BEARPACE
(DEGREE WORKS TRANSFER EQUIVALENCY-SELF SERVICE)
USER'S GUIDE

Extended Edition

Office of the Registrar
Registrar@missouristate.edu

Contents

BearPACE (Degree Works Transfer Equivalency Self-Service 5.0.6.2) User's Guide-Extended Edition

BearPACE is Ellucian's Degree Works Transfer Equivalency Self-Service software that can be used by prospective students to self-report their transfer work for the purposes of getting an unofficial degree audit to see how their work translates towards the completion of a Missouri State University degree. Missouri State brands this software as BearPACE (Preadmission Academic Credit Estimator).

This user's guide will assist the user in performing the functions associated with using this software. For additional resources related to Degree Works including user documentation, updates, and an FAQ, please visit the University's Degree Works homepage at https://www.missouristate.edu/registrar/degreeworks.htm.

Section 1: How To Access BearPACE

BearPACE Access Location

The landing page for BearPACE is located at the following location:

http://www.missouristate.edu/BearPACE

Getting Started

There are two ways to use BearPACE. These two are described below.

Anonymous Use (No Sign In)

This is for users who just wish to experiment with the software or do not yet wish to create an account. Using this method does not limit the user's ability to utilize the software, but it does limit the user's ability to save their work for use in a future session. Users who start out under this option will have the option to save their work by creating a count before they exit their session though the "Save" icon in the upper right portion of the BearPACE software.

To use the software in this way, the user will click the "Continue without signing in" button on the "Are you ready to get started?" screen.
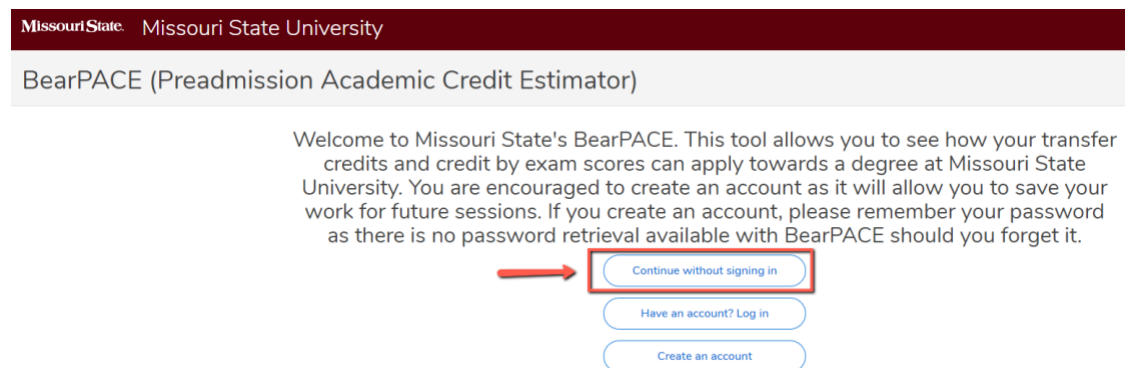
Create an Account
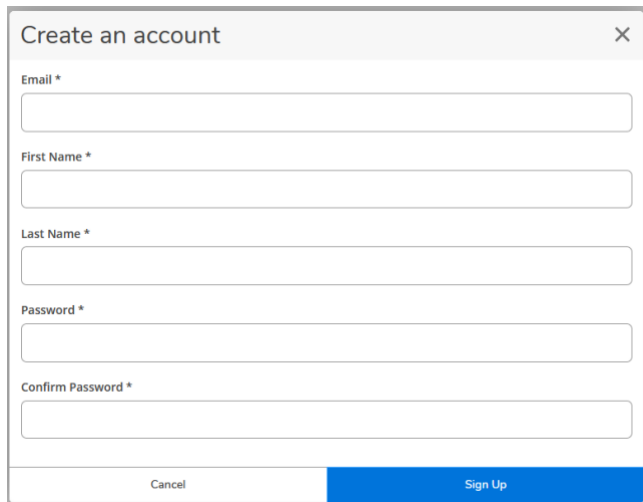
This is for users who wish to create an account and be able to save their work for future sessions. It is important to note that the account created is not a Missouri State University account. It is an Ellucian account. For this reason, MSU staff will not be able to assist users who forget their password, and the software does not provide a password reset option. Therefore, users who forget their password will have to create a new account, so please make sure to record the email address and password you use to create the account.

To use the software in this way, the user will click the "Create an account" button on the "Are you ready to get started?" screen.
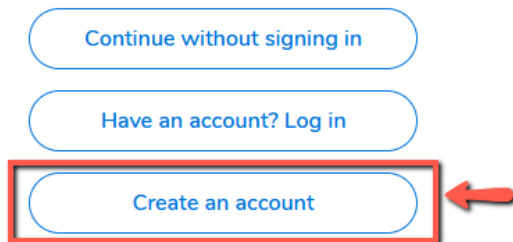
This will open the account creation screen. Here you will enter your email address, first name, last name, the password you wish to use. When complete, click the "Sign Up" button.

