How to access and understand my Degree Audit?

1. Login to your myNEU account by clicking this link: http://myneu.neu.edu/

2. Enter your student Login ID and Password

3. Click on “Self Service” tab at the top of the page.

4. Click on the “My Degree Audit” (highlighted in blue)

5. How to read and understand your degree audit.
There are several important pieces of information included in your degree audit. As a student here’s what you need to know:

First confirm this is your degree audit, your degree and major are listed correctly, and that it’s up-to-date.

Confirm that it’s up-to-date. On the line marked **Student View** (1) it will provide a date and time as to when your audit was last updated. If the date and time do not match up with your actual real time (if today is 2/3/15 at 11:30 a.m. it will read “Audit as of 02/03/2015 at 11:30”X) then please select the **Refresh Button** (2). When you select the refresh button you will receive two prompts, one that asks if you are sure you want to refresh and a second will ask you to acknowledge the refresh – select OK for both prompts. Now the last step is to select the **Process New** (3) button and it will update your degree audit to real time. The line labeled **Student View** (1) should now read your real time. If not, please repeat.

Now that you’ve confirmed this is your degree audit and that it’s up-to-date, here’s the information you need to know.

Confirm the information listed in the first column (4) is accurate:

<table>
<thead>
<tr>
<th>Student</th>
<th>Jane, Smith</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUID</td>
<td>000012345</td>
</tr>
<tr>
<td>Student Class Level</td>
<td>Graduate</td>
</tr>
<tr>
<td>Advisor</td>
<td>Coggeshall, Jason</td>
</tr>
</tbody>
</table>
Confirm the information listed in the second column (5) is correct:

<table>
<thead>
<tr>
<th>Level</th>
<th>CPS - Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree</td>
<td>Master of Science</td>
</tr>
<tr>
<td>College</td>
<td>Coll of Professional Studies</td>
</tr>
<tr>
<td>Student Major</td>
<td>Regulatory Affairs</td>
</tr>
<tr>
<td>Minor</td>
<td>(There are no minors for Graduate students therefore this should remain blank.)</td>
</tr>
<tr>
<td>Concentration</td>
<td>(Starting Spring 2015 all MSRA students should have a concentration declared.)</td>
</tr>
<tr>
<td>Holds</td>
<td>(This should remain blank unless you have a hold on your account. If a hold is noted please promptly address as they affect your ability to access your student account and make adjustments. In almost all cases holds also do not allow an advisor to make adjustments to your student account.)</td>
</tr>
</tbody>
</table>

Next confirm that your Catalog Year’s (6) match up with the term in which you began taking courses. If you have been readmitted for any reason your Catalog year should read the term in which you were re-admitted.

The Credits Required (7) and Credits Applied (8) provides a brief breakdown of your academic progress.

**Credits Required** (7) – Students admitted or readmitted from Fall 2012 to the present (and into future terms) should read as 45 credits.

**Credits Applied** (8) – Amount of credits applied towards the Credits Required. This includes courses currently registered for (and may not yet be completed) and courses transferred in.

The Degree in Master of Science (9) and Major of Regulatory Affairs (10) lines the Catalog year should match (please notify your Advisor if it does not).
Major of Regulatory Affairs (10) section you’ll note all the required courses associated with your degree, noting courses completed (highlighted in yellow), registered for (highlighted in yellow) and yet to be completed.

If/when a concentration is declared this section will also appear with courses completed and yet to be completed.

Tabs on the left:

- **Worksheets (11)** – this is the default and the main page you’ll view
- History – INACTIVE (this is a feature that should be avoided)
- **What If (12)** – allows you to visualize “what if” situations, such as declaring a concentration
- Look Ahead - INACTIVE (this is a feature that should be avoided)
- Ask a Question – INACTIVE (this is a feature that should be avoided)

**What If (12)** tab – If you’re thinking about changing your major, declaring a concentration or transitioning from a Certificate to full Master’s degree, this feature will allow you to see how that change would impact your degree completion plan based on courses completed and courses yet to be completed.

For example, if you were thinking about declaring a concentration and wanted to know how your current courses would fit into that change, select the **What If** tab and it will take you to a page including the following fields. From the pull-down menus input the following information.

**What-if** section:
- Level – CPS Graduate
- Degree – Master of Science
- Catalog Year – Select current term, not the term that you started the program.

**Choose Your Different Areas of Study** section:
- Major – Regulatory Affairs
- Minor – (leave blank)
- College – Coll of Professional Studies
- Concentration – select the concentration you’re interested in

If you navigate to the What-if page and want to return to the original page, select the Worksheets (11) tab

There are several additional features you’ll notice in your degree audit, but are not functional. For example, the following features appear active but are not. Please do not attempt to utilize the following features on the degree audit page:

- Planner
- Notes
- GPA Calc.
- History
- Look Ahead
- Ask a Question