Intro to MYDEGREES
For Advising
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MyDegrees Training Guide (revised: 08/04/2015)
What is MYDEGREES?

MYDEGREES is the web-based degree audit system that replaced Oregon State University’s previous audit system, CAPP. It is an advisement tool that enables students and their advisors to review past, present, and future academic coursework to evaluate which degree requirements are complete and which degree requirements are remaining.

Who will have access to MYDEGREES?
- Advisors
- Students
- Office of the Registrar

The Concept of “Best Fit”

“Best fit” is an important MYDEGREES concept to understand. It is used to determine how degree requirements are met as the student takes courses toward degree fulfillment. MYDEGREES looks at each student’s program holistically, and places each course in the requirements checklist using a "best fit" scenario. The "best fit" process will not always be perfect, particularly when multiple possibilities exist.

Classes may apply to different sections as more courses are taken.

- If there is a course requirement that does not appear where you expected on the checklist, please contact the Registrar’s office.
# MyDegrees Functionality Summary

<table>
<thead>
<tr>
<th>MyDegrees Functionality</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tab 1: Degree Checklist</strong></td>
<td></td>
</tr>
<tr>
<td>Degree Checklist: Student View (default)</td>
<td>Provides general information about the student's complete and incomplete requirements, grouped into logical sections/blocks.</td>
</tr>
<tr>
<td>Degree Checklist: Registrar Report</td>
<td>Used primarily by the Registrar's Office, and displays the same information as the Student View with additional detail from Scribe. Use to view hidden course substitutions and header information such as Minimum GPA or grade requirements for the block.</td>
</tr>
<tr>
<td>Degree Checklist: Registration Checklist</td>
<td>Shows only the unfulfilled requirements that are &quot;Still Needed&quot; on the checklist.</td>
</tr>
<tr>
<td>Class History Link</td>
<td>Provides a listing of all courses taken by the student, with grades and credits, grouped by the term taken.</td>
</tr>
<tr>
<td>Alpha History Link</td>
<td>Provides a listing of all courses taken by student in alpha order, with grades and credits.</td>
</tr>
<tr>
<td><strong>History</strong></td>
<td>Shows the last three student checklists that were run.</td>
</tr>
<tr>
<td><strong>What-If</strong></td>
<td>Allows you to process speculative degree audits for a student using their current class history and freeze What-If scenarios. Students can freeze their own What-If scenarios too.</td>
</tr>
<tr>
<td><strong>What-If History</strong></td>
<td>Allows you to view available frozen What-If Scenarios.</td>
</tr>
<tr>
<td><strong>Look Ahead</strong></td>
<td>Allows the display of an audit which includes courses that are still to be taken.</td>
</tr>
<tr>
<td>MyDegrees Functionality</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>Tab 2: Plans</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Student Planner</strong></td>
<td>Used by students and advisors to create academic plans.</td>
</tr>
<tr>
<td><strong>View</strong></td>
<td></td>
</tr>
</tbody>
</table>
| **Edit (default)**      | Used to edit student planner, and apply and edit templates  
|                         | Add, delete and reassign requirements  
|                         | Write notes per requirement  
|                         | Activate and inactivate planners |
| **Audit**               | Allows viewing student audit and template  
|                         | Allows viewing student audit and planner |
| **Calendar**            | Allows viewing student planner in calendar style |
| **Templates**           | Pre-defined plans, or templates for particular programs of study, can be created ahead of time and loaded for student advising. |
| **Blank Plan**          | Advisors create a new plan with terms, requirements, and notes. |
| **Template Management** |             |
| **Link**                | Lists all available templates, advisors have the ability to apply a template to student’s planner and edit, add delete as needed per student educational program |

**Plans in Edit View**

![Image of MyDegrees interface](image-url)

- **Description:** First Term
- **Degree:** Bachelor of Science
- **Tracking Status:** Not displayed, plan is not locked
- **View:** Edit
- **2012 Fall**
- **Total Credits:** 14.0
- **Options:** Reassign, Delete this term
Plans in **Audit** View

![Audit View Image]

Plans in **Calendar** View

![Calendar View Image]
Advanced Search for Templates
## MyDegrees Functionality Summary (continued)

<table>
<thead>
<tr>
<th>MyDegrees Functionality</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tab 3: Checklist Notes</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Add/View Note</strong></td>
<td>Use to enter any notes about the student’s checklist. Use optional Pre-Defined Notes dropdown to begin note, then Save.</td>
</tr>
</tbody>
</table>

![View Notes](image)
<table>
<thead>
<tr>
<th>MyDegrees Functionality</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tab 4: Exceptions</td>
<td></td>
</tr>
<tr>
<td><strong>Also Allow</strong> (default)</td>
<td>Use Also Allow to allow an additional class to be used to meet a course requirement. It allows the additional course the flexibility of being moved if there are better fits elsewhere in the student’s checklist. This is a flexible option, where the Apply Here exception is not. The audit engine may change where the course is applied in the checklist, based on additional courses taken.</td>
</tr>
<tr>
<td><strong>Apply Here</strong></td>
<td>Use Apply Here to require that a course be applied to a rule. Where Also Allow is flexible Apply Here is inflexible, and the auditor will not move courses applied to rules with this exception type unless a block or rule qualifier overrides the exception. This exception allows the user to apply a specific course to a rule regardless of the Scribe text or the auditor best-fit algorithm.</td>
</tr>
<tr>
<td><strong>Substitute</strong></td>
<td>Use Substitute if there is a course in a required course list that you would like to replace. Do not use it to substitute transfer courses – use Also Allow or Apply Here instead.</td>
</tr>
<tr>
<td><strong>Remove Course and/or Change the Limit</strong></td>
<td>Use Remove Course and/or Change the Limit to change Max Credits rules, to change the number of credits required for a rule, or to remove a course from a requirement course list. DO NOT use this exception to remove a rule with one course. If you need to “remove” a requirement with one course, you will need to do a Force Complete.</td>
</tr>
<tr>
<td><strong>Force Complete</strong></td>
<td>Use Force Complete as a last ditch option, such as in block qualifiers, and college-level GPA requirements. This exception completes a course rule, subset rule, block qualifier or rule qualifier without applying additional classes. Use this exception if you need to “remove” a requirement from the checklist.</td>
</tr>
<tr>
<td><strong>Remove Exception</strong></td>
<td>Use Remove Exception to delete an exception that was applied in error.</td>
</tr>
<tr>
<td><strong>Exception Management Link</strong></td>
<td>Use this link to run the Exceptions Report.</td>
</tr>
</tbody>
</table>
MyDegrees Functionality Summary (continued)

