MyAudit: FAQ

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What is *MyAudit*?

MyAudit is a degree audit reporting system that analyzes your degree requirements for your major according to the catalog year in which you entered UC Merced. Your *MyAudit* report displays the courses from which you may select in order to complete degree requirements and shows how the courses you have already completed apply towards those requirements. Your *MyAudit* report provides a snapshot of where you stand relative to graduation. Knowing how your *MyAudit* report is structured will make the report easier to understand.

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When should I view *MyAudit*?

You can view your *MyAudit* at any time, but there will be certain important times during a semester that viewing an updated audit will be essential. You can request a new, updated audit any time through my.ucmerced.edu by selecting "Submit an audit." You will want to view an updated *MyAudit* prior to and after registering for classes each semester. It will also be important to view an updated *MyAudit* after you have filed your Declaration of Candidacy and registered for your final semester of courses.

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What do all the symbols on *MyAudit* mean?

IP Grade	This grade appears next to classes in which you are currently enrolled, but have not yet been completed.
T Grade	This grade appear next to classes that have been transferred from a non UC institution.
-	If a specific sub-requirement has not been completed, a minus sign will appear.
+	If a specific sub-requirement has been completed, a plus sign will appear.
	If a requirement has been completed, the word OK and this checkmark will appear.
	If a requirement is not yet been completed, the word NO and this symbol will appear.
	If a requirement is in progress, the word IP and this symbol will appear.
* in course	If a requirement is stated as ***, it means that any course will fulfill the requirement. For example, HIST *** means any history course. HIST 1** means any upper-division history course.
>D	Indicates a course that has been retaken and the units have been removed. The course grade is still factored in. This usually means that the student has exceeded the 16 repeatable unit limint.
>R	Indicates a course that has been repeated for credit. This will appear next to the course that is applying toward a degree.
>X	Indicates a course that has been retaken and replaced. These course will appear in *MyAudit* under "The following courses do not apply toward a degree."

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How do I access *MyAudit*?

Your *MyAudit* is available through my.ucmerced.edu. There is a direct link in the Student Services Channel, or you can select MyStudentRecord and choose *MyAudit* at the bottom of the page. More information about using *MyAudit* can be found here.

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Should I still consult with my advisor?

YES! While your *MyAudit* tells you which requirements to complete, your advisor can give you academic counseling to help you make informed choices as well as offer you career advice that will help you after graduation.

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Can *MyAudit* help me if I am thinking of switching majors?

If you are thinking about changing your major or concentration, you may request a "What if" audit anytime through my.ucmerced.edu. This audit will help you determine how courses already completed will apply to your new major as well as what additional courses are needed to complete the program. It is also recommended that you meet with your academic advisor. More information about how to change your major/minor can be found here.

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Some of my transfer credits are not showing on *MyAudit*. What should I do?

First, make sure that your transcript has been sent from your previous school. To request transcripts be sent to UC Merced, you contact the school you attended and follow their procedures to request official transcripts. Once your official transcripts have been received, your transcripts will be evaluated by the Office of Admissions. Once the Office of the Registrar receives your evaluated transfer work, it will be viewable within one week.

If your transfer course is not meeting a requirement on your *MyAudit* and you think this is a mistake, submit a Transfer Adjustment Form to your school.

What if there is something wrong with *MyAudit*?

If you feel that *MyAudit* is not correctly analyzing certain requirements, you should consult an advisor from your program.

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What are *MyAudit* limitations?

Although *MyAudit* provides a comprehensive description of program requirements, it is unofficial. It is intended to supplement the role of the School advisor, who will help you with course selection and assist you in making informed decisions. If you find that your courses are not meeting requirements as expected, consult with your advisor. If you notice a difference between your *MyAudit* and your unofficial transcript, please report this discrepancy to the Office of the Registrar at registrar@ucmerced.edu.

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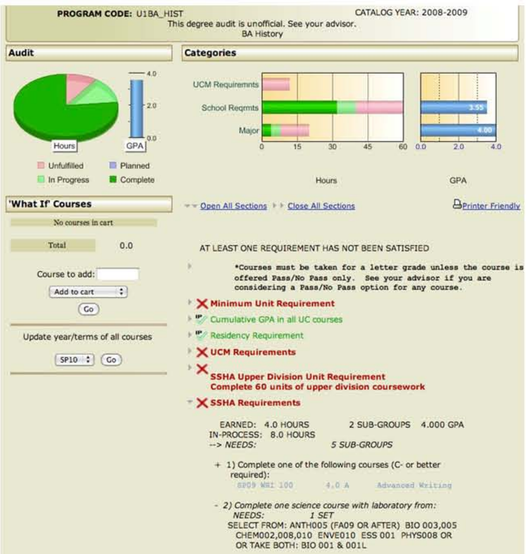
What does a sample *MyAudit* look like?

More information about how to read an audit can be found here.



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