

Accessing and Reading the Graduation Degree Audit Report

Students are now able to access their graduation degree audit report through MyCSI. This document provides step-by-step instructions on how to access the report and on how to read it. If there are any questions about the graduation degree audit report, please contact Scott Lindquist slindquist@csi.edu in the Advising Office or Lena Paxton lpaxton@csi.edu in the Admissions and Records Office. Only students who have a declared catalog year of 2009 or later will have their graduation degree audit report accessible through My CSI. Graduation degree audit reports for students with a declared catalog year prior to 2009 will have to be obtained from the Admissions and Records Office.

Accessing the Graduation Degree Audit Report

The following are step-by-step instructions on how to access the graduation degree audit report:

- 1) Log on to MyCSI (<https://mycsi.csi.edu/ics>).
- 2) Select the "Records and Registration" tab.

The screenshot shows the MyCSI website interface. At the top, the navigation bar includes 'Home', 'Records and Registration', 'Money Matters', 'Help', and 'My Pages'. The 'Records and Registration' tab is highlighted. A red-bordered box on the right side of the page contains the text 'Records and Registration tab', with a red arrow pointing to the highlighted tab in the navigation bar.

- 3) Under "My Documents", select Student Graduation Audit.

The screenshot shows the 'Records and Registration' page. The 'My Documents' section is expanded, showing a list of links: 'Unofficial Transcript', 'Student Graduation Audit', and 'Acceptance Letter'. The 'Student Graduation Audit' link is highlighted. A red-bordered box at the bottom of the page contains the text 'Student Graduation Audit', with a red arrow pointing to the highlighted link.

4) Select "Student Graduation Audit".

The screenshot shows the CSI website interface. At the top, a yellow banner reads "Welcome back Joe Eagle-TestStudent/SEEFNTNT (Personal Info | Logout)". Below this is a navigation bar with "Home", "Records and Registration", "\$ Money Matters", "Help", and "My Pages". A breadcrumb trail indicates "You are here: Records and Registration > CSI Records". On the left, a yellow sidebar lists "Records and Registration" and "CSI Records" with sub-links: "Course Schedules", "Student Schedule", "Academic Information", "My Grades", "Clearinghouse Self Service", and "My Documents". The main content area is titled "Records and Registration" and "My Documents - Report". It shows "PDF Reports > Report" and a message: "Your report has been generated. To view your report, click the below link." Below this is a blue link "Student Graduation Audit" with a small icon. A red arrow points from a red-bordered box labeled "Student Graduation Audit" to this link.

Reading the Graduation Degree Audit Report Format

The following explains how to read the different parts of the graduation degree audit report:

Student Information: This section includes the student's ID#, name, declared major, class rank, graduation grade point average (GPA), and degree catalog year.

- It is important to make sure that the *declared major* is correct. If it is not correct, a student can contact the Admissions and Records Office and complete a Change of Major Form or go online during the registration process.
- The *degree catalog year* is the year in which a student officially declares their program of study. The degree audit is based on this degree catalog year. *Graduation degree audit reports for a student with a declared catalog year prior to 2009 will have to be obtained from the Admissions and Records Office.* The message below is what will be displayed if a student has a declared catalog year prior to 2009.

The screenshot shows a message from CSI. On the left is the CSI logo. The title is "Graduation Audit For Degree / Certificate" with "College of Southern Idaho" below it. The main text, in red, reads: "You have matriculated under a catalog year prior to 2009. Therefore, this report is not available for you online. Please contact the Records Office (records@csi.edu or (208) 732-6795) to obtain an audit report."

- In order for a student to graduate, their *graduation GPA* needs to be a 2.0 or higher. The graduation GPA includes all college-level coursework completed at CSI in which a student received a letter grade (does NOT include developmental coursework) and all college-level transfer letter graded coursework accepted by CSI.

Contact Information: This section includes a student's CSI Eaglemail address and their current address. Students should contact the Admissions & Records Office if the contact information is not up-to-date.

Advisors: This section includes the name and contact information for both a student's major advisor and the department chair for a student's declared major.

Student		Contact Information	Advisor(s)
ID: [REDACTED]		Email: [REDACTED]	Lee Ann Hagan
Name: [REDACTED]		Address: 99 N 300 W	lhagan@csi.edu
Major: 2106R Political Science		Jerome, ID 83338	2087326867
Class: Sophomore			James Robert Gentry
Graduation GPA: 2.8085 (2.0 is required for graduation)			igentry@csi.edu
Catalog Year: 2009			2087326864

Requirement Summary: This section provides information regarding the total number of college-level credits a student needs to earn for their declared major, how many college-level credits they have earned and how many the student is currently enrolled in. It also shows if a student has satisfied the computer literacy requirement if they are seeking an associate's degree.

