

# CampS: How to Read Your Undergraduate Degree Audit - GE (Students)

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This document describes how to read a degree audit if you are enrolled in an undergraduate program on the 2015 or older catalog. If you are on the 2016 or later catalog, refer to [CampS: How to Read Your Undergraduate Degree Audit - LE \(Students\)](#) If you are enrolled in a graduate program, refer to [How to Read Your Graduate Degree Audit](#).

A degree audit lists of all the requirements you will need to graduate, and shows which ones you have satisfied.

*CAUTION: Requirements vary by degree and major, so make sure your major and degree (B.A. or B.S., for example) is correct.*

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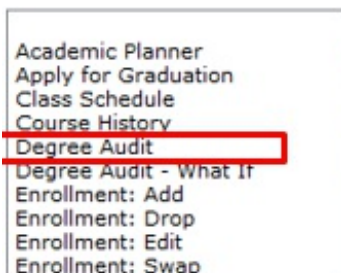
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# Request a Degree Audit

1. Log in to *CampS*.
2. Click **Self Service**.
3. Click **Student Center**.
4. Under *Academics*, click the **other academic...** drop down list.



5. Select **Degree Audit** and click the go  button.



# Use the PDF Version

The degree audit can be viewed as an interactive on-line degree audit or as a PDF. The PDF contains information that is not visible on the online version. Use the PDF whenever possible.

When the degree audit comes up, click [view report as pdf](#) and wait about 15 seconds for the report (you may need to disable your pop up blocker first).

Check your college, majors and minors on the top of the report. If these are not correct, you can get a “what if” degree audit. You should also change your incorrect plan by

going to the department offering the correct major or minor.

# Organization of the Degree Audit

The first column of the degree audit is a set of reminders about the degree audit. Note especially that **in progress courses will be treated as if you have completed them**. A requirement will appear as completed, even if you have not finished the course.

The reminders are followed by a summary of courses, showing completed and in progress courses in various categories.

*NOTE: The degree audit stops counting when there are enough credits to fulfill a requirement. General education requirements include 9 credits of social science. If you have 15 credits in social science, only 9 credits will appear under the GE-III social science requirement. The only way to see the additional courses is through the course summary at the top.*

After the course summary, the degree audit will list all requirements in requirement groups.

- If one or more of the requirements within a group is not complete, you will see red:

\* **~~~UNIVERSITY REQUIREMENTS~~~**

**Overall Requirement Not Satisfied:** UNIVERSITY REQUIREMENTS - COLLEGE OF ARTS & SCIENCES (RG-11364)

- Individual requirements that are not complete look like this:

\* → **Upper Division Credits**

**Not Satisfied:** Upper Division Credits - 39.00 Credits Required (LN-010)  
- Units: 39.00 required, 0.00 taken, 39.00 needed

- Completed requirements don't draw so much attention:

**\*\*UNIVERSITY GRADE POINT REQUIREMENTS\*\***

**Satisfied:** UNIVERSITY GRADE POINT REQUIREMENTS (RQ-11151)

The degree audit is organized from the most general to the most specific requirements.

## University wide requirements:

- Physical activity and wellness theory
- Total credits (120 needed to graduate)
- Resident and total G.P.A.
- Upper division (39 needed)
- Residency Requirement
- Service Learning
- Foreign language/foreign culture requirement
- Math competency requirement
- English competency requirement
- Cultural diversity requirement

## General Education requirements:

*These requirements vary by college, degree and major.* There are requirements for minimum **and maximum** credits in each category, and for a total number of GE credits. It takes two different General Education Requirement Groups to check for everything.

One group checks for the total number of GE credits required, with a minimum and a **MAXIMUM** number of credits in each category.

- *NOTE: Taking only the minimum credits in each category will NOT give you enough to satisfy this requirement.*

### **~~~GENERAL EDUCATION - MAXIMUM CREDITS EACH CATEGORY~~~**

**Satisfied:** GENERAL EDUCATION - 39.00 CREDITS REQUIRED. **MAXIMUM** credits apply to each category. **\*\*Earning the minimum credits in each category will not satisfy this requirement.\*\*** (RG-11208)

- A second group checks for the total credits required with a maximum of 10 credits from any one prefix. This group disappears from the degree audit when satisfied.

