

How to Use CIS to Check Your Program Status:

A Picture Checklist Guide for ME
Graduate Students

Quick Checklist

1. All of your **paperwork** has been submitted and **approved in CIS**.
2. You have **applied for graduation** (or renewed your graduation semester).
3. You have **passed quals** and your **proposal** defense (Ph.D. students only).
4. You have **passed your defense** (Thesis and Ph.D.) or final exam (Non-Thesis).
5. You have obtained a **Thesis Release** from the Thesis Editor (Thesis and Ph.D. only).
6. All of your **grades** (including those for your last semester's classes) have been reported – **No Ts or EUs**.
7. Numbers 1-6 are TRUE before the next semester begins.



1. ALL OF YOUR PAPERWORK HAS BEEN SUBMITTED AND APPROVED

Log into CIS and check out your Graduate Student Summary

U CAMPUS INFORMATION SYSTEM THE UNIVERSITY OF UTAH Help/FAQs CIS Home My Links >>

Student Personalize>> Content Layout

Student Profile

Name: HOLLY, BUDDY
Student ID: 00000000
Address: 201 S. PRESIDENTS CIR
SALT LAKE CITY, UT 84112
Phone: add phone number
UMail: u0000000@utah.edu
Declared Major: Music PhD

IMPORTANT: Your UMail and Mailing Address are used for formal communications to you from the University. To avoid missing official information keep your Mailing Address current by selecting the above link to make changes.

Student Message Center

Registration Appointments for Summer 2009

Summer 2009 registration appointments will be available on Tuesday, February 17, 2009.

Start Dialing 10 Digits for Local Calls

Mandatory 10 digit dialing starts on March 1, 2009 due to the addition of the new 385 area code. Start dialing 10 digits now to be campus with 5

Speedy Links

Speedy Links

- Fast Grades
- Fast Schedule

Student Grades

- View your Grades by Term
- View your Unofficial Transcript
- View your Summary of All Grades
- View your Academic Summary
- Official Transcript Information

Registration

- View your Registration Dates
- View your Class Schedule
- View your Weekly Class Schedule
- Drop Class
- Add Class
- Student Course Feedback Results

Class Schedules & General Cat.

- General Catalog
- Student Handbook
- Course Number Changes
- Class Schedules:
 - Fall 2009
 - Summer 2009
 - Spring 2009
- Archived Class Schedules
- Academic Outreach & Continuing Edu
- U-online - U of U Online Courses

Graduation

DARS

- How to Read a DARS Report
- View/Delete your Degree Audit Report(s)
- Generate Degree Audit Reports
- Generate Degree Audit for My Major(s)

GPS

- Graduation Planning System

Graduation

- General Information
- Personal Graduation Information
- Ceremonies
- Undergraduate Degree Application

Graduate Students

- Graduate Student Summary

Questions can always be sent to webmaster@acs.utah.edu

Click on your Supervisory Committee link.



- If you see this

Grad Student Prog Plan Audit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

[Basic Search](#)  [Save Search Criteria](#)

No matching values were found.

- Then you haven't turned in any paperwork. Your graduation will **defer** to the next semester.

You should see something like this:

Supervisory Committee Find | View All | First 1 of 2 Last

Supervise Date: Entered By: FRIZ,AMANDA MICHELE +

Chair:	<input type="text"/>	BAMBERG,STACY MORRIS	Department: Mechanical Engineering
Member 1:	<input type="text"/>	BLOSWICK,DONALD S	Department: Mechanical Engineering
Member 2:	<input type="text"/>	MEEK,SANFORD G	Department: Mechanical Engineering
Member 3:	<input type="text"/>	MACWILLIAMS,BRUCE A	Department: Bioengineering
Member 4:	<input type="text"/>	DIBBLE,LELAND E	Department: Physical Therapy - COH
Member 5:	<input type="text"/>		Department:
Dir Grad Studies or Dept Chair:	<input type="text"/>	PARDYJAK,ERIC R	Department: Mechanical Engineering
Non-Employee Member:	<input type="text"/>		
Non-Employee Member:	<input type="text"/>		

Committee Comments:

Graduate School Committee Approval Date:

Graduate School Committee Approval Date: 11/01/2010 

- That date means your **committee is approved.**
Yay!

- If you see this:

Graduate School Committee Approval Date: 

- Then your committee is NOT APPROVED.
Email the Grad Advisor ASAP.