- The credit totals on the row for the declared major should match the totals of the "total credits" row unless the student has a concentration. If there is a concentration, the row for the declared major and the row for the declared concentration added together should equal the totals of the "total credit" row. If this is not the case, the student should contact Lena Paxton in the Admissions and Records Office to correct the discrepancy.
- If the student has a status of "met" for all of the rows listed in the requirement summary, he or she has met all of the graduation requirements. (screenshot)

Requirements Summary		Credit Hours			Status
Year	Description	Needed	Earned	In Prog	
2009	CHEMISTRY	64.00	108.00	0.00	Met
2009	Computer Literacy Req	0.00	0.00	0.00	Met
2009	Total Credits	64.00	108.00	0.00	Met

Requirements Detail: This section is a detailed list of the specific requirements a student needs to fulfill in order to graduate. All graduation degree audits will have specific requirements listed for their declared major. Students seeking an associate's degree will have a computer literacy requirement.

Students who have a declared major that requires a concentration will have specific requirements listed for their declared concentration. The following information is provided for the requirements detail headings listed for each area:

Course Completed: Lists the course(s) that a student has completed in the declared major.

Credit Hours Needed: States the number of credit hours that are required to fulfill the requirement.

Credit Hours Earned: States the number of credit hours that a student has earned towards the requirement.

In Progress: Number of credit hours that the student is currently enrolled in but has not yet received a grade.

Status: Indicates whether or not a student has fulfilled a requirement or not. If a student has fulfilled the requirement, the status will state "Met" or "Met Transfer" if the course was transferred in. If a student has not fulfilled the requirement, the status will state "Not Met".

Grade: States the letter grade a student received for the course that is listed. The graduation degree audit will not list "W", "I", "NC", "NP", or "AU" grades ("W" grades will be listed if the course the student has withdrawn from is still in session). If a "C" grade is required to fulfill the requirement and the student has earned a "D" it will show as "Not Met".

College-Level Electives Requirement: All graduation degree audits have a college-level electives requirement. For degrees that do not require any college-level electives, this requirement does not need to be met. (screenshot)

Requirement	Course Completed	Credit Hours		Status	Grade
		Needed	Earned		
College Level Electives		0.00	39.00	Met	
<i>This requirement does not need to be met.</i>					
ACAG0002: Academic Electives	CHEM 351 : Physical Chemistry	0.00	3.00	Met Transfer	B
ACAG0003: Academic Electives	CHEM 352 : Physical Chemistry	0.00	3.00	Met Transfer	C

For degrees that do have a specific number of required college-level electives, this requirement may or may not need to be met depending on if a student has additional credits located in other requirements. If the student has earned the total number of college-level credits required by the degree, this requirement has been satisfied and therefore does not need to be met on the graduation audit. (screenshot)

College Level Electives				26.00	65.00	Met	
NOTE: If the elective requirement indicates "Not Met", and you have earned 64 college-level credits, you have satisfied this requirement. No more than 20 college-level elective credits may come from one discipline area.							
ACAG0002: Academic Electives	B 135	: Basic II Proq	0.00	1.00	Met Transfer	B	
ACAG0003: Academic Electives	MATH 110A	: Intro Col Alg	0.00	1.00	Met Transfer	B	
ACAG0004: Academic Electives	MATH 110B	: Polynomials	0.00	0.50	Met Transfer	C	

Students who are enrolled in a degree program that requires a concentration will not have their graduation degree audit report accessible through My CSI until they select a concentration. If a student has not declared a concentration, they will need to contact the Admissions and Records Office to do so. The message below is what will be displayed if a student has not declared a concentration.



Graduation Audit For Degree / Certificate

College of Southern Idaho

Your declared major requires that you also select a concentration. Therefore, this report is not available for you online. Please contact the Records Office (records@csi.edu or (208) 732-6795) to declare a concentration.

Transfer Students: Transfer students shall be granted the AA, AE, AS or AAS degree if either the last 15 credits prior to receiving their degree or a total of 50 credits are taken at CSI. If a student does not meet this requirement, the following message will appear on their transcript:

UNMET: A transfer student requires 50 total CSI credits or 15 CSI credits since his/her transfer.



Graduation Audit For Degree / Certificate

r_grad_rpt_csi

College of Southern Idaho

Student

ID: [Redacted]
Name: [Redacted]
Major: 4418T Medical Coding
Class:

Contact Information

Email: [Redacted]
Address: [Redacted]

Advisor(s)

Kara Jo Mahannah
kmahannah@csi.edu
(208) 732-6728

Graduation GPA: 2.346 (2.0 is required for graduation)
Catalog Year: 2010

UNMET: A transfer student requires 50 total CSI credits or 15 CSI credits since his/her transfer.

For more detailed information about graduation requirements refer to the CSI Catalog (www.csi.edu/catalog) which coincides with your declared catalog year. If you have any questions about the graduation requirements, please contact your major advisor.

Requirements Summary

Year	Description	Credit Hours			Status
		Needed	Earned	In Prog	
2010	General Ed TC	9.00	9.00	0.00	Met