

Intro to MYDEGREES

For Advising



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What is MYDEGREES?

MYDEGREES is the web-based degree audit system. It is an advising 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 has 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

MyDegrees Functionality		Description
Degree Checklist		
Format:	Degree Checklist: Student View (default)	Provides general information about the student's complete and incomplete requirements, grouped into logical sections/blocks
	Degree Checklist: Registrar Report	Used primarily by the Registrar's Office, this displays the same information as the Student View. Use to view hidden course substitutions and header information such as Minimum GPA or grade requirements for the block.
	Degree Checklist: Registration Checklist	Shows only the unfulfilled requirements that are "Still Needed" on the checklist
	Class History Link	Provides a listing of all courses taken by the student, with grades and credits, grouped by the term taken
	Alpha History Link	Provides a listing of all courses taken by student in alpha order, with grades and credits
History		Shows the last three student checklists that were run
What-If		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.
What-If History		Allows you to view available frozen What-If Scenarios


DEGREE CHECKLIST
EXCEPTIONS
PLANNER
ADMIN
LINKS
Allyson Dean

MyDegrees Degree Checklist

Data refreshed 11/3/2020 11:49 AM

[Advanced search](#)

Level: Undergraduate Class Standing: Senior Major: Mechanical Engineering Degree: BS, College of Engineering College: College of Engineering
 Campus: Oregon State - Corvallis, Dist. Degree: Corvallis Student Confidential: Y Academic Standing: Academic Warning
 Graduation Status and Term: Graduate Application pending Summer 2020 Degree Partnership Program: Degree Partner, LBCC Resident for Tuition Purposes: R
 Transfer/Other Levels GPA: 2.969, 3.7, 4.000

Degree Checklist
What-If
View historic audit

Format
Student View

Degree progress
 OSU GPA
3.40

☒ In-progress classes
 ☒ Preregistered classes
 Process

Audit date 10/30/2020 10:39 AM

[Student data](#)
[Save audit](#)
[Delete audit](#)
Collapse all

Bachelor of Science INCOMPLETE

MyDegrees Functionality Summary (continued)

MyDegrees Functionality		Description
Plans		
Student Planner		Used by students and advisors to create academic plans.
View	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
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

Planner & plan list

Planner



Data refreshed 9/18/2020 4:11 PM

Student ID

Name
Best Student, Eileen Star Debbie Test Person REC

Degree
Honors Bachelor of Science

Advanced search

Level Undergraduate
Class Standing Senior
Majors Business Administration, Honors Scholar
Degree HBS, College of Business
College College of Business
Campus Oregon State - Corvallis
Confidential No
Academic Standing Good Standing
Degree Partnership Program Degree Partner, ChemeketaCC, Degree Partner, COCC, Degree Partner, Klamath CC
Resident for Tuition Purposes R
Transfer GPA 2.953

Plan List

New plan

Description	Active	Modified ↓	Who	Degree	Level	Status	
New plan for demo	No	9/8/2020	Main, Martin W	HBS	01	Not locked	
Honors Plan	Yes	9/8/2020	Main, Martin W	HBS	01	Locked	
Test Plan	No	8/31/2020	Main, Martin W	BS	01	Not locked	
sample	Yes	8/23/2020	Main, Martin W	BS	01	Not locked	

Page 1 of 1

Total results: 4

Checklist Notes



Status	Description	Created on	Created by
	COLLEGE OF EDUCATION test note	09/09/2020	Main, Martin W
	UHC50 Advised on remaining UHC requirements	08/04/2020	Main, Martin W
Internal	tatethsdghSdvemgfvfndbcSZCxASdadf	10/20/2017	Çédille - Çédille, Tursénây
	COLLEGE OF EDUCATION	10/20/2017	Çédille - Çédille, Tursénây

Legend

Complete
 Not complete
 Complete except for classes in-progress
 Nearly complete - see advisor
 Prerequisite
 Any course number

Disclaimer

The information in MyDegrees is for educational and planning purposes. It is your responsibility to review degree progress and verify the accuracy of this report. An official review of your degree will be completed by the Registrar's Office after you have become a candidate for graduation. This degree checklist is not your official transcript. As with any automated system, MyDegrees may provide erroneous information and we encourage you to contact your academic advisor with questions or concerns. OSU does not generally reimburse additional tuition/fees incurred as a result of inaccurate degree audit information. If you are pursuing multiple degrees, select the appropriate degree above to ensure you are reviewing the correct audit.

Plans in **Audit** View

Audit date 6/28/2021 3:39 PM

[Diagnostics](#) [Student data](#)

[Collapse](#)

Bachelor of Arts

INCOMPLETE

Credits required: 180 Credits applied: 63 Catalog year: 2019-20 Combined GPA: 2.38

NOTE: Current or future credits taken outside of OSU may impact residency requirements. See AR 25(f) for details.

<input type="radio"/>	Minimum Credits Requirement	Still needed:	180 credits are required for the degree. You currently have 63, you still need 117 more credits.
<input checked="" type="radio"/>	Residency Requirement		
<input checked="" type="radio"/>	2.0 OSU GPA requirement is met	Requirement:	RuleComplete
<input type="radio"/>	Major Requirements	Still needed:	See Major in Exploratory Studies section
		Requirement:	1 Blocktype (MAJOR)
<input type="radio"/>	Baccalaureate Core Requirements	Still needed:	See Baccalaureate Core section
		Requirement:	1 Block (OTHER=BACCORE)
<input type="radio"/>	Foreign Language Proficiency	Still needed:	Must complete a minimum of a second year of college-level foreign language with C- or better.
		Requirement:	1 Class in ARAB 213, ASL 213, CHN 213, 311, 312, 313, 411, 412, 413, FR 213, 311, 312, 313, 411, 412, 413, GER 213, 311, 312, 313, 411, 412, 413, HEBR 213, IT 213, JPN 213, 311, 312, 313, 411, 412, 413, KOR 213, RUS 213, 311, 312, 313, 411, 412, 413, SPAN 213, 217, 311, 312, 313, 314, 315, 316, 411, 412, 413, VIET 213 MINIGRADE 1.7 ShareWith /MINIGRADE

Advanced Search for Templates

Create Plan



Would you like to create a plan based on a template or would you like to start from scratch?

Blank plan

Select template



MyDegrees Functionality Summary (continued)

MyDegrees Functionality	Description
Tab 3: Checklist Notes	
Add/View Note	Use to enter any notes about the student's checklist. Use optional Pre-Defined Notes dropdown to begin note, then Save.

