

Running the Titan Degree Audit (Faculty/Staff)

This article covers how faculty and staff can run a Titan Degree Audit (TDA) for a student.

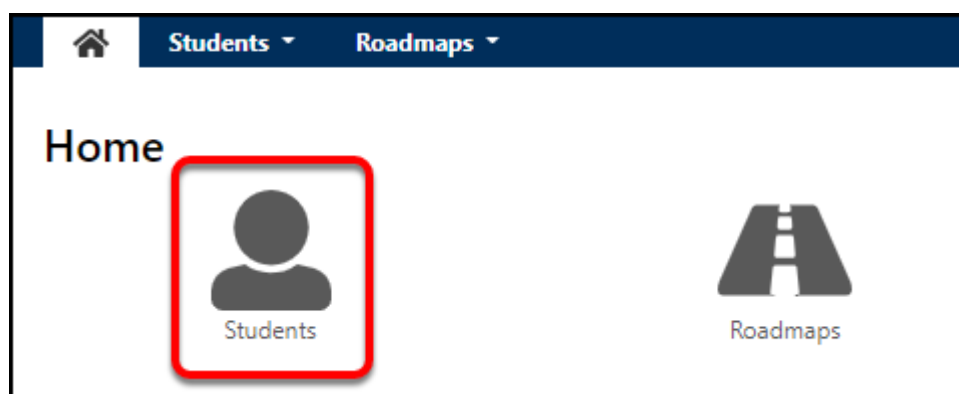
NOTE: Faculty and staff need to request access to run TDAs; visit [How to Get Access to PeopleSoft](#) to learn more about the Campus Solutions Access Request Form.

1. Click on the Titan Degree Audit & Planner icon in the Titan Online widget in the portal.

For detailed instructions, [view Accessing the Titan Degree Audit](#).

2. Click on the Students icon.

💡 By default, you will be viewing undergraduate students. To switch to viewing graduate students, [skip to this step](#).



3. Choose how you want to search for the student:

Student Search

Enter Student ID **A**

Student ID

Submit

Search by Student Name **B**

First Name

Last Name

Search **?**

A. Search by CWID (Campus-Wide ID)

B. Search by Name

I want to search by Campus-Wide ID (CWID)

1. Enter the student's CWID and then click Submit.

Students
Roadmaps

Student Search

Enter Student ID

Student ID

Submit

I want to search by Name

1. Enter the student's First Name and/or Last Name. Then click Search.



NOTE: There is no partial matching when searching by name. You must enter a full first name and/or a full last name in order to find students.

Search by Student Name

First Name

Last Name

Search ?

2. Click the Select icon next to the student.

Student Search

Enter Student ID

Student ID

Submit


Search by Student Name

First Name

Last Name

Search ?

Show 10 entries

Select	First Name	Last Name	Student Id
	Tuffy	Titan	800000000

Showing 1 to 1 of 1 entries

You may get multiple search results if you search by name so locate the student for whom you want to run a TDA and click the Select icon next to the student.

4. Select the program (major) for the Titan Degree Audit.

I want to run the TDA for the student's current major.


4.1. The default setting for the Titan Degree Audit is the student's current major, which should show under the Run Current Programs section. If the major that is showing in this section is correct, move on to the next step.

Request an Audit

[Run Current Programs:](#)

Degree Program	Title	Catalog Year
BA GMGT	BACHELOR OF ARTS	FA 2018

I want to run the TDA for another major and/or with an added minor/certificate ("What if" Major)

 A "what if" major allows you to see what the Titan Degree Audit would look like if the student switched majors and/or added a minor/certificate.

4.1. Click Select a Different What-if Program.


Request an Audit

[Run Current Programs:](#)

Degree Program	Title	Catalog Year
BA GMGT	BACHELOR OF ARTS	FA 2018

[Select a Different What-if Program:](#)

4.2. Select a Career, Program, and Catalog Year for the "what if" major.

 If you want to just run the "what if" TDA with an added minor or certificate, enter the student's current major in the Program field.

Select a Different What-if Program:

Choosing a degree program here will not change your declared degree program.

