

## Track Your Progress Towards Graduation Online!

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](http://my.carthage.edu)) at any time. Please follow the instructions below to view your individual Degree Audit.

### How to Access Your Degree Audit

- 1) Log in to the Carthage College portal ([my.carthage.edu](http://my.carthage.edu)). This can also be accessed through the Carthage website ([www.carthage.edu](http://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 “Degree Audit”
- 4) Click on the blue link “View All Details”

At the top of the main summary page, you will see an overview of your 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, you will need to update your information with the Registrar’s Office.**

Below the overview of your academic information, you will see a summary of your 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 you have 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.

**\*\*\*Please see the back on this page for Frequently Asked Questions\*\*\***

## **Can I print my degree audit?**

Yes, if you would like a printed copy of your 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 you have undocumented substitutions, transfer credits, or other special arrangements which do not appear on your degree audit, it means the Registrar’s Office has not received the proper documentation. Please make sure to send in the appropriate paperwork right away. We cannot validate requirements until official records are on file.

## **My 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 you are eligible to graduate. If majors or minors are listed incorrectly, please update your information with the Registrar’s Office. You can change your majors/minors through the portal - within the Advising and Registration tab and selecting Registrar’s Forms on the left-hand menu bar. If you have not yet declared a major, you will not see any major information in the degree audit area. If you have questions, please stop by the Registrar’s Office.

## **I am 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 I am 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?**

Brigid Patterson  
Associate Registrar  
bpatterson@carthage.edu  
262-551-6100  
LH 431