- Check that your **Program of Study** has been entered and approved.
- From the Grad Student Summary page in CIS, click on “Grad Student Program of Study.”



- If you see this

Grad Student Prog Plan Audit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

[Basic Search](#)  [Save Search Criteria](#)

No matching values were found.

- Then you haven't turned in any paperwork. Your graduation will **defer** to the next semester.

You should see something like this:

Grad Tracking SA1046q								
EmpID: 00000000	Name: HOLLY, BUDDY	Resident: N	International: N					
Academic Program: GFAGR	Fine Arts (GR)	Academic Plan: MUSCPHD	Music PHD					
Career Nbr	Degree Seeking: PHD	Term Admitted: 1078	Admissions Status: Active In Program					
Coursework								
'Effective Date: 11/02/2009			Sequence Nbr: 1					
	Subject Area	Catalog Nbr	Class Section	Course Title	Term	Semester Taken	Units Taken	Name
1	MUSC	7530	001	Composition PHD	1078	Fall 2007	3.00	RICHARD, L.
2	MUSC	6550	001	Adv Formal Proc I	1088	Fall 2008	3.00	DIDDLEY, B.
3	MUSC	7970	001	Thesis Research: PhD	1094	Spring 2009	6.00	BERRY, C.
4	MUSC	6361	001	Adv Electro Comp II	1084	Spring 2008	3.00	CARLOS, W.
5	MUSC	6540	001	Style Studies - Orch I	1084	Spring 2008	3.00	FAITH, P.
6	MUSC	6541	001	Style Studies - Orch II	1088	Fall 2008	3.00	CONNIFF, R.
7	MUSC	6360	001	Adv Electro Comp I	1078	Fall 2007	3.00	SCHULZ, K.
8	MUSC	7510	001	Theory Pedagogy	1088	Fall 2008	3.00	LEWIS, J.L.
9	MUSC	6551	001	Adv Formal Proc II	1094	Spring 2009	3.00	PRESLEY, E.
10	MUSC	6010	001	Music Bibliograph	1078	Fall 2007	2.00	BERRY, C.

- **Important:** Make sure the **classes listed** here are actually the **classes you took**.
- If not, you need to email the **Grad Advisor ASAP!**

- In the Program of Study, scroll down to check approvals. If you see this

Approvals

Supervise Date: 11/01/2010

Chair:	BLOSWICK,DONALD S	Date Approved:	<input type="text"/>
Member:	HOEPPNER,DAVID W	Date Approved:	11/08/2010
Member:	MERRYWEATHER,ANDREW S	Date Approved:	<input type="text"/>
Member:		Date Approved:	<input type="text"/>
Member:		Date Approved:	<input type="text"/>
Member:		Date Approved:	<input type="text"/>
Dept Chair or Dir of Grad Studies:	PARDYJAK,ERIC R	Date Approved:	<input type="text"/>

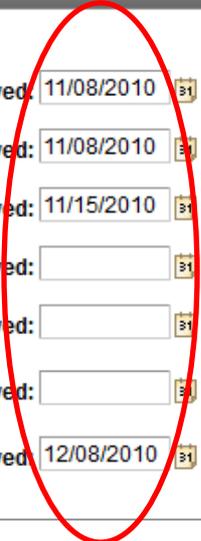
- then you need to **email each professor** without a date and ask him/her to approve your form online
- CC the **Grad Advisor** on this email

- If you see dates by all of your professors' names

Approvals

Supervise Date: 11/01/2010

Chair:	BLOSWICK,DONALD S	Date Approved:	11/08/2010
Member:	HOEPPNER,DAVID W	Date Approved:	11/08/2010
Member:	MERRYWEATHER,ANDREW S	Date Approved:	11/15/2010
Member:		Date Approved:	
Member:		Date Approved:	
Member:		Date Approved:	
Dept Chair or Dir of Grad Studies:	PARDYJAK,ERIC R	Date Approved:	12/08/2010



- then your classes have been approved. Yay!
- Proceed to Step 2



2. YOU HAVE **APPLIED FOR **GRADUATION****

Click on Your Program/Plan Audit



- Your screen should look like this:

Graduate School Requirements Audit	
Graduation Application:	Complete - Applied For Summer 2011
Thesis hours (6 or more for Masters, 14 or more for Doctor):	Complete
Total hours (30 for Masters, no requirement for Doctorate):	Complete
Residency (two continuous semesters of full-time enrollment):	Complete - Not required.
Program of Study Approvals:	Complete
Exam Approvals:	Incomplete - Missing Approvals
Language Verification (for MA's and some Doctorates):	Complete - Not Required
Thesis Release:	Incomplete - Missing Thesis Office Approval
Class Grades:	Complete
T and I grades must be changed to letter grades before student's can graduate.	