MyDegrees Planner

Data refreshed 6/22/2021 8:27 AM

Student ID
933012345

Name
Best Student, Eileen Star

Degree
Bachelor of Science

GPA Calculator
Class History
Notes

[Advanced search](#)

Level Undergraduate **Class Standing** Senior **Major** Business Administration **Degree** BS, College of Business **College** College of Business
Campus Oregon State - Corvallis, Dist. Degree Corvallis Student **Confidential** Y **Holds** TRANSCRIPT HOLD 541-737-3775, Registrar Transcr 541-737-4331
Secondary Advisor(s) Allyson Dean **Academic Standing** Good Standing **INTO Cohort** 30 Credit Ecampus ID Post-Bacc
Degree Partnership Program Degree Partner, LBCC **Resident for Tuition Purposes** R **Transfer/Other Levels GPA** 2.969, 4.000, 3.7

Checklist Notes

Status	Description	Created on	Created by
	COLLEGE OF EDUCATION test note	09/09/2020	Main, Martin W
	UHC50 Advised on remaining UHC requirements	08/04/2020	Main, Martin W
Internal	tatethsdghSdvemgyfndbcSZCxASdadf	10/20/2017	Çédille - Çédille, Tursénây
	COLLEGE OF EDUCATION	10/20/2017	Çédille - Çédille, Tursénây

Legend

Complete
 Not complete
 Complete except for classes in-progress
 Nearly complete - see advisor
 Prerequisite
 @ Any course number

Disclaimer

The information in MyDegrees is for educational and planning purposes. It is your responsibility to review degree progress and verify the accuracy of this report. An official review of your degree will be completed by the Registrar's Office after you have become a candidate for graduation. This degree checklist is not your official transcript. As with any automated system, MyDegrees may provide erroneous information and we encourage you to contact your academic advisor with questions or concerns. OSU does not generally reimburse additional tuition/fees incurred as a result of inaccurate degree audit information. If you are pursuing multiple degrees, select the appropriate degree above to ensure you are reviewing the correct audit.

MyDegrees Functionality Summary (continued)

MyDegrees Functionality	Description
Tab 4: Exceptions	
Also Allow (default)	<p>Use Also Allow to allow an additional class to be used to meet a course requirement.</p> <p>It allows the additional course the flexibility of being moved if there are better fits elsewhere in the student's checklist.</p> <p>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.</p>
Apply Here	<p>Use Apply Here to <i>require</i> that a course be applied to a rule. Where <i>Also Allow</i> is flexible <i>Apply Here</i> 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.</p> <p>This exception allows the user to apply a specific course to a rule regardless of the Scribe text or the auditor best-fit algorithm.</p>
Substitute	<p>Use Substitute if there is a course in a required course list that you would like to replace.</p> <p>Do not use it to substitute transfer courses – use Also Allow or Apply Here instead.</p>
Remove Course and/or Change the Limit	<p>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.</p> <p>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.</p>
Force Complete	<p>Use Force Complete as a last choice option, such as in block qualifiers, and college-level GPA requirements.</p> <p>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.</p>
Remove Exception	Use Remove Exception to delete an exception that was applied in error.
Exception Management Link	Use this link to run the Exceptions Report.

Exceptions



Data refreshed 9/18/2020 4:11 PM

Student ID
933012345



Name
Best Student, Eileen Star Debbie Test Person REC

Degree
Honors Bachelor of Science

Advanced search

Level Undergraduate Class Standing Senior Majors Business Administration, Honors Scholar Degree HBS, College of Business College College of Business
Campus Oregon State - Corvallis Confidential No Academic Standing Good Standing
Degree Partnership Program Degree Partner, ChemeketaCC, Degree Partner, COCC, Degree Partner, Klamath CC Resident for Tuition Purposes R Transfer GPA 2.953

Collapse all ^

Honors Bachelor of Science

INCOMPLETE

Credits required: 180 Credits applied: 194 Catalog year: 2017-18 GPA: 2.78

+ Global exception - applies to all requirements

Block Qualifiers

- + MaxClasses 0 in @ @ (With CRS_SCHOOL = 06)
- + 180 Credits
- + LASTRES 45 of 75 Credits

Student ID
933012345



Name
Best Student, Eileen Star Debbie Test Person REC

Degree
Honors Bachelor of Science

Advanced search

Level Undergraduate Class Standing Senior Majors Business Administration, Honors Scholar Degree HBS, College of Business College College of Business
Campus Oregon State - Corvallis Confidential No Academic Standing Good Standing
Degree Partnership Program Degree Partner, ChemeketaCC, Degree Partner, COCC, Degree Partner, Klamath CC Resident for Tuition Purposes R Transfer GPA 2.953

Collapse all ^

Honors Bachelor of Science

Credits required: 180 Credits applied: 194 Catalog year: 2017-18 GPA: 2.78

+ Global exception - applies to all requirements

Block Qualifiers

- + MaxClasses 0 in @ @ (With CRS_SCHOOL = 06)
- + 180 Credits
- + LASTRES 45 of 75 Credits
- + MaxCredits 36 in @ @ (With DWLETTERGRADE = S)
- + MaxCredits 48 in @ @ (With CRS_SCHOOL = 05)

Add Exception



Exception for: MaxCredits 36 in @ @ (With DWLETTERGRADE = S)

Exception type

Description *

Details

Add exception

Cancel

MyDegrees Functionality Summary (continued)

MyDegrees Functionality	Description
GPA Calculator	
Graduation Calculator	Use to determine the average grade required to reach a desired GPA.
Term Calculator	Use to determine the term GPA based on courses and anticipated grades.
Advice Calculator	Use to determine the grade and number of credits still required to reach the desired GPA.

Graduation Calculator

GPA Calculator

Graduation Calculator

Term Calculator

Advice Calculator

Current GPA *

3.40

Credits remaining *

112

Credits required *

180

Desired GPA *

Calculate

Term Calculator

GPA Calculator

Graduation Calculator

Term Calculator

Advice Calculator

Calculated GPA

By achieving the grades listed here, your GPA at the end of the term will be 3.32. This does not take into account repeat rules, which may result in certain courses being excluded.

Current GPA	3.40
Credits earned	68

Course	Credits	Grade
WR 121	4	B
MTH 111	4	C+

Recalculate

Advice Calculator

GPA Calculator



Graduation Calculator

Term Calculator

Advice Calculator

To achieve your desired GPA, you need one of the following:

14 credits at 4 (A) grade average

35 credits at 4 (A-) grade average

Note: Results that would require you to take more than 150 credits have been omitted.

