

# Audit Memos: Substitutions and Waivers

Audit memos are used by departments to submit course substitutions and waivers for program requirements to the degree auditors who will update the degree evaluation accordingly. This system has automated workflow notifications to the initiator, student, and degree auditor.

## Create a Blank Memo

1. Login to <https://login.southernct.edu>
2. Click on Banner Web
3. Click on Workflow
4. Click on Automated Forms

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### Workflow

## Workflow Menu

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**RELEASE: 8.8.4.1**

5. Select Audit Memo and then Submit

### Select a form Below

Verify System

Property Pass

Audit Memo

6. When confirmation appears click 'Return'

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## Submit a Memo

1. Login to <https://login.southernct.edu>
2. Click on SCSU Workflow
3. Click on Worklist and select an available workflow 'Activity Status = Enter Audit Memo'

**Worklist**

Organization	Workflow	Activity
Root.Student	<a href="#">113170 Audit Memo Carroll Alicia</a> Ready	<a href="#">Enter Audit Memo</a>

4. Fill out Audit Memo and click 'Complete'

Submitted by: carrolla8

Submitter Email Address: carrolla8@southernct.edu

Workflow Name: 113170\_Audit\_Memo\_Carroll\_Alicia

\* Student ID:

\* Student First Name:

\* Student Last Name:

\* Requestor Title:

\* Requestor Department:

\* Requirement(s):

\* Action:

\* Decision

Approve       Remove

Hit Complete when you are finished. Save only stores your data and does not pass the information to the next person.

5. You will receive a confirmation email