- Your **Graduation Term** is the semester listed.

- If this term is when you want to graduate, congrats! Proceed to the next step.

- **If you will not finish in time**, you need to go to the Graduation Office to push back your graduation date.

- If you see this

Graduate School Requirements Audit	
Graduation Application:	Incomplete
Thesis hours (6 or more for Masters, 14 or more for Doctor):	Complete - Thesis Not Required
Total hours (30 for Masters, no requirement for Doctorate):	Complete
Residency (two continuous semesters of full-time enrollment):	Complete - Not required.
Program of Study Approvals:	Complete
Exam Approvals:	Complete
Language Verification (for MA's and some Doctorates):	Complete - Not Required
Thesis Release:	Complete - Thesis Not Required
Class Grades:	Complete

T and I grades must be changed to letter grades before student's can graduate.

- You have not applied for graduation with the Graduation Office. You need to **contact the Graduation Office ASAP**

3. You have **passed quals** and your **proposal** defense (Ph.D. students only)

- These are tracked via **paper forms** in the ME Grad Advising Office (2102 MEB)
- Come see the **Grad Advisor** to verify these forms are on file



4. YOU HAVE **PASSED YOUR DEFENSE**
(MST AND PH.D.) OR FINAL EXAM
(MSNT)

- You need to make sure your defense or final exam is approved online.
- Click on your Audit link.



“Exam Approvals” means Thesis Defense, Dissertation Defense, or Non-Thesis Exam.

Graduate School Requirements Audit

Thesis hours (6 or more for Masters, 14 or more for Doctor):	Complete - Thesis Not Required
Total hours (30 for Masters, no requirement for Doctorate):	Incomplete - Total Hours 0
Residency (two continuous semesters of full-time enrollment):	Complete
Program of Study Approvals:	Incomplete - Missing Approvals
Exam Approvals:	Incomplete - Missing Approvals
Language Verification (for MA's and some Doctorates):	Complete
Thesis Release:	Incomplete - Missing Thesis Office Approval
Class Grades:	Incomplete - Not all grades reported or student still has T or I grades T and I grades must be changed to letter grades before student's can graduate.

If you see this and *have defended* or taken the final, contact the **Grad Advisor** **ASAP**

Graduate School Requirements Audit

Thesis hours (6 or more for Masters, 14 or more for Doctor):	Complete - Thesis Not Required
Total hours (30 for Masters, no requirement for Doctorate):	Incomplete - Total Hours 0
Residency (two continuous semesters of full-time enrollment):	Complete
Program of Study Approvals:	Incomplete - Missing Approvals
Exam Approvals:	Incomplete - Missing Approvals
Language Verification (for MA's and some Doctorates):	Complete
Thesis Release:	Incomplete - Missing Thesis Office Approval
Class Grades:	Incomplete - Not all grades reported or student still has T or I grades T and I grades must be changed to letter grades before student's can graduate.

If you see this and ***have not defended***/taken the final according to the **deadlines** your graduation will be **deferred**

Graduate School Requirements Audit	
Thesis hours (6 or more for Masters, 14 or more for Doctor):	Complete - Thesis Not Required
Total hours (30 for Masters, no requirement for Doctorate):	Incomplete - Total Hours 0
Residency (two continuous semesters of full-time enrollment):	Complete
Program of Study Approvals:	Incomplete - Missing Approvals
Exam Approvals:	Incomplete - Missing Approvals
Language Verification (for MA's and some Doctorates):	Complete
Thesis Release:	Incomplete - Missing Thesis Office Approval
Class Grades:	Incomplete - Not all grades reported or student still has T or I grades T and I grades must be changed to letter grades before student's can graduate.

Deadlines are posted here:

http://www.gradschool.utah.edu/students/masters_calendar.php

If you **defended**/took the final according to the **deadlines** you will see this:

Graduate School Requirements Audit	
Thesis hours (6 or more for Masters, 14 or more for Doctor):	Complete
Total hours (30 for Masters, no requirement for Doctorate):	Incomplete - Total Hours 0
Residency (two continuous semesters of full-time enrollment):	Complete
Program of Study Approvals:	Complete
Exam Approvals:	Complete
Language Verification (for MA's and some Doctorates):	Complete
Thesis Release:	Complete

Deadlines are posted here:

http://www.gradschool.utah.edu/students/masters_calendar.php



**5. YOU HAVE OBTAINED A **THESIS
RELEASE** FROM THE THESIS EDITOR (MST
AND PH.D. ONLY)**

Click on your Audit link.