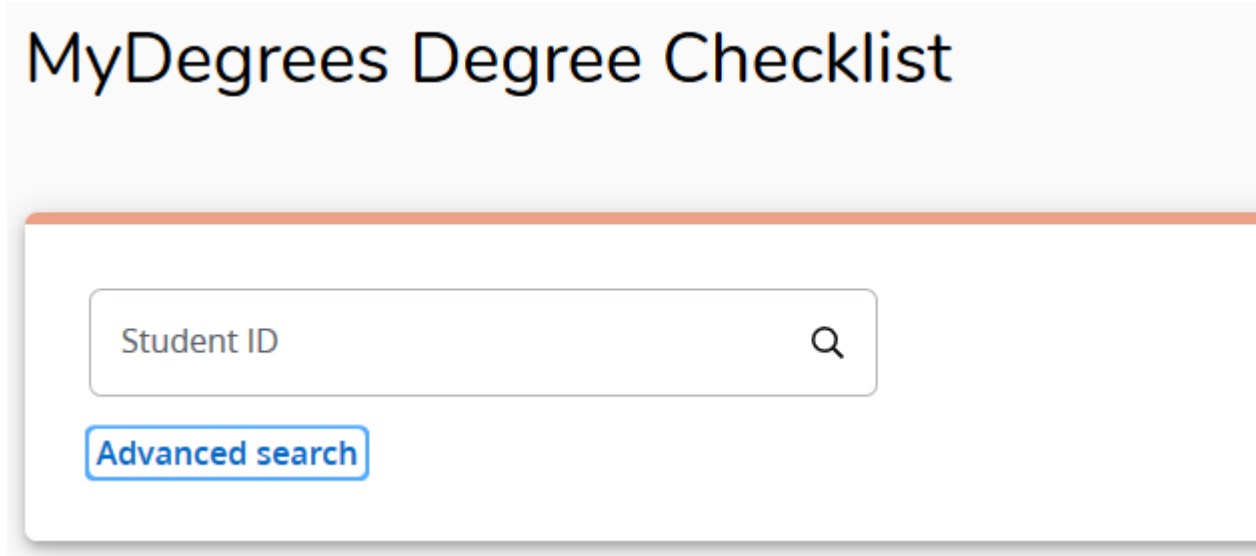
Current GPA	3.40
Credits earned	68
Desired GPA	3.5

Recalculate

Using MyDegrees for Advising

Selecting Students

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

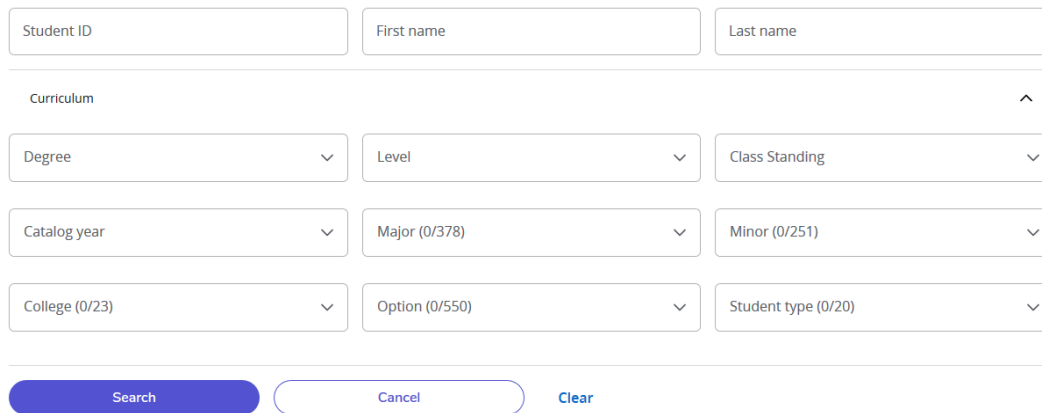


The image shows a screenshot of the 'MyDegrees Degree Checklist' interface. At the top, the title 'MyDegrees Degree Checklist' is displayed in a large, bold font. Below the title is a search bar with the placeholder text 'Student ID' and a magnifying glass icon. Underneath the search bar is a button labeled 'Advanced search' with a blue border.

If you do not know the student's ID, click Advanced Search, which will take you to the *Advanced Search* filter.

Advanced Search filter:

Find Students



The image shows the 'Advanced Search filter' form. It has a title 'Find Students' and a search icon. The form contains several input fields and dropdown menus. The first row has three text input fields: 'Student ID', 'First name', and 'Last name'. Below these is a section titled 'Curriculum' with a dropdown arrow. This section contains three rows of dropdown menus: 'Degree', 'Level', and 'Class Standing' in the first row; 'Catalog year', 'Major (0/378)', and 'Minor (0/251)' in the second row; and 'College (0/23)', 'Option (0/550)', and 'Student type (0/20)' in the third row. At the bottom of the form are three buttons: 'Search' (blue), 'Cancel' (white with blue border), and 'Clear' (blue).

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:

✓ Degree	✓ Student Level
✓ Major	✓ Concentration
✓ Minor	✓ Student Type
✓ College	✓ Class Level

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 **Select** 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 student name from the "Select Student" dropdown.

[Advanced search](#)

MYDEGREES Student Header

Student ID


Name
Best Student, Eileen Star

Degree
Bachelor of Science

[Advanced search](#)

Level	Undergraduate	Class Standing	Senior	Major	Business Administration	Degree	BS, College of Business	College	College of Business
Campus	Oregon State - Corvallis, Dist. Degree Corvallis Student			Confidential	Y	Holds	TRANSCRIPT HOLD 541-737-3775, Registrar Transcr 541-737-4331		
Secondary Advisor(s)	Allyson Dean		Academic Standing	Good Standing		INTO Cohort	30 Credit Ecampus ID Post-Bacc		
Degree Partnership Program	Degree Partner, LBCC		Resident for Tuition Purposes	R	Transfer/Other Levels	GPA 2.969, 4.000, 3.7			

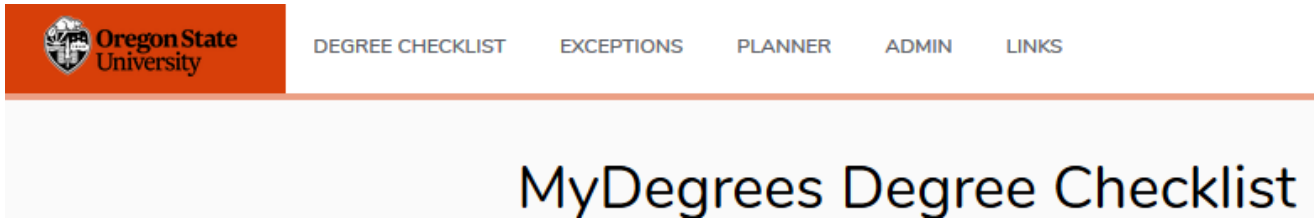
The MYDEGREES student header displays:

- 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

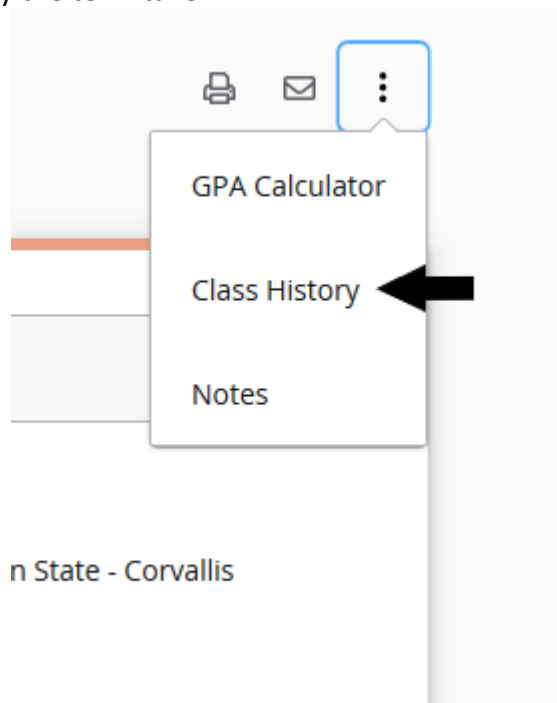
Most of an advisor's time will be spent using the Degree Checklist. MyDegrees defaults to this view.