<table>
<thead>
<tr>
<th>MyDegrees Functionality</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tab 5: GPA Calculator</td>
<td></td>
</tr>
<tr>
<td>Graduation Calculator</td>
<td>Use to determine the average grade required to reach a desired GPA.</td>
</tr>
<tr>
<td>Term Calculator</td>
<td>Use to determine the term GPA based on courses and anticipated grades.</td>
</tr>
<tr>
<td>Advice Calculator</td>
<td>Use to determine the grade and number of credits still required to reach the desired GPA.</td>
</tr>
</tbody>
</table>

Graduation Calculator

Term Calculator

Advice Calculator
Using MyDegrees for Advising

Selecting Students
If you know the student ID, type the ID in the Student ID field.

If you do not know the student’s ID, click Find, which will take you to the Find Students search page.

Find Students search page:

To select a single student, enter the student’s ID number in the Student ID field or enter the student's first or last names (or both) in the Name fields. The First and Last Name fields are not case sensitive. Typing in the first letters of a first or last name will produce a list of all names starting with those letters.
Wild cards (@) can be used in any of these fields. Entering "@west@" in the Last Name field will produce a list of all students whose last names contain the letters "WEST". To search for a group of students, use one or multiple fields to build your search criteria:

<table>
<thead>
<tr>
<th>✓ Degree</th>
<th>✓ Student Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Major</td>
<td>✓ Concentration</td>
</tr>
<tr>
<td>✓ Minor</td>
<td>✓ Student Type</td>
</tr>
<tr>
<td>✓ College</td>
<td>✓ Class Level</td>
</tr>
</tbody>
</table>

Click Search to execute the search.

Only valid combinations of search criteria will produce search results. For example, since the Biochemistry major can only be taken as a Bachelor of Science Degree, a search for Biochemistry majors pursuing a Bachelor of Arts Degree will not produce results.

Find results are limited to 400 students and, based on your criteria, you may receive a warning message if the results produce a list of more than 400 students. Click OK to proceed. MyDEGREES will randomly choose the 400 students, and you may not get the same students every time, so select your criteria wisely.

Once you have created a list of students who meet your selection criteria, you can sort the list by clicking on any of the field headers in the Students Found window. The red arrow indicates the sort field being applied to the list of students found. Click on the field Header to change the sort order.

You can remove or alter the list of students from the selection list by un-checking the check boxes to the left of the students.

Click OK to close the search window and load the list of students into MyDegrees. Once loaded, the checklist for the first student in your list will automatically display. You can only view the data for one student at a time.

To move to a different student in the list, click the arrows above the Name field or select the arrow in the Name dropdown field and select the student’s name.
The MYDEGREES student header displays:

A. Student ID  
B. Name (in Last Name, First Name format)  
C. Degree(s) (Select the dropdown to view the checklist for any additional degrees)  
D. Major  
E. Student Level  
F. Student Classification  
G. Last Audit Run Date  
H. Last (Banner Student Data) Refresh  
I. Process Banner Refresh

If a student has multiple degrees, select Degree dropdown to toggle between them. If the student has multiple majors on the same degree (for example, one B.S. in Civil Engineering and Science), both majors will be reflected in the checklist for that degree.
Tab 1: Degree Checklist

The Degree Checklist of the advisor’s time will be spent using the Degree Checklist, which is the first tab in MyDEGREES.

<table>
<thead>
<tr>
<th>Degree Checklist</th>
<th>Plans</th>
<th>Checklist Notes</th>
<th>Exceptions</th>
<th>GPA Calc</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
<td>E</td>
</tr>
</tbody>
</table>

A. Degree Checklist Format  
B. View (Click when changing the checklist format)  
C. Save (checklist) as PDF  
D. Process New (Checklist)  
E. Include In-Progress and/or Preregistered classes (checked by default)  
F. Link to Class History  
G. Alpha History

To process a new checklist for the student (if you know changes to the requirements have been coded or there are changes to the student’s record), select Process New.

The Class History link will provide you with a listing of all of the courses taken by the student, with grades and credits, grouped by the term taken.

Student Blocks
Each checklist displays the students audit information in sections or blocks presented in the following order:

- Degree
- 1st major
- Major-specific requirements
- Option
- Minor(s)
- Additional Majors, if any
- Baccalaureate Core
- BA Language Requirement
- Deficient Foreign Language Requirement

Each section has a header containing the block's catalog year and GPA. Depending on how the requirements were entered, it may also contain the number of credits required for completion and the number of credits applied to the block based on completed requirements.

The *Still Needed* section block text is a hyperlink that will facilitate movement through the checklist, moving you to the selected block/section in the checklist.

Courses listed in the “Still Needed” section are course links that will provide the course title and credit total when hovered over and the course registration information if clicked.
Degree Checklist Views
There are four checklist formats available to advisors:

- ✓ Student View (default)
- ✓ Registrar Report
- ✓ Registration Checklist
- ✓ Student Data Report

