# Student Degree Audit System Directions

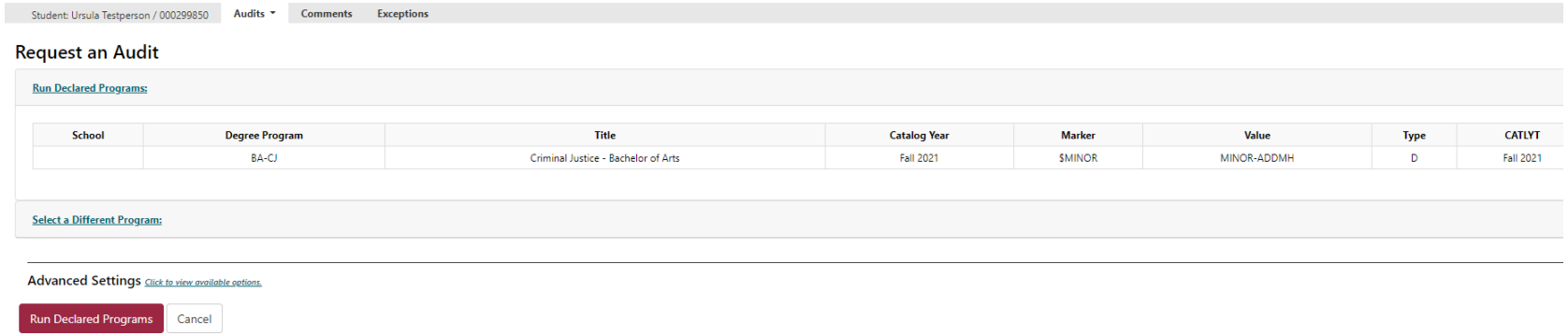
## Running Audit

## What If Audits

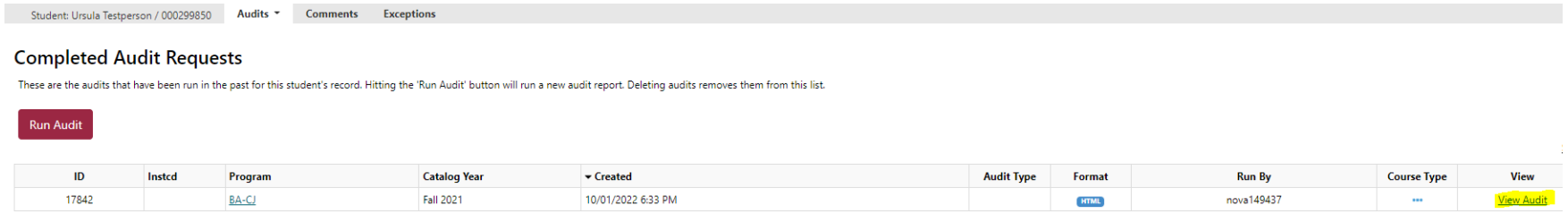
**(Contact the Registrar's Office with any questions or assistance)**

## Running Audit:

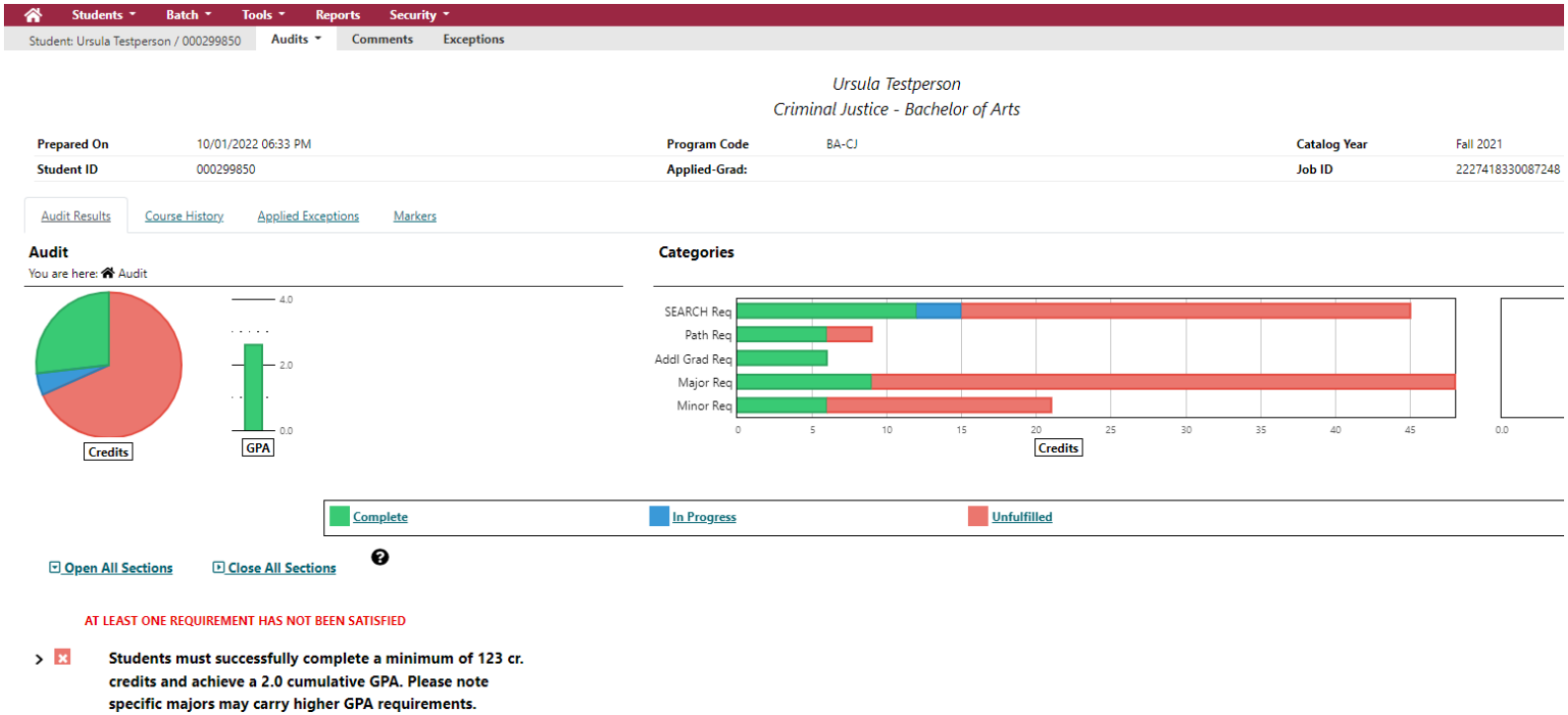
- **Log into degree audit system with Alvernia email and password**
- **You will appear on your student record and see the degree program(s) (including any additional majors or minors) that you are coded for in the system**
- **Click the red "Run Declared Program" button to run your audit (give it a couple seconds to load)**



