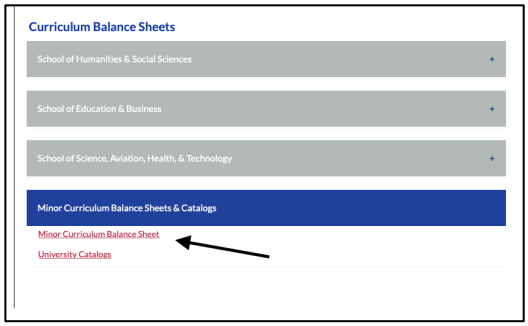
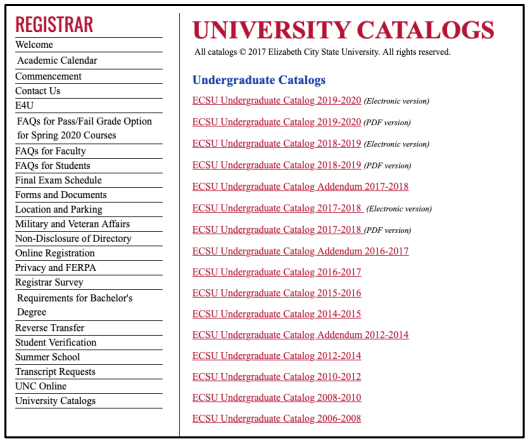
Graduation Guide: How to Complete Your Curriculum Balance Sheet for a Minor

Here is a step-by-step guide on how to complete your curriculum balance sheet for your minor. Please consult with your faculty advisor if you need support in completing your minor 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.

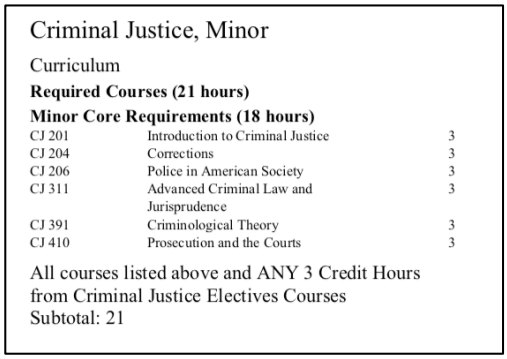
Step 1. From the graduation application webpage, locate and download the blank minor curriculum balance sheet and fill out the appropriate information based on the department, minor and catalog year.



Step 2. Click on the appropriate University Catalog year to determine the correct minor requirements.



Step 3. Write down the minor requirements based on the appropriate catalog year. For example, the requirements for a minor in Criminal Justice in 2017-18 are below.



Criminal Justice, Minor

Curriculum

Required Courses (21 hours)

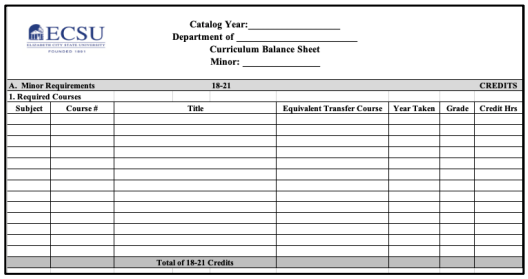
Minor Core Requirements (18 hours)

CJ 201	Introduction to Criminal Justice	3
CJ 204	Corrections	3
CJ 206	Police in American Society	3
CJ 311	Advanced Criminal Law and Jurisprudence	3
CJ 391	Criminological Theory	3
CJ 410	Prosecution and the Courts	3

All courses listed above and ANY 3 Credit Hours from Criminal Justice Electives Courses
Subtotal: 21

Step 4. Complete the excel spreadsheet by adding the following information from your unofficial transcript in banner.

A. All grades for each class.
B. The year for when you took each class.
C. If you have any transfer courses, write the transfer course name in the "equivalent course" area.



ECSU

Catalog Year:_____
Department of _____
Curriculum Balance Sheet
Minor: _____

A. Minor Requirements		18-21				CREDITS
1. Required Courses						
Subject	Course #	Title	Equivalent Transfer Course	Year Taken	Grade	Credit Hrs
		Total of 18-21 Credits				