The Student View is the default worksheet type. It provides general information about the student's complete and incomplete requirements, grouped into logical sections or blocks. The student’s checklist header reflects general student information such as the name, ID, Level, Degree, College, Minor and Major. (Additional changes will be made to this header, including the addition of student concentration.) The overall GPA displayed is the OSU institutional GPA from Banner. This GPA includes only OSU coursework and excludes transfer courses.
<table>
<thead>
<tr>
<th>Student View</th>
<th>AA006139 as of 08/21/2010 at 00:05</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Testing, Test One</td>
</tr>
<tr>
<td>ID</td>
<td>930111111</td>
</tr>
<tr>
<td>Classification</td>
<td>Freshman</td>
</tr>
<tr>
<td>Advisor</td>
<td></td>
</tr>
<tr>
<td>Institutional GPA</td>
<td>0.000</td>
</tr>
<tr>
<td>Campus</td>
<td>Oregon State - Corvallis</td>
</tr>
<tr>
<td>Academic Standing</td>
<td>DPP</td>
</tr>
<tr>
<td>Registration Hold</td>
<td>EOP</td>
</tr>
<tr>
<td>Camp</td>
<td>Veteran Benefits</td>
</tr>
<tr>
<td>Athlete</td>
<td>Resident for Tuition Purposes</td>
</tr>
<tr>
<td>International Student</td>
<td>Confidential</td>
</tr>
</tbody>
</table>

- ✓ Student
- ✓ ID
- ✓ Classification
- ✓ Advisor
- ✓ Institutional GPA
- ✓ Campus
- ✓ Academic Standing
- ✓ Registration Hold
- ✓ CAMP
- ✓ Athlete
- ✓ International Student

- ✓ Student Level
- ✓ Degree
- ✓ College
- ✓ Major
- ✓ Minor
- ✓ Concentration
- ✓ DPP
- ✓ EOP
- ✓ Veteran Benefits
- ✓ Resident for Tuition Purposes
- ✓ Confidential

Completed and incomplete requirements are designated with checkboxes. Incomplete requirements will have an open checkbox ☐, while completed requirements are designated with a check ✓.

Completed requirements display the course number(s) and title(s), the grade(s) received for the course(s), the credit totals, and the term(s) taken.

Incomplete requirements will present the information the student needs to know in order to fulfill the requirement such as “Still Needed: 1 Class in SPAN 211” or “Still Needed: See advisor regarding upper-division Spanish requirements for minor (6 credits).”

In-progress courses are designated with a tilde ~, and will show the course number and title, anticipated credits, “TBD” in place of the grade, and the anticipated term the requirement will be fulfilled. Note: This includes the current term and future registered terms.
The checklist also includes:

Electives

<table>
<thead>
<tr>
<th>Electives</th>
<th>Credits Applied:</th>
<th>Classes Applied:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART LDT</td>
<td>A 4</td>
<td>2008 Spring</td>
</tr>
<tr>
<td>MDT LDT</td>
<td>B 6</td>
<td>2005 Fall</td>
</tr>
</tbody>
</table>

Excluded courses (courses that do not meet the requirements due to grades and other limitations)

<table>
<thead>
<tr>
<th>Excluded</th>
<th>Credits Applied:</th>
<th>Classes Applied:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTH 110</td>
<td>F 3</td>
<td>2007 Winter</td>
</tr>
<tr>
<td>MTH 251</td>
<td>C 0</td>
<td>2005 Spring</td>
</tr>
<tr>
<td>MTH 253</td>
<td>C+</td>
<td>2007 Spring</td>
</tr>
<tr>
<td>MTH 254</td>
<td>D 0</td>
<td>2007 Fall</td>
</tr>
</tbody>
</table>

In-Progress courses

<table>
<thead>
<tr>
<th>In-progress</th>
<th>Credits Applied:</th>
<th>Classes Applied:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 353</td>
<td>TBD</td>
<td>2013 Fall</td>
</tr>
<tr>
<td>BA 360</td>
<td>TBD</td>
<td>2013 Fall</td>
</tr>
</tbody>
</table>

Legend and Disclaimer
You can view the checklist without in-progress classes and pre-registered classes by un-checking the checkboxes in the worksheet header, which are checked by default.

To choose a different view, select from the dropdown menu in Degree Checklist Format and click View to load the selected view.

The Registrar Report will be used primarily by the Registrar’s Office. This checklist the same information as the Student View with additional detail from Scribe, MyDegrees’ coding tool. However, this report may be helpful to advisors because it presents some scribe detail for block, and may present hidden block attributes such as hidden course rules and minimum or maximum course or GPA requirements.

Above, the top row displays the requirement as it is shown in the Student View checklist. The bottom row shows the scribed requirement. In this example, BA 471 is hidden (“HideFromAdvice”) and is only applied to the requirement if taken during or prior to Fall 2007 (“WITH TERM <=200801”). This rule is also shared with other rules in this block (“NONEXCLUSIVE (THISBLOCK)”). Additional explanations of these terms and others can be found in the Terms and Concepts section at the back of this document.

The Registration Checklist shows only the unfulfilled requirements from on the checklist. It does not provide any of the detailed explanations of requirements that may be found in the Student View.
The Student Data Report provides technical detail about the entire student data used in the MYDegrees application.
History allows you to view the last three checklists that were run for the student you are viewing. Select the Checklist Format and the Historic Report to view. Click View.
What-If audits allow you to process speculative degree audits for a student using their current class history along with look ahead courses (see Look Ahead section for look ahead courses).

You can audit a student against the requirements for a different major, minor, degree, catalog year or any other selectable item on the What-If Audit screen. You can also enter courses the student plans to take in order to view them in the speculative audit. To generate a What-If degree audit, select the requirements you wish to audit the student against. Use the Process What-If button to generate the what-if scenario selected. The selected items will be moved to the window on the right.

Keep the format as Student View.

To de-select an item from the window, highlight the item then click the Remove button located below the window.

To run the selected What-If, click Process What-If.

It is important to remember that unlike degree checklists, What-If audits are not stored in the database. After they are run, the results can be printed, but after leaving the What-If screen the audit cannot be accessed again. Of course, it is always possible to run another What-If audit with the same parameters.
What-If History

Advisors and students can freeze What-If scenarios and view later. What-If Scenarios must be saved in What-If. To save a What-If scenario, once what-if is generated, type in a description and click save. Student generated frozen What-If scenario will have (STUFRZ) code in title.
Look Ahead allows you to see an audit which will reflect courses for which the student plans to register. As with the What-If, it is important to remember that these audits are not saved, but can be printed and run again. The Look Ahead function is available on both the What-If and on the Checklist tab.

