Office of the Registrar

# MYDEGREES GENERAL REFERENCE SHEET

## WHAT IS IT?

MyDegrees  is an advising Degree Audit tool that advisors and students use for academic planning. Office of the Registrar uses MyDegrees for Degree Clearance.

## WHO WILL USE IT?

This tool is used by advisors to advise students on degree requirements, plan academic path for students and leave notes related to student advising. Students use the tool to see what degree requirements are still needed in order to graduate and what courses advisors recommend student take in order to graduate in a timely manner.

## HOW TO LOGIN IN

### STUDENT LOGIN

Students can access MyDegrees through My OSU and on the Self-Service student Student Records>MyDegrees page:

## Go to MyOSU>My Student Stuff>MyDegrees

### ADVISOR LOGIN

Advisors can access MyDegrees through My OSU and on the Self-Service>Faculty/Advisor>Advisor Menu>MyDegrees page:

## Go to MyOSU>Faculty/Advisor>Advisor Tool Kit>MyDegrees

## SUPPORT CONTACTS

### TIER 1: RECORDS STAFF

### TIER 2: REGISTRAR'S IT STAFF

### TIER 3: ECS MYDEGREES SUPPORT

**QUESTION:** MyDegrees for some reason has not refreshed, when will it be refreshed?
**ANSWER:** Advisors have access to the Refresh Button if MyDegrees has to be refreshed immediately.

**QUESTION:** I just added a checklist note and the note is not showing up under the degree checklist, why?
**ANSWER:** When Advisor receives the message that the new or modified note has been saved successfully, they are given the option to run a new audit and incorporate the note in student's degree checklist. Advisor can also hit the PROCESS NEW Button for the new note to load and appear under the degree checklist.

**QUESTION:** I just modified a note in Degree Checklist; there is no SAVE button in Modify Note, how do I save the modified note?
**ANSWER:** You need to click on the small stick note icon in the same row where you modified the note to save it. You should get a message that your modified note is saved successfully.

**QUESTION:** Hard questions from advisors about MyDegrees (exceptions, logic rules), who to send?
**ANSWER:**

| Amanda | COB  FOR  ENGR  PHHS  EDU |
|--------|----------------------------|
| Martin | CLA  SCI  CEOAS  AG  HNRS  PHARM |
| Tursynay | MyDegrees Planner Questions |

**QUESTION:** I heard there were some updates done in MyDegrees, for some reason I cannot see, it all looks the same, why?
**ANSWER:** Clear your browser cache, this should resolve it.

**QUESTION:** Something is not working in MyDegrees, I cannot save, or edit or see…why?
**ANSWER:** This might be an issue with the internet browser you are using. Please use Firefox, MyDegrees does not work well with Safari, Google Chrome, Opera…

**QUESTION:** How do I find current degree candidates?
**ANSWER:** Current degree candidates can be found using the FIND feature in MyDegrees. Refer to how to create lists in Intro to MyDegrees Guide for Advising.

**QUESTION:** Degree requirements have changed over time. How do I know what catalog requirements are being checked?
**ANSWER:** Changes to graduation requirements are made continuously, but are associated with a specific catalog year in MyDegrees. The students' specified catalog year is used to select the correct requirements for their degree.

**QUESTION:** Student just changed their Major/Degree starting next term. Would MyDegrees display the student's current major/degree or the new information?
**ANSWER:** MyDegrees displays the latest information in Banner, so it would display student's next term information.