- If your audit looks like this

Graduate School Requirements Audit	
Thesis hours (6 or more for Masters, 14 or more for Doctor):	Complete
Total hours (30 for Masters, no requirement for Doctorate):	Incomplete - Total Hours 0
Residency (two continuous semesters of full-time enrollment):	Complete
Program of Study Approvals:	Incomplete - Missing Approvals
Exam Approvals:	Incomplete - Missing Approvals
Language Verification (for MA's and some Doctorates):	Complete
Thesis Release:	Incomplete - Missing Thesis Office Approval
Class Grades:	Incomplete - Not all grades reported or student still has T or I grades T and I grades must be changed to letter grades before student's can graduate.

- and you have **completed corrections**, call the **Thesis Editor**.

- If your audit looks like this

Graduate School Requirements Audit	
Thesis hours (6 or more for Masters, 14 or more for Doctor):	Complete
Total hours (30 for Masters, no requirement for Doctorate):	Incomplete - Total Hours 0
Residency (two continuous semesters of full-time enrollment):	Complete
Program of Study Approvals:	Incomplete - Missing Approvals
Exam Approvals:	Incomplete - Missing Approvals
Language Verification (for MA's and some Doctorates):	Complete
Thesis Release:	Incomplete - Missing Thesis Office Approval
Class Grades:	Incomplete - Not all grades reported or student still has T or I grades T and I grades must be changed to letter grades before student's can graduate.

- and you have **not completed corrections** you have until the **end of the semester** to complete them.
- If you miss this deadline, you graduation will be deferred to the next semester.

- If you see this

Graduate School Requirements Audit	
Thesis hours (6 or more for Masters, 14 or more for Doctor):	Complete
Total hours (30 for Masters, no requirement for Doctorate):	Incomplete - Total Hours 0
Residency (two continuous semesters of full-time enrollment):	Complete
Program of Study Approvals:	Complete
Exam Approvals:	Complete
Language Verification (for MA's and some Doctorates):	Complete
Thesis Release:	Complete
Class Grades:	Complete
T and I grades must be changed to letter grades before student's can graduate.	

- You are clear to graduate



6. ALL OF YOUR GRADES HAVE BEEN REPORTED – NO Ts, Is, OR EUs

- All of your **grades need to be reported** before the next semester starts.
- This includes your **final semester's grades**, too!
- Remember, **Summer is a Semester**, too.
- Watch out for **thesis/dissertation** research – these tend to have Ts or go ungraded
- **Communicate** with your professors about your grades

Click on your Audit link.



Check your audit

Graduate School Requirements Audit

Thesis hours (6 or more for Masters, 14 or more for Doctor):	Complete
Total hours (30 for Masters, no requirement for Doctorate):	Incomplete - Total Hours 0
Residency (two continuous semesters of full-time enrollment):	Complete
Program of Study Approvals:	Incomplete - Missing Approvals
Exam Approvals:	Incomplete - Missing Approvals
Language Verification (for MA's and some Doctorates):	Complete
Thesis Release:	Incomplete - Missing Thesis Office Approval
Class Grades:	Incomplete - Not all grades reported or student still has T or I grades T and I grades must be changed to letter grades before student's can graduate.

If it looks like this, you need to
talk to your professors.
Grades need to be in before the next
semester starts.

Graduate School Requirements Audit	
Thesis hours (6 or more for Masters, 14 or more for Doctor):	Complete
Total hours (30 for Masters, no requirement for Doctorate):	Incomplete - Total Hours 0
Residency (two continuous semesters of full-time enrollment):	Complete
Program of Study Approvals:	Incomplete - Missing Approvals
Exam Approvals:	Incomplete - Missing Approvals
Language Verification (for MA's and some Doctorates):	Complete
Thesis Release:	Incomplete - Missing Thesis Office Approval
Class Grades:	Incomplete - Not all grades reported or student still has T or I grades
T and I grades must be changed to letter grades before student's can graduate	

- You can use the **Program of Study** page to see which classes are **missing grades** or have Ts, EUs, or Is.
- Scroll down to Coursework.