When you come back for future sessions, you will click the "Have an account? Log in" button.
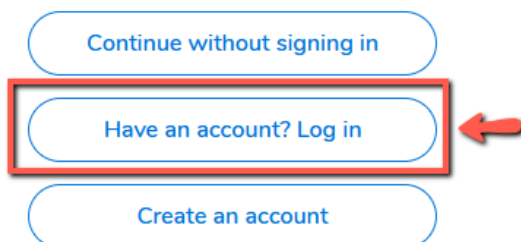
This will prompt you to enter the email address and password you used to set up your initial account.

After this step you will be taken into the first tab. At the top right, you will notice a refresh icon and a save icon. The refresh icon will allow you to clear the information you will submit on the following tabs and start over. The save icon will allow you to save your work if you created an account, and if you didn't, allow you to create an account at that point.

Section 2: How To Select Your Degree Information (The Basics Tab)

After selecting your access option, this will bring you to the first tab, which is the Basics tab. On this tab, BearPACE will ask the user a few questions to help them select the program information for which they would like to see a degree audit. The questions are as follows:

The "Basics" Questions

What semester do you plan to begin attending Missouri State University?

The primary reason for this question is that this will determine the catalog term that will be used by the degree audit to display degree and program requirements on the BearPACE degree audit.

The user will select a starting semester from the drop-down menu, which contains the upcoming semesters beyond the current semester.

Select the level of undergraduate

Because graduate course equivalencies are managed differently from undergraduate course equivalencies, BearPACE is only available for undergraduate programs. This question is required so users must answer it, so the user must select "Undergraduate" (which is the only available option) from the drop-down menu.

What major would you like to pursue?

The user will be presented with the undergraduate major options currently available at Missouri State. In the BearPACE software, the number of majors selectable is limited to one, but when admitted, a student may pursue more than one major. It is important to note the degree abbreviation (e.g., "(BS)") after the major name as it will be needed in the two questions following this one.

What degree would you like to pursue?

The user will be presented with the available undergraduate degree options. The choice made here needs to match the degree type made in the previous selection. If the user does not remember, they can look over to the right side under "Major Selected" and see the degree abbreviation in parenthesis. In the example screen shot below, since the major selected ended in "(BFA)," the degree selected must be "Bachelor of Fine Arts (BFA)." If two undergraduate degrees are listed, such as "(BA/BS)," that means that either "Bachelor of Arts (BA)" or "Bachelor of Science (BS)" may be selected.

What minor would you like to pursue?

The user will be presented with all of the University's minor choices. The minors are not filtered by degree selection even though the minor must match the degree type selected. In order to aid students in selecting a compatible minor, the degree abbreviation appears after the title of the minor. So, as an example, if a student selected "Bachelor of Fine Arts (BFA)" as their degree, the minor selected must also have a "(BFA)" after the minor title.
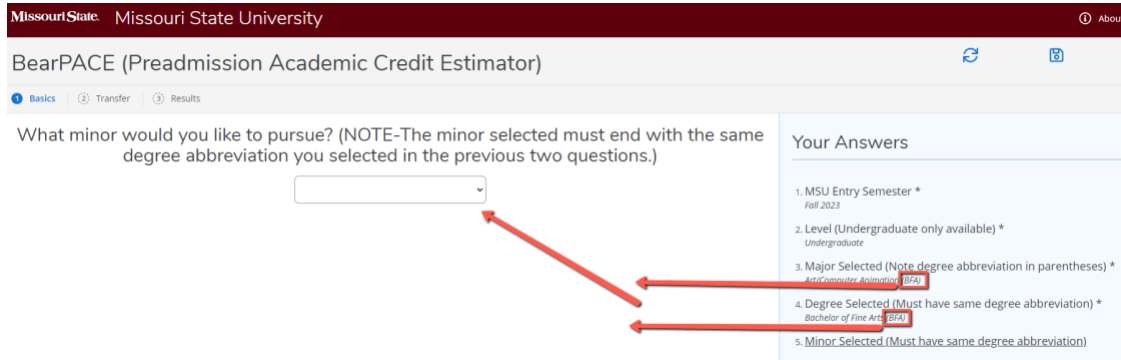
In the BearPACE software, the number of minors selectable is limited to one, but when admitted, a student may pursue more than one minor. A student may not initially know which minor they wish to pursue, but it is very easy to return to this question to change the selection. Instructions on how to do this are found later in this section. Selecting "none" is also an option for students who do not wish to pursue a minor.

