JOB AID

Academic Advising: Degree Audit (Staff)

Graduate

9/20/2021
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1. From the **Advisors** home page, click the **Student Advising** tile.

2. Select the **Student Services Center** option from the **Graduate** drop-down menu.

3. Enter the **Student ID** and click **Search**.

   **Note:** In the new SIS, the student's ID was derived by replacing the “A” in the current APID with the number “1” (e.g., APID = A1234567 is ID = 11234567 in the new SIS). If you do not know the ID, search by Last Name/First Name, Campus ID, etc.

   - The **Student Advising** page will open with the **Student Center** tab displaying.
Academic Requirements

4. In the Academics section of the Student Advising page, click the ‘other academic…’ drop-down and select Academic Requirements.

5. Click the two-arrowed ‘go’ button.

- The student’s My Academic Requirements page will open.
- The top half of the page will display the student’s Current Academic Program details, with all requirements listed at the bottom of the page.
Note: If the student has multiple academic programs (i.e., a graduate program and a graduate certification), requirements for both programs will be listed. To view requirements for only a single program:

- Click the Select Institution/Career drop-down.
- Select the program from the list (in this example, Michigan State University > Graduate).
- Click the Change button.

The bottom half of the page will list the requirements for the selected program.
Satisfied Requirements

Requirements that have been **satisfied** are marked with a checkmark and the section will be collapsed.

- Click the expand arrow icon next to a requirement to open the section and review the course(s) that were used to satisfy the requirement.

![Degree Audit Image]

**Chemical Engineering MS**

- Not Satisfied: (5) CHE 801

**Chemical Engineering MS Requirements**

- Not Satisfied: Complete the following;
• In the example below, requirement (5)-CHE 801 was satisfied with the *Adv Chem Engin Calculations (CHE 801)* course taken Fall Semester 2020.

![Chemical Engineering MS Requirements](image)

- Click the collapse-arrow icon to close the section.
Not Satisfied Requirements

Requirements that are not satisfied are marked with a red ‘X’ and the section will be expanded.

In the example below, requirement (9)-Supporting courses is not satisfied as 0.00 of the 6.0 required units (credits) have been taken.

Course History

Scroll to the bottom of the page to review the Course History section listing all courses the student has taken.

- Click any column heading to sort the list.

Note: If sorting by term, the results will appear alphabetically, not necessarily in chronological term order.