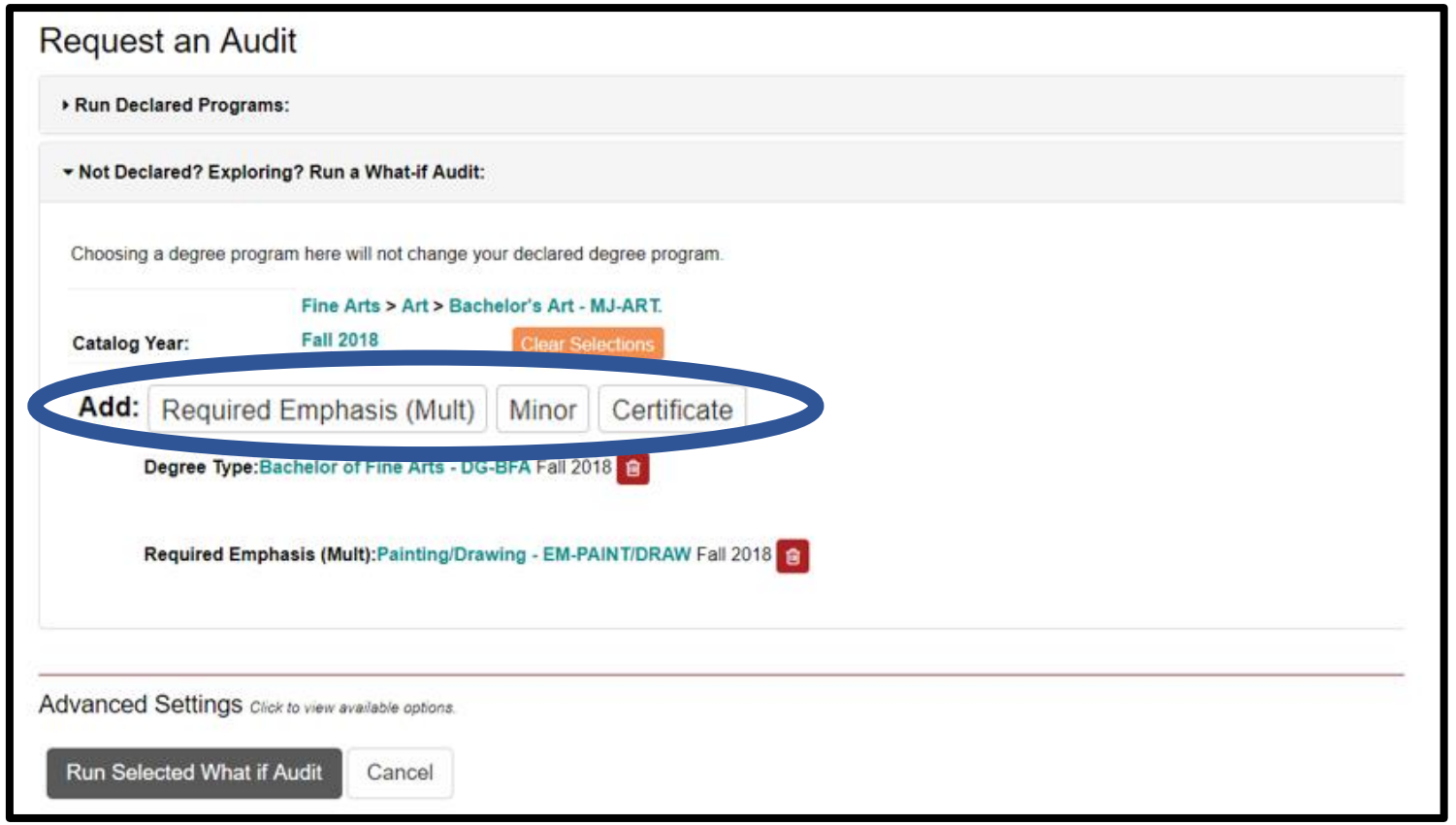
Once you have finished selecting what is required, you have the option to add more to your audit. You can add emphasis, minors, and certificates.