Your Answers (and What Happens Next)

When you answer the final Basics question, it will transition the user to the second tab (the Transfer tab). However, if you wish to return to the Basics tab to review your choices or make a change, you can do so by clicking on the Basics tab in the upper left portion of the screen.
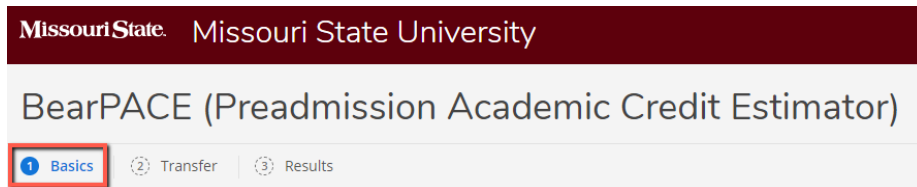
Once back on the Basics tab, you can see a summary of your responses on the right side under the "Your Answers" heading.
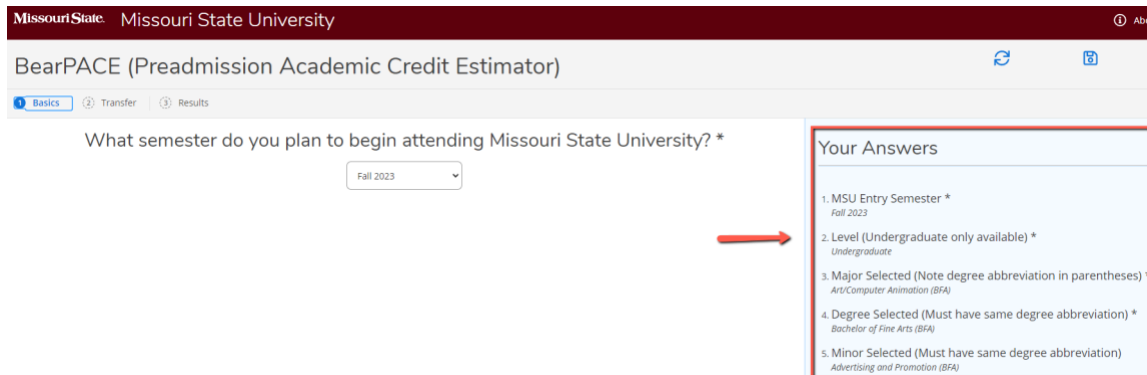
You can click on any of the five answer headers in order to change your answer. Once you complete the final answer, it will return you to the next tab or since all questions were completed already, you can return to the Transfer tab by clicking it.

Section 3: How To Enter Your Course and Exam Information (The Transfer Tab)

In this section, you will see information about how to enter your transfer course and exam information. By exam, it is referring to exams that can be completed and credit earned depending on the score achieved on the exam. Example exams include:

- Advanced Placement (AP)
- College-Level Examination Program (CLEP)
- International Baccalaureate (IB)

Next we will look at how to enter course and/or exam information. To do this, you will click the "Course and/or Exam" button located on the Transfer tab "Please enter your transfer information?" screen.

Entering Transfer Course Information
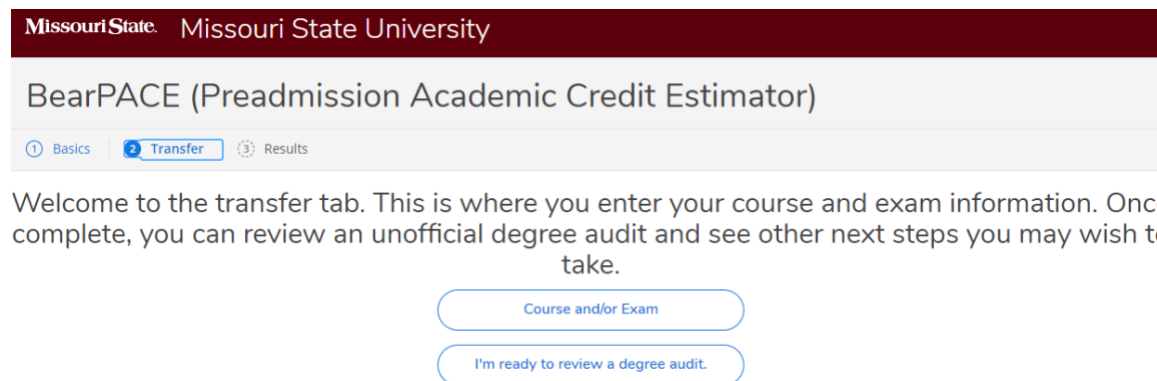
In the first example, we will walk through how to enter a transfer course. After clicking the "Course and/or Exam" button, it will take you to the Select a School screen. While you can scroll through the list, it is pretty lengthy. To shorten your search, you can begin typing part of the name of the school, city it's located in, or state in which it is located in the "Filter by name, city, state" field in the upper-right portion of the screen. Be aware as you search that the number of characters available in the school name is limited so some abbreviation is used at times such as "univ" for university or "cc" for community college among other examples.

