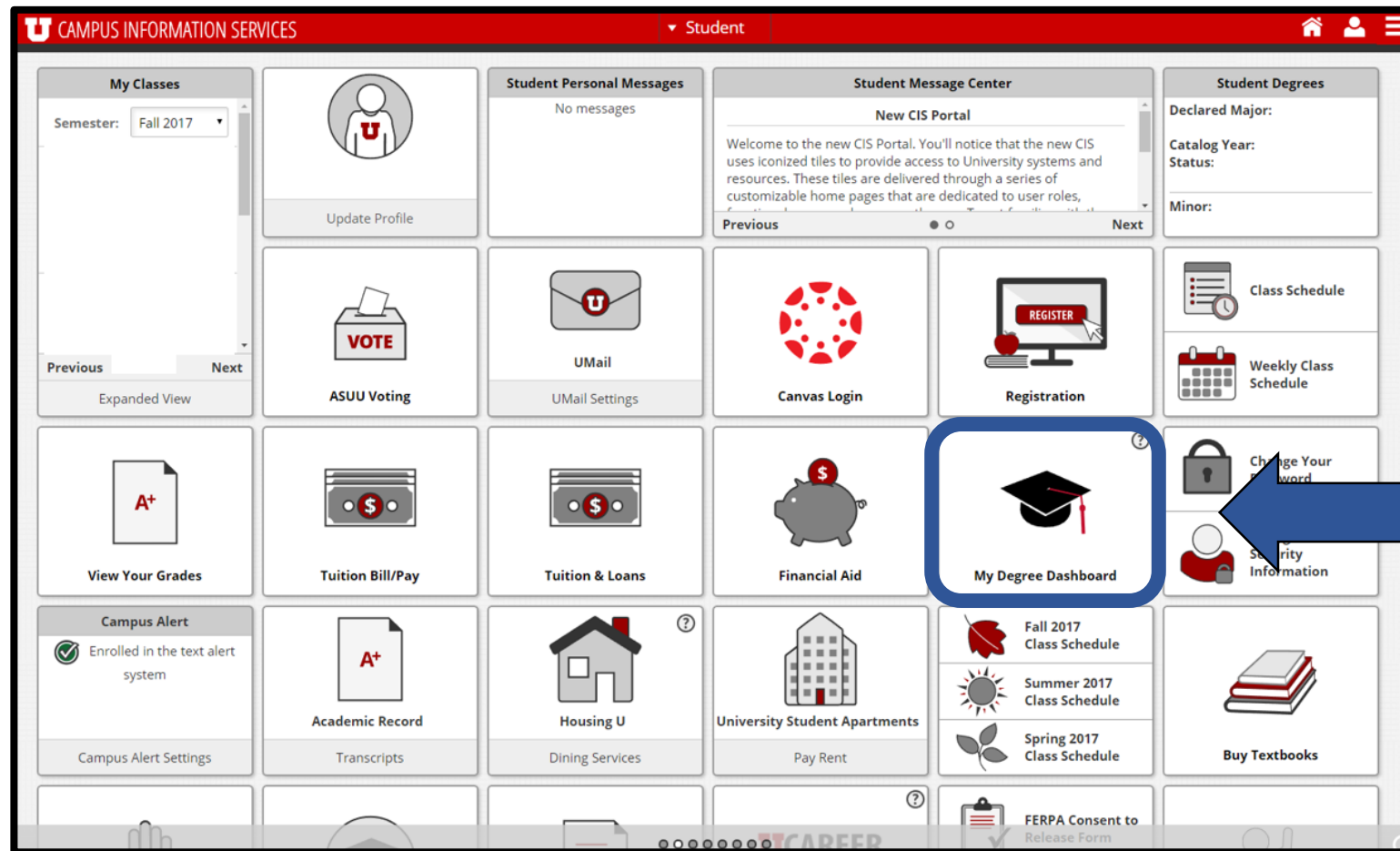


# Running a What-if Audit

# On your CIS Page, click on 'My Degree Dashboard'.



The screenshot shows the CIS dashboard interface. At the top, there is a red navigation bar with the University of Utah logo, the text "CAMPUS INFORMATION SERVICES", a dropdown menu set to "Student", and icons for home, user profile, and a menu. The main content area is a grid of tiles. The "My Degree Dashboard" tile, which features a graduation cap icon, is highlighted with a blue border and a blue arrow pointing to it from the right. Other visible tiles include "My Classes", "Student Personal Messages", "Student Message Center", "Student Degrees", "ASUU Voting", "U-Mail", "Canvas Login", "Registration", "Class Schedule", "Weekly Class Schedule", "View Your Grades", "Tuition Bill/Pay", "Tuition & Loans", "Financial Aid", "Change Your word", "Security Information", "Campus Alert", "Academic Record", "Housing U", "University Student Apartments", "Pay Rent", "Fall 2017 Class Schedule", "Summer 2017 Class Schedule", "Spring 2017 Class Schedule", "Buy Textbooks", and "FERPA Consent to Release Form".

