MEDGAR EVERS COLLEGE
EduTrac Frequently Asked Questions

Be a Cougar . . . Stay on Track with EduTrac

What is EduTrac?
EduTrac is a degree auditing program and academic advising tool that can help students review degree requirements and educational progress while at Medgar Evers College.

What are the benefits of using EduTrac?
You can easily track your progress toward graduation and plan your academic career accordingly. By-clicking the "What If" feature you, will also be able to see how your academic requirements might change if you were to change your major. The "What If" tab also allows you to view how your courses would apply to other majors.

How do I obtain my Pin #?
How to Register:

Go to www.cuny.edu *Click on Log In*

New User-Click on Register
Returning User-Enter your username & password

Click on
Student Advisement/Degree Audit

When can I access my audit?
EduTrac is a web-based system and is available 6:00 a.m. to 3:00 a.m. through the CUNY portal. You can access your EduTrac audit from any computer with internet access.

How do I read my degree audit?
The audit is designed in a logical hierarchy. The Fact section displays basic information such as your name, degree, major, etc. The section that follows list the overall requirements that are

needed to earn your degree, such as: CUNY Skills Assessment Tests, CUNY Proficiency Examination (CPE) scores, major, and concentration (if applicable). Additional Courses not Counted Towards the Degree, Non-Contributing Grades, and In-Progress courses are listed toward the bottom of the audit. Each of these sections are called "blocks". Your academic advisor can assist you with reading your audit.

Who is my advisor?

Advisors' names and department locations are listed in the printed Schedule of Classes or at the following web address: www.mec.cuny.edu. Students who are in SEEK or the Freshman Year Program should seek advisement in the Bedford Building, Room 2015. Continuing students can see their academic advisor in the SASS Center, Bedford Building, Suite 2032.

Is my EduTrac report the same as my transcript?

NO. EduTrac is a computerized program that displays your academic information based on catalog requirements. Your transcript lists the courses you have taken each semester.

How do I know what my degree requirements are?

All course requirements for your degree are listed in 'block' within your audit.

What are Non-Contributory courses?

Non-Contributory courses are those courses that do not fulfill any of your degree requirements.

What is an IP grade?

The grade IP (In Progress) is given for courses in which you are currently registered; in other words, these courses are In Progress.

How do I add a Minor area of Study?

To add a minor, you must go to the College of Freshman Studies (Freshman Year, SASS Center or the SEEK Program) in the Bedford Building and speak with your academic advisor.

Where can I find information on the courses required for a Minor?

The listing of courses required for a Minor can be found in the college's website, under the following link: http://www.mec.cuny.edu/academic_affairs/aa_publications/minors.asp

Will the courses required for the Minor appear on EduTrac ?

Yes, once you declare a minor, the course requirements will appear on your EduTrac degree audit.

Who do I call if I cannot access EduTrac?

If you cannot access EduTrac, contact Tech Support via email at *edutrachelp@mec.cuny.edu* or call (718) 270-6488.

Do I automatically graduate if everything is checked off?

No, you do not. You must go to the SASS Center (B2032) and fill out an application to apply for

graduation. You apply during your last semester of classes. Your record will be reviewed for determination of conferral date of your degree.

Will my transfer credits be applied to my record?

Yes, your transfer credits are applied to courses that meet your degree requirements.

How do I change my major on EduTrac?

To change your major, you must go to the College of Freshman Studies (Freshman Year, SASS Center or SEEK Program) in the Bedford Building, to obtain a Change of Major form.

What if there is a course missing from my audit or if I encounter other problems ?

Just click on "e-HELP", found on the upper right hand side of your audit. Describe the problem you are encountering in the comment box. This information will be sent to the Helpdesk and someone will reply with the answer/resolution as soon as possible.

If this is not an official review of my degree requirements, where can I go to find out the other requirements I might need?

To find out what other requirements you might need, please visit your Academic Advisor in the SASS Center, Freshman Year Program or the SEEK offices, who will review your requirements with you.

I was told that I was exempted/waived from taking certain courses; however, my audit shows that I have not met the requirements. What should I do?

All exemptions, waivers, and substitutions must be officially approved by the appropriate department and posted to your record. Please see the academic advisor who informed you of the exemption, waiver, or substitution for official and final processing.

According to my audit, "Credits Applied" indicates I have more credits than I have actually completed. Why?

The audit, when completed includes in-progress courses that fall in the "Credits Applied" category. Therefore, you will see more credits listed than are actually completed.

If there is a change on my record, when will I be able to see the change on EduTrac?

Usually any change on your record will be displayed on your audit the next day. If that is not the case, let your advisor know.