

Your Online Degree Audit

The online degree audit is a great tool for helping undergraduate students stay on track for graduation and prepare for advising appointments. For undecided students, the online degree audit allows users to run “what if” degree audits for all the majors across campus to help explore degree options.

Using this tool in collaboration with your academic advisor will help you make the most of your time, money and course selection while attending UNT. By reviewing your degree audit online, you can monitor your progress toward completing your degree, check which requirements you still need to complete, and even preview what your progress might be in another degree program.

Note: You can quickly go to a section by clicking on the Table of Contents below.

Table of Contents

How to Run Your Online Degree Audit	3
Log in to the online degree audit.....	3
Request an Audit.....	4
Types of Audits.....	4
Run an audit for your declared program (official major).....	4
Run an audit for a different program.....	7
Undergraduate Academic Certificates	11
Minors	11
View a previous audit.....	12
How to Read Your Degree Audit.....	14
Audit Results.....	14
Requirement Status.....	14
Graphs	15
Course History	17
Online Degree Audit (HTML)	18
Text Requirements.....	19
Details of a Complete Requirement.....	20
Details of an In-Progress Requirement.....	21
Details of an Unfulfilled Requirement.....	21
Other Requirements.....	22
Printable Degree Audit (PDF).....	23
Download PDF Audit	23
Requirements.....	23
Additional Information.....	24
Frequently Asked Questions.....	24

How do I get a copy of my degree requirements?.....	24
What is a degree audit?.....	24
How do I find my degree audit?.....	24
How do I read my degree audit?.....	25
Why am I not able to access my online degree audit?.....	25
When will transfer credits show on my degree audit?	25
Why are my courses not applying to my degree requirements as expected?	25
Is a degree audit like a four-year plan?	25
Will I still have to apply for graduation?.....	25
How do I . . . ?	26
How do I print my degree audit?	26
How do I see what courses I still need to take?.....	26
How do I get planned courses to show on my degree audit?	27
How do I run an audit for a minor?.....	27
How do I see all of my courses on my audit?	27
I'm unable to access my degree audit.....	28
I can't find my audit.....	28
I can't log in to my degree audit.	28
My audit doesn't work.	29
I get an error when I try to run my degree audit or view an audit I've already run.	29
There's an error on my audit.....	29
My declared program is incorrect.....	29
My degree audit shows the wrong grade for a course.....	29
My audit doesn't match what I expect.	30
My GPA is different on my degree audit, my unofficial transcript, and/or myUNT.....	30
My credit hours are different on my degree audit, my unofficial transcript, and/or myUNT.....	30
My transfer courses aren't showing on my degree audit.....	30
My degree audit says a transfer course matched a UNT course, but my unofficial transcript says that course transferred with no match.....	31
One of my courses should count toward a requirement, but my audit says it doesn't.....	31
One of my transfer courses is showing as an elective, but it's supposed to be a course needed for my degree.	32
My audit is different from my friend's audit, but we're in the same program.	32
I'm a double major or I'm considering a double major.....	33
I'm an undergraduate student (pursuing a bachelor's degree).....	33
I'm a graduate student (pursuing a master's or doctorate degree).	33
Need Further Assistance?	33

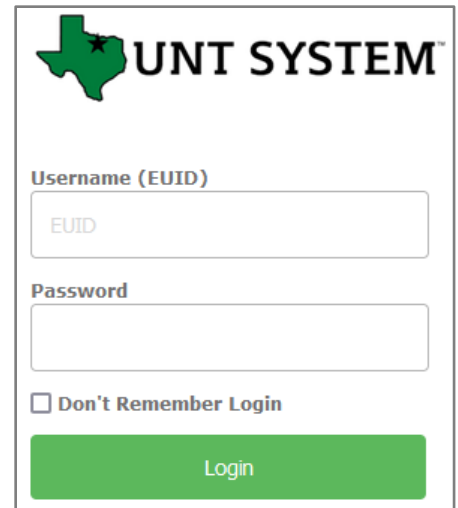
How to Run Your Online Degree Audit

Log in to the online degree audit

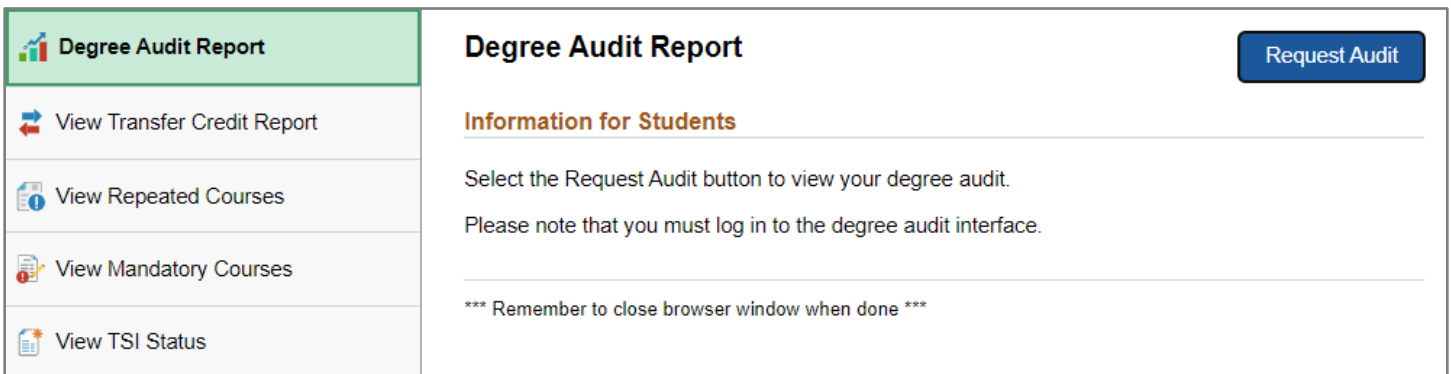
- 1) Go to mydegreeaudit.unt.edu.
- 2) Enter your EUID and password.
- 3) Click the “Login” button.

Did you know? You can also get to the online degree audit through [myUNT](#):

- 1) Go to the “Advising & Orientation” tile.
- 2) Go to the “Degree Audit Report” page.
- 3) Click the “Request Audit” button in the upper right corner.



The image shows the login interface for the UNT SYSTEM. At the top left is the UNT SYSTEM logo, which includes a green outline of the state of Texas with a black star. To the right of the logo is the text "UNT SYSTEM™". Below the logo, there are two input fields: "Username (EUID)" and "Password". The "Username (EUID)" field contains the text "EUID". Below the "Password" field is a checkbox labeled "Don't Remember Login". At the bottom of the form is a green button with the text "Login".



The image shows the "Degree Audit Report" page. On the left is a navigation menu with a green header "Degree Audit Report" and four items: "View Transfer Credit Report", "View Repeated Courses", "View Mandatory Courses", and "View TSI Status". The main content area has a green header "Degree Audit Report" and a blue button "Request Audit" in the top right corner. Below the header is the section "Information for Students" with the text: "Select the Request Audit button to view your degree audit. Please note that you must log in to the degree audit interface." At the bottom of the main content area is the text: "*** Remember to close browser window when done ***".

After logging in, you’ll be on the Request an Audit page, where you can run an audit for your official major or run an audit for any other program.

Request an Audit

When you log into the degree audit, you'll be on the Request an Audit page, where you can run an audit for your official major or run an audit for any other program.

Types of Audits

Request an Audit

▼ Run Declared Programs: ← "Standard" Audit

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
UNT	CSBA NPLS	BACHELOR OF ARTS MAJOR IN NONPROFIT LEADERSHIP STUDIES	Fall 2023	\$MINOR	BAMGMTMNR	R	
UNT	UACT-CRES	UNDERGRADUATE ACAD CERTIFICATE IN CONFLICT RESOLUTION	Fall 2023				

► Select a Different Program: ← "What-If" Audit

There are two types of audits you can run. The first type, sometimes called a “standard” audit, is an audit for your declared program (official major). It shows what your current requirements are and your progress toward fulfilling those requirements.

The second type, sometimes called a “what-if” audit, is an audit for a different program. It allows you to see “what if” you changed your major to that different program.

Note: This audit will *not* change your declared program. If you would like to change your official major, [contact an academic advisor](#) in the department of your new major.

Run an audit for your declared program (official major)

Your declared program is your official major, which is displayed in the “Title” column under the “Run Declared Programs” section. This is the standard report many students request. It shows your progress toward completing the requirements for your current program.