Career

UNDERGRADUATE

A

Program:

Sociology - BA SOCI

B

Catalog Year:

-

-

Fall 2019


Summer 2019

Spring 2019

Fall 2018

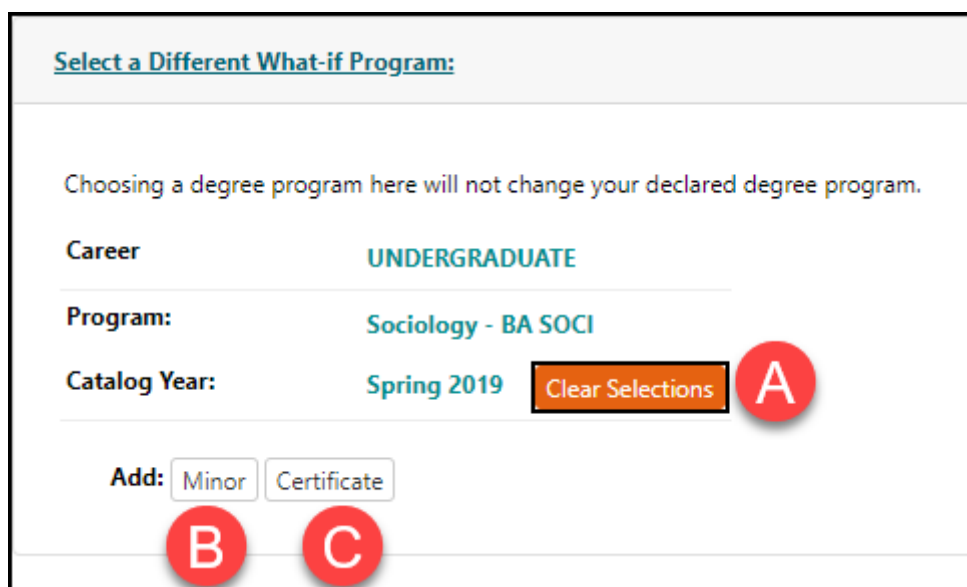
Summer 2018

C

 Note that undergraduate students are able to run a "what if" major for graduate degree programs when considering applying to a graduate program.

- A. Select a **Career**. Options include Undergraduate or Graduate.
- B. Select a **Program** from the list of available majors and major concentrations (e.g., Sociology BA or Sociology BA with a concentration in Social Work).
- C. Select the student's **Catalog Year**.

4.3. The system will refresh to show your selections. You can clear your selections, add a minor, or add a certificate. Once you are ready to continue, move on to the advanced options in the next step.



Select a Different What-if Program:

Choosing a degree program here will not change your declared degree program.

Career: UNDERGRADUATE

Program: Sociology - BA SOCI

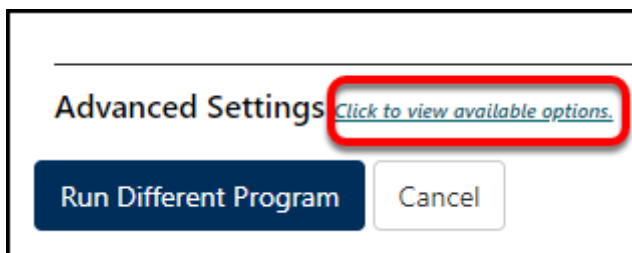
Catalog Year: Spring 2019 Clear Selections **A**

Add: Minor Certificate

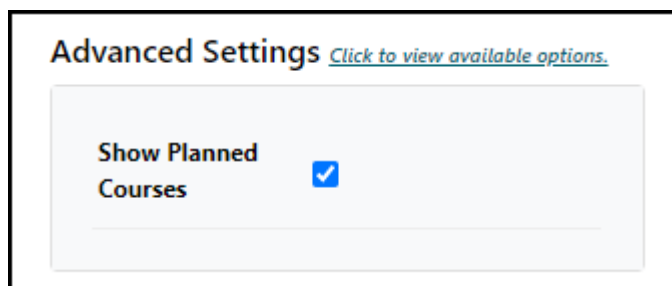
B **C**

- A. Click **Clear Selections** to make a change to the career, program, or catalog year.
- B. Click **Minor** to add a minor to the "what if" TDA.
- C. Click **Certificate** to add a certificate to the "what if" TDA.

