

Degree Audit Download Instruction Sheet

Using the Degree Audit features on AccessPlus, you can do the following:

- 1) **Print an audit** in preparation for an appointment with your adviser or to use in planning next semester's class schedule.
- 2) **Review updates** to see if adjustments discussed with your adviser have been processed.
- 3) **Review an audit as you approach graduation** to make sure all requirements are being completed.
- 4) **Request and view a "What if" audit** to see how courses would apply to another major or option.
- 5) **Check planned courses** to see how they apply to your major and option.

To Run a Degree Audit for your current Major & Option:

- 1) Enter the AccessPlus system from the ISU homepage, using your Login ID and Password.
- 2) Select Student tab and then select Degree Audit from the list at the left margin.
- 3) Hit the Connect to DARSWEB button
- 4) Click "Submit a New Audit"
- 5) Click the "Refresh List" button.
- 6) Then click on the "Open Audit" button - you now can view your degree audit!

To Run a Degree Audit With Summer/Fall 2009 Planned Courses:

- 1) Follow Steps 1-3 above
- 2) Click on "Planned Courses" - "Add Planned Courses" (at top of screen)
- 3) Select the term and year, e.g., Fall 09
- 4) Enter the course dept/number for the courses you plan to take and hit "Save Add".
- 5) Hit the back button until you return to the Audit Request screen
- 6) Click on "Include Planned Courses" under Audit Options at the bottom of the screen.
- 7) Follow Steps 4-6 above.

To Run a Degree Audit for Another Major and/or Option:

(This does not permanently change your audit - see your adviser if you want your option changed)

- 1) Follow Steps 1-3 above
- 2) Complete the "What If" option where you can select another major and/or option and run an alternative degree audit. Click on "What If program" and choose another major and/or option under "What If Degree Programs"
- 3) Follow Steps 4-6 above.