Request an Audit

▼ Run Declared Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
UNT	LABA HIST	BACHELOR OF ARTS MAJOR IN HISTORY	Fall 2022	\$MINOR	LADANCMNR	R	

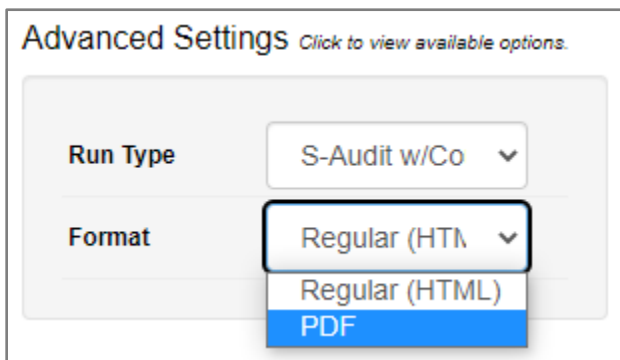
The Declared Programs table shows information about your official major in the degree audit system:

- **School:** UNT.
- **Degree Program:** Shows the program code for your declared program (official major). The program code is a shorthand name for the college, degree, and major.
- **Title:** Shows the name of the program. For example, “BACHELOR OF ARTS MAJOR IN HISTORY.”
- **Catalog Year:** Shows the year, or version, of the UNT Catalog for the program. For more information about catalog year, see [“Why is the catalog year important?”](#)
- **Marker, Value, Type, and CATLYT:** These columns show information about minors, if you have any officially declared minors. The Marker and Type columns show information used by the degree audit system to process audits. The Value column shows the shorthand name for the minor, similar to the program code. The CATLYT column shows the catalog year/term for the minor if different from the program. If the catalog year is the same for both the minor and the program, the CATLYT column will most likely be blank.

If you are pursuing a double major / double degree, please see the [I’m a double major or I’m considering a double major](#) section.

Run an audit for your declared program:

- 1) Ensure the “Run Declared Programs” section is expanded.
- 2) To view the interactive audit, skip to step 5. To view the audit as a PDF file, continue to step 3.
- 3) Next to Advanced Settings, click “Click to view available options.”



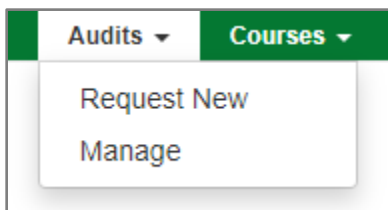
- 4) From the “Format” dropdown menu, select “PDF.”
 - Regular (HTML) – option selected by default; interactive and viewable in your web browser
 - PDF – static and suitable for printing

Note: Leave the “Run Type” setting at the default. Changing this setting can result in an audit that shows inaccurate information.

- 5) Click the “Run Declared Programs” button.

Run Declared Programs

To request a new audit, you can click “Audits” in the navigation bar and then click “Request New.”



Not sure how to read your degree audit? See the [How to Read Your Degree Audit](#) section.

Run an audit for a different program

Running an audit for a different program, also known as a “what if” audit, allows you to run an audit for any program (major/degree) at UNT to see how it might work for you.

Note: This will not change your declared program. If you would like to change your official major, contact an academic advisor in the department of your new major.

▼ Select a Different Program:

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

College:

Major:

Degree:

Program:

Catalog Year:

- 1) Expand the “Select a Different Program” section.
- 2) From the “College” dropdown menu, select the college where the program is offered. After selecting the college, the majors dropdown menu will populate with a list of all the majors in that college.

College:

Major:

Degree:

Program:

Catalog Year:

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

Abbreviation	College
BUSI-RCOB	College of Business
CACS	College of Applied and Collaborative Studies
CLASS	College of Liberal Arts and Social Sciences
CO-INFORMN	College of Information
COLL-HPS	College of Health and Public Service
COLL/EDUC	College of Education
COLL/ENGR	College of Engineering
COLL/MUSIC	College of Music
CVAD	College of Visual Arts and Design
MERCH-HOSP	College of Merchandising, Hospitality and Tourism
SCIENCE	College of Science
UGRD ACERT	Undergraduate Academic Certificate

3) Select the major you want to run the audit for from the “Major” dropdown menu.

College: COLL/EDUC

Major: -

Degree: -

Program: -

Catalog Year: -

Advanced Settings Click to

-
- E6-ESL/ECE
- E6-ESL/ETH
- E6-ESL/IES
- E6-ESL/INT
- E6-ESL/ISE
- E6-ESL/LAN
- E6-ESL/SES
- EDE6-BILNG
- EDE6-ESL
- EDE6-SPCED
- HDFS-FCSSE
- HDFS-SEC
- HDFS-XDCF
- HDFS-XDFE
- HDFS-XDFI
- HDFS-XDIF
- HDFS-XDLD
- HLTH BEHAV
- HPRO-XHCM

Majors are abbreviated differently than the program code. There may also be several versions of the same major. For example, each major starting with “E6-ESL/” has an acronym at the end for a specialization within the “EDE6-ESL” major.

To understand the abbreviation for a major, start by breaking it down into parts and comparing to the UNT Catalog:

“E6-ESL/SES” is a

- major in Education, Early Childhood through Grade Six (EC–6) core subjects teacher certification [“**EDE6**”]
- with Science of Teaching Reading and ESL Supplemental, [“**-ESL**”]
- and a specialization in STEAM Education [“**/SES**”]

Sometimes the major abbreviation is easy to figure out, like Cybersecurity in the College of Engineering is “CYBR”, but other times it can be confusing. If you're not sure which major is the one you want to run the audit for, you can select a major that you think is close, select the degree, and then check the program. If the program isn't what you wanted, you can select another major and try again.

4) Select the degree for the major from the “Degree” dropdown menu. If only one degree is listed, select that option.

- This step is required since some majors have multiple degrees. For example, the Biology major in the College of Science is available both as a Bachelor of Science and as a Bachelor of Arts.

College: COLL/EDUC

Major: EDE6-SPCED

Degree: -

Program: -

- 5) Confirm the program is correct. The program will automatically populate based on your choices for college, major, and degree.

Note: The program code is included at the end of the program name. Checking the program code may help you confirm whether you selected the correct program.

College:	COLL/EDUC
Major:	EDE6-SPCED
Degree:	BS
Program:	Education: Core Sub EC-6 w/ Spec Ed EC-12 - EDBS EDUC-QASE
Catalog Year:	-

- 6) From the “Catalog Year” dropdown menu, select the appropriate year. It is recommended to select the same catalog year as your current program if possible.

College:	COLL/EDUC
Major:	EDE6-SPCED
Degree:	BS
Program:	Education: Core Sub EC-6 w/ Spec Ed EC-12 - EDBS EDUC-QASE
Catalog Year:	- - Fall 2023 Fall 2022 Fall 2021

Note: The catalog year always begins in the Fall term, even if you started at UNT or switched your program during the Spring or Summer terms. So for example, if you started at UNT in Spring 2023, you would select “Fall 2022.”

▼ Run Declared Programs:							
School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
UNT	VABFADRPT	BACHELOR OF FINE ARTS-DRAWING AND PAINTING MAJOR	Fall 2019	\$MINOR-DD	VAARTHMR	R	

The catalog year for your declared program is shown on the Request an Audit page.

Why is the catalog year important?

All requirements are published in the UNT Catalog. Because program and even UNT core requirements can change from year-to-year, a new version of the UNT Catalog is published every year. These versions are called “catalog years.” To view the requirements which would apply to you, it is important to select the appropriate catalog year.

Generally, students follow the catalog for the year they entered UNT. For example, if the first term you attended UNT was Fall 2022, then you’d likely be following the 2022-2023 catalog.

- 7) Review the summary of the options you’ve selected.
 - If everything is correct, continue to the next step.
 - If you want to change any of the options selected, click the orange “Clear Selections” button to start over.

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

COLL/EDUC > EDE6-SPCED > BS Education: Core Sub EC-6 w/ Spec Ed EC-12 - EDBS EDUC-QASE

Catalog Year: Fall 2022 Clear Selections

- 8) To view the interactive audit, skip to step 11. To view the audit as a PDF file, continue to step 9.
- 9) Next to Advanced Settings, click “Click to view available options.”

Advanced Settings Click to view available options.

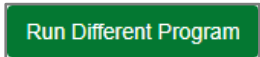
Run Type: S-Audit w/Co ▼

Format: Regular (HTML) ▼
 Regular (HTML)
 PDF

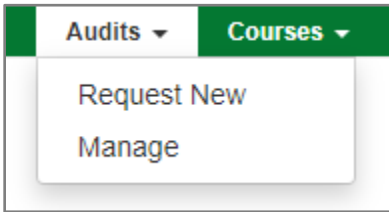
- 10) From the “Format” dropdown menu, select “PDF.”
 - Regular (HTML) – option selected by default; interactive and viewable in your web browser
 - PDF – static and suitable for printing

Note: Leave the “Run Type” setting at the default. Changing this setting can result in an audit that shows inaccurate information.