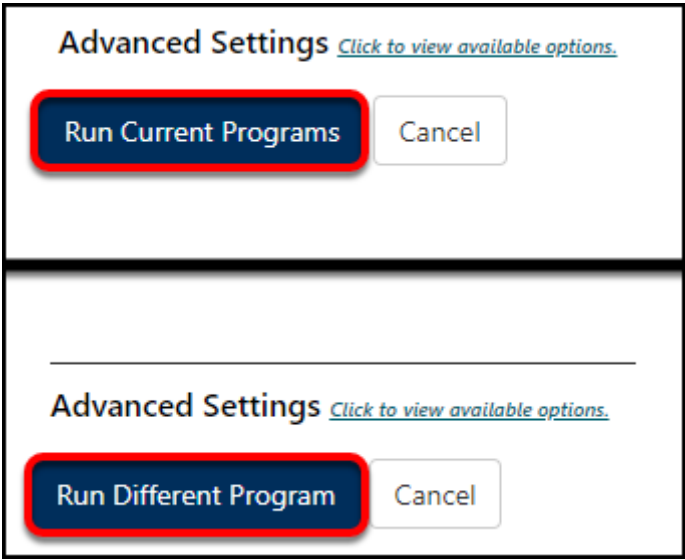
5. Click on Click to view available options to see Advanced Settings options.




6. If the student is using Titan Degree Planner to plan their courses, place a checkmark next to Show Planned Courses to have the planned courses added to the Titan Degree Audit.

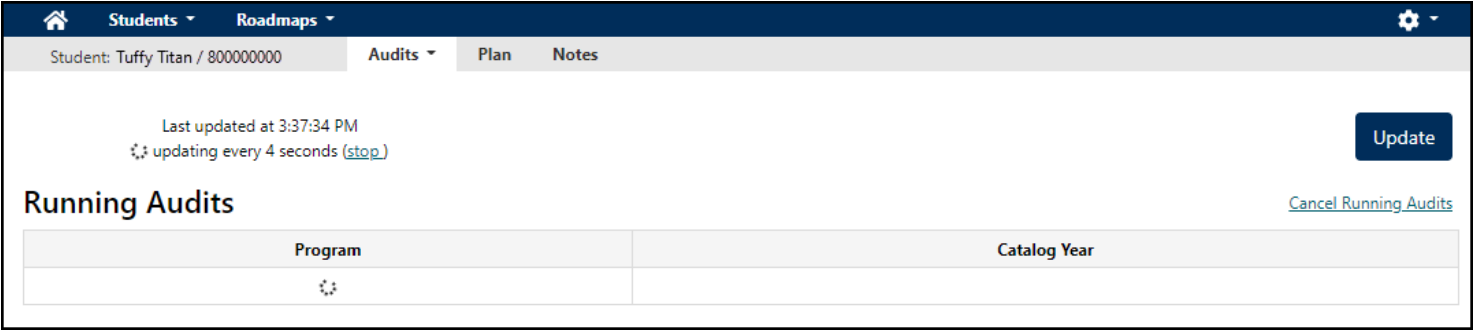


7. Click Run Current Programs (for current major TDA) or Run Different Program (for "what if" TDA).



8. Stay on the page for a few minutes while the process runs.

 You do not need to refresh the browser or click the Update button while the process is running.



9. Once the audit has posted, you will see both a PDF and HTML version of your TDA. Click View Audit to view your audit.

Student: Tuffy Titan / 800000000 Audits ▾ Plan Notes

Completed Audit Requests

These are the audits that have been run in the past

[Run Audit](#)

ID	Career	VIEW	Program	Catalog Year	Created	Audit Type	Format	View
8317376	UGRD	SDNTVIEW	BA GMDT	FA 2018	11/12/2020 1:46 PM	CURRENT PROGRAM	PDF	View Audit
8317375	UGRD	SDNTVIEW	BA GMDT	FA 2018	11/12/2020 1:46 PM	CURRENT PROGRAM	HTML	View Audit

10. Review the TDA by scrolling down the screen.

Students ▾ Roadmaps ▾ Settings

Student: Tuffy Titan / 800000000 Audits ▾ Plan Notes

Titan, Tuffy
BACHELOR OF SCIENCE
COMPUTER ENGINEERING

[Request Audit](#)

Prepared On: 01/27/2021 09:52 AM Program Code: BS EGCP Catalog Year: FA 2018
Student ID: 800000000 Graduation Date: UNKNOWN Job ID: 2102709522220141

[Audit Results](#) [Course History](#)

TDA - Total Units Earned

You are here: 🏠 Audit

Summary of Units

Units Earned

GE Units: ~48
Major Units: ~20
CSUF/Residence: ~60


Complete In Progress Unfulfilled Planned - See [Titan Degree Planner](#) for Planned Courses


These charts and graphs provide a visual representation of your total units earned. The graphs may not account for unit limitations. It is important that you still review the body of the TDA for specific details of your degree and progress toward graduation.


[Open All Sections](#) [Close All Sections](#) ? [Printer Friendly](#)


To learn more about how to interpret the information on the TDA, view the [How to Interpret TDA article](#).