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), refresh the data by clicking the circle next to the "Data refreshed."

Data refreshed 7/1/2021 1:05 PM 

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.



Class History

Spring 2001

Course	Title	Grade	Credits
ENG LDT	test course	B	6
Satisfied by: ENG101 - ENG LIT: OLD ENG PER - Mt Hood Community College			

Fall 2009

Course	Title	Grade	Credits
GEO LDT	*CD: REG WORLD GEOGR	A	3
Satisfied by: GEO106 - REG WORLD GEOGR - Linn-Benton Community College			
MTH 111	*COLLEGE ALGEBRA	C	4
Satisfied by: MTH111 - COLLEGE ALGEBRA - Linn-Benton Community College			
MTH LDT	GENERAL CREDIT	C	1
Satisfied by: MTH111 - COLLEGE ALGEBRA - Linn-Benton Community College			
WR 121	*ENGLISH COMPOSITION	B N	0
Satisfied by: WR121 - ENGLISH COMPOSITION - Linn-Benton Community College			

Fall 2010

Course	Title	Grade	Credits
MTH 211	*FOUNDATIONS ELEMENTARY MATH	B	4
Satisfied by: MATH211 - FUND OF ELEMENTARY MATH I - University of Oregon			

Winter 2011

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.

Baccalaureate Core

INCOMPLETE

Credits required: 48 Credits applied: 29 Catalog year: 2020-21 Combined GPA: 2.92

	Course	Title	Grade	Credits	Term
○ Minimum Bacc Core Credits	Still needed:	48 credits are required. You currently have 29, you still need 19 more credits.			
✓ Fitness Exemption - WHHP Test Passed					
✓ Mathematics	MTH 211	*FOUNDATIONS ELEMENTARY MATH	B	4	Fall 2010
	Satisfied by:	MATH211 - FUND OF ELEMENTARY MATH I - University of Oregon			
✓ Writing I (WR 121)	ENG LDT	test course	B	6	Spring 2001
	Satisfied by:	ENG101 - ENG LIT: OLD ENG PER - Mt Hood Community College			
	Exception by:	Farrington, David J	On: 07/11/2019	Apply Here:	Apply ENG LDT here.
✓ Writing II	Exception by:	Farrington, David J	On: 07/11/2019	Force Complete:	eng ldt







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 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 blue halfmoon 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.

You can find a legend of what classes are complete, in progress, or still needed at the very bottom of the degree checklist.

Legend

 Complete
  Not complete
  Complete except for classes in-progress
  Nearly complete - see advisor
  Prerequisite
  @ Any course number

If you click on a hyperlinked course, you can find more information on the course, including when it is offered in the current and future terms.

Sexual Studie (WGSS)

325

325H

340

340H

350

360

360H

364

364H

373

Course Information
×

WGSS 325 - 3 Credits - *DISNEY: GENDER, RACE, EMPIRE

Explores constructions of gender, race, class, sexuality, and nation in the animated films of Walt Disney; introduces concepts in film theory and criticism, and develops analyses of the politics of representation. (Bacc Core Course)

Attributes:
 CPDP

Sections:

Term	CRN	Section	Seats open	Meeting times
2020 Fall	25522	400	50 (out of 50), Waitlisted by 0	To be announced
2020 Fall	29019	401	28 (out of 28), Waitlisted by 0	To be announced
2020 Fall	27143	402	40 (out of 40), Waitlisted by 0	To be announced

Credits 3.0

Credits 3.0

Credits 3.0

Credits 3.0

Credits 3.0

Credits 3.0

Credits 3.0

Credits 3.0

Credits 3.0

Credits 3.0

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.

[Degree Checklist](#)
What-If
View historic audit

Format
Student View

Degree progress
OSU GPA
3.40

☒ In-progress classes
☒ Preregistered classes
Process

Audit date 6/22/2021 10:21 AM
[Diagnostics](#)
[Student data](#)
[Save audit](#)
[Delete audit](#)
Collapse all

Bachelor of Science
INCOMPLETE

Credits required: 180 Credits applied: 68 Catalog year: 2020-21 Combined GPA: 2.77

NOTE: Current or future credits taken outside of OSU may impact residency requirements. See AR 25(f) for details.

○ Minimum Credits Requirement

Still needed: 180 credits are required for the degree. You currently have 68, you still need 112 more credits.

✓ Residency Requirement Met With Overall Credits

✓ 2.0 OSU GPA requirement is met.

<ul style="list-style-type: none"> ✓ Student ✓ ID ✓ Classification ✓ Advisor ✓ Institutional GPA ✓ Campus ✓ Academic Standing ✓ Registration Hold ✓ CAMP ✓ Athlete ✓ International Student 	<ul style="list-style-type: none"> ✓ Student Level ✓ Degree ✓ College ✓ Major ✓ Minor ✓ Concentration ✓ DPP ✓ EOP ✓ Veteran Benefits ✓ Resident for Tuition Purposes ✓ Confidential
---	--

The checklist also includes:

Electives

Electives

Credits applied: 27 Classes applied: 10

Course	Title	Grade	Credits	Term
BA 211	FINANCIAL ACCOUNTING	A	4	Winter 2012
Satisfied by: BA211 - FUND OF FINANCIAL ACCOUNTING - Portland State University				
CS 161	INTRO TO COMPUTER SCIENCE I	A	4	Summer 2018

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

Excluded

Credits applied: 3 Classes applied: 13

Course	Title	Grade	Credits	Term
AEC 603	THESIS	W	0	Fall 2018
ANTH 101	*INTRODUCTION TO ANTHROPOLOGY	F	0	Summer 2019
MUS 101	*MUSIC APPRECIATION I: SURVEY	F	0	Spring 2019
OSAB 388	OVERSEAS STUDIES	N	0	Spring 2019

In-Progress courses

In-progress and Preregistered

Credits applied: 12 Classes applied: 4

Course	Title	Grade	Credits	Term
PAC 105	CPR/FIRST AID	TBD	(1)	Summer 2021
PHL 203	*THE MEANING OF EXISTENCE	TBD	(4)	Summer 2021
H 445	*OCCUPATIONAL HEALTH	TBD	(3)	Fall 2021
HST 416	*FOOD IN WORLD HISTORY	TBD	(4)	Fall 2021

Legend and Disclaimer

Legend

Complete
 Not complete
 Complete except for classes in-progress
 Nearly complete - see advisor
 Prerequisite
 Any course number

Disclaimer

The information in MyDegrees is for educational and planning purposes. It is your responsibility to review degree progress and verify the accuracy of this report. An official review of your degree will be completed by the Registrar's Office after you have become a candidate for graduation. This degree checklist is not your official transcript. As with any automated system, MyDegrees may provide erroneous information and we encourage you to contact your academic advisor with questions or concerns. OSU does not generally reimburse additional tuition/fees incurred as a result of inaccurate degree audit information. If you are pursuing multiple degrees, select the appropriate degree above to ensure you are reviewing the correct audit.