Enter the course subject and number or select the Find button to look-up a course. Add the course(s) to the consideration list by clicking Add Course. To remove courses, select the course and click Remove Course.
The Student Educational Planner (SEP) is a tool in MyDegrees that students and advisors use to create academic plans. Pre-defined plans, or templates for particular programs of study, can be created ahead of time and loaded for student advising. Once a plan is populated it may be modified as needed per student.

**Views**
Plans can be viewed in various Views. Plans default to Edit View first and advisor can change the type of view need to work in.

**Edit View** – This is the view where most planning can happen. Advisors can add additional terms to students plan, add courses from Still Needed List of courses by dragging and dropping into students plan, delete and change requirements for each term and set courses and requirements as critical for student’s educational program.

**NOTE:** Edit View also covers instruction on How to create a new Blank Plan.

New plans must have a Description, otherwise no further changes can be made to the new plan.

Plans can be active and locked. New term can be added/deleted/commented on with a help of “Plus”, “Minus” and “Note” icons located on the top right corner of the plan.

Same icons are located on each term of the plan for adding requirements such as course, GPA, choice requirements.

Each requirement has a “Note” icon and notes can be made per requirement.

Still Needed course list is available on the right side of the plan, courses can be dragged and dropped into the plan for each term. These courses are connected to Online Catalog.

Once terms are set up in plan with courses and other requirements, Audit can be generated to view how each planned course or requirement are placed.

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MyDegrees Training Guide (revised: 08/04/2015)
Adding Requirements in Plans
Add Requirements using the “Plus” on the right end of Term header. Select from:
- Choice
- Course
- GPA
- Non-Course Requirement
- Placeholder
- Test Score

Choice – enter a choice for student in the following format.
MTH @ PAC @ Bacc @

If choice is between two three classes or a combination of classes, enter a choice in the following format.

Use attributes and add or delete combination

+ will allow a combination choice, i.e. MTH 111 and MTH 112.
“Add another option” will add another row to make another option for the choice.
Click the radio button to make one of the rows hidden from student and only display one of the options in the choice.
Click the Select None to make all options within the choice visible in Plans.
Course – drag and drop from Still Needed List on the right side of Plans or click in the box of Course row to bring up a menu to search available courses in Online Catalog.

GPA – Requirement for GPA is set using one of the options from the drop-down menu.
- Class List GPA
- Major GPA
- Overall GPA – DegreeWorks is calculated within MyDegrees
- Overall GPA – comes from Banner

Non-Course Requirement

Placeholder Requirement – During MyDegrees Upgrade, not all items in existing Student educational Planners were convertible to the new version of plans. Placeholder is available due to upgrade of MyDegrees, the non-convertible items, such as “-“ that allowed choices to be entered in plans, appear in plans. Placeholder has categories to choose from and a value where text can be entered what the placeholder for.
Test Score Requirement

Audit View- brings up both Student Audit and Calendar View within Plans. In this view, no new terms can be added, reassigned, or deleted.

Courses from student’s audit listed as “Still Needed” can be dragged and dropped into student planner on the right half of the Plans in Audit View.

Flexible divider between student audit and student plan in Audit view can be moved to adjust the width of either side of the view.
A screenshot of a student planner worksheet showing the breakdown of courses for the 2014-15 and 2015-16 academic years. The worksheet includes details such as degree, classification, college, advisor, major, overall GPA, and credits applied.
Calendar View - plan at-a-glance view for students to use when searching for classes they should take. This view does not provide ability to update or change anything in the student planner.

Notes - SEP Plans have a separate notes function other than notes that appear in Checklist Notes Tab from advising. Each Plan, Term header and requirement such as course or GPA or Test has the ability to store notes. These notes will not be viewable in Checklist Notes only seen within the plan. Double click on the Note icon to bring up the notes and edit.
View Plan List – shows the list of all existing plans including active and locked. Select a plan from the list to edit, activate or lock.

**NOTE:** Only one Plan can be Active. Multiple Plans can be locked at the same time. If student has an active plan already, the active plan is displayed as a default plan in Plans tab.
New Plan
Creating a Plan
Go to Plans to create plan for student. If student does not have any exiting plans, advisor will be prompted to choose a Blank Plan or Select Template.

If student already has an existing active plan, advisor will be prompted to that plan. To start another Plan, click New Plan.

Blank Plan
When Option Blank Plan selected for creating SEP for student, Advisor will be given a clean canvas to fill out. Instructions on how to fill out the new plan please refer to the section covered earlier on Edit View in Plans. Edit View is where all of Plan creating functions are located.
NOTE: To avoid creating every single term needed for the plan, use a blank 4 year template from the templates list. To use and view available templates, refer to the next section about templates.
Template Plans

SEPs can be created using Templates too. Message displayed below will appear when Plans tab is selected and student has no existing plans in MyDegrees. These options will appear through New Plan button in Plan.

When Select Template option is chosen, Browse Template page will display all available majors. Templates can be searched by their description in the search box.

Search for templates using Advanced Search function with more information for a detailed search.
Once a template is selected, MyDegrees will prompt to Start Term selection.

Template Plan then can be renamed and edited to fit the student’s educational program better using Edit View in Plans.

View Plan List

If there are plans that have been created for student previously, select from the available plans by double-clicking on the row with plan title.
Tab 3: Checklist Notes

The Notes utility allows MyDegrees users to document academic advising on student records. These Notes are viewable by the student in checklist reports in the Notes section at the bottom of the report. Select the Notes tab to create and read any notes about students. Click Add Note to create a new note.

You can use the optional Pre-Defined Notes dropdown to begin your note, then click Save Note.

You can view your note by selecting View Notes. The note text will display, with the name of the person who created the note and the date created.
Please be aware that notes entered in MyDegrees are part of the students educational record and will be disclosed as part of that record when complying with any legal requests for the release of information in that educational record. Notes should be factual and of a nature that would bear up under public scrutiny.
Tab 4: Exceptions

Exceptions in MyDegrees are both student-specific and block-specific. In other words, an exception only applies to a specific block used in a student degree checklist.

