Degree Audit
Student Manual
(Add Goal)
How to Access Degree Audit

1. Sign into MyTC
2. Locate the Degree Audit link in the middle of the home page
3. Click on the link.

NOTE: The link will automatically direct you to the Degree Audit system
Purpose for creating/adding goals:

1. For students pursuing an en passant degree. Adding the goal will allow the student to keep track of progress in both degrees.

2. Academic planning or progress towards a degree or program outside the declared goal
   NOTE: Adding a goal does not officially admit the student into a program. Students must be accepted into that program for the audit to be official.
Home Page Overview

1. Tabs
   - Home: Default page
   - Current Audit: Generated audit
2. Home Menu
3. Goal Edits
4. Create Audit
5. Restore Audit: Regenerate a previously created audit
Goal

1. **Add Goal** – create an additional degree or major.
   NOTE: Does not replace declared goal.

2. **Edit Goal** – make changes to an existing goal. Declared goal cannot be edited.

3. **Delete Goal** – remove an undeclared goal. Declared goal cannot be deleted.
   NOTE: *The Office of the Registrar will use the declared goal for degree clearing purposes. If the declared goal is incorrect, contact the Office of Admissions.*
Adding a Goal

1. Locate and click the Add Goal button.
Adding a Goal (cont)

-A drop-down list will appear. This list will contain TC’s degree program requirements.

-Degree requirements will differ term by term. To accurately track progress in the desired program, choose the term in which you were enrolled or the term you wish to enroll.
Adding a Goal (cont)

2. Select the desired degree, then the desired program to its end or “lowest” possibility.

- If you wish to add a goal for a future term of Fall 2016 select the button next to Autumn 2016. A list of all degrees will appear.

NOTE: Example shown next page.
Adding a Goal (cont)

Most programs that have more than one sub level will be tracks that lead to teaching certification.

NOTE: Multiple goals can be added in one instance by the program(s). To unselect a program click the highlighted (selected) program.

1. Desired term selected.
2. Degree
3. Program
4. Concentration (if applicable)
Adding a Goal (cont)

- Once the goal (program) is selected, the above box will automatically appear at the top of the page.
- Rename the goal to personalize.
- Click “Save Academic Goal” to save the goal.
Adding a Goal (cont)

The goal will be added to existing programs/goals on the home page.
NOTE: When creating an audit under the newly added goal, Degree Audit will use your course history.
Have questions or concerns?

Questions regarding the degree audit system can be sent to degreeaudit@tc.columbia.edu

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