

How to Request a Degree Audit

1. Log in to MyUI by clicking [here](#).
2. Select **Student Information** in the banner at the top and then **Degree Audit** under **Advising**.

The screenshot shows the MyUI Student Information page. The top navigation bar includes 'HOME', 'COURSES / REGISTRATION', 'STUDENT INFORMATION' (circled), and 'FINANCIAL AID & BILLING'. Below the navigation bar, the page is titled 'STUDENT INFORMATION'. There are three main sections: 'INCOMING STUDENTS', 'ADVISING', and 'DOCUMENTATION & REPORTS'. The 'ADVISING' section contains several links: 'My Appointments', 'Advising Notes & Files', 'Change of College Application', 'Degree Audit' (circled), 'Placement Test Scores', and 'Programs of Study & Advisors'. The 'DOCUMENTATION & REPORTS' section includes links for 'Career Services (www.HireAHawk.com)', 'National Student Clearinghouse', 'Student Handbook', 'Transcript Request', 'University Honors - For Current Students', and 'Verifications'. The 'STUDENT LIFE MANAGEMENT' section includes 'Academic Record Consent Form' and 'Address Change/Update'.

3. To submit your request, click **Request Audit**.
 - Make sure the Declared Program of Study radio button is selected and that the program of study (i.e., major, minor, or certificate) that you want to review is selected.*

The screenshot shows the 'Request an Audit' form. At the top, there is a breadcrumb trail: 'Student Information > Audit Request'. Below this, the title 'Request an Audit' is displayed. A link for help is provided: 'For help requesting an audit, click [here](#).' The form has two radio buttons for 'Type of Degree Audit': 'Declared Program of Study' (selected) and 'What if?'. Below this is a dropdown menu for 'Degree Audit' with the text 'Management (Human Resource Management) BBA * (declared 20148)' and a note '(* Primary POS)'. At the bottom left, the 'Request Audit' button is circled. Arrows point to the 'Declared Program of Study' radio button and the 'Degree Audit' dropdown menu.

* Click [here](#) if the Declared Program of Study radio button is inactive and you do not have a declared program of study listed in the Degree Audit text box

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4. After your request has been submitted, a green banner will appear and you should have a new degree audit within 60-90 seconds.

Student Information > Audit Request

✔ Your audit has been submitted for processing. ←

Request an Audit

For help requesting an audit, click [here](#).

Type of Degree Audit Declared Program of Study What if?

Degree Audit Management (Human Resource Management) BBA * (declared 20148)
(* Primary POS)

NOTE You currently have 1 Degree Audit(s) being processed. Click "Check for Completed Audits" to monitor audit progress.

Request Audit

5. Click **Check for Completed Audits** and then **view** to see the requested audit.

Student Information > Audit Request

Request an Audit

For help requesting an audit, click [here](#).

Type of Degree Audit Declared Program of Study What if?

Degree Audit Management (Human Resource Management) BBA * (declared 20148)
(* Primary POS)

Request Audit

Recent Audits

Check for Completed Audits

NOTE Please request a new Degree Audit to see any changes reflected in your academic record. Viewing an older audit may not provide the most up-to-date accurate information.