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.

[Degree Checklist](#)
[What-If](#)

View historic audit

Format
 Student View

Degree progress
 OSU GPA
 3.79

☒ In-progress classes
 ☒ Preregistered classes
 [Process](#)

To choose a different view, select from the dropdown menu “Format” and click the desired 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.

Still needed: 1 Class in ME 250

Requirement: 1 Class (Decide=ORDER) in ME 250, ENGR 112 (HideFromAdvice) (With DWTERM<=2010 Summer)

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, ENGR 112 is hidden (“HideFromAdvice”) and is only applied to the requirement if taken during or prior to Summer 2010 (“WITH TERM <=2010 Summer”). 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.

Major in Animal Sciences

INCOMPLETE

Catalog year: 2020-21 Combined GPA: 2.60

Still needed:	1 Class in COMM 111 or 114 or 218
Still needed:	1 Class in ANS 100
Still needed:	1 Class in ANS 121
Still needed:	1 Class in ANS 207
Still needed:	1 Class in ANS 251
Still needed:	1 Class in ANS 311 

The Student Data Report provides technical detail about the entire student data used in the MyDegrees

Primary-Mst								
Name	Nickname	FormatName	SortName	AssocType	BridgeDate	BridgeTime	ChangeDate	C
Best Student, Eileen Star			BESTSTUDENT,EILEENSTAR		20210628	1630	20210626	0
Student-Mst								
Term								
202103								
Goal-Dtl								
School		Degree			Degree Source			
01		BS			S			
GoalData-Dtl								
School	Degree		CatalogYr		GoalCode			
01	BS		2021		ADVISOR			
01	BS		2021		COLLEGE			
01	BS		2021		MAJOR			
01	BS		2021		PROGRAM			
01	BS		2021		STUSTATUS			

Historic Audits

Historic Audits allow you to view the history of degree checklists that were run for the student you are viewing. Click the “View historic audit” dropdown and select to view.

View historic audit

6/28/2021 at 4:20 PM 01/BS

6/28/2021 at 4:12 PM 01/BS

6/26/2021 at 11:02 AM 01/BS

1/20/2021 at 12:56 PM 01/BS FROZEN Test

10/23/2019 at 9:32 AM 01/BS GRDCHK 202001 Week 4b

10/21/2019 at 11:18 AM 01/BS GRDCHK 202001 Week 4

7/17/2019 at 10:38 AM 06/000000 GRDCHK 202000 Week 4b

What-If

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 future 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 for the student. Be sure to choose parameters from each dropdown in the top section and allow it to load before moving to other sections. Use the Process button to generate the what-if scenario selected.

Keep the format as Student View.

Catalog year * 2021-22	Campus *	Level *
Degree *	College *	

Areas of study

Major *	Option	Minor
---------	--------	-------

Additional areas of study

Major (1/150) CyberSecurity Certificate	Minor (0/121)	Option (0/217)
--	---------------	----------------

Future classes

Subject	Number	Add
---------	--------	-----

☒ In-progress classes ☒ Preregistered classes

Process	Reset
---------	-------

What-If Audit 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, click “Save Audit” and type in a description and click save.

Student generated frozen What-If scenario will have (STUFRZ) code in title.

View historic what-if audit



Save Audit



Freeze type

Alternate Batch What-ifs (WIFALT)



Description

Save

Cancel

Plans

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.


[DEGREE CHECKLIST](#)
[EXCEPTIONS](#)
[PLANNER](#)
[ADMIN](#)
[LINKS](#)

Planner



Data refreshed 9/18/2020 4:11 PM

Student ID
933012345

Name
Best Student, Eileen Star Debbie Test Person REC

Degree
Honors Bachelor of Science

[Advanced search](#)

Level Undergraduate Class Standing Senior Majors Business Administration, Honors Scholar Degree HBS, College of Business College College of Business
Campus Oregon State - Corvallis Confidential No Academic Standing Good Standing
Degree Partnership Program Degree Partner, ChemeketaCC, Degree Partner, COCC, Degree Partner, Klamath CC Resident for Tuition Purposes R Transfer GPA 2.953

Plan List

[New plan](#)

Description	Active	Modified ↓	Who	Degree	Level	Status	
New plan for demo	No	9/8/2020	Main, Martin W	HBS	01	Not locked	
Honors Plan	Yes	9/8/2020	Main, Martin W	HBS	01	Locked	
Test Plan	No	8/31/2020	Main, Martin W	BS	01	Not locked	
sample	Yes	8/23/2020	Main, Martin W	BS	01	Not locked	

Page 1 of 1

Total results: 4

You can view a list of previous plans and select a past plan, or click “New plan” to create one.

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 – Clicking on a past plan takes you to the editing view by default. This is the view where most planning can happen. Advisors can add additional terms to the student’s plan, add courses from the Still

Needed List of courses by dragging and dropping into a student's plan, delete and change requirements for each term and set courses and requirements as critical for student's educational program.

Add requirements to 2021 Fall

Subjects

Courses

Still needed

Major in Animal Sciences

Bacc Core Speech Course - 1 Class in

<input type="checkbox"/>	Course COMM 111	Title *PUBLIC SPEAKING
<input type="checkbox"/>	Course COMM 114	Title *ARGUMENT & CRITICAL DISCOURSE
<input type="checkbox"/>	Course COMM 218	Title *INTERPERSONAL COMMUNICATION

Adding Requirements in Plans

Add Requirements using the “Plus” under the Term header. You can also drag and drop from the requirements list on the left side. Select from:

- Choice
- Course
- GPA
- Non-Course Requirement
- Placeholder
- Test Score

<

Requirements -
Tip: Drag any of
these to a term

>

Choice

+

Course

+

GPA

+

Non-Course

+

Placeholder

+

Test Score

+

<

>

2021 Fall

Credits: 0.0

+

Choice – enter a choice for student in the following format.

MTH @

PAC @

Bacc @

New Requirement✕

☐ Critical

Choice requirementAdd

☒

MTH 111

Q

Attribute
Core, Skills, Math

▼

Add a paired course or lab

☐

MTH 241

Q

Attribute
Core, Skills, Math

▼

Add a paired course or lab

Clear selection

4

Minimum grade
B

▼

Save

Cancel

You can also search for courses to add by subject.
Add requirements to 2021 Winter

Subjects

Courses
Still needed

Subjects
Women, Gender, & Sexual Studie

Search by title

Women, Gender, & Sexual Studie (WGSS)

<input type="checkbox"/>	Course WGSS 199	Title SPECIAL STUDIES
<input type="checkbox"/>	Course WGSS 223	Title *WOMEN: SELF AND SOCIETY
<input type="checkbox"/>	Course WGSS 223H	Title *WOMEN: SELF AND SOCIETY
<input type="checkbox"/>	Course WGSS 224	Title *WOMEN: PERSONAL/SOCIAL CHANGE
<input type="checkbox"/>	Course WGSS 230	Title *WOMEN IN THE MOVIES
<input type="checkbox"/>	Course WGSS 230H	Title *WOMEN IN THE MOVIES
<input type="checkbox"/>	Course WGSS 235	Title *WOMEN IN WORLD CINEMA
<input type="checkbox"/>	Course WGSS 235H	Title *WOMEN IN WORLD CINEMA
<input type="checkbox"/>	Course WGSS 240	Title *GENDER AND SPORT

Course – Click the check box from the Still Needed list on the right side of Plans.