11) Click the “Run Different Program” button.



To request a new audit, you can click “Audits” in the navigation bar and then click “Request New.”



Not sure how to read your “what if” audit? See the [How to Read Your Degree Audit](#) section.

Undergraduate Academic Certificates

You can run an audit for an Undergraduate Academic Certificate by selecting “UGRD ACERT” from the College dropdown menu. The major will be the specific certificate, and the degree will be “ACAD CERT.”

Minors

It is not possible to run an audit for a different minor. This is because minors do not have separate audits. Instead, minors are added to a degree program audit, which allows the audit system to correctly count courses toward major or minor requirements.

The image below shows a student pursuing a B.A. in Non-Profit Leadership Studies with a minor in Management and an undergraduate academic certificate in Conflict Resolution. The bachelor’s degree is the first program, noted in green, and the certificate is the second program, noted in blue. The minor, noted in orange, is added to the bachelor’s degree. In this example, running an audit for this student’s declared programs would result in one audit with the bachelor’s degree and minor requirements and another audit with the requirements for the undergraduate academic certificate.

Request an Audit

▼ Run Declared Programs:

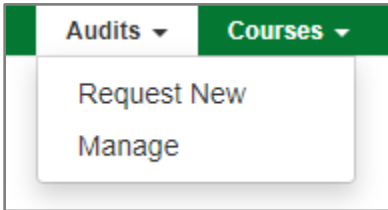
School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
UNT	CSBA NPLS	BACHELOR OF ARTS MAJOR IN NONPROFIT LEADERSHIP STUDIES	Fall 2023	\$MINOR	BAMGMTMNR	R	
First Program (Bachelor's Degree)				Minor			
UNT	UACT-CRES	UNDERGRADUATE ACAD CERTIFICATE IN CONFLICT RESOLUTION	Fall 2023				
Second Program (Undergraduate Academic Certificate)							

If you have questions about minors, it is recommended to contact your academic advisor.

View a previous audit

You don't have to run a new audit every time you want to check your degree audit. You can view completed audits at any time.

- 1) Click "Audits" in the navigation bar.
- 2) Click "Manage." You will be taken to the Completed Audit Requests page.



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

ID	Program	Catalog Year	Created	Format	Run By	Type	View
22471029	VABFADRPT	Fall 2019	03/23/2023 11:02 AM	HTML	Student	IP	View Audit
20257842	VA PSTU	Fall 2019	12/14/2021 9:44 PM	HTML	Student	IP	View Audit
20257839	VA PSTU	Fall 2019	12/14/2021 9:44 PM	HTML	Student	IP	View Audit
20257838	VA PSTU	Fall 2019	12/14/2021 9:43 PM	HTML	Student	IP	View Audit

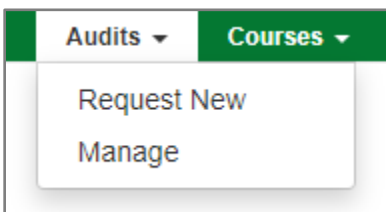
The most recent audits will be listed in the table, sorted from latest to earliest. Once you've run an audit, it will appear on the first line.

- The Program column shows the program code of the degree/major the audit was run for.
- The Catalog Year column shows which catalog year was used for the audit.
- The Format column shows if the audit was run as HTML (interactive audit) or as a PDF (printable audit).
- The Run By column shows who ran the audit. If you ran the audit, it will say "Student."
- The Type column will show "IP" if you were enrolled in any courses when the audit was run.

Note: Degree audits are based on the information in your academic record as of the date the audit was run. Therefore, the audit will not reflect grades or courses that were posted after the audit was run. To see the most up-to-date information, you will need to run a new degree audit.

- 3) Click the "View Audit" link in the View column for the audit you want to view.

To request a new audit, you can click "Audits" in the navigation bar and then click "Request New."



Not sure how to read your degree audit? See the [How to Read Your Degree Audit](#) section.

How to Read Your Degree Audit

Both the online degree audit (HTML) and printable degree audit (PDF) show your name and the degree and major at the top of the degree audit. Next, you'll see when the audit was run (Prepared On), the program code, the catalog year, and your UNT student ID number.

Eagle, Scrappy
BACHELOR OF ARTS MAJOR IN HISTORY
BA History

[Request Audit](#)

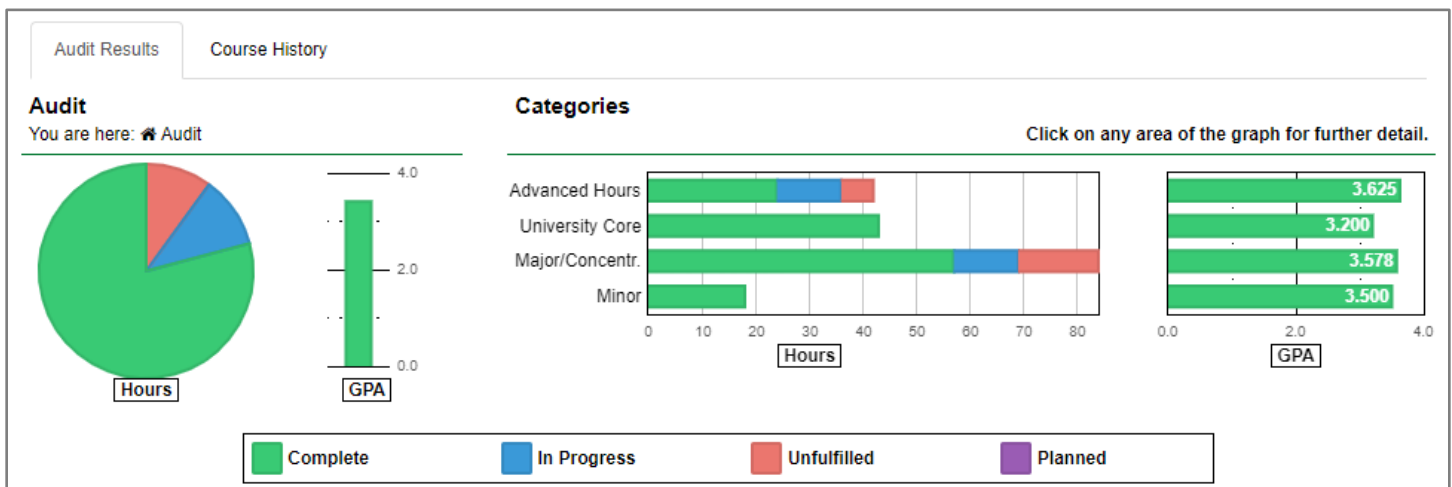
Prepared On	03/07/2023 11:36 AM	Program Code	LABA HIST	Catalog Year	Fall 2022
Student ID	██████████	Graduation Date			

[Audit Results](#) [Course History](#)

The program code is a shorthand name for the college, degree, and major. When running a declared program, the Degree Program column displays the program code. When viewing a previously run audit, the program code is displayed to help distinguish between different audits.

Audit Results

The Audit Results tab shows the results of the degree audit that was run.



Requirement Status

There are different statuses for requirements:

- Complete
 - All required courses have been completed
- In Progress
 - All required courses have either been completed or are in progress in the current term
- Unfulfilled
 - There are still required courses left to complete

Note: The "Planned" status is not used at UNT.

Graphs

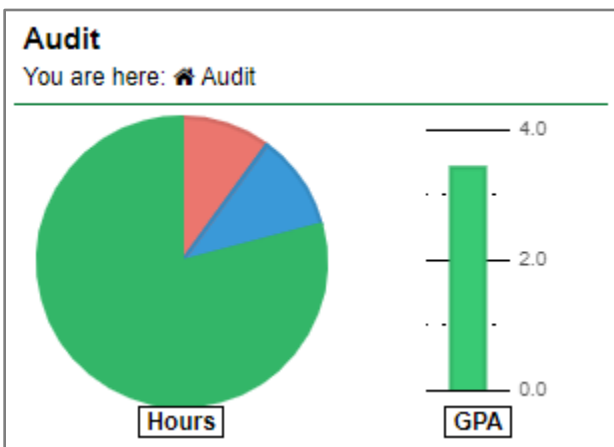
The graphs at the top of the Audit Results tab show how close you are to finishing the requirements for your degree, as well as your GPA. The legend below the graphs shows the colors that represent each requirement status.