If an exception is processed in a major block for a student and that student then changes his/her major, the previous exception will no longer apply to the student's new major.

If the exception was generic to any major you will need to re-apply the exception in the new major block for the student.

Exceptions can only be used with the student’s current checklist, not What-If audits. They will only appear on the Exception screen and on the Student View and Registrar’s Reports.

MyDegrees allows you to process the following types of exceptions:

- Also Allow
- Apply Here
- Remove Course/Change the Limit
- Force Complete
- Substitute

Selecting the Exceptions tab brings up the current checklist report for the student in the lower part of the screen, showing where each course has been applied and the outstanding requirements. To add a new exception, select the exception type you wish to add by selecting it from the Exception Type drop-down list and click Load.

Radio buttons are used for selecting the rule on which to add the selected exception. Select the course rule or qualifier where you wish to add the exception by clicking the correct radio button.
Fill in the information required for each exception type. Each exception type will be discussed in greater detail the following pages.

**Also Allow**

Use Also Allow to modify a student’s course rule by adding a course to the rule. This exception can be used when you wish to expand the course options available on a specific rule. Using this exception does not require that the selected course be used on the modified rule. The allowed course may not be applied to rule with the exception if there is a better fit for this course elsewhere in the degree checklist. Courses applied using Also Allow exceptions are still subject to header qualifiers in the blocks in which they are used and are still subject to the best-fit algorithm.

For example, if an advisor adds an Also Allow exception to allow COMM 314 to be used to satisfy a course rule and COMM 314 has been disallowed for that rule (through a block header or rule qualifier), the exception will be added but COMM 314 will not be applied to the rule.

Also Allow is flexible and MyDegrees may move the course to apply to a different rule on the checklist based on the best-fit algorithm.

**Use Also Allow when you need to:**

- Allow an additional OSU or transfer course to be available to be used to meet a requirement on a course list. (The audit engine may subsequently move the course to meet another requirement if it will be “better met” elsewhere.)
- Create a course list for “Advisor Approved Program” requirements, where courses need to be added by an advisor to create a list of courses to be taken by the student.

To process an Also Allow exception, select the Also Allow entry from the Exception Type drop-down list.
and click Load. Select the course rule where you want the exception to apply. Enter the discipline and course number in the appropriate fields on the Also Allow exception.

The course may also be selected by clicking on a course link in the Electives area. (The course cannot be selected from the Excluded Courses.)

Enter the description of the exception (up to 50 characters) in the Description field and click the Add Exception button to complete the exception. (If you do not enter a description a default description will be entered in the Description field. You can modify the default description or click OK to save the exception with the default text.)

Apply Here

Use Apply Here to require that a course be applied to a rule. The Apply Here exception allows the user to apply a course to a rule even if the course is not listed as an option.
Apply Here is *inflexible*. MyDegrees will not move the course to apply to a different rule, even if the auditor may determine that there is a better fit elsewhere or the course causes a maximum to be exceeded.

The course selected must be a course already taken by the student which is found on the degree checklist or is one the student is planning to take. The Apply Here exception cannot be used for courses that do not appear on the audit, either in the Electives section, or applied to another requirement.

This exception is very useful in correcting checklists in cases where the user wishes to dictate specifically where courses are to be used within the degree checklist.

The Apply Here exception will apply a course to a rule regardless of any scribing, rule or block header qualifiers.

For example, even if a block contains a qualifier requiring all courses to have a minimum grade of “C,” you can use the Apply Here exception to apply a class with a “D” grade to a rule in the block.

You *cannot* override sharing restrictions. If a course is not allowed to be used more than once between blocks, you will need to decide which block will have the course applied and which block will have the requirement waived through a Force Complete exception.

Use the Apply Here exception when you need to:

- Apply an OSU or transfer course that a student has previously taken to a course requirement.
- Ensure that the requirement remains met with the course indicated in the exception, and is not changed later by the MyDegrees audit engine.
- Apply a course to a requirement, ignoring any header or rule qualifiers (such as “S/U” grading and minimum grade or maximum classes limits).

To process an Also Allow exception, select the Apply Here entry from the Exception Type drop-down list and click Load. Select the course rule where you want the exception to apply.
Enter the discipline and course number in the appropriate fields on the Also Allow exception. The course may also be selected by clicking on a course link in the Electives area. (The course cannot be selected from the Excluded Courses.)

![Electives](image)

Enter the description of the exception (up to 50 characters) in the Description field and click the Add Exception button to complete the exception. (If you do not enter a description a default description will be entered in the Description field. You can modify the default description or click OK to save the exception with the default text.)

![Apply Here a specific class](image)

As with the Also Allow exception, you may further define the Apply Here exception using WITH qualifiers from the drop-down list.

When WITH qualifiers are included as a condition for this exception type, only those courses meeting the WITH qualifier criteria will be evaluated for the exception. (See the Also Allow exception for details.)

To view the checklist with the exception(s), click Run New Audit, then select the Worksheets tab to view the Student View or Registrar’s Report.

The exception will show up in blue text directly below the rule on which it was placed.

**When to Use “Also Allow” vs. “Apply Here” Exceptions**

Also Allow and Apply Here are both exceptions that will allow an OSU or transfer course to be applied to
a rule to meet a requirement. There are three critical differences, however:

<table>
<thead>
<tr>
<th>Also Allow</th>
<th>Apply Here</th>
</tr>
</thead>
<tbody>
<tr>
<td>Also Allow permits courses that have been taken or not yet taken to be applied to a rule. If taken, the course must be found on the audit, either applied to another rule or in the electives section. (Note: Excluded courses cannot be used.)</td>
<td>Only courses that have <em>already been taken</em> (or will be taken and are in “planned” status) can be applied to a rule with an Apply Here exception. The course must be found on the audit, either applied to another rule or in the electives section. (Note: Excluded courses cannot be used.)</td>
</tr>
<tr>
<td>Use Also Allow if you would like the additional course to be <em>optionally</em> applied to the rule. (For example, if the course can be applied to a course requirement OR electives list, and you don’t have a preference.)</td>
<td>Use Apply Here if the course <em>must</em> be applied to the rule.</td>
</tr>
<tr>
<td>The auditor will still apply any “header” block qualifiers with Also Allow, and so may not apply the exception. For example, if the block disallows S/U grades, courses with S/U grading cannot be used to meet the requirement.</td>
<td>Apply Here permits you to supercede “header” rules that were built into the block, such as Minimum Grade or “No S/U grading” qualifiers.</td>
</tr>
</tbody>
</table>

**Using Transfer Courses with Apply Here and Also Allow**

You may further define the Apply Here and Also Allow exceptions using WITH qualifiers from the drop-down list.