Add requirements to 2021 Fall

Subjects

Courses

Still needed

Major in Animal Sciences

Bacc Core Speech Course - 1 Class in

<input type="checkbox"/>	Course	COMM 111	Title	*PUBLIC SPEAKING
<input type="checkbox"/>	Course	COMM 114	Title	*ARGUMENT & CRITICAL DISCOURSE
<input type="checkbox"/>	Course	COMM 218	Title	*INTERPERSONAL COMMUNICATION

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 – Student System comes from Banner

New Requirement

×

Requirement type
GPA

Term *
2021 Fall

☐ Critical

Class List GPA

Major GPA

Overall GPA - DegreeWorks

Overall GPA - Student System

Save

Cancel

Non-Course Requirement

This allows you to enter requirements like work experience or required tests (e.g. GRE, TOEFL).

New Requirement
✕

Requirement type
 Non-course requirement

Term *
 2021 Fall

☐ Critical

Noncourse *

Status

Save

Cancel

Placeholder Requirement

Placeholder has categories to choose from and a value where text can be entered.

New Requirement
✕

Requirement type
 Placeholder

Term *
 2021 Fall

Baccalaureate Core Course

Comment

Conversion (from old SEP plan/template)

Course range

DPP/Transfer Course

Groups - (A OR B) AND C

Non-course

Non-validated course

Wildcard

Test Score Requirement

Here you can enter required test scores (e.g. ALEKS, Language Placement)

New Requirement ✕

Requirement type
Test Score

Term *
2021 Fall

☐ Critical

A-Level Chemistry

ALEKS Math Placement Test

Praxis I - Math

Praxis I - Reading

Praxis I - Writing

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.

Planner

Data refreshed 9/18/2020 4:11 PM

Student ID
933012345

✕

Name
Best Student, Eileen Star Debbie Test Person REC

Degree
Honors Bachelor of Science

Advanced search

Level Undergraduate Class Standing Senior Majors Business Administration, Honors Scholar Degree HBS, College of Business College College of Business

Campus Oregon State - Corvallis Confidential No Academic Standing Good Standing

Degree Partnership Program Degree Partner, ChemeketaCC, Degree Partner, COCC, Degree Partner, Klamath CC Resident for Tuition Purposes R Transfer GPA 2.953

Plan List

New plan

Description	Active	Modified ↓	Who	Degree	Level	Status	
New plan for demo	No	9/8/2020	Main, Martin W	HBS	01	Not locked	
Honors Plan	Yes	9/8/2020	Main, Martin W	HBS	01	Locked	
Test Plan	No	8/31/2020	Main, Martin W	BS	01	Not locked	
sample	Yes	8/23/2020	Main, Martin W	BS	01	Not locked	

Page 1 of 1

Total results: 4

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.

Edit Plan



Description *

BHS 2021 plan



Active



Locked

Save

Cancel

New Plan

Creating a Plan

Click “New plan” to create plan for student. You will be prompted to choose a Blank Plan or Select Template.

New plan

Blank Plan

When Blank Plan is selected, the advisor will be given a clean canvas to fill out. For 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 the Plan-related functions are located.

Template Plans

SEPs can also be created using Templates. The message displayed below will appear when clicking “New plan.”

Create Plan

Would you like to create a plan based on a template or would you like to start from scratch?

Blank plan

Select template

When the Select Template option is chosen, a pop-up will display multiple template options. Templates can be searched by their description in the search box.

Create plan from template

Select starting term *

Search templates

Description ↑	Level	College	Major	Degree	Catalog year	Term scheme
*Blank 1 YR_WITH_SUMMER	01	14	800	BS	1516	1_YR_WITH_SUMMER
*Blank 2 Year	01	14	800	BS	1516	2_YR_QUARTER
*Blank 4 Year (Spring Start)	01	14	800	BS	2021	COMPLETE_QUARTERS_SPRING
*Blank 4 Year (Winter Start)	01	14	800	BA	2021	COMPLETE_QUARTERS_WINTER
*Blank 4 Year Plan With Summers Included	01	14	800	BA	1516	4_YR_WITH_SUMMER
1st Year - Starting in MTH 111	01	16	860	BS	1314	COMPLETE_SCHEDULE_QUARTERS
1st Year - Starting in MTH 112	01	16	336	BS	1314	COMPLETE_SCHEDULE_QUARTERS
1st Year - Starting in MTH 251	01	16	336	BS	1314	COMPLETE_SCHEDULE_QUARTERS
1st Year - Starting in MTH 252	01	16	336	BS	1314	COMPLETE_SCHEDULE_QUARTERS
1st Year - Starting in MTH 254	01	16	336	BS	1314	COMPLETE_SCHEDULE_QUARTERS

⏪

<

Page 1 of 34

>

⏩

Cancel

Once a template is selected, MyDegrees will prompt you to select a Start Term. The Template Plan then can be renamed and edited to fit the student's educational program better using the edit view in Planner.

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 Notes from the three vertical dots in the upper right corner of the screen and read any notes about students. Click Add Note to create a new note.

MyDegrees Planner

Data refreshed 6/22/2021 8:27 AM 

Student ID
933012345 

Name
Best Student, Eileen Star

Degree
Bachelor of Science



GPA Calculator

Class History

Notes

Advanced search

Level Undergraduate Class Standing Senior Major Business Administration Degree BS, College of Business College College of Business
Campus Oregon State - Corvallis, Dist. Degree Corvallis Student Confidential Y Holds TRANSCRIPT HOLD 541-737-3775, Registrar Transcr 541-737-4331
Secondary Advisor(s) Allyson Dean Academic Standing Good Standing INTO Cohort 30 Credit Ecampus ID Post-Bacc
Degree Partnership Program Degree Partner, LBCC Resident for Tuition Purposes R Transfer/Other Levels GPA 2.969, 4.000, 3.7

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 “Notes” from the menu in the upper right hand corner to create and read any notes about students. You will see a list of previously created notes and an “Add a new note” button in the bottom left. Click “Add a new note” to create a new note.

Notes



Created on 6/15/2021

By Dean, Allyson Status Internal

hidden from student

Created on 4/15/2021

By Root, Darleen

IASP21 - Institutional Awarding Spring 2021

Created on 4/5/2021

By Dean, Allyson

testing note

Created on 1/30/2020

By Root, Darleen

change this note

Created on 10/28/2019

By Farrington, David J

Add a new note

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

CAS10 Reviewed requirements, schedule and deadlines for internship and/or research projects

CAS100 GRAD AUDIT: Student is correctly registered for ____ term to complete program of study in ____ major.