Audit Graphs

The Hours pie graph shows the number of credit hours you've earned relative to the number of hours in progress and unfulfilled. When you hover your mouse over a section of the pie graph, it will show the number of courses for that status, such as "42 complete" or "24 unfulfilled."

The GPA bar graph shows your overall GPA. If you hover your mouse over the bar, it will show your exact GPA.

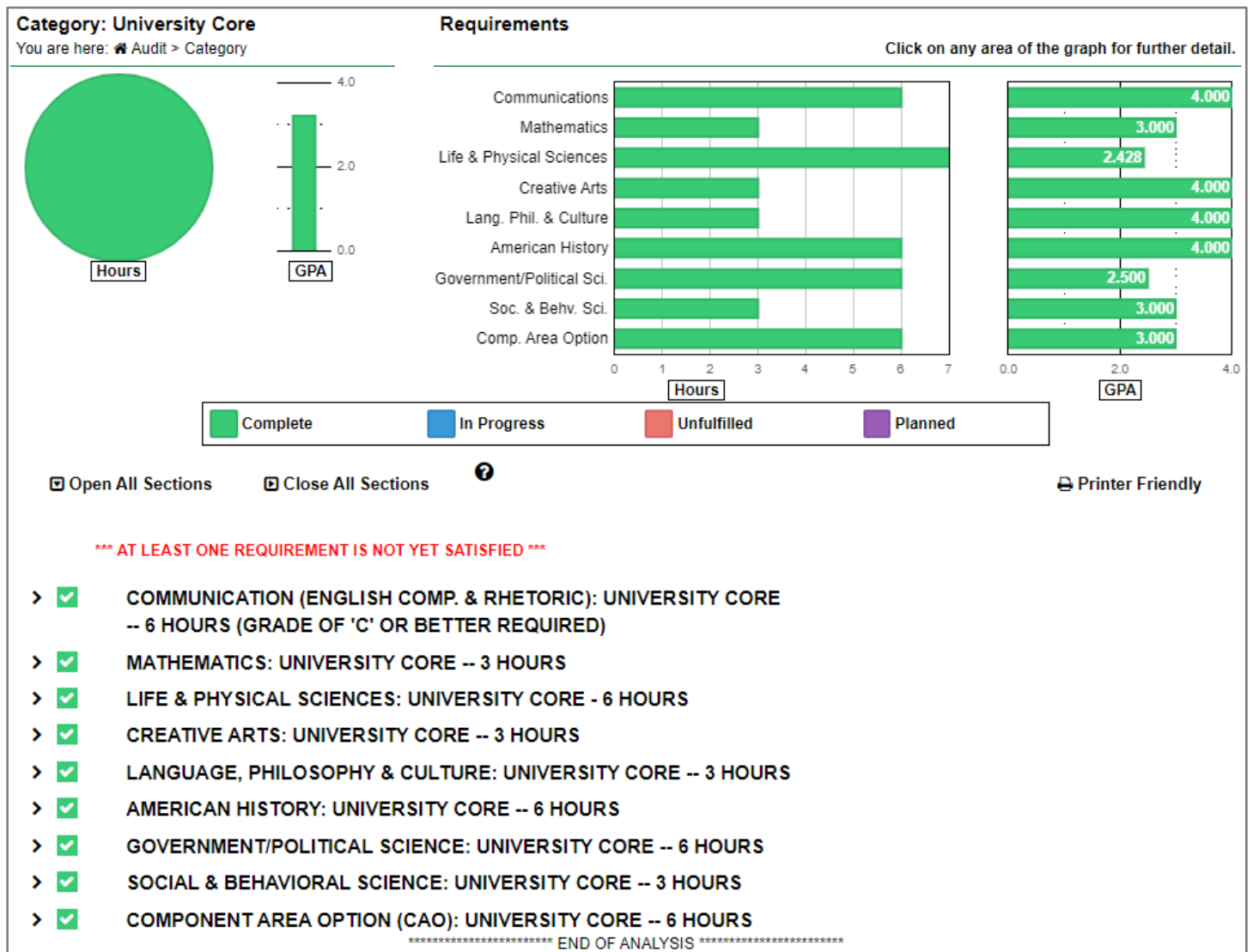


Note: Your GPA on your degree audit may vary from your GPA elsewhere. See ["My GPA is different on my degree audit, my unofficial transcript, and/or myUNT"](#) for more information.

Categories Graphs

The Categories graphs show information about groups, or categories, of requirements.

Clicking on any bar in the Categories graph will display isolated information about that category of requirements. For example, by clicking on the “University Core” bar, the graphs will change to show just data about the UNT Core requirements, and only the UNT Core requirements sections will be shown below.

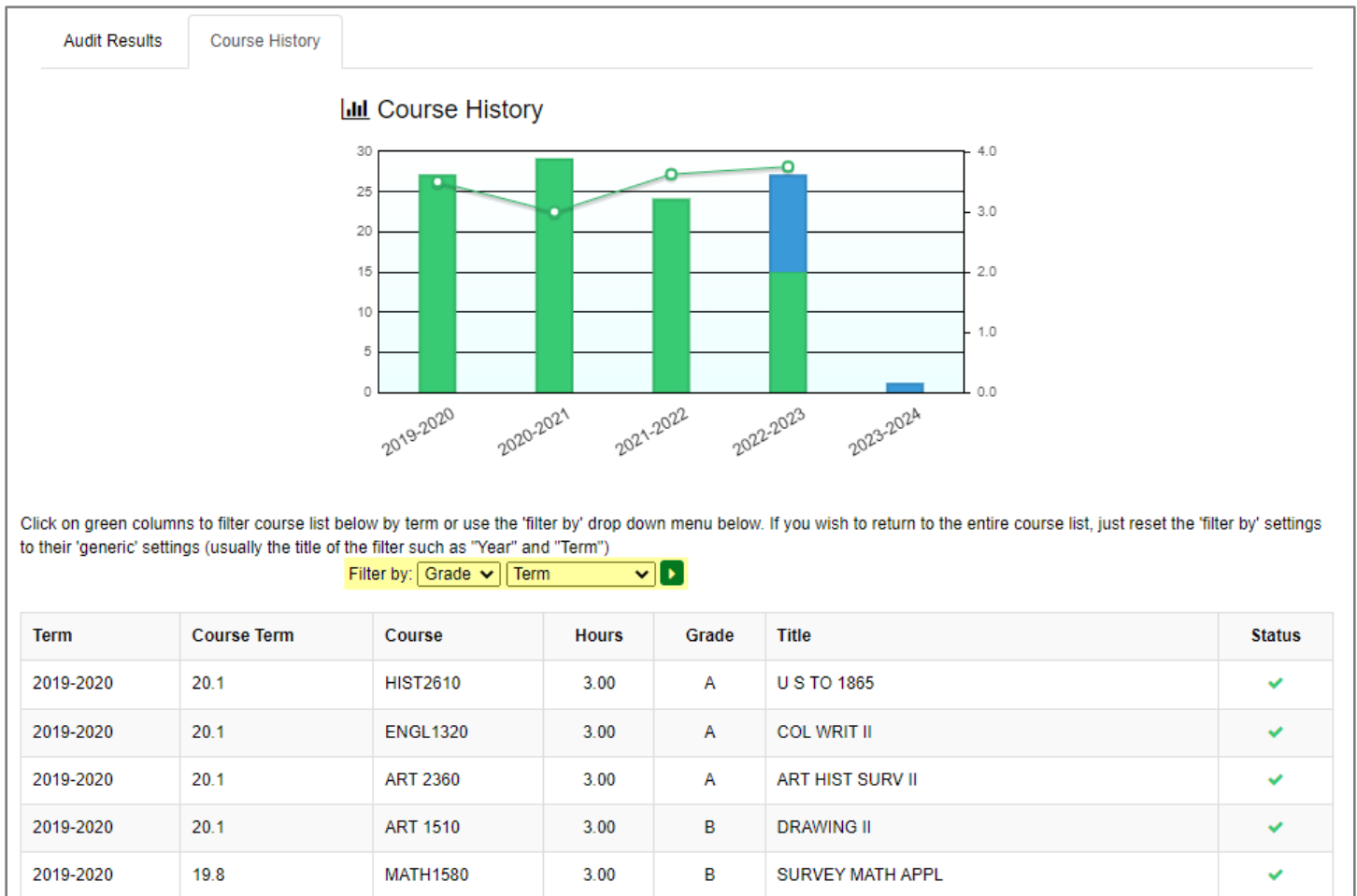


You can click the bar for any specific requirement, such as “Communications,” to view just the information about that requirement.

