Running the Degree Audit: Student Guide

1. Log into PAWS from the upper right corner of the EIU webpage and then select the Student tab from the main menu.

2. Select "Student Records"

3. Select Degree Audit Reporting System

4. Select "Submit an Audit"

Eastern Illinois University - Degree Audit Reporting System

ⓘ Click Run Audit to run an audit against your latest degree program. If you need to run your audit for a previous degree program, click the arrow key to select from your degree program records.

Submit an Audit
Run a Degree Audit.
View Submitted Audits
Choose from a list of previously submitted audits.

5. To run an audit for your declared major, click "run audit" beside "List all Requirements" (scroll down to see instructions on running other audits such as Transfer Progress, Transfer Evaluation, Honors and "what-if" audits on alternate majors)

Personal Information **Student** Financial Aid totalEIU: MyHealth

Search [   ] [Go]   RETURN TO DEGREE AUDIT MENU | SITE MAP | HELP | EXIT

Eastern Illinois University - Submit Audit

ⓘ Click Run Audit to run an audit against your latest degree program. If you need to run your audit for a previous degree program, click the arrow key to select from your degree program records.

Select Degree Program: Latest (all) ▾
List All Requirements ▾ [Run Audit]

What-If Analysis

Find out how your courses would apply if you changed majors.

[What-If?]

6. Now select "View Submitted Audits"

Eastern Illinois University - Run Audit

Your audit has been submitted.
Please allow up to 5 minutes for the audit to finish.

view submitted audits

Submit another DARS Report

7. To view your audit, click on the blue lined entry below "view link"

View Link

Transfer Evaluation
BS IN ADULT AND COMMUNITY EDUCATION

8. To review your audit, click on "View Printer Friendly Audit" at the top.

Eastern Illinois University - View Audit
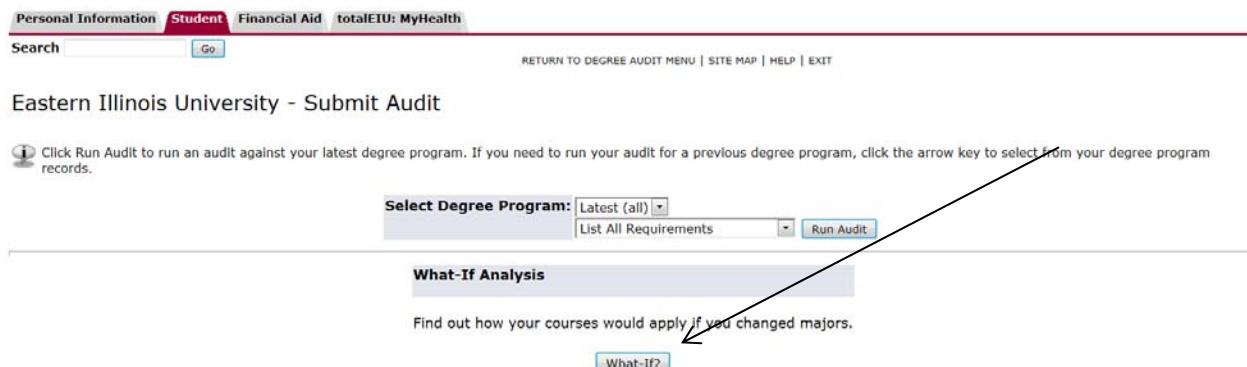
EIU Degree Audit

View a Printer Friendly Report
Return to Audit List

9. For a guide on reviewing your degree audit, see "Interpreting the Degree Audit" here
http://castle.eiu.edu/acaffair/DARS/interpaudit.php

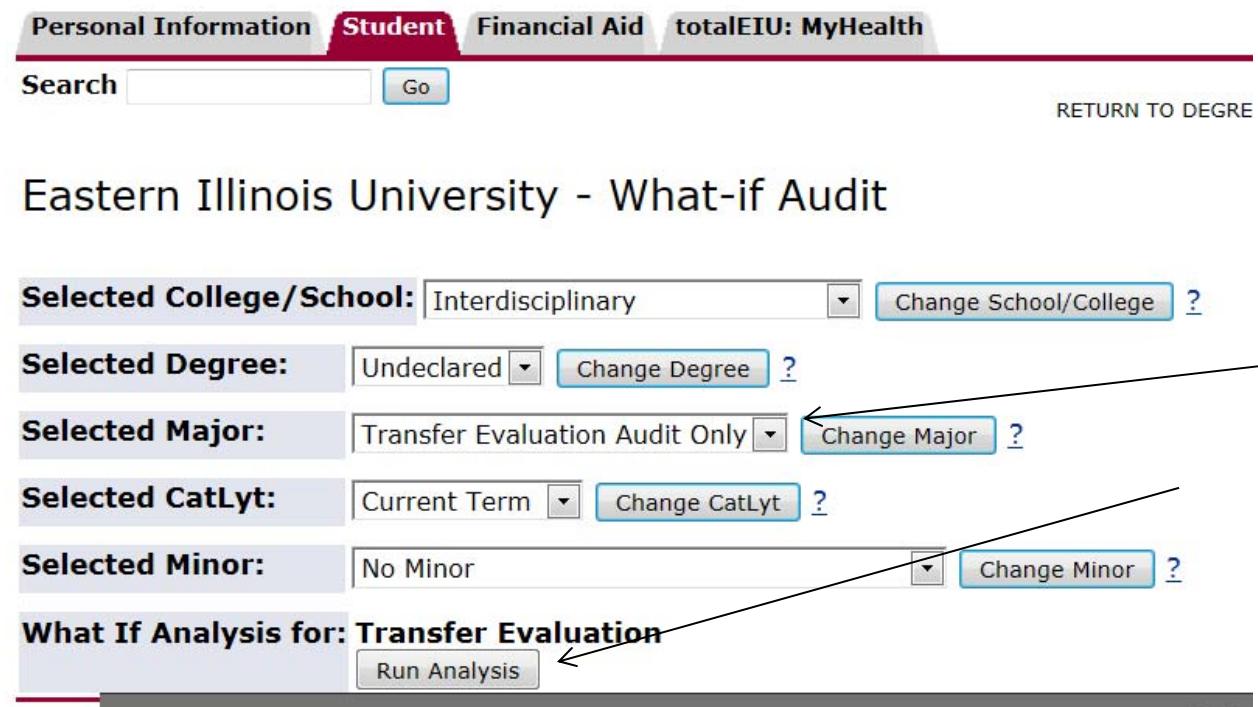## Running a Transfer Evaluation or a Transfer Progress Audit

