

READING YOUR DEGREE AUDIT

This guide will show you how to access and understand your degree audit in Catalyst.

- 1) From the Catalyst Student Homepage, select the *My Academics* Tile and then open the **Academic Progress** folder listed on the Navigation Collection (left side of the screen).
- 2) Select **Get My Degree Audit**. On the right side of the page, select the *View my advisement report* link. You will be directed to the My Academic Requirements page. The Academic Requirement page is your degree audit report.
- 3) Expand each section for specific details by selecting the **Expand All** button located at the top of the page or selecting the arrow for each section.

You can view and print your degree audit report as a PDF by selecting the **View Report as PDF** button located near the top of the page.

The screenshot displays the Catalyst Student Homepage interface. On the left is a navigation menu with a 'Student Homepage' button at the top. The 'My Academics' section is expanded, showing options like 'Classes and Schedule', 'Calendars and Deadlines', 'Grades/Transcript/Enroll Cert', 'Graduation/Commencement', and 'Academic Progress'. The 'Academic Progress' section is further expanded to show 'Get My Degree Audit', 'Run a "What-if" Report', and 'Transfer Credit Evaluation'. The main content area is titled 'My Academics' and contains a search bar, navigation tabs (Search, Plan, Enroll, My Academics), and a section for 'My Academic Requirements'. This section includes the text 'University of Cincinnati | Undergraduate' and 'This report last generated on 10/08/2018 2:34PM'. Below this are buttons for 'Collapse All', 'Expand All', and 'View Report as PDF'. There are also status indicators for 'Taken', 'In Progress', 'Planned', and 'Repeated'. The main content area shows a section for 'University of Cincinnati Degree Audit Report' with a sub-section for 'BFA in Fine Arts' which states 'The BFA in Fine Arts requires a student to complete a minimum of 120 credit hours.' Below this is a section for 'University of Cincinnati Grade Point Average' with a sub-section for 'Fine Arts Foundation Courses' which states 'Satisfied: Students are required to complete 18 credit hours of coursework' and a sub-section for 'Drawing Studio'.

- 4) When viewing your report, you will see **Satisfied** or **Not Satisfied** listed under each section. This status will let you know whether you've complete requirements or still have additional coursework.

Your degree audit report will include specific details including GPA information, core courses, electives, applicable hours, grades, and class status.

The screenshot shows the 'My Academics' interface. On the left is a navigation menu with options like 'My Academics', 'Classes and Schedule', 'Calendars and Deadlines', 'Grades/Transcript/Enroll Cert', 'Graduation/Commencement', and 'Academic Progress'. The 'Academic Progress' section is expanded to show 'Get My Degree Audit', 'Run a 'What-if' Report', and 'Transfer Credit Evaluation'. The main content area has a search bar and tabs for 'Search', 'Plan', 'Enroll', and 'My Academics'. Below this, it displays 'My Academic Requirements' for the University of Cincinnati | Undergraduate. A report generation timestamp is shown: 'This report last generated on 10/08/2018 9:58AM'. There are buttons for 'Collapse All', 'Expand All', and 'View Report as PDF'. A legend indicates report status: 'Taken' (green check), 'In Progress' (yellow diamond), 'Planned' (blue star), and 'Repeated' (red X). The main report content includes a section for 'University of Cincinnati Degree Audit Report' with a disclaimer, a section for 'BFA in Fine Arts' with a 120-hour requirement, and a 'University of Cincinnati Grade Point Average' section. Under 'Fine Arts Foundation Courses', it lists 'Satisfied' requirements (18 credit hours) and lists courses like 'Drawing Studio', 'Space Studio', 'Surface Studio', 'Time Studio', 'Introduction to Contemporary Art', and 'Current Arts Forum'. It also lists 'Additional Fine Arts Required Courses' and 'Not Satisfied' requirements (18 credit hours).