10.1. If you select the HTML format, you can click on Close All Sections.

 Closing all of the sections will make it easier to see which section(s) are unfulfilled and identify which course(s) the student still needs to take.


 Complete

 In Progress

 Unfulfilled

 Planned - See [Titan Degree Planner](#) for Planned Courses

These charts and graphs provide a visual representation of your total units earned. The graphs may not account for unit limitations. It is important that you still review the body of the TDA for specific details of your degree and progress toward graduation.

[Open All Sections](#)
[Close All Sections](#)




[Printer Friendly](#)







10.2. Click on the > (carat) next to any section to expand it.

> *****GENERAL EDUCATION PROGRAM*****

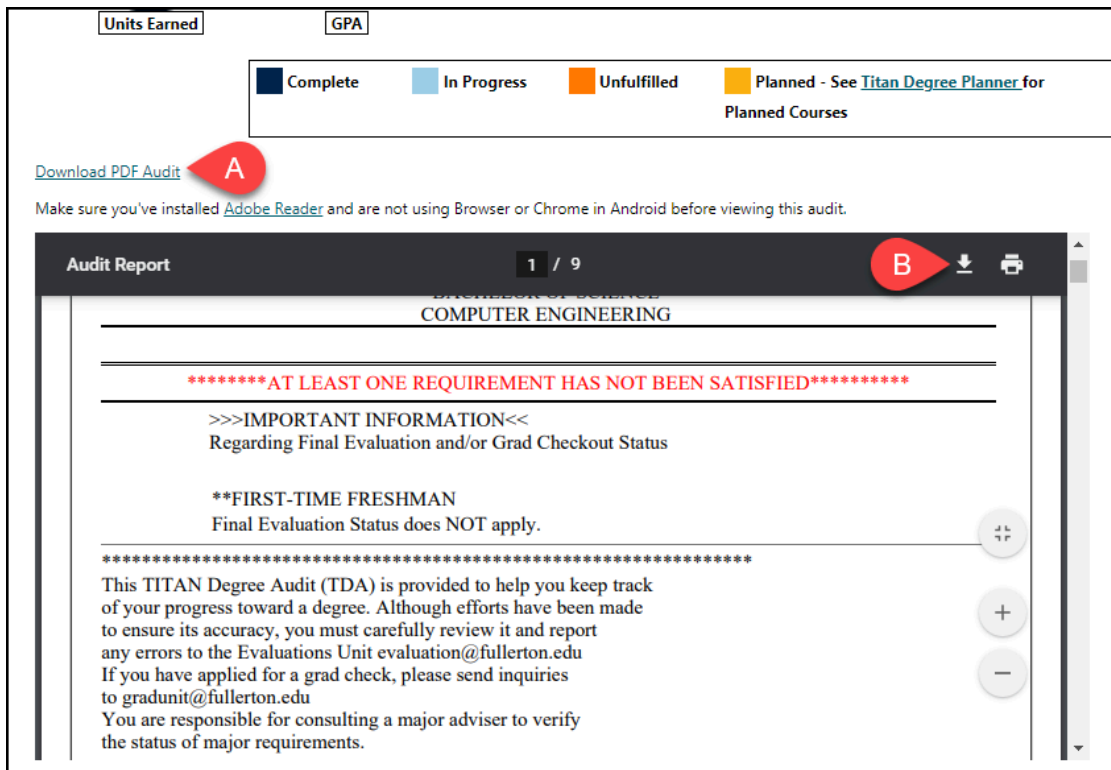
CATALOG YEAR FALL 2018 - SPRING 2019

G.E. courses taken at CSUF: Letter grade is required. CR/NC is allowed if it is the only grade option available.

