

# **MyDegreePath**

Student: How to run a degree audit



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**Access MyDegreePath**

UC MERCED WELCOME



**Welcome to myUCMerced.**

myUCMerced is your one-stop-shop to services, applications, and information relevant to the UC Merced community in one convenient location.

MYUCMERCED HELP

**Need some help with myUCMerced?**

Check out these helpful links below:

[Help logging in to myUCMerced](#)

[myUCMerced User Guide](#)

[FIRST TIME USERS, claim your UCMNetID](#)

[Password Resets](#)

If you are an applicant or a student and you have forgotten your UCMNetID username or password, you can reclaim your UCMNetID and reset the password.

**Undergraduate Applicants**

Contact the Undergraduate Admissions Office at 1.209.228.7178 if you need assistance claiming your UCMNetID.

**Graduate Applicants**

Contact the Graduate Admissions Office at 1.209.228.4723 for assistance.

Log into my.ucmerced.edu using your user ID and password.

**myUCMERCED**

Welcome Campus My Courses WebMail Academics myTools

Students Add Tab

**0365 WEBMAIL**

o365 WebMail  
Access your o365 WebMail with a click of a button.

**STUDENT SERVICES**

- myGraduateAdmissions
- myDegreePath (myAudit)\***
- myBill
- myFinancialAid
- myHousing
- myPersonalInfo
- myStudentRecord
- myRegistration
- myRegistrationTime
- My1098-T
- Student Health Waiver
- Electronic Student Refund
- Peer Assisted Learning Support
- IntelForms
- CatLife

**ANNOUNCEMENTS**

Topic	Announcement
Continuing Students	UC Merced Hours of operation this week Please note that UC Merced will be closed 11/11/16 in observance of Veteran's Day. The Students First Center will reopen on 11/14/16 offering normal hours of operation: <a href="http://studentsfirst.ucmerced.edu/location">http://studentsfirst.ucmerced.edu/location</a> .
Continuing Students	Apply for Spring 2017 On-Campus Housing There are a limited number of spaces available in the residence halls and Heritage Apartments for the spring 2017 semester. Contracts will be offered as spaces become available through January.

Archives... My Subscriptions

**MY CHECKLIST**

**Student Checklist**

Please Note: Requirements listed in your checklist may not include all items you need to complete. For a comprehensive list of campus dates and deadlines visit: <http://studentsfirst.ucmerced.edu/deadlines-and-calendars>

Requirement	Status	Office	Academic Year	Deadline
✗ Award Terms and Conditions	Unsatisfied	Financial Aid	2016-17	
✗ CA Dream Loan Entrance Counseling	Unsatisfied	Financial Aid	2016-17	
✗ Col 1-Final Trans Req'd: MERCED COLLEGE	Unsatisfied	Admissions	2016-17	06-Jan-2017
✗ Title IV Authorizations Sheet	Unsatisfied	Financial Aid	2016-17	
✗ Contact Information	Required	Registrar	2016-17	Prior to Spring 2017 Registration
✗ Discrepancy between SSN on FAFSA and UCM App		Financial Aid	2016-17	

Upload Document

**STUDENTS FIRST**

**Contact Us**

**Students First Center**

**Call us!** 209.228.7178

**Email us!** [studentsfirst@ucmerced.edu](mailto:studentsfirst@ucmerced.edu)

Located on the first floor of the Kolligian Library Gold Wing, the SFC is a student's first stop for questions about:

- admissions
- financial aid
- scholarships
- student records
- registration

**Hours of Operation and More Information**

Please visit our website at <http://studentsfirst.ucmerced.edu/location> for more information.

**MYSTUDYABROAD**

Endless Discovery  
UC MERCED INTERNATIONAL AFFAIRS

Select **MyDegreePath** under Student Services (on the left)



## Request an Audit

To run a What-If audit click on "Select a Different Program" and under Degree select the major you are interested in as well as your catalog year.

▾ Run Declared Programs:

School	Degree Program	Title	Catalog Year	Marker	Value
	U1BS_BIOS	Biological Sciences, BS	Fall 2015	\$CONC	BIOS-BIOL

▸ Select a Different Program:

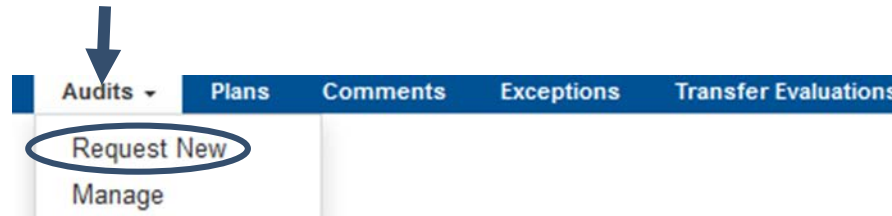
Advanced Settings Click to view available options.

Run Declared Programs

Cancel

**Run an Audit**

## Run an Audit



- Go to the **Audits** tab on MyDegreePath.
- Select **Request New**
- The audit is based on the degree program you have on record in the Office of the Registrar.
  - If you intend to change majors, ensure to submit a Major Change form and follow deadlines for submission.