CAS110 GRAD AUDIT: Student is not on track to graduate __ term, due to __. Will need to cancel graduation and re-apply for a fi

CAS120 GRAD AUDIT: Student has applied to graduate for ____ term, needs to maintain GPA of ____ in current coursework to ea

CAS 130 GRAD AUDIT: Student needs to complete ____ remaining requirements this term to meet departmental eligibility to gra

CAS 140 GRAD AUDIT: Student can complete all requirements for the degree in ____ with the advisor-locked planned courses in _

CAS200 Major added: Student deemed eligible, met with Advisor and completed paperwork to add the ____ major. Form sent

CAS210 Minor added: Student deemed eligible to add the __ minor. Completed paperwork and ____ Advising sent this to the Re

Please be aware that notes entered in MyDegrees are part of the student's 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.

Exceptions


[DEGREE CHECKLIST](#)
[EXCEPTIONS](#)
[PLANNER](#)
[ADMIN](#)
[LINKS](#)

MyDegrees Degree Checklist

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 their 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, click the plus (+) next to the requirement for which you want to make an exception. Select the exception type you wish to add by selecting it from the exception type drop-down list and click Add exception.

Pre Business Core

INCOMPLETE

Credits applied: 12 Catalog year: 2017-18 GPA: 3.00

Unmet conditions for this set of requirements:

Minimum GPA unsatisfied

Block Qualifiers

+ MINGPA 0.01 in @ @ (With DWRESIDENT = Y)

+ MINGRADE 1.7

+ MaxClasses 0 in @ @ (With DWLETTERGRADE = I/D+)

+ MaxClasses 0 in @ @ (With DWLETTERGRADE = I/D)

Add exception XClasses 0 in @ @ (With DWLETTERGRADE = I/D-)

+ ShareWith (OTHER = LABACORE, OTHER = BSREQ, OTHER = LACORE)

+ ShareWith (MINOR)

+ ShareWith (CONC = 886 CONC = 416)

Add Exception

Exception for: Marketing in Agriculture

Also Allow

Apply Here

Force Complete

Remove Course and/or Change the Limit

Substitute

Add exception

Cancel

Fill in the information required for each exception type. Each exception type will be discussed in greater detail in 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 the 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 Add exception. Enter the course subject and number in the appropriate fields on the Also Allow exception. You can also add qualifiers, such as a minimum grade.

Add Exception

Exception for: Management in Agriculture

Exception type
Also Allow

Allow

Subject *

Number *

With

Qualifier

Operator

Value

Description *

Details


Add exception

Cancel

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.)

Add Exception



 The description field was left blank. You may use the default description that has been added, or create your own. Please review these changes before continuing.



Exception for: Principles of Statistics

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 course rule where you want the exception to apply. Select the Apply Here entry from the exception type drop-down list.

Add Exception

Exception for: Agricultural Law

Exception type
Apply Here ▼

Apply

Subject *

Number *

With

Qualifier ▼

Operator ▼

Value

Description *

Details

Add exception

Cancel

Enter the subject and course number in the appropriate fields on the Also Allow exception. (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.)

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 Format dropdown to view the Student View or Registrar's Report.

The exception will show up in brown text directly below the class or 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:

Also Allow	Apply Here
Also Allow permits courses that have been taken <u>or</u> 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.)	Only courses that have <i>already been taken</i> (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.)
Use Also Allow if you would like the additional course to be <i>optionally</i> 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.)	Use Apply Here if the course <i>must</i> be applied to the rule.
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.	Apply Here permits you to supercede “header” rules that were built into the block, such as Minimum Grade or “No S/U grading” qualifiers.

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.

+  *College Algebra

MTH 390

LD: FOUND OF ELEMENTARY MATH C

4

Winter 2011

Satisfied by: MATH213 - FUND OF ELEMENTARY MATH III - University of Oregon

Add Exception

Exception for: Speech

Exception type

Also Allow

▼

Allow

Subject *

COMM

Number *

114

With

Qualifier

DW Transf...

▼

Operator

equal to

▼

Value

COMM 1001A

Description *

Details

Add exception

Cancel

The following WITH qualifiers are available in the dropdown field:

- | | | |
|------------------|---------------------|-------------------------------|
| ✓ DW Credits | ✓ DW Resident | ✓ DW Section |
| ✓ DW Credit Type | ✓ DW Term | ✓ Banner attributes |
| ✓ DW Grade | ✓ DW title | ✓ School Course is/ Rolled to |
| ✓ DW Grade Type | ✓ DW Transfer | ✓ Term |
| ✓ DW Location | ✓ DW TransferCourse | |
| ✓ DW Pass-Fail | ✓ DW TransferSchool | |

To view the checklist with the exception(s), click Run New Audit, then select the Format dropdown to view the Student View or Registrar's Report. The exception will show up in brown 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.

Add Exception

Exception for: Speech

Exception type
Remove Course and/o... ▼

Remove

Subject

Number

Change

Limit

Credits

Classes

Description *

Details

Add exception

Cancel

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 Format view dropdown 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:

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

Add Exception

Exception for: MaxClasses 2 in NUTR @ (With ATTRIBUTE = CPCD OR ATTRIBUTE = CPLA OR ATTRIBUTE = CPSI OR ATTRIBUTE = CPWC OR ATTRIBUTE = CPPS OR ATTRIBUTE = CPBS OR)

Exception type
Remove Course and/o... ▼

Remove

Change ▼

Description *

Details

Removing a Course:

Select the course 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.

Add Exception

Exception for: Reproduction in Domestic Animals Laboratory

Exception type

Remove Course and/o... ▼

Remove

Subject

ANS 455

Number

Change

Limit

Units

▼

Description *

Remove ANS 455

Details

Add exception

Cancel

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 course rule where you want the exception to apply..

Select the rule or course 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 To field.

Add Exception

Exception for: Reproduction in Domestic Animals Laboratory

Exception type
Substitute

Change

Subject *
ANS

Number *
406

To

Subject *
ANS

Number *
455

With

Qualifier
▼

Operator
▼

Value

Description *

Details

Add exception

Cancel

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.

Select the course rule or qualifier by clicking the plus button next to it in the Exceptions list.

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 screen, scroll to the bottom of the checklist section and select the exception to be deleted.



Force Complete

completed with Internship

Click the trash can symbol in the top right corner of the Exceptions section. This will remove all history of the exception.