When WITH qualifiers are included as a condition for this exception type, only those courses meeting the WITH qualifier criteria will be evaluated for the exception.

This is necessary, for example, if you are applying a transfer course to an exception to a requirement, and there are a number of transfer courses that have articulated to the same OSU LDT or UDT course, as in the example below.
To apply an exception to use the first listed BA LDT course to a requirement you would enter the following after loading the exception:

- Allow Subject: BA
- Number: LDT
- WITH: “DW Transfer Course” equal to “BA223” (Enter the Transfer Course as written on the checklist, with no space between the subject and course number.)

The following WITH qualifiers are available in the dropdown field:

- DW Credits
- DW Credit Type
- DW Grade
- DW Grade Type
- DW Location
- DW Pass-Fail
- DW Resident
- DW Term
- DW Title
- DW Transfer
- DW Transfer Course
- DW Transfer School
- DW Section
- Banner attributes
- Schl Crs is/rolled to

To view the checklist with the exception(s), click Run New Audit, then select the Worksheets tab to view the Student View or Registrar’s Report. The exception will show up in blue text directly below the rule on which it was placed.
Remove Course and/or Change the Limit

Use Remove Course and/or Change the Limit to remove a course from a course rule or qualifier or to change the limit on a course rule or qualifier.

Do not use this to remove a rule with only one course. If you need to “remove” a one course requirement (such as “1 Class in BA 407”), you will need to do a Force Complete exception.

In situations where a course is applied to a rule or qualifier as a result of a wildcard statement, using the Remove Course exception will remove ALL courses that have been applied as a result of the wildcard statement.

For example, if HST 202 and HST 203 were taken and are both applied to the scribe rule 3 Classes in HIST @, removing HIST @ using the Remove Course exception will remove both HST 202 and HST 203.

However, if you remove just HST 202 the rule will be changed to 3 Classes in HIST @ Except HST 202, ensuring HST 202 does not get applied to this requirement.

Use the Remove Course and/or Change the Limit exception when you need to:

- Remove a course from a required course list
- Change the number of credits required for electives or a major/minor/option block

To process a Remove Course and/or Change Limit exception, select the Remove Course and/or Change Limit entry from the Exception Type drop-down list and click Load. Select the rule or qualifier you want to remove or change.

Enter the description of the exception (up to 50 characters) in the Description field and click the Add Exception button to complete the exception. (If you do not enter a description a default description will be entered in the Description field. You can modify the default description or click OK to save the exception with the default text.)
To view the checklist with the exception(s), click Run New Audit, then select the Worksheets tab to view the Student View or Registrar’s Report. The exception will show up in blue text directly below the rule on which it was placed.

**To Change the Credits or Classes limit:**

![Image](image-url)

Select the credits block or rule qualifier you want to change. Enter the new limit.

![Image](image-url)

**Removing a Course:**

Enter the course discipline and number you wish to remove. In the example below, BA 370 is being removed from the rule “1 Class in BA 370 or ACTG 378,” removing the course as an option and requiring the student to take ACTG 378.

![Image](image-url)
**Substitute**

Use Substitute if there is a course in a required course list that you would like to replace.

*Do not* use it to substitute transfer courses – use Also Allow or Apply Here instead.

The Substitute exception is used to substitute one course for another. This is distinct from the Also Allow exception type in that one course is exchanged for another.

The Substitute exception requires that one course be used in place of another.

If the rule contains only a single course then the substituted course is required for completion of the block.

If a substitute exception is processed on a rule with more than one course option that can be used to complete the rule, then the substituted course is not required and is an option available to the student.

Use the Substitute exception when you need to:

- Replace an OSU course with a different OSU course in a course rule

To process a Substitute exception, select the Substitute entry from the Exception Type drop-down list and click Load. Select the course rule where you want the exception to apply.

Select the rule or qualifier where you would like the exception to apply. Enter the target course from the course rule in the Replace fields. The target course must be found on the rule where the exception is to be placed. Enter the substituted course in the With fields.
The substituted course may also be selected by clicking on a course in the Electives area. This will automatically add the course to the With field. (The substituted course cannot be an excluded course.)

Enter the description of the exception (up to 50 characters) in the Description field and click the Add Exception button to complete the exception. (If you do not enter a description a default description will be entered in the Description field. You can modify the default description or click OK to save the exception with the default text.)
Force Complete

Use Force Complete as a “last ditch” option, such as in block qualifiers, and college-level GPA or credit requirements. This exception type is completely independent of all student data. It will simply complete a rule on a student degree checklist regardless of any qualifiers that might apply.

The Force Complete exception can be used by advisors on any course rule and most qualifiers EXCEPT institutional requirements.

Use the Force Complete exception when you need to:

- “Remove” a course rule or block requirement
- Reflect the completion of non-course requirements on the checklist, such as internships or study-abroad requirements
- “Use” a course from the Excluded section of the checklist to meet a requirement. (Excluded courses cannot be pulled into other sections of the audit. Add a note to the exception to indicate the course being used.)

To process a Force Complete exception, select Force Complete from the Exception Types drop-down list and click Load.

Select the course rule or qualifier by clicking the radio button next to it in the degree checklist. In the example below, the degree checklist reflects that the student has completed all of the requirements except the International Business Option, but this requirement will be overridden through the Force Complete exception.
Enter the description of the exception (up to 50 characters) in the Description field and click the Add Exception button to complete the exception. (If you do not enter a description a default description will be entered in the Description field. You can modify the default description or click OK to save the exception with the default text.)