When you want to go back to viewing all the requirements, just click the “Audit” link in “You are Here: Audit > Category” in the upper left corner of the page or click the back button on your browser.

Course History

The Course History tab shows a list of all the courses you have taken at UNT, as well as courses taken at other institutions once any official transcripts have been processed. This course history is the information used by the audit to compare your progress to the program requirements.



Each bar represents the number of credit hours completed for a specific year, and each point on the line graph represents your GPA for that year. Similar to the graphs on the Audit Results tab, you can click on the bars in the chart to isolate the information below to just courses taken in that year.

The table shows information about all the courses that are in your academic record. The information is displayed similarly to the course information on the audit results, including the term (catalog year), course term, subject and course number, number of credit hours, grade earned, course title, and status. You can check this table if you're not sure whether a transfer course has been added to your record. You can use the "Filter by" dropdown menus, highlighted in the image above, to filter the course history table as well.

The course term is an abbreviation for the year and term the course was taken. See the [Details of a Complete Requirement](#) section for more information.

Have more questions about your degree audit? Your advisor will be able to explain your audit results and help you decide on the best course of action to help you achieve your goals. You can find a list of advising offices here:


<https://registrar.unt.edu/registration/get-advised>.

To get back to the audit, return to the Audit Results tab and scroll down past the graphs.

Online Degree Audit (HTML)





On the Audit Results tab, below the graphs, each requirement for the program is listed. For more information about any requirement, you can expand the requirement section. You can expand or close a section by clicking on the arrow to the left of the section. You can expand or close every section at the same time by clicking “Open All Sections” or “Close All Sections” below the graphs.



You can also click the  icon next to “Open All Sections” and “Close All Sections” to see the legends for requirements and sub-requirements, as well as course codes and special grades.

Interpreting Audit Results

Requirements & Subrequirements

-  Complete
-  Planned
-  In Progress
-  Unfulfilled

Course Codes

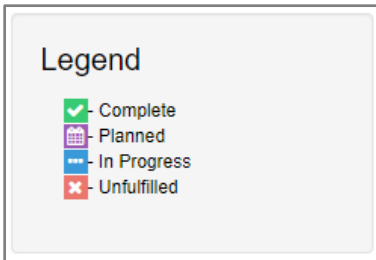
- IP - In-progress Course
- PL - Planned Course To Be Taken
- R - Repeatable Course
- X - Duplicate Course, Does Not Count
- > - Hours on course reduced
- S - Course with hours split between requirements

Special Grades

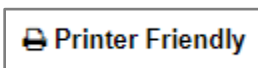
- RG - Currently Registered
- AP - Advanced Placement Credit
- PR - Proficiency Exam

[Close](#)

The legend at the bottom of the online degree audit, below the program requirement sections, indicates the different icons used to indicate the status of each requirement.



You can click the “Printer Friendly” link on the right side of the page below the graphs to open a more printer friendly version of your online degree audit. This printer friendly view is different from the PDF format you can choose to run your audit in. This version preserves the formatting of the online audit, including requirement status icons, and the functionality to expand or close each requirement section. However, it will not include the graphs at the top of the Audit Results tab or the details on the Course History tab.



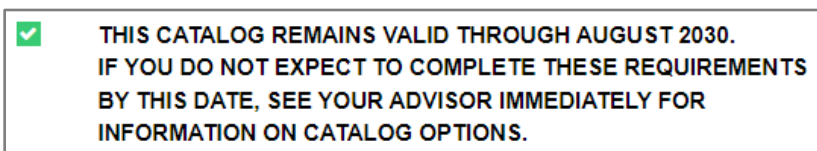
Text Requirements

The first few requirements will be text only, providing important information about your audit. These text requirements are explained below.

The text “*** AT LEAST ONE REQUIREMENT IS NOT YET SATISFIED ***” will be displayed below the graphs if any requirement is not complete.



The first requirement section notifies you when the catalog will expire, based on the catalog year. All requirements of the chosen catalog must be met within eight years of that catalog’s publication.



The second requirement section shows whether your advisor has evaluated your degree audit. If the audit has been evaluated, the requirement will say, "ADVISING FLAG SET." If you are viewing a "what if" audit, or an audit for a different program, then the advising requirement should always indicate that your audit has not been evaluated and is not official.

--- ADVISING FLAG SET ---

CREDIT EVALUATION COMPLETE AS OF THE DATE SHOWN BELOW.
NOTE: TRANSFER WORK RECEIVED AFTER THIS DATE SHOULD BE REVIEWED BY YOUR ADVISOR. SEE YOUR ADVISOR FOR QUESTIONS REGARDING CREDIT APPLICATION.

NOTE: AD - Completed 10/10/22 - JRB

***** ADVISING PROCESS NOT COMPLETE *****
***** AUDIT NOT YET OFFICIAL *****

AT THIS TIME, YOUR ADVISOR HAS NOT YET INDICATED THAT YOUR ACADEMIC RECORD (INCLUDING UNT, TRANSFER AND NON-TRADITIONAL CREDIT) HAS BEEN FULLY EVALUATED.

AS A RESULT, YOUR AUDIT SHOULD NOT BE CONSIDERED OFFICIAL UNTIL YOU RECEIVE A COPY WITHOUT THIS WARNING MESSAGE. IF YOU HAVE QUESTIONS, PLEASE CONTACT YOUR ADVISOR.

If you have earned 90 or more credit hours, your audit will show an additional requirement, "SENIORS: GRADUATION/ADVISING NOTICE." This requirement is informational only. It is intended to help students who may be close to graduation by reminding them to contact their advisor and ensure they are on track to graduate.

***** SENIORS: GRADUATION/ADVISING NOTICE *****

YOUR AUDIT CURRENTLY SHOWS AT LEAST 90 HOURS EARNED. YOU SHOULD SEE AN ADVISOR AS YOU APPROACH YOUR FINAL SEMESTER, TO ENSURE THAT YOU ARE ON TRACK TO GRADUATE WITH YOUR PLANNED COURSES. YOU CAN REQUEST A GRAD CHECK IMMEDIATELY BEFORE THE START OF YOUR FINAL SEMESTER -- SEE YOUR ADVISOR FOR DETAILS.

**NOTE: YOU MUST SUBMIT A GRADUATION APPLICATION DURING THE SEMESTER YOU INTEND TO GRADUATE, BY THE DEADLINE AS LISTED IN THE SCHEDULE OF CLASSES.

Details of a Complete Requirement

Expanding a complete requirement will show the earned hours, or the number of hours applied to that requirement, and a table of the courses that were used to fulfill the requirement. The table will show the following information:

- Year and term the course was taken
 - The two numbers before the decimal point are the last two digits of the year, and the number after the decimal point represents the term:
 - Spring: 1
 - Summer: 3 to 6 (The specific number used may vary based on which summer session the course was taken in.)
 - Fall: 8
 - Wintermester: 12 (While wintermester at UNT is considered part of the Spring term, your audit may indicate wintermester courses separately.)
- Subject and course number
- Number of credit hours of the course
- Grade earned
- Title of the course

Additional information may be displayed below a course, such as if the course was transferred to UNT or the course number changed since the course was taken.

✓	✓	COMMUNICATION (ENGLISH COMP. & RHETORIC): UNIVERSITY CORE -- 6 HOURS (GRADE OF 'C' OR BETTER REQUIRED)		
<i>EARNED:</i>		6.0 HOURS		
12.8	TECM1700	3.0	B	INTRO TO SCI & TECH WRIT
13.1	TECM2700	3.0	A	TECHNICAL WRITING

Details of an In-Progress Requirement

Requirements will show as In Progress ("IP") when you are currently registered for a course that is expected to fulfill the requirement.

8)	MENU 3 COURSES--6 HOURS (SELECT TWO COURSES)			
22.8	ASTU3506	3.0	A	PHOTO : LIGHTING TECH
23.1	ASTU3504	3.0	EN IP	PHOTO, SOUND & MOVING

Note: In some cases, a certain grade may be required for a course to fulfill a requirement. For example, a grade of 'C' or better may be required. When in progress courses are displayed, the degree audit assumes that the required grade will be earned.

Details of an Unfulfilled Requirement

Any unfulfilled requirements will indicate what is needed to complete the requirement, such as a certain number of courses. Unfulfilled requirements will also provide a list of courses that can be used to fulfill that requirement. You can click on a course number in the "SELECT FROM" list to see a description of that course.

