How to find and request your **Degree Audit**

Click the **Degree Audit** tile on the MyUI homepage.

“Declared Program of Study” will be selected and your declared major displayed in the drop-down. “All Declared Programs of Study” will display if you have multiple majors. Click Request Audit.

You’ll see a message in green at the top of that page that your audit is processing.

![Message: Your audit has been submitted for processing.]

After about 10 seconds click **Check for Completed Audits**.

When you see the new audit, click **View**.

![Screenshot of Degree Audit page with completed audit and request options]
How to find and request your Degree Audit continued

Your Degree Audit opens in a new tab. Your degree audit is the official record of your requirements. It tracks what you have completed and what you still yet need to fulfill in order to graduate. In preparation for your Orientation Advising Appointment, review your degree audit carefully. If you have transfer credit, check for how that credit appears and note any requirements that credit may satisfy.

It's a good idea to make a habit of requesting new degree audits regularly to get the most accurate information on your progress toward graduation.

![Degree Audit Image]

**Psychology (BA) Requirements**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Score</th>
<th>Test Date</th>
<th>Credit</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Placement Tests</td>
<td>85</td>
<td>05/2018</td>
<td>MATH1010, 1340, 1440</td>
<td></td>
</tr>
<tr>
<td>AP Psychology</td>
<td>4</td>
<td>05/2017</td>
<td>3.0</td>
<td>PSY.1001</td>
</tr>
</tbody>
</table>

**** **AP and CLEP** **

For specific information on these tests, see [Credit by Exam Options](#).