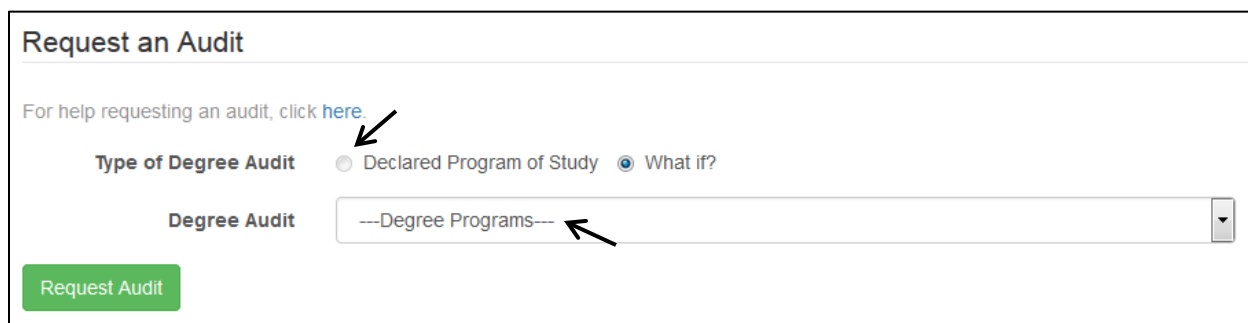
NOTE If you have trouble viewing the degree audit PDF or it appears as simply a gray box in the display, please try expanding your browser's window to see if it will then render the PDF correctly AND be certain you have a rather recent version of the Adobe Reader on your computer *before* contacting the ITS Help Desk. Visit the [Adobe Acrobat Reader website](#) to get your free reader.

8 items found, displaying all items.

Report	Date	Year/Term	Program	Message	Type
view	04/27/2016 03:42 PM	201480	Management & Orgs (Human Resource Management) BBA		Primary Audit delete

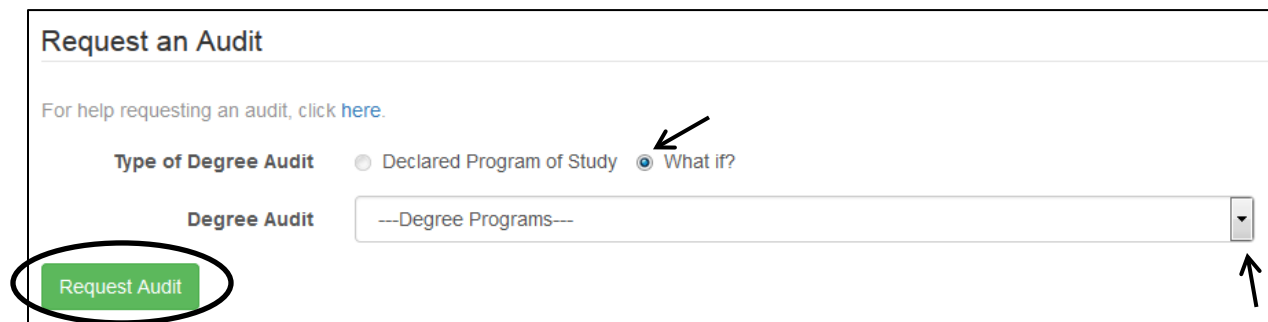
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Not all programs of study have a degree audit. If the Declared Program of Study radio button is inactive and you do not have a declared program of study listed in the Degree Audit text box, it may be because your program of study does not have an audit.



The screenshot shows the 'Request an Audit' form. At the top, there is a link for help. Below it, the 'Type of Degree Audit' section has two radio buttons: 'Declared Program of Study' (which is inactive) and 'What if?' (which is selected). Below this is a dropdown menu labeled 'Degree Audit' with the text '---Degree Programs---'. A green 'Request Audit' button is at the bottom left. Arrows point to the 'Declared Program of Study' radio button and the dropdown menu.

To find out if your program of study has an audit, search the options listed in the What if? dropdown menu by selecting the What if? radio button and searching for your program of study.



The screenshot shows the 'Request an Audit' form. The 'Type of Degree Audit' section now has 'What if?' selected. The 'Degree Audit' dropdown menu is still '---Degree Programs---'. The green 'Request Audit' button is now circled in black. Arrows point to the 'What if?' radio button and the dropdown menu.

If you find your program of study in the What if? dropdown menu:

1. Contact regr-adms-degree-audit@uiowa.edu for assistance so your program of study audit will appear. In your email, please include your name, University ID number, and the name of the program of study.
2. In the meantime, to view your requirements and progress using a What if? audit, click **Request Audit** and follow [steps 4-5 above](#).

If you do not find your program of study in the What if? dropdown menu, your program of study does not have a degree audit. Please contact your advisor with questions about the program of study requirements.