Select a School Screen
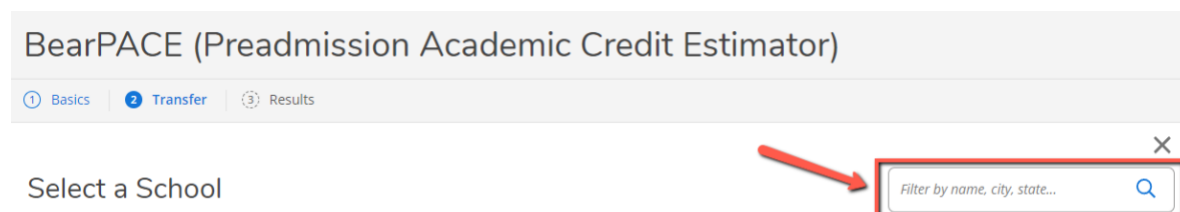
Without narrowing your search, the list of schools available is quite lengthy. In the below example, we have searched for the keyword "Ozarks" which yielded three results. We will select Ozarks Technical Community College (the second listing) by clicking on the blue title of the school. This will take us to the Select a Class screen.
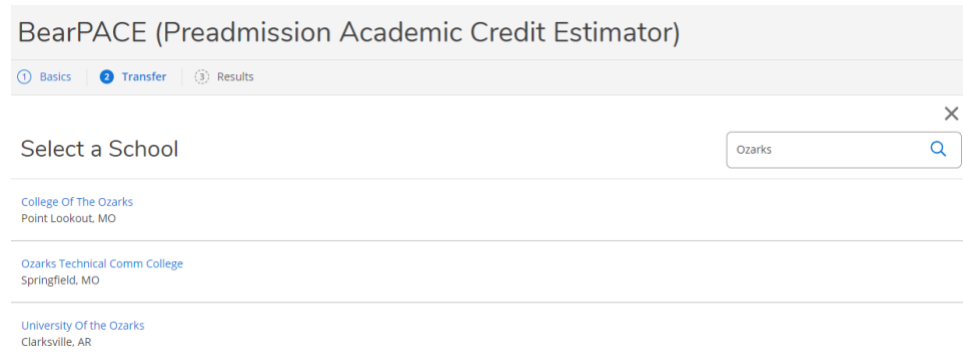
Select A Class Screen

Once the school is selected, you can scroll to view all courses, or narrow down your search by using the "Filter by title, discipline, number" field in the upper-right portion of the screen.
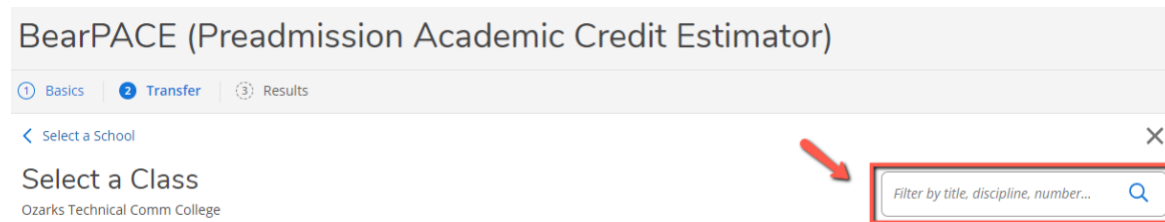
In the below example, we have search for "PSY." This search will yield both course titles that contain the letters "psy" in the title such as Educational Psych EDC 250 and courses that have a PSY prefix such as Stats for Behavioral Science PSY 220. We will select Intro to Psych PSY 110 by clicking on the blue title of the course. This will take us to the Class Information screen.
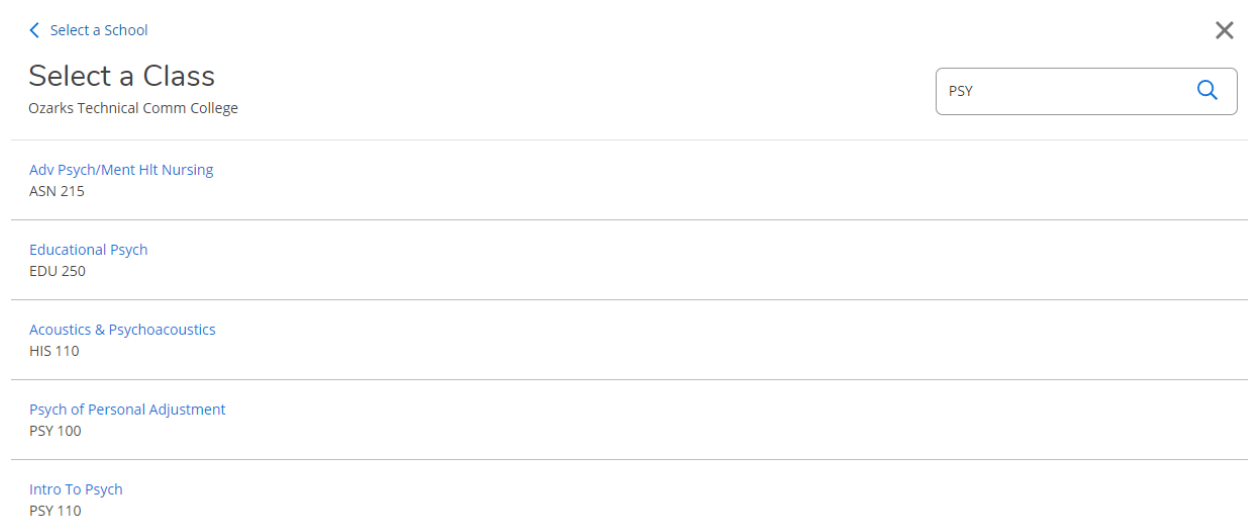
Class Information Screen