A Transfer Evaluation will list the transfer schools and the courses that have been evaluated and a Transfer Progress (Transfer Progress) will show you how your transfer courses are applied to EIU general education requirements.

1. **To run a Transfer Evaluation, follow steps 1-4 shown above, and then click "What-If?"**

2. **For a Transfer Evaluation, make the selections shown below to run a Transfer Evaluation and click "Run Analysis"**

When you open the link to your transfer evaluation click "Printer friendly report"

Eastern Illinois University - View Audit

EIU Degree Audit

View a Printer Friendly Report
Return to Audit List

Your Transfer Evaluation will list the transfer schools and the courses that have been evaluated, as in this sample. The "T" before your grade indicates this is a transferred course that won't count in your EIU GPA.

```
   YOUR TRANSFER WORK FROM THE FOLLOWING INSTITUTIONS
   HAS BEEN EVALUATED:

1) Richard J Daley College
      Abbreviated on this report as: DALEY
  SU99 HIS 2020G    3.00 TD        US SINCE 1877
                                   DALEY   : HISTORY 112
  SU99 PLS 1153C    3.00 TC        AMER GOVT/CONST
                                   DALEY   : POL SCI 201
                                   PROCESSED AS: PLS 1153G
  SU99 SOC 2710G    3.00 TC        PRIN SOCIOLOGY
                                   DALEY   : SOC      201
                                   PROCESSED AS: SOC 1838G

2) Lake Land College (Fall 1998 to Present)
      Abbreviated on this report as LAKELAND
  SP02 FLS 1102     3.00 TB        ELEM SPANISH II
                                   LAKELAND: FLG 141
  SP06 ECN 2802G    3.00 TB        MICROECONOMICS
                                   LAKELAND: ECO 232
```

3. A Transfer Progress Audit will show you the transfer courses that are applied to EIU General Education requirements, in additional to all transfer courses that have been evaluated. To run a Transfer Progress make the selections shown below and click "Run Analysis."

Personal Information   Student   Financial Aid   totalEIU: MyHealth

Search [   ] [Go]   RETURN TO DEGF

Eastern Illinois University - What-if Audit

Selected College/School: [Interdisciplinary ▾] [Change School/College] ?

Selected Degree: [Undeclared ▾] [Change Degree] ?

Selected Major: [Transfer Progress Audit Only ▾] [Change Major] ?

Selected CatLyt: [Current Term ▾] [Change CatLyt] ?

Selected Minor: [No Minor ▾] [Change Minor] ?

What If Analysis for: TRANSFER STUDENT PROGRESS REPORT
[Run Analysis]

Your Transfer Progress (TPROGRESS) report will show you how those transferred courses have been applied to your EIU General Education requirements and the EIU courses that will complete any needed requirement:

```
====================================================================
OK     Cultural Diversity Requirement Complete

    EARNED:  3.00 HOURS      1 COURSE

       FA98 ANT 2200C     3.00 C        ANTHRO PERSPECT
                                        PROCESSED AS: ANT 2200G
====================================================================
OK     Humanities/Fine Arts Requirement Complete

    EARNED:  9.00 HOURS

  +       Humanities Completed:
       SU99 HIS 2020G     3.00 TD       US SINCE 1877
                                        DALEY    : HISTORY 112
       SP00 HIS 1500C     3.00 C        ANCIENT-1300
                                        PROCESSED AS: HIS 1500G

  +       Fine Arts Completed:
       FA98 MUS 2556C     3.00 A        EXP MUS AFR AM
                                        PROCESSED AS: MUS 2556G
--------------------------------------------------------------------
```

4. You can also use the "What-if" feature to run a University Honors Program Evaluation. Make the selections shown below and click "Run Analysis."

Eastern Illinois University - What-if Audit

Selected College/School: Interdisciplinary [▼] [Change School/College] ?

Selected Degree: Undeclared [▼] [Change Degree] ?

Selected Major: U Honors Prog Eval [▼] [Change Major] ?

Selected CatLyt: Current Term [▼] [Change CatLyt] ?

Selected Minor: No Minor [▼] [Change Minor] ?

What If Analysis for: University Honors Program Evaluation
[Run Analysis]

You can also use the "What-If?" feature to run a degree audit in another major. (At this time, it does not work to evaluate minors.)

1. Follow steps 1-4 from the top of these instructions and click "What-If?"

What-If Analysis

Find out how your courses would apply if you changed majors.

What-If?

2. **You will then need to enter the correct college, degree, major, and catalog year (you can always use current term) for the major you'd like to explore.**

Eastern Illinois University - What-if Audit

Selected College/School: Education/Professional Studies ▾ Change School/College ?

Selected Degree: Bachelor of Science ▾ Change Degree ?

Selected Major: Adult and Community Education ▾ Change Major ?

Selected CatLyt: Current Term ▾ Change CatLyt ?

Select Minor: No Minor ▾ Select ?