HOW TO COMPLETE A REQUIREMENTS CHECKLIST AND COURSE PLAN

1. **Print out an ECampus Transcript Degree Audit.**

2. **From your ECampus Student Center:**
   - Choose “Degree Progress” under Academic History, Choose “Santa Clara University” for Academic Institution
   - Choose “Unof Transcript + Degree Audit” for Report Type, Click on “Go”

3. **Information about how to read a Degree Audit can be found at:**
   https://www.scu.edu/registrar/quick-links/degree-audit/

4. **Obtain a Requirements Checklist and a Course Planning Worksheet**
   - From the Undergraduate Business Programs Office in Lucas 115, or
   - Online at: https://www.scu.edu/business/undergraduates/advising/requirement-checklists/

5. **Using your transcript and degree audit, check off all the requirements that you have already met on the Requirements Checklist**

6. **Transfer all the courses with blank boxes on the Requirements Checklist to the Course Planning Worksheet**
   
   a. Use tentative course schedules to anticipate which quarter courses will likely be offered.
      
      i. Go to: https://www.scu.edu/registrar/ Choose the link for Deadlines & Registration Information. This will take you to a virtual book which will include tentative course offerings for future quarters.
   
   b. Make sure you will meet all prerequisites BEFORE the quarter you plan to take a particular class.
      
      i. You can find prerequisites in the course descriptions contained in the Undergraduate Bulletin https://www.scu.edu/academics/course-catalogs/undergraduate-bulletin/. Choose the most recent bulletin for the most current information about prerequisites.
   
   c. You can also find a prerequisite listing for business core courses only at https://www.scu.edu/business/undergraduates/advising/prerequisites/
   
   d. If you haven’t declared a major, enter place holders for required major courses as follows:
      
      Actg: 8 courses   Actg & Info Sys: 12 courses   Economics: 8 courses   Mgmt: 5 courses
      
      Marketing: 5 courses   Finance: 6 courses   OMIS: 7 courses
      
   e. Verify that you will complete at least 175 units, and that 60 of those units are in upper-division courses (courses numbered 100 and above).

7. **Meet with your faculty advisor (or a Drahmann Center advisor if you have a double major and/or minors) to have your course plan reviewed.**