Below is a screenshot of the initial appearance of the class information screen. The Class Information screen is where you will enter the information for the transfer courses you have completed. Below are the fields you will complete.

Class Information
Ozarks Tech Comm College

Selected Class
Intro To Psych
PSY 110

What was the term? *

[⌄]

How many credits did you receive? *

[0.0]

What was your grade? *

[⌄]

What type of credits? *

[⌄]

☐ Add another class from this school

[Proceed]

What was the term?

This is where you will enter the term in which the work was or will be completed. The drop-down menu will list older terms at the top with newer terms at the bottom. If you attended an institution that was a quarter hour system and you have "winter term" work, you should select the corresponding spring MSU term since you will not find a winter term option.

How many credits did you receive?

This is where you will enter the number of credits you did or will earn. This is free-form entry. In most instances, you will be entered a whole number of credits (Example-3), which it will convert to 3.0. It does allow for half credits since some transfer institutions do offer those.

What was your grade?

This is where you will enter the grade you earned or expect to earn. The drop-down menu will list the selectable grade options. Below is a chart for some grade options that you may not be as familiar with:

Available Grade	What It Means
AP#	These are numerical options for Advanced Placement (AP) exams.
CLEP##	These are numerical options for College-Level Examination Program (CLEP) exams.
CR	This is for credit by exam coursework earned at another institution.
I	This is for an incomplete grade.
IB#	These are numerical options for International Baccalaureate (IB) exams.
IP	This is for in-progress coursework that has not yet been graded.
P	This is credit that earned a "pass" grade.
NP	This is credit that earned a "not pass" grade.
V	This is for coursework taken on audit status.

What type of credits?

This is where you will enter the type of credits you earned or expect to earn. There are two choices: quarter or semester. The majority of institutions are semester based. Semester systems generally consist of two 15-week terms (and often have an additional summer session as well). Quarter systems generally consist of four-10 weeks sessions. If some of your transfer work is from a quarter system, you will want to make sure to select "quarter" so your work is evaluated correctly. Quarter credits come over at a 2/3rds rate compared to semester system. For example, a 4-credit quarter credit course would equate to 2.66 credits in a semester system.

Add another class from this school

If you have additional coursework from the same institution, you can click the "Add another class from this school" checkbox prior to clicking the Proceed button. By doing so, it will take you back to the same institution without needing to reselect it through the select a school screen. When you are done entering coursework from that institution, simply uncheck the box and click the Proceed button. This will take you back to the Transfer tab landing page where you will have the option of selecting another institution and/or exam, or if finished, to be able to proceed to the Results tab.

Entering MSU Course Information

At first, this might seem to be an unusual entry for a new degree-seeking student at MSU to make, but there may be instances where the student using BearPACE does already have some MSU coursework. A common example of this would be students who earned dual credit in high school through MSU before attending their transfer institution. In these cases, the user would need to be able to enter their MSU coursework as well.

For this reason, Missouri State University is one of the selectable institutions available in the selection menu. You would enter your credits in the same manner described in the previous section. Due to the volume of courses, not all MSU courses are listed. Those that have been offered as dual credit in recent years are the primary choices available.

