It is **YOUR** responsibility to review this information and take the appropriate steps as noted below. To review your worksheet, log on to: **bannerweb→Student Services→Student Records→degreeworks**

If you started at CSB/SJU before Fall 2009, you can review your information on Banner Ontrack

**BannerWeb→Student Services→Student Records→Ontrack**

- **Credit totals, both overall and upper division:** 124 credits, 40 of which must be upper division are required for graduation.

- **Common Curriculum requirement(s):** You must take an appropriately designated course through CSB/SJU. Substitutions for “in progress” CSB/SJU Common Curriculum coursework will not show up in degreeworks until a passing grade has been posted. If you believe anything is listed incorrectly, please email anathe@csbsju.edu (SJU) or djlaudenbach@csbsju.edu (CSB).

- **Major or Minor requirement(s):** Review your declared Major(s)/Minor(s) requirements. You must take the course(s) noted or make arrangements with the Chairperson of the department to take a different course. Any deviation from the major/minor requirements listed on degreeworks must be documented on a substitution form and approved by the department chair.
  
  Substitution form: [http://csbsju.edu/Documents/Registrar/forms/Major-substitution.docx](http://csbsju.edu/Documents/Registrar/forms/Major-substitution.docx)

- **Transfer Work:** All transfer courses for the Common Curriculum or elective credit must be preapproved by emailing the course information and institution name to bnovak@csbsju.edu. All transfer coursework for a major or minor requirement must be preapproved by the Department Chairperson via this same procedure. An official transcript is required and should be sent to the Registrar’s Office, Attn: Barb Novak, 37 S., College Ave., St. Joseph, MN 56374. Substitutions for transfer coursework will NOT appear in degreeworks until an official transcript with an appropriate final grade is received.

**Incomplete course(s):** Contact your instructor to determine what you must do to complete the course.

**FAE:** NOTE: This requirement will not show as Met in degreeworks until after the spring semester of your second year of attendance, at the earliest. Questions regarding your Fine Arts Experience (FAE) and the number of events you have attended can be found at [http://www.csbsju.edu/Common-Curriculum.htm](http://www.csbsju.edu/Common-Curriculum.htm). If you have additional questions, please contact fae@csbsju.edu.

Additional questions should be directed to:

**SJU Students:**

- **Anastasia Nathe**  
  SJU Registrar's Office  
  Phone: 320-363-3398  
  anathe@csbsju.edu

**CSB Students:**

- **Denise Laudenbach**  
  CSB Registrar’s Office  
  Phone: 320-363-5158  
  djlaudenbach@csbsju.edu