Coursework Find | View All First 1 of 1 Last

Effective Date: 12/06/2010 Sequence Nbr: 1

Customize | Find First 1-17 of 17 Last

	Subject Area	Catalog Nbr	Class Section	Course Title	Term	Semester Taken	Units Taken	Official Grade	Name		
8	ME EN	6400	001	Vibrations	1094	Spring 2009	3.00	A	MEEK,SANFORD G	+	-
9	ME EN	6520	001	Composite Mat'ls	1094	Spring 2009	3.00	A	ADAMS,DANIEL	+	-
10	ME EN	6830	001	Aero Propulsion	1094	Spring 2009	3.00	A	CHEN,KUAN	+	-
11	ME EN	7650	001	Adv Conduction	1098	Fall 2009	3.00	A	CHEN,KUAN	+	-
12	ME EN	7700	001	Adv Fluid Mechanics	1098	Fall 2009	3.00	A	MCMURTRY,PATRICK	+	-
13	ME EN	7060	001	Fatigue & Creep	1098	Fall 2009	3.00		Professor X	+	-
14	ME EN	7720	001	Turbulence	1104	Spring 2010	3.00	A	MCMURTRY,PATRICK	+	-
15	ME EN	6720	001	Comp Fluid Dynamics	1104	Spring 2010	3.00	A	STOLL II,JAMES R	+	-
16	ME EN	7070	001	Tribology & Corrosion	1108	Fall 2010	3.00	A	HOEPPNER,DAVID W	+	-
17	ME EN	7970	022	PhD Dissertation	1108	Fall 2010	6.00	T	Professor X	+	-

- You can use the **Program of Study** page to see which classes are **missing grades** or have Ts, EUs, or Is.
- Scroll down to Thesis Coursework.

Thesis Coursework								Customize Find
	<u>Subject Area</u>	<u>Catalog Nbr</u>	<u>Class Section</u>	<u>Course Title</u>	<u>Semester Taken</u>	<u>Units Taken</u>	<u>Official Grade</u>	<u>Name</u>
1	ME EN	7970	009	PhD Dissertation	Fall 2009	4.00	CR	Professor X
2	ME EN	7970	009	PhD Dissertation	Spring 2010	9.00	CR	Professor X
3	ME EN	7970	009	PhD Dissertation	Fall 2010	9.00	T	Professor X
4	ME EN	7970	009	PhD Dissertation	Spring 2011	3.00	T	Professor X

- If you have any **Ts, Is, or EUs**, you need to talk to the professor of that class **IMMEDIATELY**
- These grades need to be changed **before** the next semester **starts**.



**7. NUMBERS 1-6 ARE TRUE BEFORE
THE NEXT SEMESTER BEGINS**

Remember to count Summer as a
Semester, too!



Go into your Plan Audit:



Your Audit should have everything complete, like this:

Graduate School Requirements Audit	Non-thesis Example	Thesis/PhD Example
Graduation Application:	Complete - Degree Awarded	Complete - Degree Awarded
Thesis hours (6 or more for Masters, 14 or more for Doctor):	Complete - Thesis Not Required	Complete
Total hours (30 for Masters, no requirement for Doctorate):	Complete	Complete
Residency (two continuous semesters of full-time enrollment):	Complete - Not required.	Complete
Program of Study Approvals:	Complete	Complete
Exam Approvals:	Complete	Complete
Language Verification (for MA's and some Doctorates):	Complete - Not Required	Complete - Not Required
Thesis Release:	Complete - Thesis Not Required	Complete
Class Grades:	Complete	Complete
T and I grades must be changed to letter grades before student's can graduate.		

- **MS Students:** If you have transfer credits, your Audit might look like this:

Graduate School Requirements Audit	
Graduation Application:	Complete - Degree Awarded
Thesis hours (6 or more for Masters, 14 or more for Doctor):	Complete - Thesis Not Required
<u>Total hours (30 for Masters, no requirement for Doctorate):</u>	Incomplete - Total Hours 27
Residency (two continous semesters of full-time enrollment):	Complete - Not required.
Program of Study Approvals:	Complete
Exam Approvals:	Complete
Language Verification (for MA's and some Doctorates):	Complete - Not Required
Thesis Release:	Complete - Thesis Not Required
Class Grades:	Complete
T and I grades must be changed to letter grades before student's can graduate.	

- That's ok. Make sure you have **30 hours** in your **Program of Study** and you'll be fine.

You're Done!

