

# Degree Audit

## Degree Audit

- Unofficial Evaluations
- "What-If" Evaluation
- Official Evaluation
- Degree Works

Students may view an unofficial degree audit at any time through Trailhead. The steps to access your unofficial degree audit are as follows:

1. Log into Trailhead.
2. Select the Self Service tab.
3. Click the Student Records link.
4. Click Degree Evaluation; this will allow you to choose your current major program.
5. At the bottom of the page, click the Generate New Evaluation link.
6. Once the evaluation has been generated, you may view the general requirements or detail requirements. Detail Requirements will show each class that needs to be taken to meet your degree requirements and will say whether or not each requirement has been met.

The "What-If" evaluation can also be used to generate an evaluation based on a different catalog/bulletin.

1. Log into Trailhead.
2. Select the Self Service tab.
3. Click the Student Records link.
4. Click Degree Evaluation.  
This will allow you to choose your current major program.

5. At the bottom of the page, click the “What-If” Analysis link.
6. Once the evaluation has been generated, you may view the general requirements or detail requirements. Detail Requirements will show each class that needs to be taken to meet your degree requirements and will say whether or not each requirement has been met.

Complete an Application to Graduate online through Trailhead.

**NOTE** This must be done once you have completed 90.0 credit hours. The deadline for the application is the **first day of class** of the semester you are graduating. Once the Application to Graduate is complete, the application will be automatically entered into the system. You can now view an updated graduation date on Trailhead.

The Registrar’s Office will complete an Office Degree Audit of the student’s file.

Review the Official Degree Audit, which will be sent to you via e-mail two to three weeks after the Application to Graduate has been submitted (may take longer during peak times). If you have questions regarding your Degree Audit or need to change your graduation date, please respond to the e-mail with your Official Degree Audit so that your information will be easily accessible and your question will be answered ASAP.

Degree audit questions can also be answered by appointment with the Registrar’s Office. Please stop by or send an e-mail to registrar@mines.edu to schedule an appointment.

Once a student has received his or her Official Degree Audit, it is the responsibility of the student to monitor the progress of his or her degree program or programs with the assistance of his or her academic advisor. If any corrections are necessary, the student must contact the Registrar’s Office.

During your final term, you will receive information regarding Senior Salute and the Commencement Ceremony from the Dean of Students' Office. This information will be sent via regular mail. Be sure to review all of the information to order graduation announcements, pictures, and anything else necessary for the ceremony. The dates of Senior Salute and Commencement Practice will also be noted in this information.

Students admitted fall 2020 or students who changed their catalog year to fall 2020 or later will use Degree Works.

1. Log into Trailhead.
2. Select the Degree Works icon at the bottom of the page (as shown below).
3. Click on the blue "Dashboard" button.
4. Enter your student ID in the "Student ID" box and hit "Enter".
5. This will pull your Degree Evaluation. From here you can also run a "What-If" evaluation.



More information on Degree Works and how to use this tool can be found [HERE](#).

## Resources

### Resources

### Campus Directories

### Degree Works (degree audit)

### Forms

**GPA Calculator**

**Grades**

**Room Reservations**

**Trailhead**

**Astra Access**

**Faculty Grading**

**Curriculum Timelines**

## **Contact Us**

### **Registrar's Office**

Student Center, Suite E280  
1200 16th Street  
Golden, CO 80401

### **Registration or student record questions**

[registrar@mines.edu](mailto:registrar@mines.edu)

303-273-3200

FAX: 303-384-2253

### **Residency petition & COF questions**

[residency@mines.edu](mailto:residency@mines.edu)

### **Transfer credit questions**

[transfer@mines.edu](mailto:transfer@mines.edu)

### **Military and VA Benefit related questions**

[veterans@mines.edu](mailto:veterans@mines.edu)

### **Graduation questions**

[graduation@mines.edu](mailto:graduation@mines.edu)