



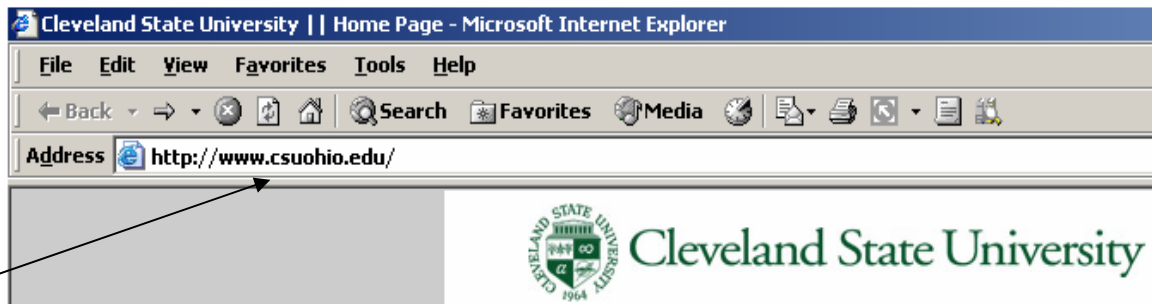
*Cleveland State University  
will become a nationally recognized leader  
for the innovation, implementation and evaluation  
of world class student services*

## Office of the University Registrar

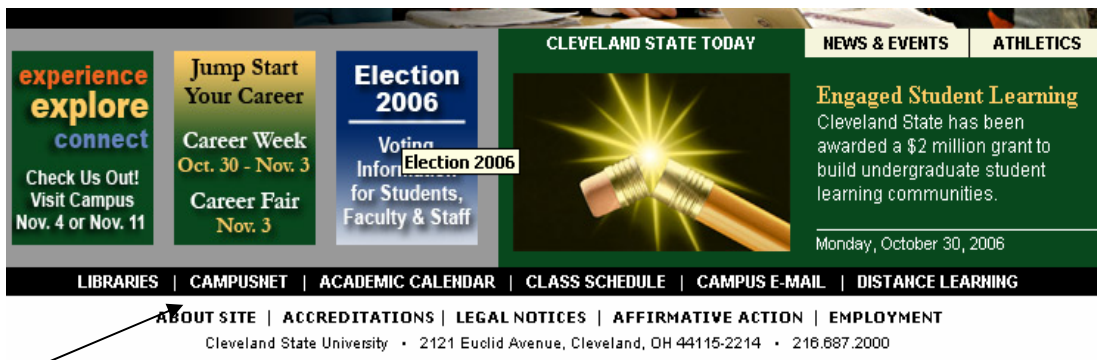
### Degree Audit

#### LOGIN IN TO CAMPUSNET

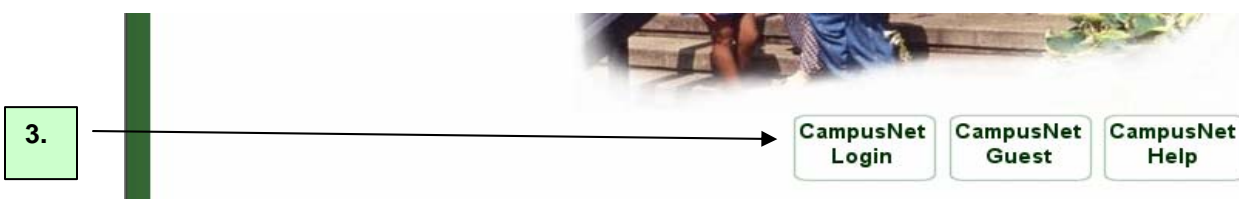
1: Go to the CSU homepage [www.csuohio.edu](http://www.csuohio.edu)



2: Click on the **CampusNet** link in the lower left corner of the homepage



3: Click on the **CampusNet Login** link in the lower right corner of the page



4: Enter your CampusNet Login ID

5: Enter your CampusNet password

4.

4.

5.

## ACCESSING DEGREE AUDIT

6: Click the **Advisor** tab

6.

6.

7: Click the **Degree Audit** link

7.

7.

## OBTAINING A DEGREE AUDIT REPORT

8. Enter the **CSU ID** of the student

9: Click **Continue**

The screenshot shows the Cleveland State University CampusNet interface. At the top left is the university logo. To the right is a banner with the text "CampusNet" and a photo of students. Below the banner is a navigation menu with tabs for "Personal", "Account", "Student", and "Advisor". The "Advisor" tab is selected. To the right of the tabs are links for "Contact Us" and "Logout". Below the tabs is a secondary menu with links for "CSU ID Search", "Personal Data", "Schedule", "Grades", "Transcript", "Student Record", "Class Roster", "Degree Audit", and "Applicant". The "Degree Audit" link is highlighted. Below this menu are icons for "@sk Question", "Print", and "Help". The main content area has a yellow background and contains the text "Enter the CSU ID and click 'Continue' button." Below this text is a text input field labeled "CSU ID:" and a "Continue >>" button. A green box with the number "8." has an arrow pointing to the "CSU ID:" input field. Another green box with the number "9." has an arrow pointing to the "Continue >>" button.

