

How to Run a 'What-If' Degree Audit

Steps

Follow these steps to run a 'what-if' degree audit.

• Login to your eServices account

Rorth Comm	n Hennepin unity College	
North Hennepin Community College Brooklyn Park, MN 55445 USA Phone: 703-488-0391 Toll-free: 800-818-0395 Telecommunications Device for the Deal 800-627-3529	Please login to continue. The ^{IMI} indicates a required field. * StarID:	
MINNESOTA STATE	You must logout when finished to ensure that nobody else gains access to your records. IMPORTANT - Please refer to North Hennepin's Class Schedule NOTES section for additional ways to search for classes.	

• Select 'Academic Records' on the left-hand navigation and then select 'Degree Audit Portal'



• Select 'Click here to access Degree Audit Self-Service'

	Logout
Click here to access Degree Audit Self-Service	
Once you login with your StarID and password, you'll be able to click the 'Request Audit' button and run your 'D automatically get an MNTC audit (called SMNTC). The MNTC audit reflects the current requirements for satisfacti Curriculum.	
You'll also be able to Select a Different Program ("What-IT Audit) to see what affect coursework would have To help you get started with some of the basic functions of this new web-based degree audit, click on Help in th Settings once you're logged in to Degree Audit Self-Service.	Click here to access Degree Audit Self-Service

• Log in to uAchieve Self-Service with your StarID and Password.

<u> u</u> Achieve [®]
Welcome to uAchieve Self-Service User Name Enter username
Password

• If you have a run a degree audit before, when you log in, Self-Service will display the last degree audit that you viewed.

🔬 uAchieve®						
Audits - Comments		Accounting	AS			Request Audit
Prepared On 05/18/2 Student ID	2018 03:52 PM		Program Code	AS ACC	Catalog Year	20191
Audit Results Course He Audit You are here: # Audit	story Applied Exceptions	Categories			Click on any area	of the graph for further detail.
	4.0 2.0	Prog Courses Gen Ed Courses MnTC Electives Residency				
[Credits]		0	5 10 Credits	15 20	25 0.0	2.0 4.0 GPA
C Open All Sections	Complete	In Progress	Unfulfilled		Reserved for Future Use	🔒 Printer Friendly

• Under the 'Audits' tab, select 'Request New.'

<u> </u>	Achiev	′e [®]	
Audits - Com Request New Manage	Prepared On	05/18/2018 03:	52 PM
	Student ID		
	Audit Results	Course History	Applied Exceptions
	Audit		

/

• Select 'Select a Different Program.'

Audits - Comments Profile	eve®					
	Request an Aud	dit ns:				Select a Different Program:
	School Select a Different Prog	Degree Program UNDECIDED	Title	Catalog Year 20185	Marker	Value Type CATLYT
	Advanced Settings a	ok to view available options.				

• From the drop-down menus, select program and catalog year.

<u> u</u> Achie	eve®
Audits - Comments Profile -	
	Request an Audit
	Run Declared Programs:
	▼ Select a Different Program:
	Choosing a degree program here will not change your declared degree program.
	Program: - V
	Catalog Year:
	Advanced Settings click to view available options.
	Run Different Program Cancel

• Once you have your selections made, select 'Run Different Program.'

<u> u</u> Achie	ve [®]
Audits - Comments Profile -	
	Request an Audit
	Run Declared Programs:
	Elect a Different Program:
	Choosing a degree program here will not change your declared degree program.
_	Program: Biology, AS - AS BIOL Fall 2018
	Catalog Year: Clear Selections
	Advanced Settings Click to view available options.
	Run Different Program Cancel

• You will see the following screen stating that 'Your Audit is Loading.' This process can take a few moments.



• The 'what-if' audit should automatically display and you've successfully run a 'what-if' degree audit.

<u> u</u> Achieve)					
Audits - Comments		Biology,	AS			Request Audit
Prepared On 0	5/18/2018 03:57 PM		Program Code A	S BIOL	Catalog Year	20193
Student ID						
Audit Results Cour	rse History Applied Exceptions					
Audit You are here: # Audit		Categories			Click on any area o	f the graph for further detail.
		Prog Courses Gen Ed Courses MnTC Electives Prog Electives Residency				
Credits	GPA 0.0	0.0 2	5 5.0 7.5 10.0 Credits	12.5 15.0 17.5	0.0	2.0 4.0 GPA
Open All Section	s D Close All Sections	Exceptions				

• At this point, under the 'Audits' tab you could select 'Request New' to run a new 'what-if' degree audit, or 'Manage' to view any degree audits that you have recently ran.

	<u> </u>	Achiev	′ e [®]	
C	Audits - Com Request New Manage	Prepared On	05/18/2018 03	:57 PM
		Student ID		
		Audit Results	Course History	Applied Exceptions
		Audit		

• Example of 'Manage' screen that shows the degree audits you have recently run.

<u> u</u> Ac	hiev	/e [®]									
Audits - Comments C	Profile - Complete These are the au Run Audit	ed Auc	IIT Requests ave been run in the past for t	his student's record. H	Hitting the 'Run Audit' button will run a new audit repr	ort. Deleting	audits rem	oves them from this lis	t.	select all/se	Delete elect none
	ID	Instcd	Program	Catalog Year	✓ Created	Audit Type	Format	Run By	Course Type	View	Delete
	19335716		AS ACC	20191	02/05/2018 10:29 AM	WHAT-IP	HTML	Student		View Audit	
	19335715		SMNTC	20185	02/05/2018 10:29 AM		HTML	Student		View Audit	
	19335726		NO AUDIT	20173	02/05/2018 10:29 AM		HTML	Student		View Audit	

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