GRADUATE COORDINATOR
REGISTRAR/DEGREE AUDIT FAQ

How do I Add/Change a plan (major)?
CS Path: Enrollment Management and Academic Services>Academic Advising Council>Major/Minor Changes>Change a Major
View training materials at: https://emas.illinoisstate.edu/aac/cs-training

How do I Add/Change a sub-plan (sequence)?
CS Path: Enrollment Management and Academic Services>Academic Advising Council>Major/Minor changes>Change or Add a Sequence Only
View training materials at: https://emas.illinoisstate.edu/aac/cs-training

When are Degree Audits due? When are Degree Completion Applications due?
https://grad.illinoisstate.edu/students/thesis-dissertation/deadlines/

Who completes the Degree Audit?
The student completes the degree audit and sends it electronically to the Advisor. If the advisor approves, it is then forwarded to grad.degree.audit@ilstu.edu for review.

How many courses should I list on the Degree Audit?
List only those courses needed to complete the degree/certificate (students may use additional courses at a later date if not used on a previous degree)
For simultaneous sequences students may use one degree audit (include all sequence titles in sub-plan block) and include courses for all sequences.

How do students submit Degree Completion Applications?
1. Original Applications (Master's & Doctoral) $40 fee
   - Apply online through **My Illinois State** (preferred)
   - Apply via paper application form https://grad.illinoisstate.edu/students/graduation/ (payment processed through Student Accounts-must submit application with fee to Student Accounts)
2. Re-application forms - No fee-contact grad.degree.audit@ilstu.edu
3. Certificate Completion Applications - No fee
   - Apply online through **My Illinois State** (preferred)
   - Apply via paper application form https://grad.illinoisstate.edu/students/graduation/ (return form to grad.degree.audit@ilstu.edu or Registrar Service Center in Moulton Hall)

Why can't my student register for classes?

1. Check Student Center TO DO list…is there a registration block or Financial Responsibility Agreement to be completed?
2. Student may need to reapply and have next term activated & enrollment appointment assigned (contact grad.degree.audit@ilstu.edu)
3. Student may need course override

What if my student has an Incomplete grade on the audit form/Campus Solutions?

1. If a grade will replace the INC, use this path to file an electronic grade change form: MyISU > Academics > Grade Change Request (under Teaching)
2. A grade may only remain an INC for 3 terms, at that point it will automatically change to "F", a grade change form must then be submitted on behalf of the student

When does my student request 499A90 or 599A90 instead of 499 or 599?

A student may use 499A90 or 599A90 in the final term of enrollment. This one time only option allows enables student to enroll for 1 hour but receive full-time status for Financial Aid purposes. It does not count as full-time enrollment for student health insurance. Student must contact Student Health Services for health insurance coverage information. This option must be requested through grad.degree.audit@ilstu.edu.

My student did not receive a diploma/certificate. Whom do I contact?

Student should contact diplomareplacement@ilstu.edu A few things to keep in mind:

1. The address used for diploma mailing is the address supplied by the student on the Degree Completion Application (not on the degree audit)
2. Student is responsible for keeping the diploma mailing address (called degree address) updated on Campus Solutions
3. Diplomas are mailed via USPS to the "degree" address approximately 6-8 weeks after graduation unless other arrangements have been made through the Registrar's Office
4. It's important for student to contact grad.degree.audit@ilstu.edu if diploma mailing address changes between graduation and diploma mailing projected date

Valuable link for CS questions: **emas.illinoisstate.edu/aac/cs-training/**