Entering Information Like Advanced Placement (AP), College-Level Examination Program (CLEP), and International Baccalaureate (B) Examinations

Credit earned by examinations of this type may also be entered in BEARPACE. These exams are programmed in the same manner as transfer institutions. Below are instructions for entering each type of test:

Advanced Placement (AP)

On the Select a School screen, search for "Advanced Placement Exam" as the school name.

① Basics	❷ Transfer	③ Results

×

Select a School | Advanced   🔍 |

Advanced Placement Exam
Princeton, NJ

Find the exam you completed. In this example, pretend you earned a 5 on the AP Art History Exam. Find the entry with the title of your exam "Art History" with your numerical score (which is 5) and click on the exam title (the blue wording).

Select a Class
Advanced Placement Exam

Art History
ARTH 1

Art History
ARTH 2
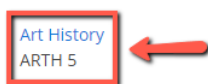
Art History
ARTH 3

Art History
ARTH 4

Art History
ARTH 5

This will open the Class Information screen. You will enter the following information:

What was the term?
Select the semester in which you completed the exam.

How many credits did you receive?
Enter "99" in this field. Obviously, the user will not receive 99 credits of equivalent work, but this ensures the user does not enter a number that is too low that will result in a "taken with too few units" error. If the user enters a higher number like this, BearPACE knows to only awarded the approved amount of credit.

What was your grade?
The grade selected will start with "AP" followed by the numerical score earned on the exam (5), so in this example, it would be "AP5."

What type of credits?
Select "semester."

Add another class from this school
If you have additional AP exams to add, you can click the "Add another class from this school" checkbox prior to clicking the Proceed button. By doing so, it will take you back to Advanced Placement without needing to reselect it through the select a school screen. When you are done entering AP exams, simply uncheck the box and click the Proceed button. This will take you back to the Transfer tab landing page where you will have the option of selecting another institution and/or exam, or if finished, to be able to proceed to the Results tab.

College-Level Examination Program (CLEP)

On the Select a School screen, search for "Clep Subject Examination" as the school name.

Find the exam you completed. In this example, pretend you earned a 52 on the CLEP American Government Exam. Find the entry with the title of your exam "American Governmnt" and click on the exam title (the blue wording).

This will open the Class Information screen. You will enter the following information:

What was the term?
Select the semester in which you completed the exam.

How many credits did you receive?
Enter "99" in this field. Obviously, the user will not receive 99 credits of equivalent work, but this ensures the user does not enter a number that is too low that will result in a "taken with too few units" error. If the user enters a higher number like this, BearPACE knows to only awarded the approved amount of credit.

What was your grade?
The grade selected will start with "CLEP" followed by the numerical score earned on the exam (52), so in this example, it would be "CLEP52."

What type of credits?
Select "semester."

Add another class from this school
If you have additional CLEP exams to add, you can click the "Add another class from this school" checkbox prior to clicking the Proceed button. By doing so, it will take you back to CLEP without needing to reselect it through the select a school screen. When you are done entering CLEP exams, simply uncheck the box and click the Proceed button. This will take you back to the Transfer tab landing page where you will have the option of selecting another institution and/or exam, or if finished, to be able to proceed to the Results tab.

International Baccalaureate (IB)

On the Select a School screen, search for "International Baccalaureate" as the school name.

Find the exam you completed. In this example, pretend you earned a 5 on the IB Anthropology HL Exam. Find the entry with the title of your exam "Visual Arts" with your numerical score and the level of SL or HL (which is 5HL in this example) and click on the exam title (the blue wording).

This will open the Class Information screen. You will enter the following information:

What was the term?
Select the semester in which you completed the exam.

How many credits did you receive?
Enter "99" in this field. Obviously, the user will not receive 99 credits of equivalent work, but this ensures the user does not enter a number that is too low that will result in a "taken with too few units" error. If the user enters a higher number like this, BearPACE knows to only awarded the approved amount of credit.

What was your grade?

The grade selected will start with "IB" followed by the numerical score earned on the exam (5), so in this example, it would be "IB5."
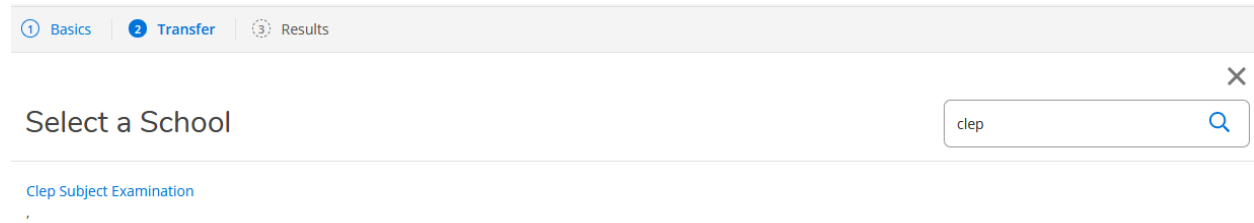
What type of credits?

