Tips for Reading Your Degree Audit

Tips:

Your degree audit provides a personalized listing of required, completed, in-progress, and needed courses.

- Select **Open All Sections** to opens all requirements within your degree audit
- Select **Close All Sections** to closes all requirements within your degree audit
- Select **Printer Friendly** for a version of your degree audit that will print without the graphs and charts
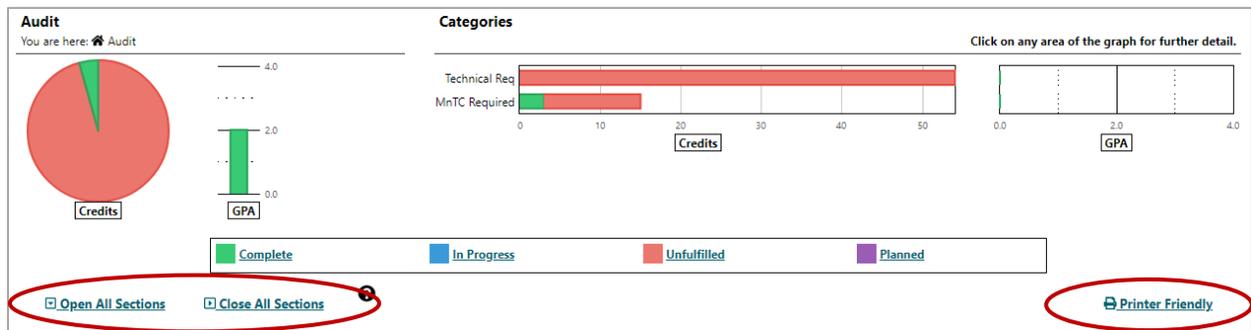
- Select the circle to the left of the section to open/expand or close/collapse each requirement one section at a time

- The circle will change to an arrow pointing to the right which indicates the Requirement section is **closed/collapsed**

> **+++**
> **MARKETING COMMUNICATION, B.S. REQUIREMENTS**
> **MUST COMPLETE ALL AREAS WITH A TOTAL OF AT LEAST 51**
> **SEMESTER CREDITS AND A 2.25 GPA**

- Or the circle will change to an arrow pointing down which indicates the Requirement section is **opened/expanded**

> **Goal Area 1: Written and Oral Communication**
> **Three courses required; nine credits minimum.**
>
> EARNED: 3.0 CREDITS
> NEEDS: 6.0 CREDITS   2 SUB-GROUPS
>
> ✅ 1) ENGL1101 is required.
>
>   S18   ENGL1101   3.00   C   College Writing I
>
> ❌ 2) ENGL1205 or 1210 or 1215 is required.
>
>   NEEDS: 1 COURSE
>
>   COURSE LIST->   ENGL1205, 1210, 1215
>
> ❌ 3) COMM1120 or 1130 or 1140 is required.
>
>   NEEDS: 1 COURSE
>
>   COURSE LIST->   COMM1120, 1130, 1140

- **A green square with a white check mark = Complete.** Example of what your degree audit will look like when the section is open and a requirement is complete.
- **A red square with a white X = Unfulfilled (not complete).** Example of what your degree audit will look like when the section is open and a requirement is not complete

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- Select a course that is underlined to open the Course Catalog Details

- Course Catalog Details

Course Number
Credits
Title
Description,
MNTC Goals
Offering Frequency
Prerequisites
Corequisites
Course Availability

- The **Legend** is located on the bottom of your degree audit

The purple icon is for **Planned** courses and is not currently being used. You will not find a purple icon on your audit.