- >  A. CORE COMPETENCIES (NEEDS C- OR BETTER) - 6 UNITS [GE-A]
- > 

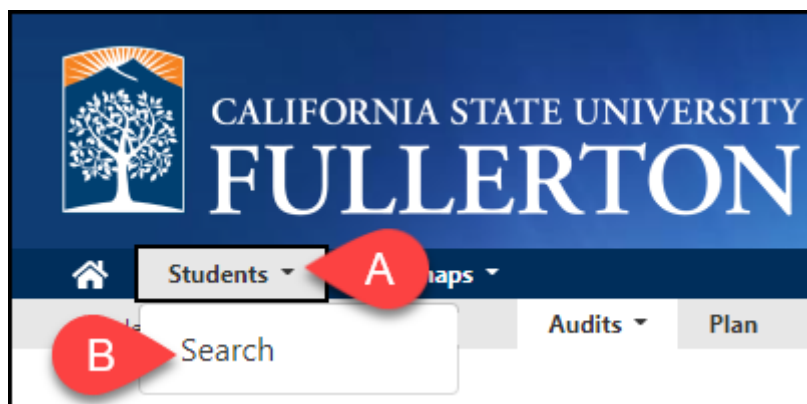
 B. SCIENTIFIC INQUIRY AND QUANTITATIVE REASONING (15 UNITS MINIMUM) [GE-B]
- >  C. ARTS AND HUMANITIES (12 UNITS MINIMUM) [GE-C]
- >  D. SOCIAL SCIENCES (9 UNITS MINIMUM) [GE-D]
- >  E. LIFELONG LEARNING AND SELF DEVELOPMENT (3 UNITS MINIMUM) [GE-E; LIFE]
>>>> Waived for this major <<<<
- >  Z. CULTURAL DIVERSITY REQUIREMENT (1 CLASS REQUIRED) [CULTURAL DIV]
- >  GENERAL EDUCATION UPPER DIVISION/RESIDENCE UNITS FROM WITHIN THE CSU.
MUST HAVE 3 UNITS EACH IN AREAS B, C, D
- >  GENERAL EDUCATION UNITS

10.4. If you selected PDF as the format, scroll down to view/download the PDF version.



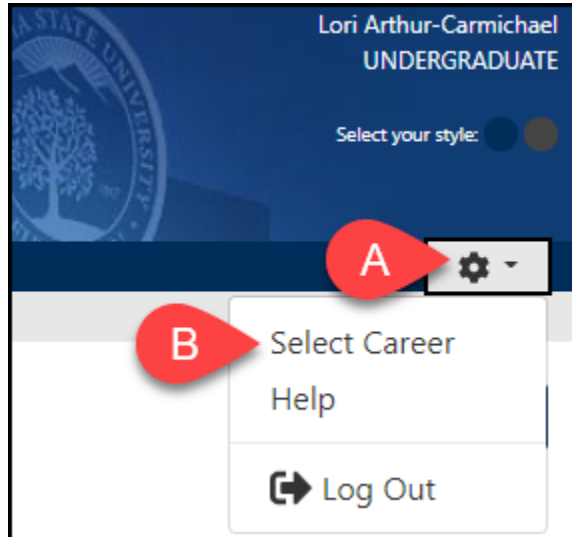
- A. Click **Download PDF Audit**.
- B. Or use the Adobe tools in the PDF preview to download or print the TDA.

11. To run a TDA for another student, click Students and then choose Search.



- A. Click the **Students** drop-down menu.
- B. Select **Search**.

12. To switch from undergraduate TDAs to graduate TDAs (or vice versa), click on the Settings menu and choose Select Career.



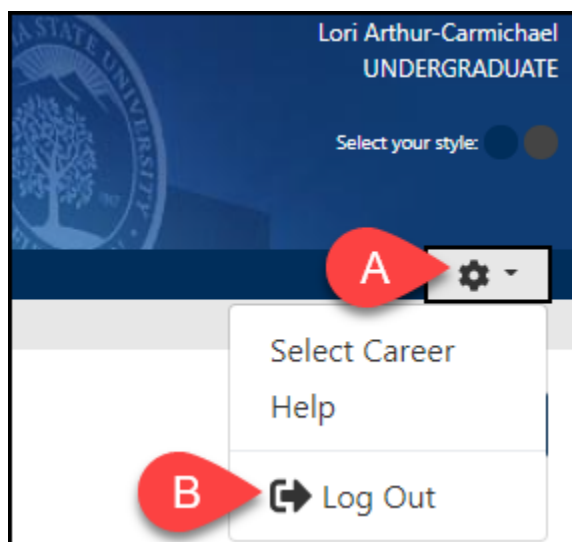
- A. Click on the Settings gear icon at the top right.
- B. Then choose **Select Career**.

12.1. Select either Undergraduate or Graduate/PBAC. Then click Continue.



The screenshot shows the top of the California State University Fullerton website. Below the header, there is a section titled "Select a Career". It features a label "Career" next to a dropdown menu that currently displays "UNDERGRADUATE". Below the dropdown is a blue button labeled "Continue".

13. To exit, click on the Settings gear icon and then click Log Out.



- A. Click on the Settings gear icon at the top right.
- B. Select **Log Out**.

Need More Help?

To learn more about how to interpret the information on the TDA, view the [How to Interpret TDA article](#).

Contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777 for additional assistance.