Degree Audit Issues and Solutions

Issue: I do not know or remember how to run a degree audit.

Solution:

1. Click on the Degree Audit hyperlink in Records & Registration.
2. The degree audit is fairly intuitive, but brief training videos can be found on the [Degree Audit website page](#) if you have any questions.

Issue: I cannot access Records & Registration and/or clicking on the Degree Audit link does not bring me into the Degree Audit System.

Solution:

1. Send an email to graduation@augsburg.edu. Most likely your Augsburg student status is withdrawn. There is a work-around process to be able to run a "What-If" degree audit for you, but it will require the Registrar's Office doing a step in their database. The Registrar's Office can generate a PDF of your degree audit the next day and send it to you. (An overnight process needs to run before the audit can be generated.)
2. Submit an [Application for Readmission Form](#) if you would like to resume taking classes at Augsburg in the upcoming term.
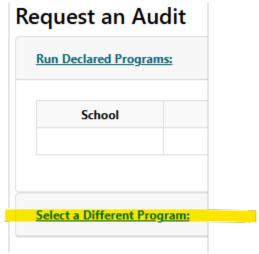
Issue: I can access the degree audit system through the Degree Audit link in Records & Registration, but when I click on "Run Declared Programs," no degree audit is generated and/or an error message is returned.

Solution:

1. One or more of your majors and minors did not (or does not) exist for your current catalog year. Look at the highlighted row below on your degree audit screen. One or more of the combinations in this row (or rows) is not legitimate:

Request an Audit

Run Declared Programs:

School	Degree Program	Title	Catalog Year	Marker
	HPEXP-BS	B.S. Degree in Exercise Science: Pre-Health Science	Fall 2025	

Select a Different Program:

Advanced Settings *Click to view available options.*

[Run Declared Programs] [Cancel]

2. Figure out what major/minor declaration(s) and catalog year combination yields the desired degree audit by using the "What-If" degree audit functionality. You may need to use the "What-If" degree audit functionality multiple times. Click the orange "Clear Selections button" to reset the "What-If" scenario to a blank state. Consult your faculty mentor or academic advisor if you have any questions.

    a. Click on the Select A Different Program hyperlink.

Request an Audit

Run Declared Programs:

School	

Select a Different Program:

    b. Choose your primary program. Note that the majors are ordered by degree first and then by major.

    c. Choose a catalog year that begins with "Fall." Only legitimate catalog years for the selected program will appear as options. We suggest starting with the catalog year equal to or closest to the one that was listed on your degree audit system screen.

    Note: You are only allowed one catalog year. For example, you cannot choose one catalog year for general education requirements and another catalog year for your major.

    d. If you have a minor and/or second major, click the appropriate "Add" button.

3. If you need to add or remove a major and/or minor, do so in Records & Registration. On the right side of the home screen is a place for editing your major/minor declarations. If you have any difficulty, contact graduation@augsburg.edu.

4. If you need to change your catalog year, work with the Registrar's Office. You will receive an email response after the change has been processed. Your degree audit should yield the expected results within 24 hours.

    a. If your current catalog year is prior to 2025 and your new (desired) catalog year is prior to 2025, simply send an email to graduation@augsburg.edu.

b. If your new (desired) catalog year is 2025 or later, fill out a [Change of Catalog Year Form](#).

Warning: If your current catalog year is prior to 2025, make sure that your decision has been carefully thought through by working through the resources found at the bottom of the [General Education Requirements website page](#).

Issue: I can successfully run a degree audit, but the requirements for general education, a major, and/or a minor are not right. They are not the right version. (They are for a different catalog year.)

Solution:

1. Your catalog year and/or major/minor declaration need(s) to be changed. Follow the same steps found under the issue above for when no degree audit is generated. The steps are identical.

Issue: My degree audit does not list the majors and/or minors that I am pursuing.

Solution:

1. Update your major and/or minors in Records and Registration. Go to the Home Page and look near the top of the right column. If you have any difficulty, contact graduation@augsburg.edu.
2. Run your degree audit after one hour of time has passed. If it is not yielding the expected results, follow the steps under the appropriate section of this document.

Issue: Something not listed above

Solution:

1. Contact the Graduation Team at graduation@augsburg.edu.