First screen: When you log into MyDegrees, you will come to the Degree Checklist screen. Enter your student's ID number, or search for the student.
Degree Checklist student information card: Here you can find information like academic program, GPA, campus, and academic standing.

Legend: At the bottom of the screen, you will find a legend that explains the symbols that appear. You will see these circles appear beside courses in the Degree Checklist. The Degree Checklist displays the student’s progress through their academic program.
**Requirements:** A green check mark means the requirement is complete; a red circle means requirement not met.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA 101 Business Now</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BA 101 Business Now</td>
<td>Exception by: Main, Martin W</td>
<td>O8/03/2020</td>
<td></td>
<td>Force Complete: Extra Special Student doesn't need BA 101</td>
</tr>
<tr>
<td>BA 213 Managerial Accounting</td>
<td>Still needed:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BA 233 Legal Environment of Business</td>
<td>Still needed:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BA 260 Introduction to Entrepreneurship</td>
<td>Still needed:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Updated:** March 30, 2021
Exceptions screen: Found at the menu at the top of the screen, click ‘Exceptions.’

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

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

Updated: March 30, 2021
Add exception: Click the + (plus) sign next to the requirement for which you want to make an 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 )
+ Classes 0 in @ @ (With DWLETTERGRADE = I/D- )
+ ShareWith (OTHER = LABACORE, OTHER = BSREQ, OTHER = LACORE)
+ ShareWith (MINOR)
+ ShareWith (CONC = 886, CONC = 416)
Enter exception: Add the exception type and the description.
**Navigate to notes:** In the upper right corner, click the three vertical dots. Scroll down to ‘Notes.’

*Tip: To open a separate window for Notes or Class History, right click on the MyDegrees browser tab and choose ‘Duplicate Tab.’*
Add notes: In the upper right corner, click the three vertical dots. Scroll down to ‘Notes.’ Click ‘Add a new note’ at the bottom of the pop-up window. You can find pre-defined notes and make the note private, or unavailable to the student.
See notes: Just like with the old version of MyDegrees, notes can be found at the bottom of the Degree Checklist.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Created on</th>
<th>Created by</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLEGE OF EDUCATION test note</td>
<td>09/09/2020</td>
<td>Main, Martin W</td>
<td></td>
</tr>
<tr>
<td>UHC50 Advised on remaining UHC requirements</td>
<td>08/04/2020</td>
<td>Main, Martin W</td>
<td></td>
</tr>
<tr>
<td>Internal</td>
<td>tateth5dgh5dvemgfndbr5ZCxxASdxf</td>
<td>10/20/2017</td>
<td>Çédille - Çédille, Tursény</td>
</tr>
<tr>
<td></td>
<td>COLLEGE OF EDUCATION</td>
<td>10/20/2017</td>
<td>Çédille - Çédille, Tursény</td>
</tr>
</tbody>
</table>

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.

Updated: March 30, 2021
Planner: See the list of previous plans or create a new plan by clicking the button in the upper right corner of the plan list.

Adding to the Planner: You can edit a plan by clicking on the plan. After clicking on the plan, you can add a requirement or courses by clicking the “+” near the desired addition.
Adding classes: Once you click to add a course, you can search for courses, either by subject or course name. Then click the box next to desired courses to add to the plan. Click Add to Plan to add to the plan. To enter credits for a variable credit course: Only fill in part of the course number (e.g. WGSS 40), choose the course from the search results. This should allow you to enter the number of credits instead of defaulting to the max number of credits.
Add requirements to 2021 Winter

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>WGSS 199</td>
<td>SPECIAL STUDIES</td>
</tr>
<tr>
<td>WGSS 223</td>
<td>*WOMEN: SELF AND SOCIETY</td>
</tr>
<tr>
<td>WGSS 223H</td>
<td>*WOMEN: SELF AND SOCIETY</td>
</tr>
<tr>
<td>WGSS 224</td>
<td>*WOMEN: PERSONAL/SOCIAL CHANGE</td>
</tr>
<tr>
<td>WGSS 230</td>
<td>*WOMEN IN THE MOVIES</td>
</tr>
<tr>
<td>WGSS 230H</td>
<td>*WOMEN IN THE MOVIES</td>
</tr>
<tr>
<td>WGSS 235</td>
<td>*WOMEN IN WORLD CINEMA</td>
</tr>
<tr>
<td>WGSS 235H</td>
<td>*WOMEN IN WORLD CINEMA</td>
</tr>
<tr>
<td>WGSS 240</td>
<td>*GENDER AND SPORT</td>
</tr>
<tr>
<td>WGSS 261</td>
<td>*WOMEN IN ITALIAN CINEMA</td>
</tr>
</tbody>
</table>

Updated: March 30, 2021
See course details: If you click on a course you might add, you are able to find the course description, attributes, and any available scheduling data.
**View audits**: Click ‘View historic audit’ to see previous audits.

**Student Checklist**

<table>
<thead>
<tr>
<th>Item ID</th>
<th>Name</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>012345</td>
<td>Best Student, Eileen Star</td>
<td>Honors Bachelor of Science</td>
</tr>
</tbody>
</table>

**Student Information**

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

**Checklist**

- View historic audit

**Updated**: March 30, 2021