# Run an Audit

## Request an Audit

To run a What-If audit click on "Select a Different Program" and under Degree select the major you are interested in as well as your catalog year.

▼ Run Declared Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
	U1BA_ANTH	Anthropology, BA	Fall 2016				

▶ Select a Different Program:

Advanced Settings Click to view available options.

Run Declared Programs

Cancel

- **Select Run Declared Programs.**

\*\*If you have a declared minor, it will generate an audit with your minor requirements as well.

# Run an Audit

Last updated at 2:38:00 PM  
⌛ updating every 3 seconds (stop )

Update

## Running Audits

Cancel Running Audits

Program	Catalog Year
⌛	

## Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "Run Audit" button will run a new audit report. Deleting audits removes them from this list.

Run Audit

Delete

select all/select none

ID	Instcd	Program	Catalog Year	Created	Audit Type	Format	Run By	Course Type	View	Delete
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No completed audits found

- After running your audit, it will redirect you to the page above.
- It can take several minutes for the audit to process.

## Run an Audit

### Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "Run Audit" button will run a new audit report. Deleting audits removes them from this list.

[Run Audit](#) [Delete](#)  
select all/select none

ID	Instd	Program	Catalog Year	Created	Audit Type	Format	Run By	Course Type	View	Delete
7250268		U1BA_ANTH	Fall 2016	11/09/2016 2:36 PM		HTML	Student	IP	View Audit	<input type="checkbox"/>

- Once your audit has been processed, it will appear under **Completed Audit Requests**
- Select the program name or click **view audit** to open the audit
- To run another audit select the blue Run Audit button on the top left

# **Run a What-If Audit**

# Run a What-If Audit

The What-If audit shows you how your current coursework would apply to a different major.

## Request an Audit

To run a What-If audit click on "Select a Different Program" and under Degree select the major you are interested in as well as your catalog year.

▼ Run Declared Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
	U1BA_ANTH	Anthropology, BA	Fall 2018				

▶ Select a Different Program:



Advanced Settings [click to view available options.](#)

- To run a What-If Audit click **Select a Different Program.**

# Run a What-If Audit

## Request an Audit

To run a What-If audit click on "Select a Different Program" and under Degree select the major you are interested in as well as your catalog year.

▶ Run Declared Programs:

▼ Select a Different Program:

Choosing a degree program here will not change your declared degree program.

Degree  ▼

Catalog Year:  ▼

Advanced Settings [Click to view available options.](#)

Run Different Program

Cancel

- Chose the major you are interested in under the **Degree** tab
- Chose your appropriate **catalog year**

Catalog year is the year you first entered UC Merced.

# Run a What-If Audit

## Request an Audit

To run a What-If audit click on "Select a Different Program" and under Degree select the major you are interested in as well as your catalog year.

▶ Run Declared Programs:

▼ Select a Different Program:

Choosing a degree program here will not change your declared degree program.

Degree: [Biological Sciences, BS - U1BS\\_BIOS](#)

Catalog Year: [Fall 2016](#) [Clear Selections](#)

Add Required:

- If you chose a major that requires a concentration, the following image will appear.
- Click the concentration button.

Advanced Settings [click to view available options.](#)

[Run Different Program](#) [Cancel](#)

## Request an Audit

To run a What-If audit click on "Select a Different Program" and under Degree select the major you are interested in as well as your catalog year.

▶ Run Declared Programs:

▼ Select a Different Program:

Choosing a degree program here will not change your declared degree program.

Degree: [Biological Sciences, BS - U1BS\\_BIOS](#)

Catalog Year: [Fall 2016](#) [Clear Selections](#)

Add Required:

Adding a Concentration:

Concentration:  [Never mind](#)

- On the right side a new drop down will appear
- Select the concentration you are interested in

\*\*If you are not sure what concentration you want, select the concentration that interests you the most.

Advanced Settings [click to view available options.](#)

[Run Different Program](#) [Cancel](#)

## Run a What-If Audit

Run Declared Programs:


Select a Different Program:

Choosing a degree program here will not change your declared degree program.

Degree: [Biological Sciences, BS - U1BS\\_BIOS](#)

Catalog Year: [Fall 2016](#) [Clear Selections](#)

Add:

Concentration: [Human Biology Emphasis - CON-BIOB Fall 2016](#) 

If you are interested in adding a minor, you have the option to add a minor to your What-If audit. Check manual for help.

Advanced Settings [Click to view available options.](#)

[Run Different Program](#)

- Once you have selected all required options you can select **Run Different Program**
- This will redirect you to your What-If audit



# **Run an Audit through Plan Builder**

## Run an Audit through Plan Builder



- To do an audit through Plan Builder, you should have some or all courses planned.
  - You can plan for one semester if you prefer or plan the semesters you have left to graduate.
- If you have not made a plan using the Plan Builder function, then go do so first.
- For help on how to make a plan, check the manual.