Select semester.

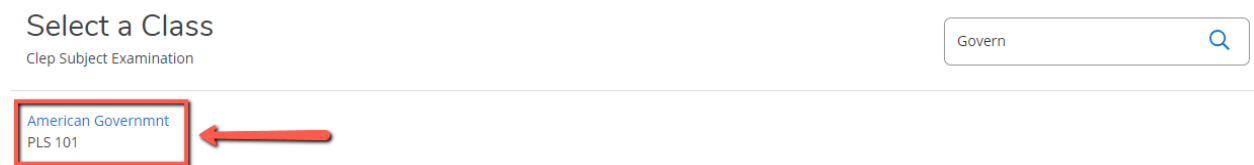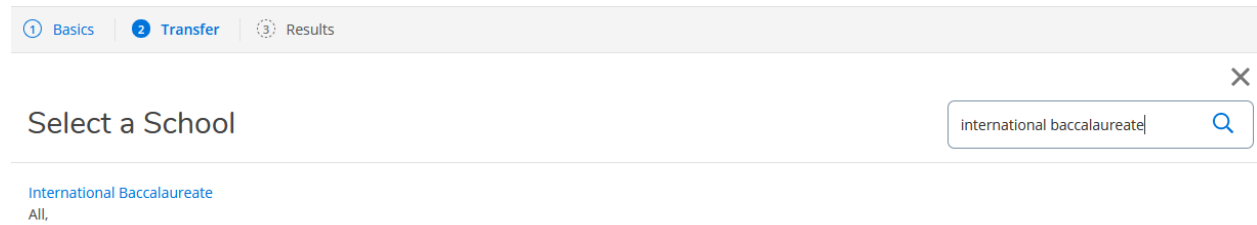*Add another class from this school*

If you have additional IB exams to add, you can click the "Add another class from this school" checkbox prior to clicking the Proceed button. By doing so, it will take you back to IB without needing to reselect it through the select a school screen. When you are done entering IB exams, simply uncheck the box and click the Proceed button. This will take you back to the Transfer tab landing page where you will have the option of selecting another institution and/or exam, or if finished, to be able to proceed to the Results tab.

What's Next After I Am Done Entering My Work?

On the right side of the Transfer tab, you will see a record of the course and exam information you have entered under the "My Transfer Work" heading. Once you have entered all of your current course and exam information, you can click the "I'm ready to review my degree audit" button to transition to the next tab, which is the Results tab where you will be able to review a prospective degree audit.

Section 4: How To View Your Results and Next Steps (The Results Tab)

In this section, you will learn how to review your prospective degree audit and find out additional next steps you can take.

The first portion of the prospective degree audit (which is labeled as the BearPACE Worksheet) is a box displaying the information that you selected back on the Basics tab.

Degree Audit	
BearPACE Worksheet as of 11/29/2022 at 10:23	
Level	Undergraduate
Degree	Bachelor of Arts (BA)
Academic Year	Spring 2023
Major	Anthropology (BA/BS)
Minor	Accounting (BA)

The next item displayed is the Requirements bar. This is a percentage that is calculated based off the percentage of checkboxes met and/or in-progress in the degree audit. For example, if your Requirements bar showed 20%, it does not mean 20% of your coursework is complete. It could be higher or lower. It means 20% of the checkboxes have been met and/or in the process of being met.

Degree Progress

Requirements	4%	

The next section is the degree audit itself. If you are unfamiliar with how to read a degree audit, there are user's guides available to explain how this works. While the BearPACE audit looks slightly different in appearance from a traditional degree audit, the way it works and the symbols used are the same. Current user's guides are available on the University's Degree Works website, and the below web address is the direct location on the site for the user's guide. There are four versions (Student, Advisor, Department Heads, Registrar Staff) so you can select the one that best fits your role at the University. All four guides lead with information on how to read the degree audit.

https://www.missouristate.edu/Registrar/FacultyAndStaff/DWTrainingResources.htm

At the bottom of the prospective degree audit, you will find the Course Equivalencies information. The left side of the chart will show the transfer information the user provided. The right side of the chart will show the transfer equivalency information assigned.