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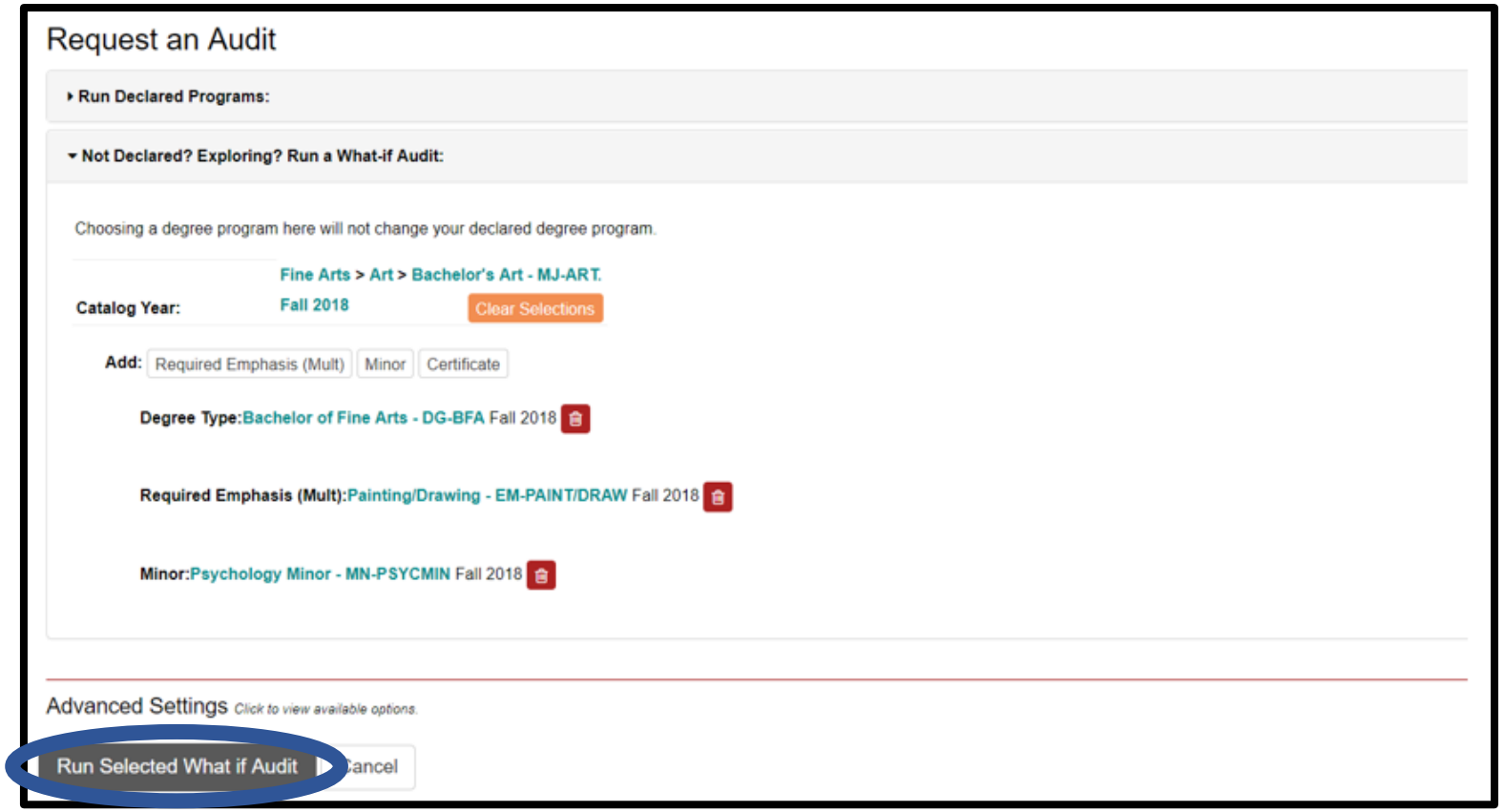
Once you have added all the information, and you are ready to see your audit select 'Run Selected What if Audit'.



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CONGRATULATIONS!!

Now that you know how to run a What-if Audit, it's time for you to explore!

If you need a little extra help, schedule an appointment with your academic advisor at

advising.utah.edu