Click the Add Exception button to complete the exception. A default description will be entered in the Description field. You can modify the description, or click OK to save the exception with the default text. To view the checklist with the exception(s), click Run New Audit, then select the Worksheets tab to view the Student View or Registrar’s Report. The exception will show up in blue text directly below the rule on which it was placed.

**Remove Exception**

This should be used to remove an exception that has been applied in error. From the Exceptions tab, scroll to the bottom of the checklist section and select the exception to be deleted.

Click Remove Exception. This will remove all history of the exception.
Modifying Block Qualifiers

Each block has block qualifiers to which exceptions can be applied. When applying an exception to a block qualifier, the exception affects all of the rules in the block.

In the example above, “MaxClasses 0 in @ (With DWGradeType = S)” means that no classes will be accepted in the block with grade type “S” (S/U).

However, if you wanted to apply a class with an S/U grade, you can modify the block header with the “Remove Course and/or Change the Limit Exception.”

Select Classes from the “Change Limit to” dropdown field.

Enter the number of classes you wish to allow for the block. Click “Add Exception.”
Exception Management

Use this to run the Exceptions Report. You can search for exceptions created by an individual, exceptions applied for a particular student or exceptions applied within a specific block. You can also use this function to identify unhooked exceptions as well.

Click the Exception Management link in the MyDegrees header. Select Exceptions Report from the dropdown field and click Load.

Select criteria for the report.

Selecting Show Exception Details provides the creator of each exception, the student ID, the block (requirement) ID to which the exception was applied, as well as the type and major/minor/conc code, and the description.
Selecting Show Requirement Block Counts provides the block/requirement ID, block type, major/minor/concentration code, and the count.

[Image of Exception Management Services]

The red arrows indicate the sort order of the current report. The search results can be sorted by any of the columns displayed.

Simply click the header label for the column you wish to use as your sort and the list will sort based upon that criterion. Sorts can be done in ascending or descending order. To change from descending to ascending, click the column header again and the indicator will change from a down arrow to an up arrow.

Click Main in the header bar to get back to the main MyDegrees view.

**Tab 5: GPA Calculator**

There are three different GPA calculators available in MyDegrees: Graduation, Term, and Advice Calculators. The calculators, in conjunction with current MyDegrees functions, can help students in many ways, providing:

Realistic goal-setting at the beginning of the term or academic career

Precise calculation of their end-of-term GPA using students' actual academic information

Accurate mapping of students' paths for achieving honors, avoiding probation, or satisfying personal academic aspirations
Graduation Calculator
This calculator takes the most "unknown" inputs.

Many students may not know how many credits are required for their degree, nor the number of credits remaining.

In some cases, this calculator will be useful to inform the student that their desired GPA is not possible to achieve (considering their number of credits remaining).

In short, this calculator helps students to set long-term general goals.

Enter data into the empty fields and press Calculate.

If you wish to alter some of the entries, click Recalculate and the calculate screen will appear for you to make other entries.

When you click Calculate, the revised information will appear.

Term Calculator

This is the most specific calculator. It can be used for goal-setting as well as mapping paths to avoid
probation, achieve honors, etc. The student’s current classes and credits (if applicable) are preloaded into the form.

You can also add classes and credits to the class list.

When done entering class information with expected credits and grades, click Calculate.

The following screen will produce the new calculated GPA.

If you wish to change class or grade information, simply click Recalculate and the original screen will
again be presented for you to make changes. When you click Calculate, the revised information will appear.

**Advice Calculator**

This calculator is perhaps the easiest to use. The student need only provide their desired GPA.

It is used to figure out how a student can raise/lower their GPA using actual grades as advice. While it is fairly general, it is more specific than the graduation calculator.

To use, enter data into the empty field and press Calculate. If you wish to alter some of the entries, click Recalculate and the advice screen will appear for you to make other entries.

When you click Calculate, the revised information will appear.
Using MyDEGREES for Degree Clearance

**LANGUAGE IS NEEDED**

**Terms and Concepts**

Scribe: Scribe is the application used to code MyDegrees. Coding the requirements is called “scribing”; coders in MyDegrees are called “scribers.”

Best Fit: MyDegrees uses the “best fit” to determine where and how to apply courses to requirements.

Reserved Word: Keywords used in Scribe to enter course requirements.

**Reserved Words for Advising**

The Scribe language consists of Reserved Words that have a special meaning for the degree advisory process. These keywords were chosen to be descriptive of their tasks.

