

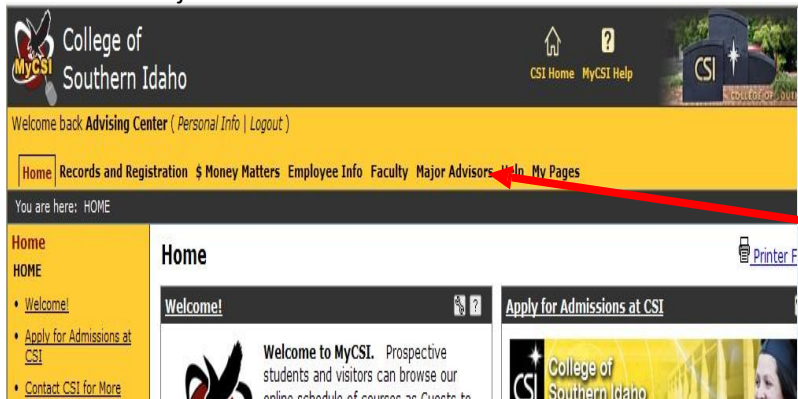
Accessing and Reading the Graduation Degree Audit Report

Faculty advisors are now able to access an advisee's 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 Office of the Registrar. Only students who have a declared catalog year of 2012 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 2012 will have to be obtained from the Office of the Registrar.**

Accessing the Graduation Degree Audit Report

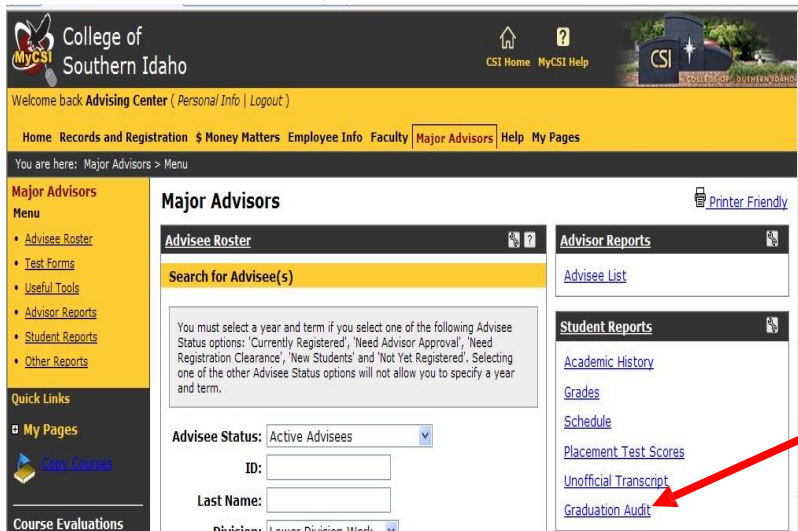
The following are step-by-step instructions on how to access the graduation degree audit report:

- 1) Logon to MyCSI (<https://mycsi.csi.edu/ics>).
- 2) Select the "Major Advisors" tab.



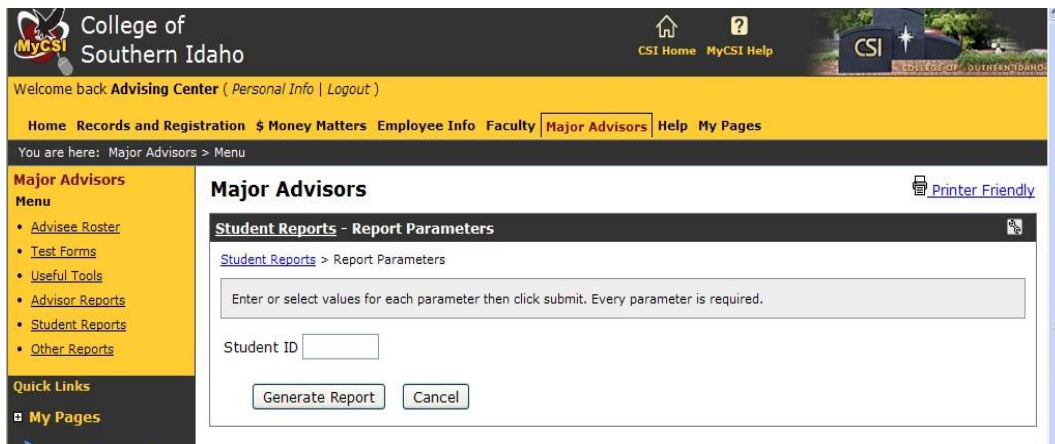
Major Advisor Tab

- 3) Under Student Reports, select Graduation Audit.



Graduation Audit

- 4) Enter the student ID# and select Generate Audit.