✓	✗	COMMUNICATION (ENGLISH COMP. & RHETORIC): UNIVERSITY CORE -- 6 HOURS (GRADE OF 'C' OR BETTER REQUIRED)		
✗	1) COMPLETE ONE COURSE FROM THE FOLLOWING:			
<i>NEEDS:</i>		1 COURSE		
<i>SELECT FROM:</i>		ENGL 1310 , 1311 (HONORS COLLEGE) , 1315 LING 1312 (INTERNATIONAL STUDENTS ONLY) , TECM 1700		
✗	2) COMPLETE ONE COURSE FROM THE FOLLOWING:			
<i>NEEDS:</i>		1 COURSE		
<i>SELECT FROM:</i>		ENGL 1320 , 1321 (HONORS COLLEGE) , 1325 LING 1322 (INTERNATIONAL STUDENTS ONLY) , TECM 2700		

Partially fulfilled requirements will show both what has been used to fulfill part of the requirement, and what else is needed. If even one part of the requirement is incomplete, the requirement status will be unfulfilled. In the example below, the “SENIOR DRAWING & PAINTING STUDIO” sub-requirement is unfulfilled. One course worth 3 hours is in progress. However, since 6 hours are required and only 3 hours have been added, the sub-requirement is unfulfilled.

✖ 4) SENIOR DRAWING & PAINTING STUDIO--6 HOURS				
23.1	ASTU4200	3.0	EN IP	SENIOR DRAW & PAINT
NEEDS:		1 COURSE		

Asterisks (*) in course numbers indicate that any number can be used in place of the *. For example, if a requirement states that you must complete any 4000-level art course, the “SELECT FROM” list may show only ART 4*** instead of showing every single 4000-level art course offered at UNT. Any course number that starts with “ART 4” could be used to fulfill that requirement.

✖ 9) ADVANCED ART ELECTIVE--9 HOURS				
0.0 HOURS ADDED				
IP HOURS:		3.0 HOURS		
23.1	ARTH4806	3.0	EN IP	TOPICS RENAISSANCE
NEEDS:		6.0 HOURS		
SELECT FROM:		<u>ART 3*** (X), 4*** (X)</u> <u>ADES 3*** (X), 4*** (X)</u> <u>AEAH 3*** (X), 4*** (X)</u> <u>ASTU 3*** (X), 4*** (X)</u>		

Other Requirements

Some requirements don’t require specific courses at all. Instead, a certain GPA or a certain number of courses taken at UNT may be required. Other requirements may just be text to provide you with important information about the program and your audit, like the text requirements at the beginning of your audit. Remember, you can expand a requirement section for additional details.

In the example below, the “UNIVERSITY REQTS FOR DEGREE -- ADVANCED HOURS (UNT)” requirement doesn’t need any specific courses. Instead, it requires 24 advanced credit hours earned in residence at UNT. The requirement is In Progress because the student is currently taking courses that will help fulfill this requirement.

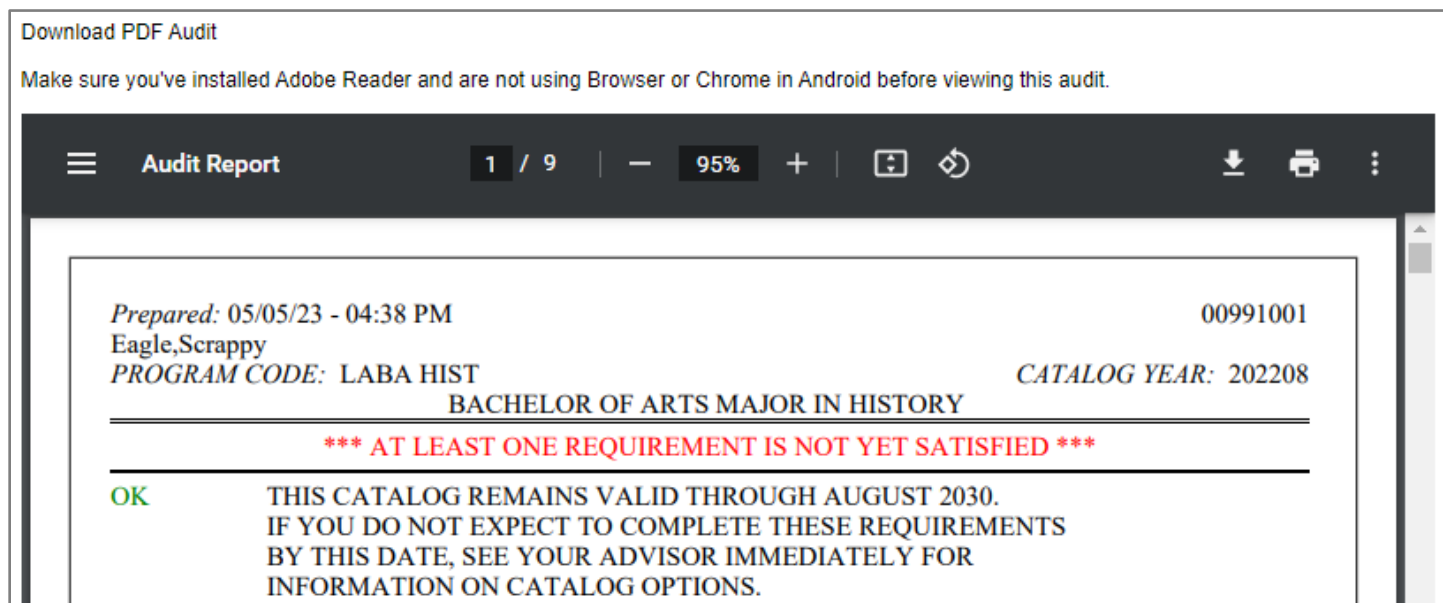
▼ UNIVERSITY REQTS FOR DEGREE -- ADVANCED HOURS (UNT)	
1) AT LEAST 24 OF THE REQUIRED ADVANCED HOURS MUST BE EARNED IN RESIDENCE AT UNT.	
4.0 HOURS ADDED	
IP HOURS:	12.0 HOURS

Note: Courses earned in residence at UNT are courses that you took and passed at UNT.

Printable Degree Audit (PDF)

While the interactive online degree audit can be particularly useful, a printable version of your degree audit may be better in some cases.

Like with the online degree audit (HTML), the printable degree audit (PDF) starts with information about the audit and the Audit Results and Course History tabs. However, below the graphs on the Audit Results tab, instead of expandable sections for the program requirements, you'll see the audit in a PDF viewer.



Note: If you are unable to see the PDF, you may need to install Adobe Reader, use a different web browser, or use a different device. You can also download the PDF to view it a different way instead.

Download PDF Audit




You can download a copy of the PDF audit to save it electronically.

- 1) Click "Download PDF Audit" to download a copy of the audit as a PDF file. 

For steps on how to print your degree audit, see ["How do I print my degree audit?"](#)

Requirements

The PDF audit has all the same requirement information as the HTML audit. The requirement status is noted to the left of each requirement:

- Complete requirements have a green "OK" 
- In Progress requirements have a blue "IP" 
- Unfulfilled requirements have a red "NO" 

The status of sub-requirements is also noted to the left: Complete sub-requirements have a "+" and Unfulfilled and In Progress sub-requirements will have a "-".

Below each unfulfilled requirement or sub-requirement, "NEEDS" will show the number of hours or courses required for completion. If there are specific courses to choose from, they will be listed after "SELECT FROM."

Have more questions about your degree audit? Your advisor will be able to explain your audit results and help you decide on the best course of action to help you achieve your goals. You can find a list of advising offices here:

<https://registrar.unt.edu/registration/get-advised>.

Additional Information

Frequently Asked Questions

How do I get a copy of my degree requirements?

There are multiple ways to get a copy of your degree requirements. If you are an undergraduate or second bachelor's degree student, you can view your degree audit online. Additionally, all students can visit the UNT Catalog to view their major or contact their academic advisor.

What is a degree audit?






A degree audit is a tool for students and advisors that lists the requirements for a student's official degree and the student's progress toward completing those requirements.

An online degree audit lists all your degree requirements in a user-friendly format referred to as the "interactive audit." With few exceptions, the information on your online degree audit is identical to the information viewed by your college and school academic advisors.

You can run your degree audit online at any time to check your current progress toward meeting your degree requirements. You can also explore your degree options by running a "what if" audit for any major at UNT to see how it might work for you.

How do I find my degree audit?

You can access your degree audit from <https://mydegreeaudit.unt.edu> or through [myUNT](#) by going to the "Advising & Orientation" tile and then to "Degree Audit Report."