- **Click “view audit” link to the right side (see below yellow highlight) to open audit**



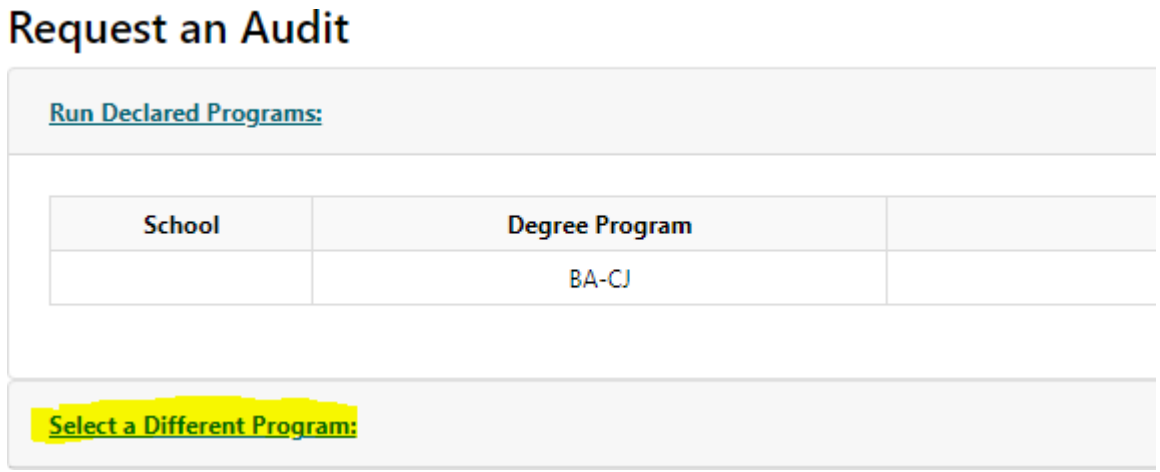

- **Your audit will appear and look similar to the one below**



- **Click to view codes that could appear on your audit**
- **Click › to open up different requirement sections (click › again to close requirement sections)**
- **Scroll through audit and open up different sections to see what you completed, have in progress, and have unfulfilled**
- **NOTE: as you scroll through your audit, be sure to pay attention to the different notes that are included, such as grade requirements**

## What If Audits:

- **Log into degree audit system with Alvernia email and password**
- **You will be brought to your record and click the "select a different program" link (highlighted below)**

