Student: How to Run MyAudit
Log into my.ucmerced.edu using your user ID and password.
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In the Student Services channel, select MyAudit (then skip to slide 7)

Or select MyStudentRecord and continue through this short presentation...
Log into my.ucmerced.edu using your user ID and password. Select the Student tab…

Select the Student tab…
Again, select MyStudentRecord…
Choose *MyAudit*...
There are then two options:

1. *Submit an Audit* – choose this option if there have been changes to your record since your last audit was run.

2. *View Submitted Audits* – chose this option to view audits that you or your advisor have run in the past 14 days.
Let’s start with the easiest, option two.

2. *View Submitted Audits* – chose this option to view audits that you or your advisor have run in the past 14 days.
Choosing to view audits that have already been run is the quickest way to access your information if there have been no changes to your student record, such as a new semester’s registration or the addition of transfer work.

Simply chose the link next to the audit you would like to view and your MyAudit will open in a new window. Audits are automatically deleted after 14 days.
Now let’s go back and Submit an Audit.

1. Submit an Audit – choose this option if there have been changes to your record since your last audit was run.
At this point, you can choose two options:

1. Run an audit based on the degree program you have on record in the Office of the Registrar by selecting Run Audit. If you are an Undeclared major, you must run a What-If audit.

2. Create a What-If audit choosing a major or concentration that you might want to declare.
Let’s start with option one:

1. Run an audit based on the degree program you have on record in the Office of the Registrar by selecting Run Audit. If you are an Undeclared major, you must run a What-If audit.

Selecting Run Audit begins the process of comparing your coursework to requirements in MyAudit. This may take several minutes.
From here you can View Submitted Audits, which takes you the audit you just ran or you can Submit Another Audit, which takes you back to the previous screen so you can submit another audit.
Now let’s try a *What-If* audit.
Create a *What-If* audit choosing a major or concentration that you might want to declare. All students in undeclared majors must use the *What-If* Audit option.
Start by selecting your College/School, which will always be College 1.
Next select your degree interest: BA or BS.
Next select a major associated with your degree choice.
Follow this with an associated concentration, if applicable. If your What-If major requires a concentration, you cannot run a What-If audit without selecting a concentration.
Start by selecting your College/School, which will always be College 1.

Next select your degree interest: BA or BS.

Next select a major associated with your degree choice.

Follow this with an associated concentration, if applicable. If your major requires a concentration, you cannot run a What-If audit without selecting a concentration.

Finally, select the catalog year when you entered UCM. If you are thinking of changing your catalog year, first speak with your advisor.
Start by selecting your College/School, which will always be College 1.

Next select your degree interest: BA or BS.

Next select a major associated with your degree choice.

Follow this with an associated concentration, if applicable. If your major requires a concentration, you cannot run a What-If audit without selecting a concentration.

Finally, select the catalog year when you entered UCM. If you are thinking of changing your catalog year, first speak with your advisor.

All that is left to do is review the What-If information you requested and select Run Analysis.
After you have submitted an audit, you will return to the View Submitted Audits main page. You can almost think of this as the starting point. You may need to Refresh the List to see the audit you just submitted.

Now you are an expert on running MyAudits! Remember, Help is only one click away.
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If you still have questions, we are here to help!

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