Modifying Block Qualifiers

Block Qualifiers

- + MaxClasses 0 in @ @ (With CRS_SCHOOL = 06)
- + MaxClasses 0 in @ @ (With CRS_SCHOOL = NC)
- + SPMAXCREDITS 36 in @ @ (With ATTRIBUTE = AR1B)
- + 180 Credits
- + LASTRES 1 of 300 Credits
- + MaxCredits 36 in @ @ (With DWGRADETYPE = S AND DWTERM <> 202003 AND)
- + MaxCredits 48 in @ @ (With CRS_SCHOOL = 05)
- + MaxCredits 11 in PAC @

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

Add Exception

Exception for: MaxCredits 36 in @ @ (With DWGRADETYPE = S AND DWTERM <> 202003 AND)

Exception type
Remove Course and/o... ▼

Remove

Change

Description *

Details

Add exception

Cancel

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

Add Exception

Exception for: MaxCredits 36 in @ @ (With DWGRADETYPE = S AND DWTERM <> 202003 AND)

Exception type
Remove Course and/o... ▼

Remove

Change

Description *

Details

Add exception

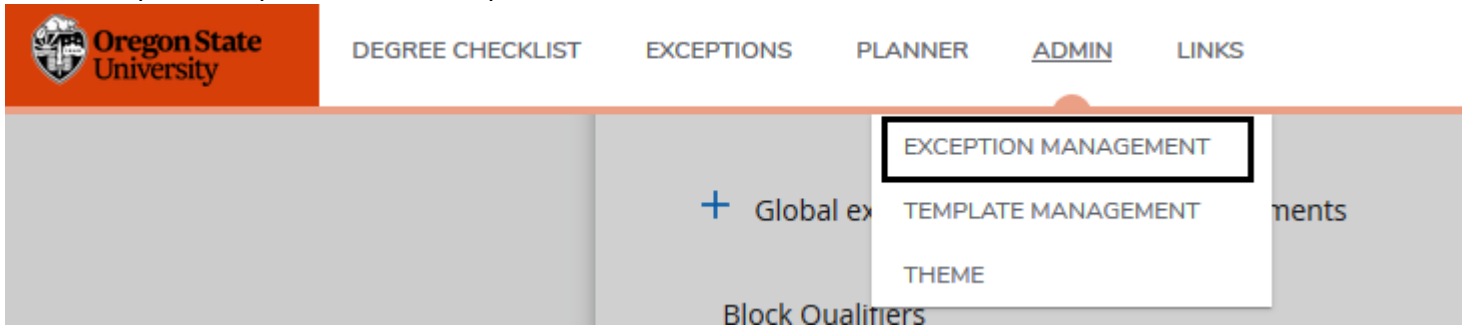
Cancel

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 within the Admin section of 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.

Exception Management

Manage Petitions Exceptions Report

Exceptions Report

Enter your search criteria

Show exceptions from
Last 30 days

Show exception type
Show all

Status filter
Show all statuses

Exceptions created by ID

Exceptions on student ID

Exceptions on requirement ID

Run exceptions report

Reset

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.

GPA Calculator

Graduation Calculator
Term Calculator
Advice Calculator

Current GPA *
3.40

Credits remaining *
112

Credits required *
180

Desired GPA *
3.5

Calculate

Enter data into the empty fields and press Calculate.

GPA Calculator

[Graduation Calculator](#)[Term Calculator](#)[Advice Calculator](#)

You need to average a 3.56 over your final 112 credits to graduate with your desired GPA.

Current GPA	3.40
Credits remaining	112
Credits required	180
Desired GPA	3.5

[Recalculate](#)

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.

GPA Calculator



Graduation Calculator

Term Calculator

Advice Calculator

 Current GPA *
3.40

 Credits earned *
75

Add Course

 Course *
ES 101

 Credits *
3

 Grade *
A

 Course *
FR 112

 Credits *
4

 Grade *
A


Calculate

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

The following screen will produce the new calculated GPA.

GPA Calculator

Graduation Calculator

Term Calculator

Advice Calculator

Calculated GPA

By achieving the grades listed here, your GPA at the end of the term will be 3.41. This does not take into account repeat rules, which may result in certain courses being excluded.

Current GPA 3.40

Credits earned 75

Course	Credits	Grade
ES 101	3	B+
FR 112	4	A-

Recalculate

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.

GPA Calculator

Graduation Calculator

Term Calculator

Advice Calculator

To achieve your desired GPA, you need one of the following:

15 credits at 4 (A) grade average

38 credits at 4 (A-) grade average

Note: Results that would require you to take more than 150 credits have been omitted.

Current GPA	3.40
Credits earned	75
Desired GPA	3.5

Recalculate

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

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.

AND or "+"	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.

GROUP[S]	Precedes a list of requirement choices, of which a specified number of rules must be satisfied.
HIDE	Allows certain courses to satisfy a requirement while hiding this fact from the checklist advice. Same as Hide-From-Advice.
HIDE-RULE	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.
IF	Begins a conditional rule.
INCLUDING	Indicates mandated courses from course list.
LABEL	A free-text comment used to identify the requirement. (Limited to 50 characters)
LASTRES	Credits or classes that must be taken in residence as the last credits/classes.
MAJOR	Indicates a major requirement block, which, in some cases, may precede a major code.
MAXCLASS[ES]	Indicates the maximum number of courses that can be applied to a requirement.
MAXCREDIT[S]	Indicates the maximum number of credits that can be applied to a requirement.
MAXPERDISC	Indicates the maximum number of credits/classes in each discipline listed that will be applied to a block or requirement.
MAXSPREAD	Indicates the maximum number of disciplines from course list in which courses can be taken.
MAXTERM	Indicates the maximum number of credits/classes that will be applied to a requirement each term.
MAXTRANSFER	Indicates the maximum number of transfer credits/classes that will be applied to a requirement.
MINCLASS[ES]	Indicates the minimum number of courses that must be earned to satisfy the requirement.
MINCREDIT[S]	Indicates the minimum number of credits that must be earned to satisfy a requirement.
MINGPA	Indicates the minimum Grade Point Average for the requirements block
MINGRADE	Indicates the minimum numeric grade that must be achieved for each course applied to the block
MINOR	Indicates a minor requirement block (MINOR), which, in some cases, may precede a minor code.
MINRES	Indicates the minimum number of credits/classes that must be earned in residence

NOCOUNT	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.)
NONCOURSE[S]	Indicates a required non-course activity, such as a thesis, recital, or exam.
NONEXCLUSIVE	Same as Share and ShareWith.
NOTGPA	Indicates courses that count in neither the block GPA nor the overall GPA.
NUMBEROFCONCENTRATIONS NUMBEROFMAJORS NUMBEROFMINORS	Used in an if-statement to find out how many majors, minors or concentrations are included in the checklist.
OR or ","	Connector in list of courses, disciplines, transfer types, or If conditions.
OTHER	Identifies a block as a custom block.
PROXY-ADVICE	Specifies the advice text to show in place of the normal advice
	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.
PSEUDO	Used as a placeholder for an undefined requirement, such as 12 Credits in {Hide PSEUDO @} Label MTH "12 Credits Approved MTH Electives"; The advisor can complete exceptions to add required courses to the requirement or force the rule to be complete if the requirement has been met (such as in the case of a required CPR certification or thesis).
REMARK	Begins comments to be kept as part of requirements.
RULE-COMPLETE	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.
RULE-INCOMPLETE	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.
SHAREWITH	Indicates that credits/classes can fulfill multiple requirements.
SPMAXCREDIT[S]	Indicates a maximum number of credits after which the excess credits should be split across blocks.
SPMAXTERM	Indicates a maximum number of credits per term, after which the excess credits should be split across blocks.
THEN	Part of a conditional rule to be executed when If condition is met.

THISBLOCK	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.
WITH	Additional “custom” class specifiers in a course list.