HOW TO ACCESS YOUR DEGREE AUDIT REPORT

Step by Step Instructions

The instructions below are a step-by-step guide on how to access your Degree Audit Report (DAR) on MyCSUEB (http://my.csueastbay.edu). A degree audit report is an individualized report that lists your progress towards satisfaction of all General Education, degree, and major requirements. Not all majors or catalog years are available in the DAR. As a Business Administration or Economics major, you can access your degree audit at any time on MyCSUEB. The College of Business & Economics (CBE) Undergraduate Student Success & Service Center makes every effort to ensure accuracy of the major requirements on your degree audit; however, the degree audit is not considered your official CSUEB record. Your transcript is your official academic record, and it can also be accessed on MyCSUEB. The degree audit is a tool you can use when planning your progress toward completion of degree requirements. All undergraduate students are strongly encouraged to consult with an advisor on a regular basis to evaluate their progress toward the degree.

**STEP 1:**
Go to [www.csueastbay.edu](http://www.csueastbay.edu)

**STEP 2:**
Click on “Quicklinks” at the top right of the landing page.

**STEP 3:**
Click on “MyCSUEB” in the drop down menu.

**STEP 4:**
Enter your Net ID and Password in the “MyCSUEB”.

**STEP 5:**
Select the “Student” tab.

**STEP 6:**
Click on the “Student Center” link.

**STEP 7:**
Click on the “other academic”.

**STEP 8:**
From the dropdown menu, select “Degree Audit Report” and click on the button.

**FREQUENTLY ASKED QUESTIONS**

1. **Who can I speak with about the Major Requirements sections of the DAR?**
   - Please contact the CBE Undergraduate Student Success & Service Center at cbe_ssc@csueastbay.edu, call (510) 885-3323, or visit us in VBT 129.
   - Please note that your Major Requirements section is not official until you have been sent an official DAR evaluation from a CBE Advisor.
   - If errors exist on your DAR upon receiving your official evaluation via your Cal State East Bay Horizon email, you can submit the Degree Audit Report (DAR) – Major Section Review Form online at [www.csueastbay.edu/cbesscforms](http://www.csueastbay.edu/cbesscforms).

2. **Why are my Major Requirements not listed in the DAR?**
   - You may be in a catalog year that was not built in the DAR.
   - You will receive an official Major Evaluation listing your Major Requirements via your CSUEB Horizon email.

3. **When will my transfer work be reviewed and applied to my General Education Requirements section of the DAR?**
   - Transfer students will see “GE Evaluation” in the Student Center “To Do List” on MyCSUEB.
   - There is nothing for you to do! The Degree Audit Evaluation team will do an official evaluation of your transfer work within your first two terms at CSUEB.
   - Once you have been sent an official evaluation, your status will move from “Initiated” to “Notified”, but it will remain on your “To Do List” for administrative purposes.

4. **Who can I speak with about the General Education and Graduation Requirements on the DAR?**
   - If you have questions about your transfer work on the DAR, please contact degreeaudit@csueastbay.edu.
   - To obtain academic advising and to ensure accuracy of your subsequent CSUEB work and completion of General Education and graduation requirements, please visit AACE, EOP, or EXCEL. Periodic visits with these offices throughout your academic career will help ensure that you maintain progress toward completion of your degree requirements.
     - To contact AACE, call (510) 885-3621 or visit SA 2300.
     - If you are an EOP student, call (510) 885-3751 or visit SF 213.
     - If you are an EXCEL student, call (510) 885-3722 or visit SF 202.

5. **How to read your Degree Audit Report (DAR):**
   - The DAR will automatically open areas where you have not completed the requirements. You can “Expand All” to view all of the areas.
   - Please read the text provided under each section, as it will have important information on completing that specific requirement.
   - Some course lists will have more than 10 courses, you must select “View All” to show all the courses that can be used in that area.
   - If a substitution has been approved, there will be note next to that course. You can click on the number to read any notes associated with the exception or substitution.
   - Look at all the icons in each section of your DAR. If there is a green circle the requirement or course is complete. If there is a yellow diamond the requirement is in progress. If there is a purple triangle, an exception has been made. Remaining red squares indicate that the requirement has not been met.
   - Be sure to verify your progress toward graduation with your advisor.