



# JOB AID

Academic Advising: Degree Audit (Staff)  
Undergraduate

*10/04/2021*





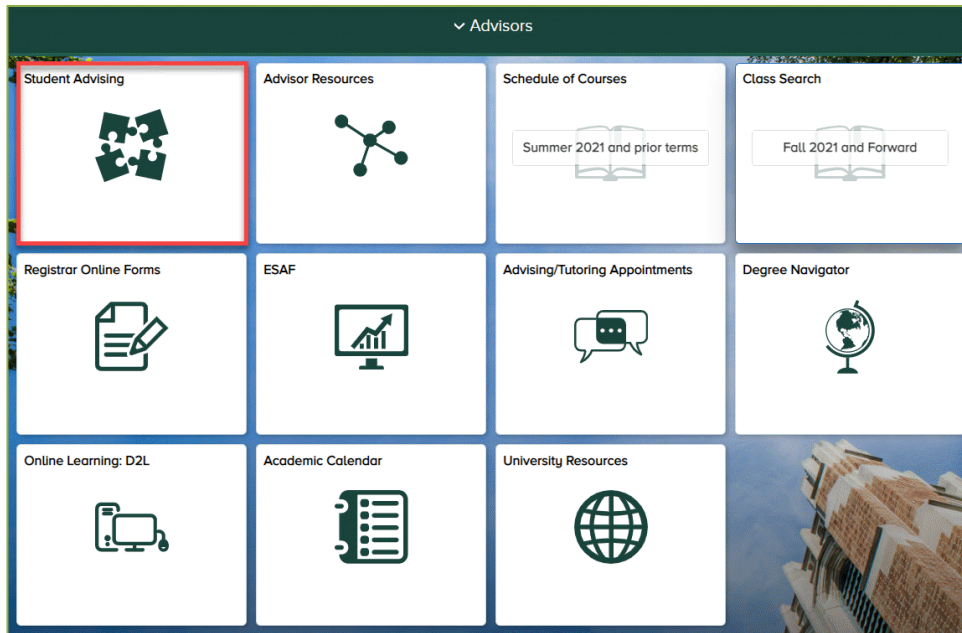
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## Academic Advising: Degree Audit (Staff), Undergraduate

1. From the **Advisors** home page, click the **Student Advising** tile.



2. Select the **Student Services Center** option from the **Undergraduate** 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.

**Student Services Center**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

ID: begins with [ ]  
Campus ID: begins with [ ]  
National ID: begins with [ ]  
Last Name: begins with [ ]  
First Name: begins with [ ]

Case Sensitive

Search Clear Basic Search Save Search Criteria

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



## Academic Requirements

- In the Academics section, click the drop-down and select **Academic Requirements**.

Class	Schedule
CMP 415-002 LAB (11916)	Tu 5:00PM - 6:50PM Human Ecology Bldg 105
CMP 415-LEC1 LEC (11917)	Mo 10:20AM - 12:10PM Berkey Hall 110
CMP 423-001 LEC (11918)	TuTh 2:40PM - 4:00PM Berkey Hall 217
CMP 435-002 LEC (11920)	MoWe 3:00PM - 4:50PM Human Ecology Bldg 105 Tu 10:20AM - 11:10AM Human Ecology Bldg 209

- Click the two-arrowed 'go' button.

Academic Requirements

- 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.

Requirement (Catalog) Term
Career: Graduate Certification
Program: Teacher Certification Spring 2018
Plan: Teaching Cert Internship TGCT Fall 2020
Plan: Teach Certificates/Endorsement Spring 2018

Current Academic Summary	
Report Date	09/09/2020
Last Term Registered	
Academic Standing	
MSU GPA:	0.000



**Note:** If the student has multiple academic programs (i.e., an undergraduate program and a graduate certification for teaching), 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 > Undergraduate**).
- 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.

- In the example below, the **Tier 1 Writing** requirement was satisfied with the *Writing as Inquiry* course taken Spring Semester 2017.



✓ TIER I WRITING

Satisfied:  
TIER I WRITING

✓ University Tier 1 Writing

Satisfied:  
University Tier 1 Writing

✓ (6)-University Tier 1 Writing create substitute

Satisfied:  
Complete one of the following courses:

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
WRA 101	Writing as Inquiry	4.00	Spring Semester 2017	4.0	✓

- 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, the Mathematics BA1 major requirement is not satisfied as the *(25)-Laboratory requirement* has not been met.

✗ MATHEMATICS BA1

Not Satisfied:  
MATHEMATICS BA1

✗ Required courses

Not Satisfied:  
Complete the following:

✓ (24)-Biology requirement

✗ (25)-Laboratory requirement

✓ (26)-PHY 183

✓ (27)-CEM 141, 151, 181H



## Course History

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

Course History						
✓ Taken      ← Transferred      ◆ In Progress						
Course	Description	Term	Grade	Units	Status	Repeat Code
CEM 141	General Chemistry	Spring Semester 2018	3.5	4.00	✓	
CSE 101	Computng Concepts/Competencies	Fall Semester 2016	1.5	3.00	✓	
CSS 202	World of Turf	Fall Semester 2016	4.0	2.00	✓	
EC 202	Introduction to Macroeconomics	Spring Semester 2017	2.5	3.00	✓	
GEO 204	World Regional Geography	Spring Semester 2019	3.0	3.00	✓	
GEO 221	Intro Geographic Information	Summer Semester 2020	2.0	3.00	✓	
GEO 330	Geography of the U.S. & Canada	Summer Semester 2020	2.5	3.00	✓	
HST 140	World History to 1500	Summer Semester 2018	4.0	4.00	✓	
HST 150	World History since 1500	Summer Semester 2019	3.5	4.00	✓	
HST 201	Historical Methods and Skills	Spring Semester 2019	4.0	3.00	✓	

- Click any column heading to sort the list.

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