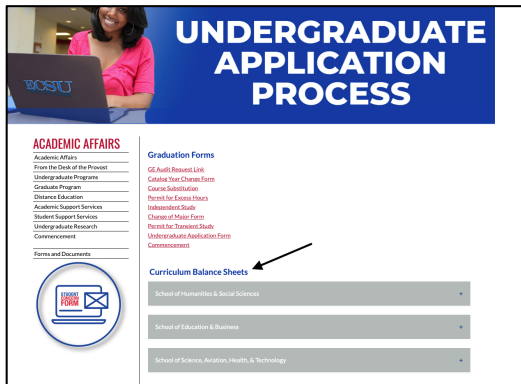


Graduation Guide: How to Complete Your Curriculum Balance Sheet

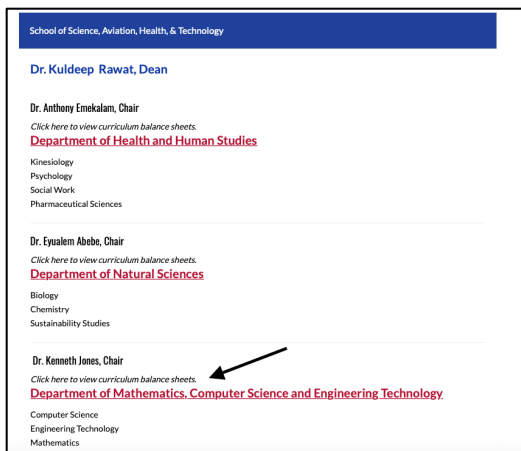
Here is a step-by-step guide on how to complete your curriculum balance sheet for your major. Your curriculum balance sheet and GE audit will complete your entire degree audit for your graduation application. Courses used in your GE audit cannot be used towards your major requirements. Please consult with your faculty advisor if you need support in completing your curriculum balance sheet. E4U may also have your most up-to-date curriculum balance sheet used during your most recent advising session, which can also help you complete this document.

Step 1. From the graduation application web page, locate your school where your major is located.

Ex. Math is located in the School of Science, Aviation, Health and Technology.

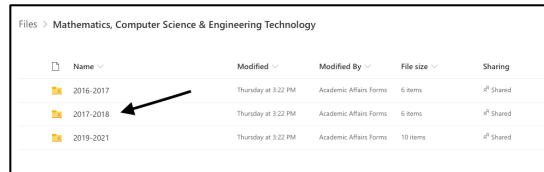


Step 2. Click on menu to open the listing of all the department chairs.

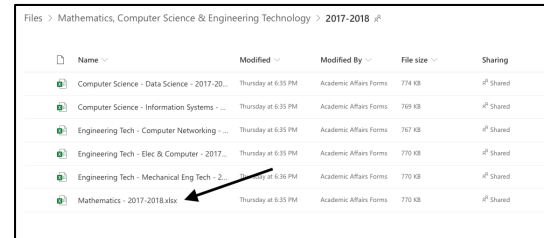


Step 3. Click on the highlighted department to find a list of folders where your curriculum balance sheet will be located.

Step 4. Locate the correct catalog year and click to open the folder.



Step 5. Click on your correct major to open the form and download.



Step 6. Complete the Excel spreadsheet by adding the following information from your unofficial transcript in banner.

- All grades for each class.
- The year for when you took each class.
- If you have any transfer courses, write the transfer course name in the “equivalent course” area.
- Elective courses are those courses that do not count towards your major or GE audit. Remember not to put any courses twice. **Save when complete.**

2017 - 2018 Department of Mathematics and Computer Science Curriculum Balance Sheet Major: Mathematics						
A. General Education		35		CREDITS		
B. Major Requirements		52		CREDITS		
I. Core Courses		40 credits				
Subject	Course #	Title	Equivalent Course	Year Taken	Grade	Hrs
MATH	165	Calculus of a Single Variable I				4
MATH	265	Calculus of a Single Variable II				4
MATH	267	Calculus of Several Variables III				4
MATH	275	Foundations of Mathematics				3
MATH	350	Number Theory				3
MATH	351	Linear Algebra				3
MATH	354	Abstract Algebra I				3
MATH	358	Differential Equations				3
MATH	365	Exit Seminar for Juniors				2
MATH	455	Elements of Real Analysis				3
STAT	351	Probability and Statistics I				3
MATH	465	Exit Seminar in Mathematics				2
MATH	467	Senior Capstone				3