

Running the Degree Audit: Student Guide

1. Log into PAWS from the upper right corner of the EIU webpage and then select the Student tab from the main menu.



2. Select "Student Records"



Student

- Registration
Check your registration status, class schedule and add or drop classes
- Student Records ←
View grades, transcripts and account summary, **view and update emergency contacts**
- Student Account
View your account summaries, holds, statement/payment history and tax information
- Student Parking Permits and Citations
Buy Parking Permits or pay Citations.
- Textbook Rental Service
View your textbook information for the current term.
- Apply for Graduation
Apply for graduation or modify a previous application.
- EIU MyHealth Tab
Access AlcoholEdu & Healthy Panther Portal, check student insurance eligibility, print insurac
- Housing and Dining
Complete online room and board contract

3. Select Degree Audit Reporting System

Student Records

- Midterm Grades
- Final Grades
- Academic Transcript
- Search the Course Catalog
- View Student Information
- Search the Class Schedule
- Week at a Glance
- Student Detail Schedule
- Degree Audit Reporting System ←
Request and review degree audits
- View Emergency Contacts
- Update emergency contacts
- School of Business Application

4. Select "Submit an Audit"

Eastern Illinois University - Degree Audit Reporting System

Click Run Audit to run an audit against your latest degree program. If you need to run your audit for a previous degree program, click the arrow key to select from your degree program records.

Submit an Audit
Run a Degree Audit.
View Submitted Audits
Choose from a list of previously submitted audits.

5. To run an audit for your declared major, click “run audit” beside “List all Requirements” (scroll down to see instructions on running other audits such as Transfer Progress, Transfer Evaluation, Honors and “what-if” audits on alternate majors)

Personal Information **Student** Financial Aid totalEIU: MyHealth

Search

RETURN TO DEGREE AUDIT MENU | SITE MAP | HELP | EXIT

Eastern Illinois University - Submit Audit

Click Run Audit to run an audit against your latest degree program. If you need to run your audit for a previous degree program, click the arrow key to select from your degree program records.

Select Degree Program: Latest (all)

List All Requirements

What-If Analysis

Find out how your courses would apply if you changed majors.

6. Now select “View Submitted Audits”

Eastern Illinois University - Run Audit

Your audit has been submitted.
Please allow up to 5 minutes for the audit to finish.

[view submitted audits](#)

[Submit another DARS Report](#)

7. To view your audit, click on the blue lined entry below “view link”

View Link

[Transfer Evaluation](#)

[BS IN ADULT AND COMMUNITY EDUCATION](#)

8. To review your audit, click on “View Printer Friendly Audit” at the top.

Eastern Illinois University - View Audit



[View a Printer Friendly Report](#)
[Return to Audit List](#)

9. For a guide on reviewing your degree audit, see “Interpreting the Degree Audit” here <http://castle.eiu.edu/acaffair/DARS/interpaudit.php>

Running a Transfer Evaluation or a Transfer Progress Audit

A Transfer Evaluation will list the transfer schools and the courses that have been evaluated and a Transfer Progress (Transfer Progress) will show you how your transfer courses are applied to EIU general education requirements.

1. To run a Transfer Evaluation, follow steps 1-4 shown above, and then click “What-If?”

Personal Information Student Financial Aid totalEIU: MyHealth

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RETURN TO DEGREE AUDIT MENU | SITE MAP | HELP | EXIT

Eastern Illinois University - Submit Audit

Click Run Audit to run an audit against your latest degree program. If you need to run your audit for a previous degree program, click the arrow key to select from your degree program records.

Select Degree Program: Latest (all)
List All Requirements

What-If Analysis

Find out how your courses would apply if you changed majors.

2. For a Transfer Evaluation, make the selections shown below to run a Transfer Evaluation and click “Run Analysis”

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RETURN TO DEGREE

Eastern Illinois University - What-if Audit

Selected College/School: Interdisciplinary ?

Selected Degree: Undeclared ?

Selected Major: Transfer Evaluation Audit Only ?

Selected CatLyt: Current Term ?