The screenshot shows the MyCSI website interface. At the top, there is a navigation bar with 'College of Southern Idaho' and 'MyCSI Home MyCSI Help'. Below this is a yellow banner with 'Welcome back Advising Center (Personal Info | Logout)'. A secondary navigation bar contains 'Home Records and Registration Money Matters Employee Info Faculty Major Advisors Help My Pages'. The breadcrumb trail reads 'You are here: Major Advisors > Menu'. On the left, a 'Major Advisors Menu' lists options like 'Advisee Roster', 'Test Forms', 'Useful Tools', 'Advisor Reports', 'Student Reports', and 'Other Reports'. The main content area is titled 'Major Advisors' and features a 'Printer Friendly' link. Below this is a section for 'Student Reports - Report Parameters' with a sub-header 'Student Reports > Report Parameters'. A text box contains the instruction: 'Enter or select values for each parameter then click submit. Every parameter is required.' Below the text box is a 'Student ID' input field and two buttons: 'Generate Report' and 'Cancel'.

Reading the Graduation Degree Audit Report

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 GPA, and degree catalog year.

- It is important to make sure that the student has the correct *declared major*. If the student does not, they can select the Records and Registration tab in MyCSI and select the Change of Major form to change their major.
- The *degree catalog year* is the year in which the student officially declares their program of study. The degree audit is based on this catalog year. If a student does not maintain continuous enrollment, they lose their catalog rights to the year they matriculated or declared their major. In this case, student must follow the requirements for the current catalog year. Students have the right to change to the current catalog year by contacting the Office of the Registrar.
- 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 the student received a letter grade (does NOT include developmental coursework) and all college-level transfer letter graded coursework accepted by CSI.
- If a student's declared major requires a concentration, they must declare a concentration or their Graduation Degree Audit Report will be incorrect. If a student needs to declare a concentration they should contact the Office of the Registrar.

Student		Contact Information		Advisor(s)
ID:	[REDACTED]	Email:	mmcfarlane@csi.edu	Advising Center advising@csi.edu (208) 732-6250 Advising Center advising@csi.edu (208) 732-6250
Name:	Mickey Mouse	Address:	2800 N 400 E Twin Falls, ID 83301	
Major:	Liberal Arts - AA (1002R)			
Concentration:	GENST			
Class:	Freshman			
Graduation GPA:	1.52 (2.0 is required for graduation)			
Cumulative GPA:	1.52 (used for SAP and Grad Honors)			
Catalog Year:	2016			
Program of Interest:				

Contact Information: This section includes the advisee's CSI Eaglemail address and their current address. Refer advisees to the Office of the Registrar if the contact information is not up-to-date.

Advisors: This section includes the name and contact information for the advisee's major advisor.

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	
2016	LIBERAL ARTS	0.00	8.00	0.00	Not Met
2016	Health/Activities	2.00	0.00	0.00	Not Met
2016	College Level Electives	22.00	9.00	0.00	Not Met
2016	Total Credits	60.00	17.00	0.00	Not Met
2016	LA General Studies Conc	4.00	0.00	0.00	Not Met

Requirement Summary: This section provides information regarding if a student has met the requirements for the different parts of their degree. In the example above the Liberal Arts major is divided up into four parts plus a total credit summary. The specific requirements for each area can be found in the Requirement Detail section of the Graduation Degree Audit Report. The total credit summary shows the 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. 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.

Requirements Detail: This section is a detailed list of the specific requirements a student needs to fulfill in order to graduate.

The following information explains the different requirements detail headings:

Requirement: List the specific requirements for the degree.

Course Completed: Lists the course(s) that the advisee has completed for their declared major.

Credit Hours Needed: Number of credit hours that are required to fulfill the requirement. This area may not have a number if the requirement is not credit specific.

Credit Hours Earned: Number of credit hours that the advisee has earned towards the requirement.

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

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

Grade: The letter grade the 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).

The following information provides a description of the requirement groups that may be listed in the Requirement Detail areas:

Major Requirements: This area includes the General Education course requirements and other program specific courses that are required excluding concentration specific requirements.

Concentration Requirements: This area includes General Education course requirements and program course requirements that are required for that specific concentration.

Health/Activities requirement: This area will appear on Associates of Arts graduation audits that don’t specify the course(s) that fulfill the Health/Activities requirement.

College Level Elective: This area will appear on graduation audits if the degree/certificate requires college level elective credits. **Note: If the student has earned the total number of college level credits required for the degree/certificate, this requirement does not have to be satisfied.**

Additional Courses: This area lists all the courses that don’t fulfill graduation requirements. This includes but is not limited to developmental courses, courses not required of that major, and courses students have failed.