 Degree Audit Report	Degree Audit Report Request Audit
 View Transfer Credit Report	Information for Students
 View Repeated Courses	Select the Request Audit button to view your degree audit. Please note that you must log in to the degree audit interface.
 View Mandatory Courses	*** Remember to close browser window when done ***
 View TSI Status	

How do I read my degree audit?

See the [How to Read Your Degree Audit](#) section for information about how to read your online degree audit results.

We encourage you to discuss your degree audit results with your advisor. Your advisor will be able to explain your audit results and help you decide on the best course of action to help you achieve your goals. You can find a list of advising offices here: <https://registrar.unt.edu/registration/get-advised>.

Why am I not able to access my online degree audit?

The online degree audit is only currently available to undergraduates and students pursuing a second bachelor's degree. Graduate students pursuing a master's or doctorate degree do not have access. Newly admitted eligible students will be granted access to their online audit in time for orientation. If you believe you are eligible but are having difficulty accessing your online degree audit, please [contact the Registrar's Office for assistance](#).

When will transfer credits show on my degree audit?

Your transfer credits should be visible on your degree audit after your official transcript has been processed and added to your academic record. Please be aware that processing timeframes can vary during peak times. Peak times usually occur at both the beginning and end of each Fall, Spring, and Summer term.

Why are my courses not applying to my degree requirements as expected?

While we continuously expand our comprehensive course equivalency data, we don't have equivalencies established for every course from every other institution. As a result, there are times in which a transfer course may need to be evaluated by your academic advisor to determine if it is sufficient to fulfill a particular degree requirement. It's possible a course description or syllabus will be needed in order for the advisor to complete an evaluation. See ["My transfer courses aren't showing on my degree audit."](#) for more information.

Is a degree audit like a four-year plan?

No. A four-year plan shows a suggestion for course sequencing, or when you should take which courses needed to complete your degree. A degree audit shows your progress toward completing the requirements for your specific degree/major/minor, including certification requirements. We recommend meeting with an academic advisor for course sequencing information.

Will I still have to apply for graduation?

Yes. While the degree audit will make it easier and quicker to make sure you have completed all degree requirements, it will not notify the university that you are graduating. For information about applying for graduation, please visit <https://registrar.unt.edu/apply-degree-conferral-graduation-commencement>.

How do I . . . ?

How do I print my degree audit?

You can print your degree audit from the printable (PDF) format or the interactive online (HTML) format.


To print a copy of the PDF audit, [run or view an audit in PDF format](#).



- 1) On the Audit Results tab, click the “Print” icon in the PDF preview window.
- 2) Follow the usual steps for printing from your device, such as choosing which printer to print to, how many copies to print, and whether to print in black and white or in color.

To print a copy of the interactive online audit, [run or view an audit in HTML format](#).

- 1) On the Audit Results tab, click the “Printer Friendly” link on the right side of the page below the graphs.

 **Printer Friendly**

- 2) Open the Print dialog box. The steps vary based on the device you are using.
 - If on a desktop or laptop computer, you can use keyboard shortcuts: For Windows, press ctrl + P. For Mac, press cmd + P.
 - In your web browser, you can open the settings menu (often three dots or three vertical lines). On desktop or laptop browsers, you should see the option to “Print” in that menu. If you’re using a mobile device, you may need to click “Share” to find the option to print.
- 3) Follow the usual steps for printing from your device, such as choosing which printer to print to, how many copies to print, and whether to print in black and white or in color.

Please be aware that there could be some formatting issues when printing the interactive online version of your degree audit rather than the printable (PDF) version.

How do I see what courses I still need to take?

You can run an audit for your declared program and check any unfulfilled requirements. If there are specific courses you can take to complete a requirement, they will be listed after “SELECT FROM.”

How do I get planned courses to show on my degree audit?

Currently the “Planned” status for courses is not used by the degree audit system at UNT. The only future courses that will appear on your degree audit are In Progress courses, which are UNT courses that you are currently enrolled in.

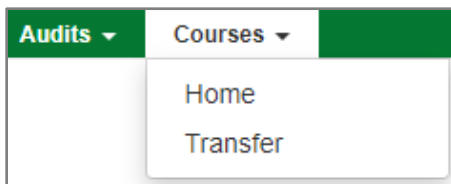
How do I run an audit for a minor?

If your minor is part of your declared program, then you can just run an audit for your declared program and your minor requirements will also be shown. If you want to focus on just the requirements for your minor, you can expand the minor requirement section(s) and close any other sections.

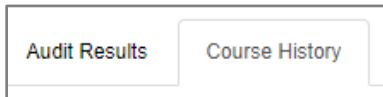
It is not possible to run a “what if” audit for a minor. This is because minors do not have separate audits. Instead, minors are added to a degree program audit, which allows the audit system to correctly count courses toward major or minor requirements. For questions about minor requirements, please refer to the [UNT Catalog](#) or contact your academic advisor. Remember that courses typically can only be used to fulfill either a major requirement or a minor requirement, but not both.

How do I see all of my courses on my audit?

You can see all the courses you’ve taken that are being used for your degree audit in a few places. One way is to go to the “Courses” tab. Courses are split between courses taken at UNT (“Home”) and courses taken elsewhere (“Transfer”).



Another way is to look at the “Course History” tab on your audit. You can run a new audit or view an audit you’ve previously run, and then click the “Course History” tab. Every course you’ve taken that has been added to your academic record will be listed in the table at the bottom of the page.



You can also see the courses you've taken on your degree audit itself. At the very bottom of your audit results, there should be a requirement called "COURSES BY ACADEMIC YEAR." This requirement doesn't actually require anything. It shows the hours you've earned, any hours that are in progress, your overall GPA, and each course you've taken in the order you took them.

COURSES BY ACADEMIC YEAR			
EARNED:		95.0 HOURS	3.404 AVG
IN PROGRESS:		13.0 HOURS	
<input checked="" type="checkbox"/>	2019-2020		
	27.0 HOURS ADDED	9 COURSES TAKEN	3.555 AVG
19.8	ART 1450	3.0 B	DESIGN II
19.8	ART 1500	3.0 B	DRAWING I
19.8	ART 2350	3.0 A	ART HIST SURV I
19.8	ENGL1310	3.0 A	COL WRIT I
19.8	MATH1580	3.0 B	SURVEY MATH APPL
20.1	ART 1510	3.0 B	DRAWING II
20.1	ART 2360	3.0 A	ART HIST SURV II
20.1	ENGL1320	3.0 A	COL WRIT II
20.1	HIST2610	3.0 A	U S TO 1865

I'm unable to access my degree audit.

I can't find my audit.

Go to <https://mydegreeaudit.unt.edu/> and log in with your EUID and password.

I can't log in to my degree audit.

Confirm that you're eligible to use the degree audit system. The online degree audit is currently only available to undergraduates and students pursuing a second bachelor's degree. Graduate students pursuing a master's or doctorate degree do not have access. Newly admitted eligible students will be granted access to their online audit in time for orientation. If you believe you are eligible but are having difficulty accessing your online degree audit, please [contact the Registrar's Office for assistance](#).

Make sure you're using the correct login information—your EUID and password that you use to log in to [myUNT](#). Check for anything that could cause you to type your login incorrectly, such as having caps lock turned on or your phone adding a space at the end of your EUID or your password.

If you are also having trouble accessing other UNT systems, like myUNT, Canvas, or your UNT EagleConnect email, please [contact the UNT Helpdesk](#).

My audit doesn't work.

If you are an undergraduate student or are pursuing a second bachelor's degree, please identify the specific issue that is occurring. After reviewing the information in this guide and following the recommendations, if your audit still isn't working, please contact your academic advisor or the Registrar's Office.

If you are a graduate student (pursuing a master's or doctorate degree), you will not be able to use the online degree audit system, even if you are enrolled in undergraduate-level courses. The degree audit system is only available for undergraduate students and students pursuing a second bachelor's degree. You should contact your graduate advisor for assistance.

I get an error when I try to run my degree audit or view an audit I've already run.

Try the following troubleshooting steps:

- Clear your web browser's cache and cookies. For instructions, visit <https://aits.unt.edu/support/clear-your-browser>.
- Use a different web browser to access your degree audit. For example, if you're using Safari, try using Chrome instead.
- Use a different device. For example, if you are using a phone, try using a laptop or desktop computer instead.

If you are still getting an error, please contact your academic advisor or the Registrar's Office for assistance.

There's an error on my audit.

My declared program is incorrect.

If your declared program, catalog year, or minor is incorrect, you will need to contact your academic advisor to have the information updated.

My degree audit shows the wrong grade for a course.