**\* ~~~GENERAL EDUCATION PREFIX LIMIT - MAXIMUM  
10.00 CREDITS FROM ANY PREFIX~~~**

**Not Satisfied:** GENERAL EDUCATION PREFIX LIMIT - 39.00 TOTAL CREDITS  
REQUIRED, MAXIMUM 10.00 CREDITS FROM ANY COURSE PREFIX Cross Listed Courses  
Counted with Home Department Prefix (RG-11203)  
- Units: 24.00 taken

## Admission to program information, if applicable

## Major and Minor Requirements

## Requesting a What-If Degree Audit

1. Choose **Degree Audit – What If** from the drop down menu under *other academics....*
2. Click **Create New Report.**
3. Select **Catalog Year** – only catalogs available to you will show as options.

Institution	Career	Catalog Year
UW-Eau Claire	Undergraduate	2013-14 Fall Semester

4. Under **Academic Program** select the college.
5. Click on the magnifying glass for **"What if Plan"**. Click on the heading "Description" and the plans will be in alphabetical order. Choose one.

Academic Program	What If Plan	Description
Educ & Human Sci - Undergrad	060057PRE	Music, Instrum/Gen Tch PRE
	NONE	

6. If you would like to pick a minor or second program, click on the second

magnifying glass.

7. Click **Submit Request**.

8. Click **View report as PDF**.

# Planning Audit

You can also use the degree audit to help you plan your four years here. *Don't forget to REMOVE courses from your planner when you register for them, or when your plans change.*

Click **Plan** in student center.



Enter courses into your planner using the **Browse Course Catalog** button.

Add courses to Planner using: [BROWSE COURSE CATALOG](#) [PLAN BY MY REQUIREMENTS](#)

After you have entered planned courses, click the **Plan By My Requirements** button. You will see a degree audit with the planned courses included. Planned courses are treated as in progress courses here.

It is not possible to do a “what if” planner degree audit.

# Online Version

If you must for some reason use the online version, keep these things in mind. The following icons are used:

 Taken  In progress

# I. Opening and Closing Requirement Groups

When you first open your degree audit, any requirement that has been completed will be collapsed: you will not be able to see the courses used to fulfill the requirement. You can open or close requirement groups by clicking on the green arrows. ▼

**[Reason #1 to use the PDF – you can inadvertently close something in the online version and *THINK* it is satisfied when it is not.]**

TIPS:

- Click on **Collapse All** when you first open your audit. This will allow you to see your college and major. CHECK THIS TO SEE IF IT IS ACCURATE. If it isn't, you should get a "what if" degree audit—see above. You should also change your major by going to the department your desired major is in.
- Open one requirement group at a time. This will make the degree audit seem less overwhelming.

Within most requirement groups there are many individual requirements. These will also be collapsed if they have been met. To see what courses are being used for the requirement, click the arrows to open the requirement.



## II. Only 10 Courses Show Up

Only 10 courses will show in any list. You must click on "view all" to see all of the courses.

Course	Description	Units	When	Grade	Status
MUSI 154	<a href="#">APPLIED VIOLIN</a>	1.00	2014-15 Fall Semester	IN	◆
MUSI 155	<a href="#">APPLIED VIOLA</a>	1.00 - 4.00	Fall, Spring		
MUSI 156	<a href="#">APPLIED CELLO</a>	1.00 - 4.00	Fall, Spring		
MUSI 157	<a href="#">APPLD DOUBLE BASS</a>	1.00 - 4.00	Fall, Spring		
MUSI 158	<a href="#">APPLIED FLUTE</a>	1.00 - 4.00	Fall, Spring		
MUSI 159	<a href="#">APPLIED OBOE</a>	1.00 - 4.00	Fall, Spring		
MUSI 160	<a href="#">APPLIED CLARINET</a>	1.00 - 4.00	Fall, Spring		
MUSI 161	<a href="#">APPLIED BASSOON</a>	1.00 - 4.00	Fall, Spring		
MUSI 162	<a href="#">APPLIED SAXOPHONE</a>	1.00 - 4.00	Fall, Spring		
MUSI 163	<a href="#">APPLIED TRUMPET</a>	1.00 - 4.00	Fall, Spring		

[View All](#) | [First](#) | [1-10 of 15](#) | [Last](#)

*[Reason #2 to use the pdf. On the online version you may THINK you have taken all required courses if you have taken 10 but more are required.]*

### III: Interactive Features

If a requirement is met by a limited number of courses, the degree audit will give you a list of possibilities. You can then:

- Click on the course title hyperlink to get to the catalog description.
- If the class schedule is available, you can choose a section of the course that you want and put it in your shopping cart.