

Degree Audit Memos

Degree audit memos are used by departments to submit course substitutions, waivers for program requirements, or to indicate completion of capstone requirements for processing by the Registrar's Office on the student's degree evaluation. The audit memo system has automated notifications generated to the initiator, student, and degree audit staff.

Create a Blank Memo

1. Login to MySCSU <https://login.southernct.edu>
2. Go to Banner Faculty/Advisor
3. Select Degree Audit Memo
4. Select Audit Memo
5. Submit

You will receive a confirmation along with a link to launch the SCSU Workflow System directly or you may return later to submit the workflow.

A customized form has successfully been built in the workflow system. Your workflow request number is: 168397. Select this item in the worklist area of the [SCSU Workflow System](#).

[Return](#)

Submit a Memo

1. If returning later, you may access SCSU Workflow here:
 - a. Login to MySCSU <https://login.southernct.edu>
 - b. Go to SCSU Workflow
2. Click on Worklist
3. Select an available workflow 'Activity Status= Enter Audit Memo'

ellucian.

Worklist

Worklist

Status	Organization	Workflow	Activity
	Root.Student	111303_Audit_Memo_Carroll_Alicia Ready	Enter_Audit_Memo

4. This information will be auto populated on the Audit Memo form

Audit Memo

Submitted by:

Submitter Email Address:

Workflow Name:

✓ Complete Save & Close ✕ Cancel

Degree Audit Memos

5. Complete the information requested below on the Audit Memo form.

*Student ID:

*Student First Name:

*Student Last Name:

*Requestor Title:

*Requestor Department:

*Requirement(s):

*Action:

* Decision

Approve

Remove

The 'Requirement' is the program requirement (i.e. Comprehensive Exam or HIS 200).

The 'Action' is the substitution, waiver, or capstone completion to be applied to the student's degree evaluation (i.e. Passed or Substitute with HIS 210).

Note: Multiple actions can be entered within the workflow (see example):

Requirement:

1. COM 100
2. MGT 200
3. SWK 300

Action:

1. Substitute with COM 200
2. Waive without credit
3. Replace with ELE 0300 (SWK 250 - Social Work Professions - Gateway)

6. You must return to the top of the form and click 'Complete'.

Important: Save only stores your data and does not pass the information to the next person in the Workflow.

7. A confirmation email will be sent to your SCSU email upon completion.