<p>| AND or &quot;+&quot; | Connector in list of courses or a link between Classes and Credits. |
| BEGINSUB | Begins a subset of rules that should be treated as one rule. |
| BLOCK[S] | Pulls another requirements block into the current block. |
| BLOCKTYPE[S] | Precedes a required block type. |
| CLASS[ES] | Indicates how many courses are required. |
| CONC | Indicates a concentration block type (CONC), which, in some cases, may precede a concentration code. |
| CREDIT[S] | Units toward a degree; formatted as nnn.nnn. |
| DECIDE - ORDER | Indicates to the Auditor how to decide which classes should be removed and which should be kept when the maximum has been exceeded on a block qualifier or course rule. |
| DEGREE | Indicates a degree block type (DEGREE), which, in some cases, may precede a degree code. |
| DISPLAY | DISPLAY can be used to specify the advice text to show in place of the normal advice MyDegrees would display for a the MinGPA block headers. The Text for DISPLAY will appear all of the time. |
| DONTSHARE | Indicates that credits or courses cannot fulfill multiple requirements; equivalent of Exclusive. |
| ELSE | Branch of a conditional rule. |
| END. | End of a block of requirements; block terminator. |
| ENDSUB | Ends a subset of rules that should be treated as one rule. |
| EXCEPT | Indicates courses that should not fill a requirement. |
| EXCLUSIVE | Same as DontShare. |
| FROM | Precedes a list of courses, disciplines, or transfer codes. |</p>
<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROUP[S]</td>
<td>Precedes a list of requirement choices, of which a specified number of rules must be satisfied.</td>
</tr>
<tr>
<td>HIDE</td>
<td>Allows certain courses to satisfy a requirement while hiding this fact from the checklist advice. Same as Hide-From-Advice.</td>
</tr>
<tr>
<td>HIDE-RULE</td>
<td>Hides a rule and the rule advice on checklist reports. Typically, this rule qualifier is used to hide one or more options within a Group rule or stand-alone Block and BlockType rules in the DEGREE or starting block, although the qualifier can be used on any rule type.</td>
</tr>
<tr>
<td>IF</td>
<td>Begins a conditional rule.</td>
</tr>
<tr>
<td>INCLUDING</td>
<td>Indicates mandated courses from course list.</td>
</tr>
<tr>
<td>LABEL</td>
<td>A free-text comment used to identify the requirement. (Limited to 50 characters)</td>
</tr>
<tr>
<td>LASTRES</td>
<td>Credits or classes that must be taken in residence as the last credits/classes.</td>
</tr>
<tr>
<td>MAJOR</td>
<td>Indicates a major requirement block, which, in some cases, may precede a major code.</td>
</tr>
<tr>
<td>MAXCLASS[ES]</td>
<td>Indicates the maximum number of courses that can be applied to a requirement.</td>
</tr>
<tr>
<td>MAXCREDIT[S]</td>
<td>Indicates the maximum number of credits that can be applied to a requirement.</td>
</tr>
<tr>
<td>MAXPERDISC</td>
<td>Indicates the maximum number of credits/classes in each discipline listed that will be applied to a block or requirement.</td>
</tr>
<tr>
<td>MAXSPREAD</td>
<td>Indicates the maximum number of disciplines from course list in which courses can be taken.</td>
</tr>
<tr>
<td>MAXTERM</td>
<td>Indicates the maximum number of credits/classes that will be applied to a requirement each term.</td>
</tr>
<tr>
<td>MAXTRANSFER</td>
<td>Indicates the maximum number of transfer credits/classes that will be applied to a requirement.</td>
</tr>
<tr>
<td>MINCLASS[ES]</td>
<td>Indicates the minimum number of courses that must be earned to satisfy the requirement.</td>
</tr>
<tr>
<td>MINCREDIT[S]</td>
<td>Indicates the minimum number of credits that must be earned to satisfy a requirement.</td>
</tr>
<tr>
<td>MINGPA</td>
<td>Indicates the minimum Grade Point Average for the requirements block</td>
</tr>
<tr>
<td>MINGRADE</td>
<td>Indicates the minimum numeric grade that must be achieved for each course applied to the block.</td>
</tr>
<tr>
<td>MINOR</td>
<td>Indicates a minor requirement block (MINOR), which, in some cases, may precede a minor code.</td>
</tr>
<tr>
<td>MINRES</td>
<td>Indicates the minimum number of credits/classes that must be earned in residence</td>
</tr>
<tr>
<td><strong>NOCOUNT</strong></td>
<td>Allows courses to satisfy specific requirements without affecting the total credit count or GPA calculation. (The type of requirements that were the catalyst for the NoCount option involved ROTC classes that can satisfy the PE requirement but do not count toward the degree.)</td>
</tr>
<tr>
<td><strong>NONCOURSE[S]</strong></td>
<td>Indicates a required non-course activity, such as a thesis, recital, or exam.</td>
</tr>
<tr>
<td><strong>NONEXCLUSIVE</strong></td>
<td>Same as Share and ShareWith.</td>
</tr>
<tr>
<td><strong>NOTGPA</strong></td>
<td>Indicates courses that count in neither the block GPA nor the overall GPA.</td>
</tr>
<tr>
<td><strong>NUMBEROFCONCENTRATIONS</strong></td>
<td>Used in an if-statement to find out how many majors, minors or concentrations are included in the checklist.</td>
</tr>
<tr>
<td><strong>NUMBEROFMAJORS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>NUMBEROFMINORS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>OR or &quot;,&quot;</strong></td>
<td>Connector in list of courses, disciplines, transfer types, or if conditions.</td>
</tr>
<tr>
<td><strong>OTHER</strong></td>
<td>Identifies a block as a custom block.</td>
</tr>
<tr>
<td><strong>PROXY-ADVICE</strong></td>
<td>Specifies the advice text to show in place of the normal advice</td>
</tr>
<tr>
<td><strong>PSEUDO</strong></td>
<td>MyDegrees that would display for the rule. The proxy-advice text will appear as long as the rule is not complete; as soon as the rule has been completed the proxy-advice text will be suppressed. Proxy-Advice should be used on rules containing long lists of classes or complex group rules.</td>
</tr>
<tr>
<td><strong>REMARK</strong></td>
<td>Begins comments to be kept as part of requirements.</td>
</tr>
<tr>
<td><strong>RULE-COMPLETE</strong></td>
<td>A dummy rule that is always 100 percent complete and has no requirements. Although it can be used anywhere a course rule can be used, its main purpose is to be used within an if statement.</td>
</tr>
<tr>
<td><strong>RULE-INCOMPLETE</strong></td>
<td>A dummy rule that is always 0 percent complete and has no requirements. Although it can be used anywhere a course rule can be used, its main purpose is to be used within an if statement.</td>
</tr>
<tr>
<td><strong>SHAREWITH</strong></td>
<td>Indicates that credits/classes can fulfill multiple requirements.</td>
</tr>
<tr>
<td><strong>SPMAXCREDIT[S]</strong></td>
<td>Indicates a maximum number of credits after which the excess credits should be split across blocks.</td>
</tr>
<tr>
<td><strong>SPMAXTERM</strong></td>
<td>Indicates a maximum number of credits per term, after which the excess credits should be split across blocks.</td>
</tr>
<tr>
<td><strong>THEN</strong></td>
<td>Part of a conditional rule to be executed when if condition is met.</td>
</tr>
<tr>
<td>THISBLOCK</td>
<td>Indicates the scope for the NonExclusive, Share, or ShareWith qualifier. This scope signifies that all rules within this block are to be considered for applying the specified number of credits or classes non-exclusively.</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>WITH</td>
<td>Additional “custom” class specifiers in a course list.</td>
</tr>
</tbody>
</table>