

Graduation Audit

Before applying for graduation, perform a degree audit using Degree Works. Your degree progress should be at least 80% before applying for graduation. If you have questions please contact your academic advisor.

1. Log in to myDixie

Dixie ID#:
PIN/Password:



2. Navigate to: Student > Student Records > Degree Works

3. Check Major and Catalog year

Student View Audit #AA529656 as of 07/01/2014 at	
Student	Student, Test
Catalog Year	2013-2014
Class Level	Sophomore
Major	Biology
Program Code	BS-BIOL
Dixie Degree Earned	

4. If the major and catalog year are correct check for unmet requirements using the key on the right:

<input type="checkbox"/> BIOLOGY CORE REQUIREMENTS
<input checked="" type="checkbox"/> Principles of Biology I
<input checked="" type="checkbox"/> Principles of Biology I Lab
<input type="checkbox"/> Principles of Biology II
<input type="checkbox"/> Principles of Biology II Lab
<input checked="" type="checkbox"/> Biological Evolution
<input checked="" type="checkbox"/> Molecular Genetics
<input checked="" type="checkbox"/> General Ecology
<input type="checkbox"/> General Ecology Lab
<input type="checkbox"/> Biostatistics & the Scientific Method/Lab
<input type="checkbox"/> CELL/MICROBIOLOGY CHOICE
<input type="checkbox"/> General Microbiology/Lab

<input type="checkbox"/>	= unmet requirement
<input checked="" type="checkbox"/>	= completed requirement
<input type="checkbox"/>	= in progress

5. If the major and/or catalog year are not correct, you may need to perform a "What If analysis".

What If Analysis

1. Click on “What If”

The screenshot shows the myDIXIE student portal. At the top is a red banner with the myDIXIE logo. Below it is a navigation bar with 'FAQ'. The main area contains search fields for 'Student ID' (00220949), 'Name' (Student, Test), and 'Degree' (BS). There are buttons for 'Audit', 'Notes', 'Exceptions', and 'GPA Calc'. A 'Format:' dropdown is set to 'Student View' with a 'View' button. A 'What If' button is highlighted with a pink box.

2. Choose

The screenshot shows the 'What-If' form. It has a red header 'What-If'. Below it are two dropdown menus: 'Degree' (Bachelor of Science) and 'Catalog Year' (2014-2015). Below these is a red header 'Choose Your Different Areas of Study' with the instruction 'Select an item to add it to your Chosen Area of Study'. There are three more dropdown menus: 'Major' (Pick a Major), 'Minor' (Pick a Minor), and 'Emphasis' (Pick a Emphasis). Pink arrows point to each of these dropdown menus.

3. You may choose an emphasis or a minor if they apply

4. Click on “Process What-If” to see your new audit

[Process What-If](#)

If you have questions, please do not hesitate to contact an academic advisor.