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
Audit Creation

Options on the main page from left to right

- **Home**: takes you back to the main screen
- **Course History**: view courses and grades by term
- **Academic Goals**: view current declared goal as well as other audits
- **Add**: Create a new goal
- **Create Audit**: Create an audit based on the highlighted goal
Creating an Audit

- The declared major, the major to which the student was admitted, will be located in the academic goal box. Make sure it is highlighted (selected).

**NOTE:** If the declared major is incorrect, contact the Admissions Office.

- Located and click the Create Audit button.

**NOTE:** An audit will be generated and will automatically direct you to the “Current Audit” tab.
Note: The first time a user runs an audit, a tour will highlight the features of the degree audit.
Current Audit Overview

See below the screen shot for a description of the different components of the audit page.

a. Actions: Students can share or rerun/refresh their audits. They can also save a particular audit in the system, which will show progress at that point in time. Finally, they can make a pdf copy of their audits.

b. General Degree Information

c. Audit
How to Move Courses

Depending on the structure of the major program, students may be able to move courses that they have taken into certain requirement groups. The move course icon, which looks like a small anchor, appears next to requirement groups that allow for moving courses. Clicking on the anchor will open a panel in which you can move courses as needed.
• Click on the Move Courses Tab to reveal the Move courses panel.

• Click the down arrow to reveal course options. You may also see a list of compatible courses below the dropdown menu.
NOTE: Courses that can be moved will appear in a drop down list. If a course does not appear in the list, it cannot be moved to satisfy that requirement.

- Click on the course you would like to move to the requirement. This will collapse the dropdown menu and only display the selected course. Click on Move Course to complete the move. This will rerun the audit to reflect your move.

- To cancel a move, just click on the x in the top right next to the tour button.

- Your moved course will look as follows with an anchor:
How to Add a Goal

Adding a goal will add another program (major) to your audit list. **This does not constitute an official major/program change,** but allows you to explore the options of adding programs.

1.) Locate “Add Goal”

**NOTE:** Adding a goal will NOT replace or delete the declared major.

**NOTE:** Official use for students pursuing an en passant degree.
How to Add a Goal (cont.)

2.) Select the major

**NOTE:** Select the major to its “lowest” possibility (concentration). The Year, Degree, Major and Concentration bar will turn blue.
3.) Name your goal and click Save.

4.) Your goal will be listed on your home page.
Course Planning (doctoral students only)

Adding future course to the program plan

- Click on the incomplete requirement you wish to add a future course
- This will pop up the planning interface
Course Planning (cont.)

- Plan: shows that you are in the planning tab
- Add Year: Allows you to add the year you wish to take the future course
- Course listing: List of allowable courses that can fit in this subsection
- Pages tab: If there are more pages to be seen, click on the arrows to see more courses
Course Planning (cont.)

Add Year

- Click on the Add Year button to bring up the Add Year dialog box
- Enter the year you wish to take the future course and click Save

- Adding the year will bring up the terms for that year
Course Planning (cont.)

- Click on the course you plan to register
- The Plan Here buttons will appear next to each term; click on the term you wish to register for the course

**NOTE:** Planning a course will not register you for that course. You will have to register as you normally would through the MyTC Portal once registration opens for that term.
Course Planning (cont.)

- Click on Plan as Unscheduled

- The course will appear in the term you chose and it will update the subsection

---

** ✔ 1.1.2.3.1.2 Research Practicum**

- 1 course required.

  - HBSK 6570 - Rsch:Hlth Behvrs Youth & Fam

  Course Options: Any HBSK course numbered 6570-6579.
NOTE: The subsection shows as complete, but it is tentative and depends on your registration and completion of the actual course. If the course is not completed by the planned term, it will fall off the audit and the subsection will become incomplete again.

Course Planning (cont.)

Removing a planned course

- Click on the red X next to the planned course you would like to remove

- Click yes to remove the course from your plan
**Access Course History**

To quickly view all courses and past grades, select the “Course History” link located in the Home box.

Once selected, a list of courses and information will appear. The list will contain course title, grade (completion status), and the term in which the course was taken.
<table>
<thead>
<tr>
<th>Prefix</th>
<th>Number</th>
<th>3rd Suffix</th>
<th>Title</th>
<th>Grade</th>
<th>Status</th>
<th>Credits</th>
<th>Year</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSTU</td>
<td>4010</td>
<td></td>
<td>Theories of Communication</td>
<td>Complete</td>
<td>3</td>
<td>2013</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>MSTU</td>
<td>4000</td>
<td></td>
<td>Coresetinar, Comm/Computing/ Tech</td>
<td>Complete</td>
<td>1</td>
<td>2013</td>
<td>Autumn</td>
<td></td>
</tr>
<tr>
<td>MSTU</td>
<td>4016</td>
<td></td>
<td>The History of Communication</td>
<td>Complete</td>
<td>3</td>
<td>2013</td>
<td>Autumn</td>
<td></td>
</tr>
<tr>
<td>MSTU</td>
<td>5814</td>
<td></td>
<td>Work Conference</td>
<td>Complete</td>
<td>1</td>
<td>2013</td>
<td>Autumn</td>
<td></td>
</tr>
<tr>
<td>MSTU</td>
<td>4133</td>
<td></td>
<td>Cognition and Computers</td>
<td>Complete</td>
<td>3</td>
<td>2014</td>
<td>Summer</td>
<td></td>
</tr>
<tr>
<td>HU51</td>
<td>5621</td>
<td></td>
<td>Technology and Society</td>
<td>Complete</td>
<td>3</td>
<td>2014</td>
<td>Autumn</td>
<td></td>
</tr>
<tr>
<td>MSTU</td>
<td>5606</td>
<td></td>
<td>Rdngs Comm Theory, Socl Thought</td>
<td>Complete</td>
<td>3</td>
<td>2014</td>
<td>Autumn</td>
<td></td>
</tr>
<tr>
<td>MSTU</td>
<td>4005</td>
<td></td>
<td>Equit., Eth., &amp; Soc Iss/Edu Tech</td>
<td>Incomplete</td>
<td>3</td>
<td>2015</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>BBSR</td>
<td>5199</td>
<td></td>
<td>Iss. Sci Basis of Exercise</td>
<td>Complete</td>
<td>3</td>
<td>2015</td>
<td>Summer</td>
<td></td>
</tr>
</tbody>
</table>
Have questions or Concerns?

If you have any questions or concerns regarding the degree audit system, contact us via email at degreeaudit@tc.columbia.edu

Office Location:
324 Thorndike Hall

Phone:
212-678-4050

Office Hours:
Monday-Friday
9 a.m. – 5 p.m.