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

### Request an Audit

▶ Run Declared Programs:

▼ Select a Different Program:

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

---

College:

Subject:

Degree:

---

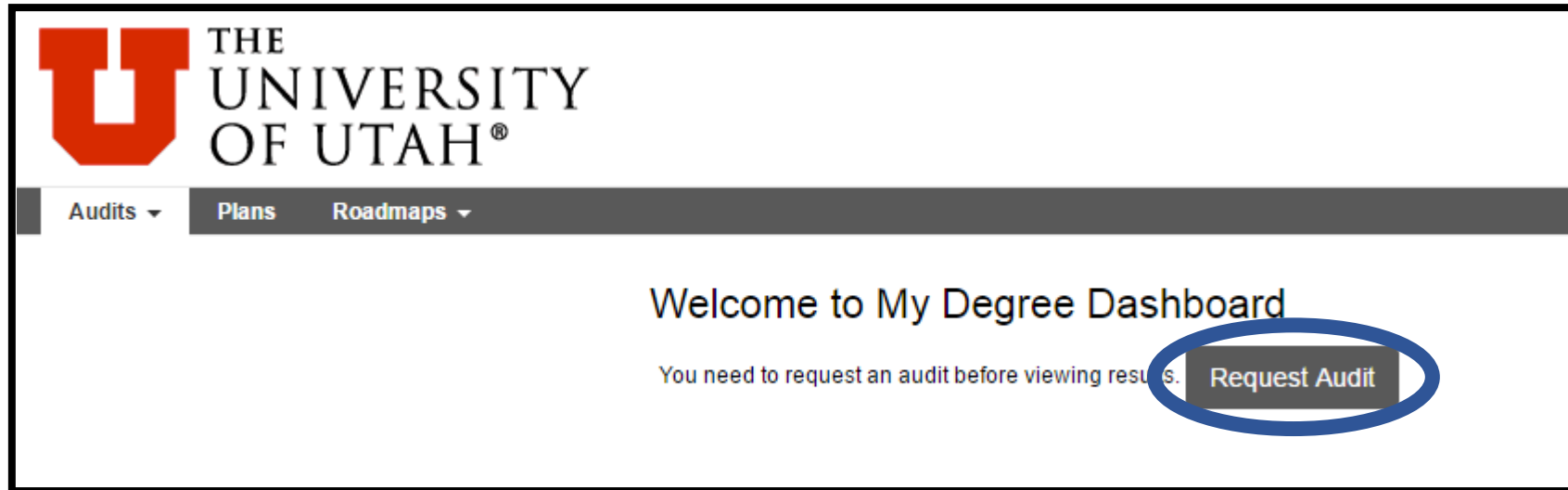
Program:

---

Catalog Year:

---

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



The screenshot shows the top portion of the My Degree Dashboard. At the top left is the University of Utah logo and name. Below this is a navigation bar with three items: "Audits" (with a dropdown arrow), "Plans", and "Roadmaps" (with a dropdown arrow). The main content area displays the text "Welcome to My Degree Dashboard" followed by a message: "You need to request an audit before viewing results." To the right of this message is a button labeled "Request Audit", which is circled in blue.



**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	<input type="checkbox"/>
	PSYCBA	Psychology	Fall 2017	03/21/2018 8:46 AM		HTML	IP	View Audit	<input type="checkbox"/>
	SPANMIN	Spanish Minor	Fall 2016	03/21/2018 8:46 AM		HTML	IP	View Audit	<input type="checkbox"/>
	RCTHBS	Recreational Therapy	Fall 2016	03/21/2018 8:46 AM		HTML	IP	View Audit	<input type="checkbox"/>

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



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

Request an Audit

▼ Run Declared Programs:

Degree Program
PSYCMIN
RCTHBS

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

---

Advanced Settings *Click to view available options.*

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

### 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.

[Education](#) > [Elem Ed](#) > [Bachelor's Elementary Education - MLELED](#)

Catalog Year: [Fall 2018](#) [Clear Selections](#)

**Add Required:**

---

Advanced Settings Click to view available options.



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.

### 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: [Art - MJ-ART](#)

Catalog Year:

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.

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.

Fine Arts > Art > Bachelor's Art - MJ-ART.

Catalog Year: Fall 2018 [Clear Selections](#)

[Add Required](#) **Degree Type** Required Emphasis (Mult) [Never mind](#)

Adding a Degree Type:

Degree Type:

Bachelor of Fine Arts - DG-BFA

Advanced Settings [Click to view available options.](#)

[Run Selected What if Audit](#) [Cancel](#)

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.

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.

Fine Arts > Art > Bachelor's Art - MJ-ART.

Catalog Year: Fall 2018 Clear Selections

Add Required Required Emphasis (Mult)

Degree Type: Bachelor of Fine Arts - DG-BFA Fall 2018 

Adding a Required Emphasis (Mult):

Required Emphasis (Mult):

- Never mind

- 
- Ceramics - EM-CERAMICS
- Cross 3D: Ceramics & Sculpture - EM-CROSS3D
- Graphic Design - EM-GRAPHDESIGN
- Painting/Drawing - EM-PAINT/DRAW**
- Photography - EM-PHOTOGRAPHY
- Printmaking - EM-PRINTMAKNG
- Sculpture/Intermedia - EM-SCULPTURE

Advanced Settings Click to view available options.

Run Selected What if Audit Cancel



**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.**

### 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.

[Fine Arts > Art > Bachelor's Art - MJ-ART](#)

Catalog Year: [Fall 2018](#) [Clear Selections](#)

**Add:**

Degree Type: [Bachelor of Fine Arts - DG-BFA Fall 2018](#) 

Required Emphasis (Mult): [Painting/Drawing - EM-PAINT/DRAW Fall 2018](#) 

---

Advanced Settings [Click to view available options.](#)



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

### 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.


[Fine Arts > Art > Bachelor's Art - MJ-ART](#)

Catalog Year: [Fall 2018](#) [Clear Selections](#)

Add:

Degree Type: [Bachelor of Fine Arts - DG-BFA](#) Fall 2018 

Required Emphasis (Mult): [Painting/Drawing - EM-PAINT/DRAW](#) Fall 2018 

Minor: [Psychology Minor - MN-PSYCMIN](#) Fall 2018 

---

Advanced Settings Click to view available options.

## **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](https://advising.utah.edu)**