Selected Minor: No Minor ?

What If Analysis for: Transfer Evaluation

When you open the link to your transfer evaluation click “Printer friendly report”

Eastern Illinois University - View Audit



EIU Degree Audit

[View a Printer Friendly Report](#)
[Return to Audit List](#)

Your Transfer Evaluation will list the transfer schools and the courses that have been evaluated, as in this sample. The "T" before your grade indicates this is a transferred course that won't count in your EIU GPA.

YOUR TRANSFER WORK FROM THE FOLLOWING INSTITUTIONS
HAS BEEN EVALUATED:

1) Richard J Daley College

Abbreviated on this report as: DALEY

SU99 HIS 2020G	3.00	TD	US SINCE 1877
			DALEY : HISTORY 112
SU99 PLS 1153C	3.00	TC	AMER GOVT/CONST
			DALEY : POL SCI 201
			PROCESSED AS: PLS 1153G
SU99 SOC 2710G	3.00	TC	PRIN SOCIOLOGY
			DALEY : SOC 201
			PROCESSED AS: SOC 1838G

2) Lake Land College (Fall 1998 to Present)

Abbreviated on this report as LAKELAND

SP02 FLS 1102	3.00	TB	ELEM SPANISH II
			LAKELAND: FLG 141
SP06 ECN 2802G	3.00	TB	MICROECONOMICS
			LAKELAND: ECO 232

3. A Transfer Progress Audit will show you the transfer courses that are applied to EIU General Education requirements, in addition to all transfer courses that have been evaluated. To run a Transfer Progress make the selections shown below and click "Run Analysis."

[Personal Information](#) **Student** [Financial Aid](#) [totalEIU: MyHealth](#)

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Eastern Illinois University - What-if Audit

Selected College/School: ?

Selected Degree: ?

Selected Major: ?

Selected CatLyt: ?

Selected Minor: ?

What If Analysis for: **TRANSFER STUDENT PROGRESS REPORT**

Your Transfer Progress (TPROGRESS) report will show you how those transferred courses have been applied to your EIU General Education requirements and the EIU courses that will complete any needed requirement:

```
=====
OK      Cultural Diversity Requirement Complete

      EARNED:   3.00 HOURS      1 COURSE

      FA98 ANT 2200C      3.00 C      ANTHRO PERSPECT
                                  PROCESSED AS: ANT 2200G
=====
OK      Humanities/Fine Arts Requirement Complete

      EARNED:   9.00 HOURS

+      Humanities Completed:
      SU99 HIS 2020G      3.00 TD      US SINCE 1877
                                  DALEY   : HISTORY 112
      SP00 HIS 1500C      3.00 C      ANCIENT-1300
                                  PROCESSED AS: HIS 1500G

+      Fine Arts Completed:
      FA98 MUS 2556C      3.00 A      EXP MUS AFR AM
                                  PROCESSED AS: MUS 2556G
-----
```

- 4. You can also use the “What-if” feature to run a University Honors Program Evaluation. Make the selections shown below and click “Run Analysis.”

Eastern Illinois University - What-if Audit

Selected College/School: Interdisciplinary ?

Selected Degree: Undeclared ?

Selected Major: U Honors Prog Eval ?

Selected CatLyt: Current Term ?

Selected Minor: No Minor ?

What If Analysis for: University Honors Program Evaluation

You can also use the “What-If?” feature to run a degree audit in another major. (At this time, it does not work to evaluate minors.)

1. Follow steps 1-4 from the top of these instructions and click “What-If?”

What-If Analysis

Find out how your courses would apply if you changed majors.

What-If?

2. You will then need to enter the correct college, degree, major, and catalog year (you can always use current term) for the major you'd like to explore.

Eastern Illinois University - What-if Audit

Selected College/School:	Education/Professional Studies	Change School/College ?
Selected Degree:	Bachelor of Science	Change Degree ?
Selected Major:	Adult and Community Education	Change Major ?
Selected CatLyt:	Current Term	Change CatLyt ?
Select Minor:	No Minor	Select ?