If your degree audit shows that you earned a grade that does not match the official grade for that course as reflected on your official transcript, please [contact the Registrar's Office for assistance](#). However, if you believe the official grade is incorrect, you will need to contact the instructor of record for your course.

My audit doesn't match what I expect.

My GPA is different on my degree audit, my unofficial transcript, and/or myUNT.

Your GPA may vary between your degree audit and your unofficial transcripts for several reasons:

- There are multiple types of GPAs: Semester GPA, UNT Cumulative GPA, Overall GPA, and Major GPA.
 - Your UNT Cumulative GPA is used for both [Academic Standing](#) and for [Satisfactory Academic Progress \(SAP\)](#) for financial aid eligibility.
 - Which GPA is used for honors? It depends. For example, undergraduate students can have two different GPA Honors: Semester Honors, which are awarded for the fall and spring semesters, and Latin Honors, which are awarded when you graduate. Your semester GPA is used for semester honors, and your overall GPA (UNT and transfer hours combined) is used to determine your eligibility to graduate with honors.
- Timing can result in differences between your audit and your unofficial transcript or myUNT. When official grades are being processed at the end of the term, your audit may use unofficial grades while myUNT and your unofficial transcript won't update until grades are officially posted.
- Differences between your degree audit and unofficial transcript or myUNT may be because they process some things slightly differently. These differences can be caused by repeat courses, course duplications, or remedial or developmental work.

For more information about GPAs, visit <https://vpaa.unt.edu/advising/gpa>.

If you have any questions about your GPA(s) or differences between your audit, unofficial transcript, or [myUNT](#), please contact your academic advisor.

My credit hours are different on my degree audit, my unofficial transcript, and/or myUNT.

Differences between your degree audit and unofficial transcript or myUNT may be because they process some things slightly differently. These differences can be caused by repeat courses, in-progress course duplications, or remedial or developmental work. Students pursuing a second bachelor's degree may also see a difference in hours.

If you have any questions about differences between your degree audit, unofficial transcript, and/or [myUNT](#), please contact your academic advisor.

My transfer courses aren't showing on my degree audit.

First, please make sure you have submitted all of your official transcripts and allow time for processing. Do not send multiple copies of the same transcript because that can delay processing.

Search for the courses on the Course History tab of your degree audit or on your unofficial transcript. You can use ctrl + F (Windows), cmd + F (Mac), or Find in Page (mobile browser) to search for the course number. Because it may be displayed differently, you should try searching for the course both with and without a space between the course prefix and number. For example, try searching for both "ENGL 1310" and "ENGL1310".

If it has been a while since transcripts were submitted, or if some courses are showing but not others from the same term, please [contact the Registrar's Office for assistance](#).

My degree audit says a transfer course matched a UNT course, but my unofficial transcript says that course transferred with no match.

The most common reason your audit may show a transfer course matched a UNT course, but your unofficial transcript shows that course is unmatched is because your advisor “plugged in” the course. This means that they are manually changing your audit to allow a course to count toward a specific requirement. Advisors sometimes determine that a transfer course with no direct match can be used to fulfill a requirement, so they plug the course into the appropriate area in your audit. However, because the course isn’t exactly like a course that UNT offers, your unofficial transcript will still display the course transferred without a direct match.

For example, if you took a Chinese Popular Music course at another school, it would not directly match a UNT course. However, your advisor may determine that the course is similar to Global Pop: Music, Media, and Society (MUET 2000), and manually plug the course into the Language, Philosophy and Culture core requirement on your audit. In this example, the transfer course would have a match on your audit but not on your unofficial transcript.

Please be aware that when an advisor plugs in a transfer course with no match to a requirement on your audit, they are allowing that course to count toward, or fulfill, that requirement. The course will still count toward your total hours and GPA as normal. If you have any questions about differences between your degree audit and unofficial transcript, please contact your academic advisor.

One of my courses should count toward a requirement, but my audit says it doesn’t.

The degree audit system reads everything top down, including requirements and course history. In the case of requirements, the audit system processes or tries to fulfill each requirement in order starting from the top. Your course history is the information used to fulfill the requirements.

The audit system starts running your audit by checking the first program requirement and checking if the first course you took fulfills any portion of the requirement. It then checks your other courses, in the order they were taken, until the first requirement is fulfilled. Then the audit system repeats that process for the next requirement and so on, until either all requirements are fulfilled or all courses taken have been applied to a requirement.

In some cases, the degree audit may not automatically recognize that a course can fulfill a requirement. Your advisor may need to plug in your courses to the appropriate requirement. For example, the degree audit for Integrative Studies B.A. and B.S. programs doesn’t automatically plug courses into the three field requirements.

For some requirements, your advisor may be able to set up your specific degree audit to allow applicable courses to be plugged into the field requirements. For other requirements, your advisor may need to plug in the specific course number.

If any courses aren’t being applied to your program requirements as expected, it is best to contact your academic advisor for assistance.

One of my transfer courses is showing as an elective, but it's supposed to be a course needed for my degree.

Log in to the degree audit system and make sure your catalog year and declared program are correct. If either your declared program or catalog year are incorrect, you should contact your academic advisor for assistance.

If the transfer course is supposed to be equivalent to a specific UNT course:

- To check what UNT courses match courses you've taken at another school, you can use [Transferology](#), an interactive course research tool that lets you easily input your completed courses to see what else is needed to fulfill bachelor's degree requirements.
- If you previously attended a public school in Texas, you can check the [UNT Catalog](#) to make sure the transfer course is equivalent to the UNT course you expect. Because a new version of the UNT Catalog is published every year, it's important to make sure you're checking the catalog for the right year. In the Catalog Navigation (left sidebar or top of the page, depending on how large or small your screen is), go to the Texas Common Course Numbering System (TCCNS) chart page. Here, you can search for the UNT course and its TCCNS equivalent. You can also click on the UNT course to view the course description. Any TCCNS options for that course will be listed at the top of the course description.
- If the transfer course is not shown as an option in Transferology or as a TCCNS option for the UNT course in the UNT Catalog for your catalog year, then it is not an official option for that course. However, some departments may have courses that they have approved to substitute a course or requirement in your degree program. Your advisor may need to plug in your courses to the appropriate requirement.

Other things to check:

- Run a new audit for your declared program. Check if the requirement or sub-requirement is already fulfilled with another course. For example, the UNT Core Communication requirement has two sub-requirements, and ENGL 1310 is only an option to fulfill the first sub-requirement. The audit doesn't apply any other courses to already filled requirements or sub-requirements.
- Check the grade earned for the courses on the Course History tab, and then check the UNT Catalog to confirm if the grade is high enough to meet the requirement.

If you still aren't sure why your transfer course isn't being applied to your degree requirements as expected, please contact your academic advisor for assistance.

My audit is different from my friend's audit, but we're in the same program.

Because your degree audit is specific to you, your audit will most likely be different from anyone else's audit. There are many reasons your degree audit may vary from someone else's audit. Your programs could be different catalog years and therefore may have different requirements. You may have taken different courses or taken courses in a different order. You may have received different grades in some courses, which may or may not be able to fulfill certain requirements.

I'm a double major or I'm considering a double major.

If you are a double major, you will see both majors in the "Run Declared Programs" section on the Request an Audit page. Each major is shown on its own row in the table.

▼ Run Declared Programs:							
School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
UNT	LABA ECON	BACHELOR OF ARTS MAJOR IN ECONOMICS	Fall 2022				
UNT	LABA HIST	BACHELOR OF ARTS MAJOR IN HISTORY	Fall 2022	\$MINOR	LADANCMNR	R	

Audits can only show requirements for one program. If you have more than one declared program, when you run an audit for your declared programs, more than one audit result will be produced. For questions about double majors, including how courses may double-dip with requirements for both majors, it is recommended to contact your academic advisor(s).

I'm an undergraduate student (pursuing a bachelor's degree).

Undergraduate students are encouraged to make use of the online degree audit system to help with checking your progress toward completing your degree requirements, seeing how other programs may work for you, and staying on track to graduate. If you have any questions about your degree audit results, you should contact your academic advisor for assistance.

Note: The online degree audit system is not available for current TAMS students. Once admitted to an undergraduate degree-seeking program, students who were formerly part of TAMS will be able to use the online degree audit system.

I'm a graduate student (pursuing a master's or doctorate degree).

The online degree audit system is only available for undergraduate students and second bachelor's degree students. Graduate students pursuing a master's or doctorate degree should contact their graduate advisor for assistance.

Need Further Assistance?

Contact your academic advisor: <https://registrar.unt.edu/registration/get-advised/>.

Contact the Registrar's Office: <https://registrar.unt.edu/about>.