## Run an Audit through Plan Builder

The screenshot displays two side-by-side panels in the Plan Builder interface. The left panel, titled 'Roadmap: MBE Test', shows a total of 72 Units. It details requirements for Year 1, including writing requirements and course completion. The right panel, titled 'Plan: My First Plan', shows a total of 0 Units and lists a series of terms from Fall 2016 to Spring 2020, each with 0 Units assigned.

**Roadmap: MBE Test** 72 Units

PDF [Share] [Play]

Program: Management and Business Economics, BS  
Effective: Fall 2016  
[Expand All](#) / [Collapse All](#)

Year	Units
Year 1	12 Units
Year 1-Term 1	8 Units
UC Entry Level Writing Requirement: Must be completed prior to your sophomore year at UC Merced.	0 Units
Complete the following four courses:	0 Units
Complete one non-major lower division course from the following: This satisfies the SSHA General Education Social Science course requirement.	4 Units
MATH 005	4 Units
Year 1-Term 2	4 Units
Complete the following two courses: CORE 001 should be completed during your freshman year, and MUST be completed by the end of your sophomore year. Juniors and seniors are not allowed to enroll.	0 Units
Complete the following four courses:	0 Units
Complete the following two courses: One of these courses will satisfy the SSHA General Education Quantitative	4 Units

**Plan: My First Plan** 0 Units

PDF [Share] [Check] [Minus] [Plus]

Graduation Goal GPA: 0.000  
Projected Cumulative GPA: 3.662  
[Expand All](#) / [Collapse All](#)

Fall 2016	0 Units
Spring 2017	0 Units
Fall 2017	0 Units
Spring 2018	0 Units
Fall 2018	0 Units
Spring 2019	0 Units
Fall 2019	0 Units
Spring 2020	0 Units

- When using the **Plan Builder** function, you are able to run an audit with courses you have planned for.
- First, add desired courses from the roadmap to your plan.

## Run an Audit through Plan Builder

**Plan Builder**

[Show Help](#)

Roadmap: MBE Test **0 Units**

PDF [ + ] [ ▶ ]

Program: Management and Business Economics, BS  
Effective: Fall 2018  
[Expand All](#) / [Collapse All](#)

> ✓ Year 1	0 Units
✓ Year 2	0 Units
> ✓ Year 3	0 Units
> ✓ Year 4	0 Units

Plan: MBE Test **108 Units**

[ Audit ] PDF [ Link ] [ List ] [ Calendar ] [ Chat ] [ Check ] [ Minus ] [ Plus ]

Graduation Goal GPA: 3.400  
Projected Cumulative GPA: 2.970 ⚠

[Expand All](#) / [Collapse All](#)

> Fall 2017	16 Units	[ Edit ] [ Delete ]
> Spring 2018	16 Units	[ Edit ] [ Delete ]
> Fall 2018	16 Units	[ Edit ] [ Delete ]
> Spring 2019	16 Units	[ Edit ] [ Delete ]
> Fall 2019	16 Units	[ Edit ] [ Delete ]
> Spring 2020	16 Units	[ Edit ] [ Delete ]
> Fall 2020	12 Units	[ Edit ] [ Delete ]
> Spring 2021	12 Units	[ Edit ] [ Delete ]

- After adding the courses you want to see on your audit, select the audit button found below the Plan name.
- This will open a new window with the audit.

Note: the courses you planned for will appear on your audit with a purple calendar (📅). These are only planned courses and you will still need to register in the courses.

**View Submitted Audits**

## View Submitted Audits



- Go to the **Audits** tab on MyDegreePath.
- Select **Manage**
- This will display a list of audits you have ran in the past 2 days.
  - Audits are deleted after 2 days.

## View Submitted Audits

### Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "Run Audit" button will run a new audit report. Deleting audits removes them from this list.

Run Audit

Delete

select all/select none

ID	Instcd	Program	Catalog Year	Created	Audit Type	Format	Run By	Course Type	View	Delete
7250296		U1BA_ANTH	Spring 2015	11/10/2016 8:53 AM		HTML	udirect-stest		View Audit	<input type="checkbox"/>
7250294		U1BA_ANTH	Spring 2015	11/10/2016 8:53 AM		HTML	udirect-stest	IP	View Audit	<input type="checkbox"/>
7250278		U1BS_BIOS	Fall 2016	11/09/2016 4:30 PM	WHAT-IF	HTML	Student	IP	View Audit	<input type="checkbox"/>
7250268		U1BA_ANTH	Fall 2016	11/09/2016 2:36 PM		HTML	Student	IP	View Audit	<input type="checkbox"/>

To delete audits, select the box to the right and then press delete.

- Here you can find all types of audits that you have ran.
  - What-If audits will show a **WHAT-IF** symbol under audit type.
  - Audits ran from Plan Builder will show a symbol under course type.
- Select the program name or click **view audit** to open the audit

Note: Keep in mind that audits are deleted after 2 days.

# **Student: How to Run a Degree Audit**

If you still have questions, we are here  
to help!

[registrar@ucmerced.edu](mailto:registrar@ucmerced.edu)