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. Click on Students and the following screen will appear. At this point you can either enter a Student number or Search by Student Name.
7. Once the student information has been entered the following screen will appear.

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

You will need to click on View Audit and the degree audit will display.
11. You will need to click on Open All Sections to view your complete audit.

12. 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.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Earned Hours</th>
<th>Needed Hours</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum of 128 hrs required (additional hours may be needed to satisfy all requirements below)</td>
<td>87.9</td>
<td>3.52</td>
<td>41.9</td>
</tr>
<tr>
<td>Orientation course (optional for transfer students)</td>
<td>1.0</td>
<td>1.0</td>
<td>2.00</td>
</tr>
<tr>
<td>Humanities and Social Science requirements</td>
<td>15.9</td>
<td>3.66</td>
<td>3.88</td>
</tr>
<tr>
<td>Required Basic Science/Mathematics courses</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
13. There is a legend at the bottom of the audit that explains the various symbols used throughout the audit.

How do I run a “What if” degree audit report?

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

2. From the Degree Program Menu, 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. 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. Click on View Audit.

How do I run a degree audit using a paper saving method?

1. After you have ran and opened the degree audit, click on “UM” on the top right of the tool bar and choose the 2UP Audit option.

2. You will be prompted to Open, Save or Cancel. If you select Open a two column PDF version of the degree audit will appear.

How do I view a student’s photo on the degree audit?

1. To view a picture of the student on the degree audit you will select UM and then photo. A photo of the student will then appear at the top of the screen.