10: Click on the report that you wish to view. Generally, you will be using the most recent report.

This screen also displays any general notes regarding the students Degree Audit report.

The screenshot shows a list of three Degree Audit reports. Each report is represented by a small icon of a document with a red 'X' and a date. The reports are: "Created on NOV-06-2006", "Created on OCT-12-2006", and "Created on AUG-19-2006". A green box with the number "10." has an arrow pointing to the first report icon.

## INTERPRETING A DEGREE AUDIT REPORT

A. The Degree Audit report is divided up into three sections:

- Career or University Requirements (General Education, Foreign Language, Residency, Total Hours and GPA requirements)
- College Requirements
- Major Requirements

Each section can be expanded to display the individual requirements within that section.

B. Degree Audit checks a student's requirements based on their catalog rights (the university graduation requirements in the CSU catalog for the academic year in which the student was admitted). A student in their Junior or Senior year will usually have catalog rights that are 3-4 years prior to the current catalog.

C. The key symbols on the Degree Audit report are the green checkmark and the red X.



The green check mark signifies that a requirement **has** been met.



Mathematics and Logic:









The red X signifies that a requirement **has not** been met.



Arts and Humanities:


D. In the example shown below, the student is shown as meeting his/her college requirements while still being short on career and major requirements.

 <b>Career Requirements:</b>  Undergraduate
 <b>College Requirements:</b>  Engineering Degree Seeking
 <b>Major Requirements:</b>  Electronic EgrTechnology

E. A blue Information sign followed by text is used to denote helpful information, typically in situations where information might apply to some, but not all, students in a major or college.



F. In the following example, the Career Requirements section has been expanded, showing the first two sub-requirements, Foreign Language and the General Education English Composition requirement.

 **Career Requirements:**

✓ Undergraduate

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✓ Foreign Language Requirement: the university requires all students who graduated from high school in 1987 or later to have completed either two years of a single foreign language in high school or a first-year sequence at the college/university level.

<u>Requirement Condition</u>	<u>Status</u>
2 years foreign language in high school (or exempt)	Complete


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✓ General Education Requirements

✓ English Composition: ENG 101 and 102 or their equivalents. A grade of C or higher must be earned in each course.

<u>Term</u>	<u>Course</u>	<u>Description</u>	<u>Units</u>	<u>Grade</u>
Spring 05	ENG 101	English I	4.0	A-
Fall 05	ENG 102	English II	3.0	A

G. In this example, the College Requirements section has been expanded, showing the CLASS foreign language requirement and the beginning of the CLASS Upper Division requirement.

 **College Requirements:**

✓ Lib Arts & Soc Sci Deg Seeking

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✓ Foreign Language Requirement: students earning a BA must complete one year of a foreign language beyond the state entrance requirement (intermediate level). Students earning a BMusic may substitute two approved foreign culture courses.

<u>Requirement Condition</u>	<u>Status</u>
3 years of foreign language in high school	Complete


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✓ Upper Division Requirement for the College of Liberal Arts and Social Sciences: 42 semester hours of 300/400 level course work must be completed.

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<u>Term</u>	<u>Course</u>	<u>Description</u>	<u>Units</u>	<u>Grade</u>
Spring 03	PHL 311	Ethics	4.0	A

H. In this example, the Major Requirements section has been expanded. Note the GPA requirement, showing the required and current GPA; also, note the Information section at the bottom with some extra information applying to Mathematics majors seeking secondary teaching licensure.



 **Major Requirements - 1 of 2 :**

 Mathematics



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 Bachelor of Science degree in Mathematics:


2.0 GPA is required and current GPA is 3.148

  A grade of C or better must be earned in MTH181 and MTH182.

<u>Term</u>	<u>Course</u>	<u>Description</u>	<u>Units</u>	<u>Grade</u>
Spring 02	MTH 181	Calculus I	4.0	A
Fall 02	MTH 182	Calculus II	4.0	C+

  Mathematics majors must complete three courses from the following four with a grade of C or better: MTH 220; MTH 281; MTH 286; and MTH 288.

<u>Term</u>	<u>Course</u>	<u>Description</u>	<u>Units</u>	<u>Grade</u>
Fall 02	MTH 288	Linear Algebra	4.0	A
Spring 03	MTH 281	Multivariable Calculus	4.0	B+
Fall 03	MTH 286	Intro to Differential Equation	4.0	C

 Mathematics majors seeking secondary teaching licensure must take from the list above MTH 220, MTH 286, and MTH 288.