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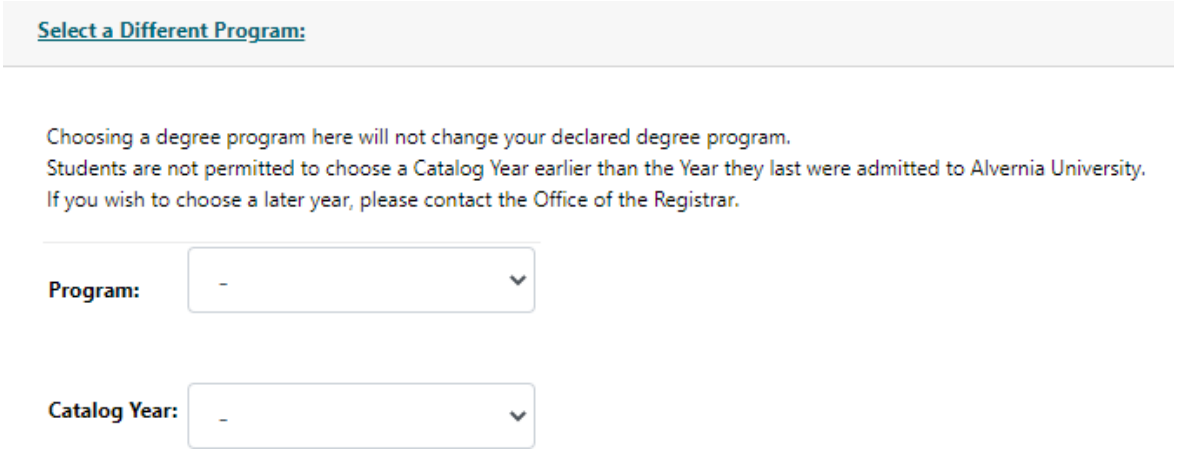
- **You will then see the below**

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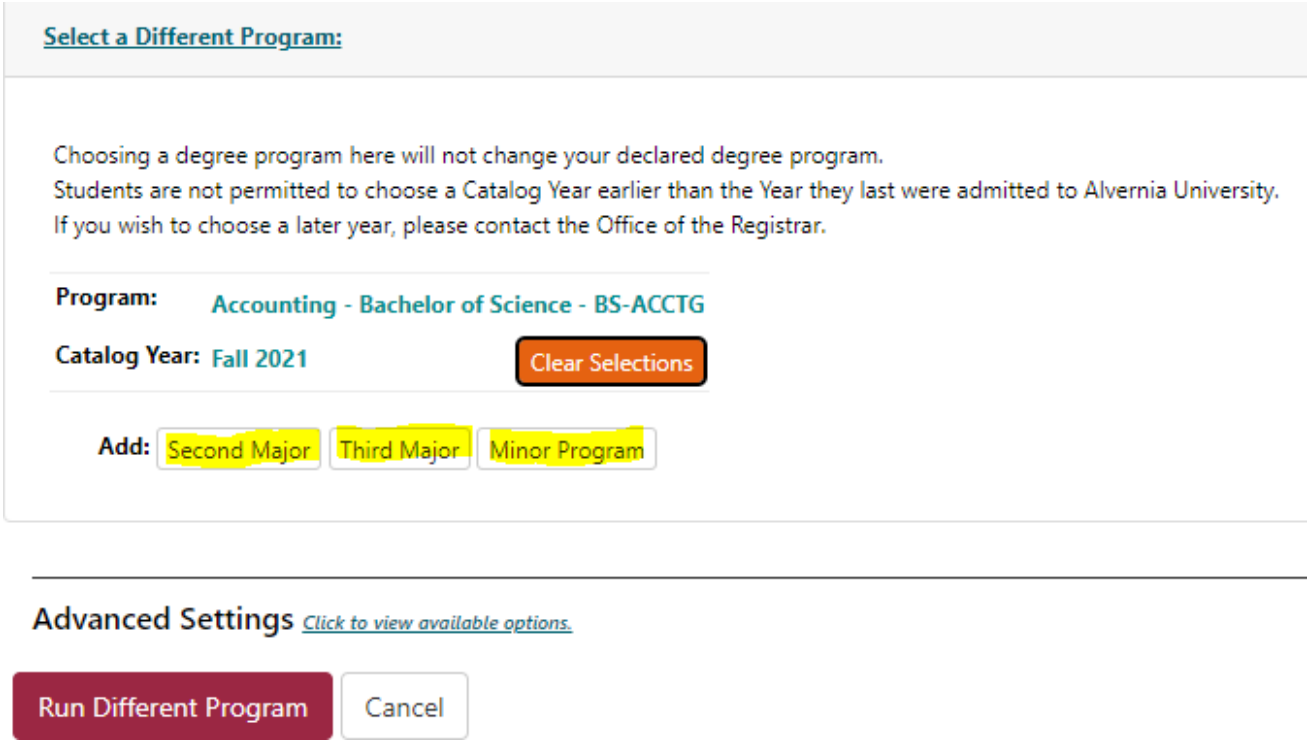
- **Next, select the primary major first in the program drop-down box**
    - **If you want to stick with your current major and just add a second major or minor, for example, then select your current major first for the What If audit**
- **Then select the catalog year in the drop-down box, you can only select the catalog year/term that you entered Alvernia under OR move forward in catalog year/term. You CANNOT move backwards**
- **After selecting primary major, you can choose to select a 2nd, 3rd or minor by clicking the corresponding boxes highlighted in yellow below**




- **After selecting the program(s) you want for the What If audit, click the red "run different program button**
- **Then you will see what requirements are needed for that program and if any courses that you already completed or have in progress will fulfill any of the What If audit requirements.**