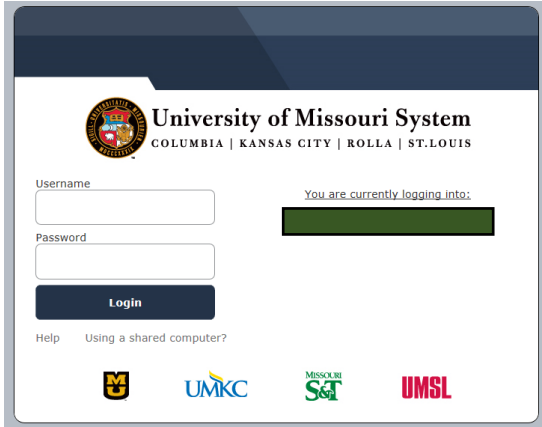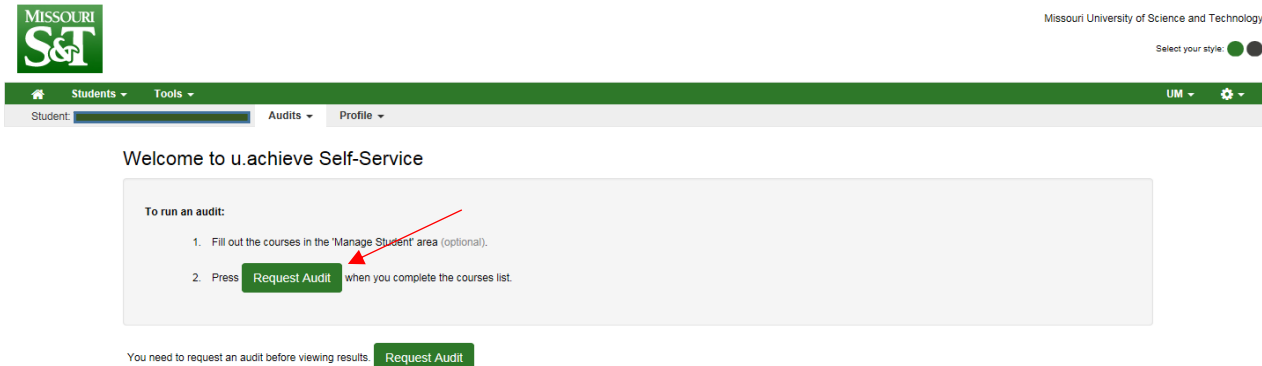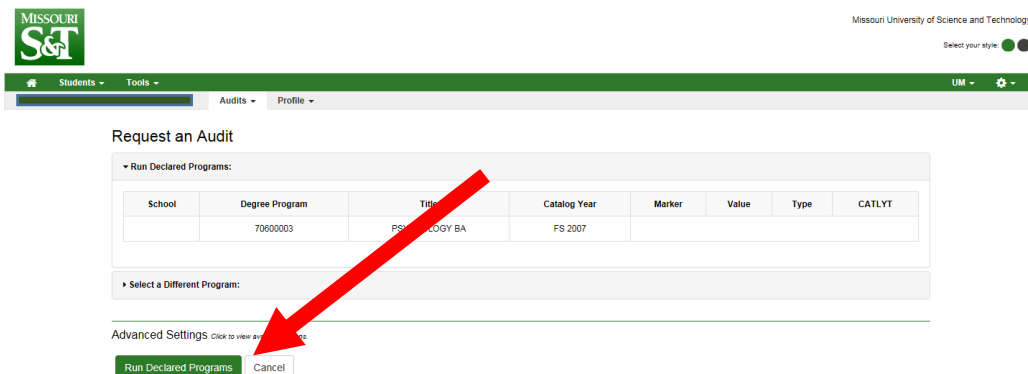# How do I run an online degree audit report?

1. Login to MyDegree.mst.edu.  You can also log in via Joe'SS and go to your Student Center and click on Request Degree Audit.
2. The following screen will appear.



3. Enter your Missouri S&T username (use only lowercase characters) in the appropriate field.  Do not include "@mst.edu" when you enter your username.
4. Enter your password.
5. The following screen will appear.



6. To request a degree audit, select Request Audit.
7. The student's current degree program will be displayed.  To request a degree audit for that specific degree program, click run declared programs.
8. The following screen will appear.

You will need to click on View Audit and your degree audit will display.



9. You will need to click on Open All Sections to view your complete audit.



10. Each section of the audit is a requirement. Each requirement is numbered and is preceded by a green check mark signifying that the requirement or sub-requirement is complete. A red X means a requirement or sub-requirement is not fulfilled.

11. There is a legend at the bottom of the audit that explains the various symbols used throughout the audit.

> ✅ 19     ELECTIVES

> ✅ OPT   OTHER COURSES TAKEN AS GRADUATE CREDIT OR MARKED AS REPEATED COURSE GPA ADJUSTED

> ✅ 20     EXTRA TRANSFER COURSES NOT COUNTED TOWARD A DEGREE

> ✅ 21     EXTRA COURSE WORK DONE ON CAMPUS THAT DOES NOT COUNT TOWARD A DEGREE

*************************** END OF ANALYSIS ***************************

**Legend**

✅ - Complete
📅 - Planned
▦ - In Progress
❌ - Unfulfilled

**Course Codes**

C - Cross Listed Course, credit only allowed once
D - Duplicate Course, Does not Count
E - Credit by Exam
R - Repeatable Course
T - Transfer Course
IP - In-Progress Course

## How do I run a 'What if" degree audit report?

1. Click on Select a Different Program, the following screen will appear.



2. Select the degree program for the audit you would like to run from the drop down menu, also select a catalog year from the drop down menu.

3. From the Degree Program drop-down menu, select the degree program for which you would like to run a "What if" degree audit report.



4. Then click Run Different Program.

**How do I run a degree audit report that does not include courses that are currently in progress?**

1. In Advanced Settings, uncheck the 'Include In Progress Courses' box.



2. Select Run Declared Programs.
3. You will click on View Audit.