

How to Access Degree Audit for Your Students

The online Degree Audit tool allows students to track their progress towards meeting graduation requirements. This tool can be accessed through the portal (my.carthage.edu) at any time. Please follow the instructions below to view individual Degree Audits for your advisees.

1) Log in to the Carthage College portal (my.carthage.edu). This can also be

accessed through the Carthage website (www.carthage.edu) via the Tools drop-down menu. 2) Click on the “Advising and Registration” tab 3) In the left-hand column, click on “Advising” 4) In the “Search for Advisee(s)” section, you will want to select yourself as

the Advisor using the drop-down menu. You can search for a student by ID number, by name, or you can view a list of all of your advisees.

At the top of the main summary page, you will see an overview of the student’s academic information (majors, minors, concentrations, and GPA information). Any majors/minors listed are what is officially on record with the Registrar’s Office. **If this information is not accurate, the student will need to update their information with the Registrar’s Office.**

Below the overview of academic information, you will see a summary of the degree requirements. On the main summary page, you will see either a red X or a green check mark. The red X means that there are requirements in that area that are not yet complete.

The Degree Audit system allows you to “drill down” in each area to see which course(s) are required to meet the requirement(s). At the lowest

level, you will be able to see if the student has a course currently in progress that will work to satisfy the requirement. In progress courses can be listed as either IP, NR, or N/A. You also have the ability to expand or collapse all sections at once.

Frequently Asked Questions

Can I print the degree audit?

Yes, if you would like a printed copy of the degree audit, you can simply click on the “Printable Degree Audit (PDF file)” link found at the bottom of the Degree Audit summary page.

What if something is missing or appears incorrect?

If the student has undocumented substitutions, transfer credits, or other special arrangements which do not appear on the degree audit, it means the Registrar’s Office has not received the proper documentation. Please advise the student to send in the appropriate paperwork right away. We cannot validate requirements until official records are on file.

The majors and minors are incorrect. How do I fix this?

It is important to have the proper majors and minors on file as this is what the institution is using to determine if a student is eligible to graduate. If majors or minors are listed incorrectly, please have the student update their information with the Registrar’s Office. Students can change their majors/minors through the portal – within the Advising and Registration tab and selecting Registrar’s Forms on the left-hand menu bar. If a student has not yet declared a major, you will not see any information in the degree audit area.

The student is in a class right now but it still appears as a red ‘X’. Why is that?

Courses will appear as unsatisfied until a final grade has been received. Incomplete ('I'), and In- Progress grades ('IP'), will not register as a completed requirement.

Do the credit totals include the courses a student is in right now?

No, credits will not be counted in cumulative totals until the final grade has been received.

Who do I contact if something looks incorrect or if I have questions?

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