Course Equivalencies							
Advanced Placement Exam				DGW Test			
ARTH 5	Art History	AP5 6 Fall 2020	→	ART 271	History of Western Art I	TE	3
				ART 272	History of Western Art II	TE	3
Missouri Southern State Univ				DGW Test			
MATH 0130	College Algebra	C+ 3 Fall 2021	→	MTH 136	Precalculus 1	TC+	3
Ozarks Tech Comm College				DGW Test			
PSY 110	Intro To Psych	B 3 Fall 2020	→	PSY 121	Introductory Psychology	TB	3

In addition to reading your degree audit, you will find a "Next Steps" section listed at the bottom of the page. There will be a series of buttons you can click to go to additional websites for further information. Options here include the following:

- Download PDF-This will enable you to save an electronic copy or print the degree audit you are viewing in a .pdf format.
- Apply for undergraduate admission-This will take you to the University's undergraduate admission application website.
- View available majors, minors, and certificates-This will take you to a list of the currently available majors, minors, and certificates offered at the University.
- Explore the Undergraduate Catalog-This will take you to the University's online undergraduate catalog.
- Review Degree Works resources-This will take you to the University's Degree Works web page, which includes detailed user's guides related to other Degree Works components such as the degree audit and student educational planner.
- View MSU grade legend-This directs to the MSU undergraduate catalog page that explains what the different University grades mean.
- Use the University's Transfer Equivalency Guide-This will allow users direct access to the University's Transfer Equivalency Guide.

Next Steps

Download PDF

Apply for undergraduate admission

View available majors, minors, and certificates

Explore the Undergraduate Catalog

Review Degree Works resources

Use the University's Transfer Equivalency Guide

View MSU Grade Legend

Request additional information about Missouri State University

Section 5: Who Could Use BearPACE?

There are many different users who may find BearPACE to be a helpful tool. These include the following:

Potential Transfer Students

Students who are considering transferring to Missouri State University are a primary user of this software. For example, if you are a current community college student who plans to transfer to MSU in a couple of years, you could enter your coursework each semester into BEARPACE, enabling you to track your completed coursework on an MSU degree audit well before you formal application for admission to the university.

Potential First-Time New In College Students with Dual Credit Work

Students who will be first-time new in college attendees but who have dual credit coursework from high school (both from MSU and transfer institutions) can self-report their work through this software to track how their classes would transfer and/or apply. Of course, once the student formally is admitted, they can do the same through their regular degree audit that would be accessible to them at that point.

High School Counselors

High school counselors could create an account and enter all of their high school's dual credit opportunities (both at MSU and other institutions) in order to see how they apply to MSU programs.

Section 6: Additional BearPACE Questions

I have a military transcript (AARTS, DANTES, JST, CCAF). How do I enter those credits into BEARPACE?

Missouri State grants credit for armed service education and training according to the recommendations of the American Council on Education. No limit exists on credit awarded in this category. Credit will be awarded in disciplines that are substantially similar to courses and programs offered by MSU.

Credit is granted for military experience based on ACE guidelines. Credit for military experience is limited to a total of 30 credit hours and a maximum of six credit hours in any one discipline. Credit will be awarded in those disciplines that are substantially similar to courses and programs offered by MSU.

Experiential based credit is a little more challenging to display in BearPACE so it cannot be included in BearPACE at this time, but this type of credit would be reviewed for potential credit at the time of application to the University.

I am currently attending a Missouri public college or university where I am pursuing Core 42. I plan to continue to do so upon my transfer to Missouri State. Is there a way to get my prospective degree audit to show Core 42 requirements instead of MSU's general education requirements.

It is possible to see Core 42 requirements in the BearPACE prospective degree audit instead of MSU standard general education. To do this, you will need to enter MSU course "COR 042-Replace Gen Ed with Core 42" as part of your transfer record. It's not a real course, but by entering it, it will communicate to the degree audit to show you Core 42 instead. You will enter any term, 0 credits, a grade of P, and the type of credits as semester as shown in the screen shot below.

Selected Class
Replace Gen Ed with Core 42
COR 420

What was the term? *

| Fall 2022 | ⌄ |

How many credits did you receive? *

| 0.0 |

What was your grade? *

| P | ⌄ |

What type of credits? *

| Semester | ⌄ |

I have two or more classes/exams that transfer in as the same course according to my BearPACE prospective degree audit. Will I be able to earn credit for the same course multiple times?

You would only be able to earn credits multiple times if the equivalent MSU course is a course that can be repeated for additional credits. If this is not the case, the earlier attempt(s) will be excluded from GPA and credit consideration and the latest attempt will be the one that is included. Repeat exclusion does not occur on the BearPACE prospective degree audit since the proper repeat coding is not able to be applied, so the number of credits you receive upon official evaluation at the point of application would be less than what is shown in the BearPACE prospective degree audit in this situation.

When I entered my transfer work, my prospective degree audit shows an evaluation message that said "taken with too few units." What does that mean?

This means the number of credits that you indicated you received for your transfer course is less than the number of credits shown for that course in the University's transfer equivalency records. It is

recommended that you review your transcript to ensure you entered the correct number of credits. If you did and still get this message, please contact BearPasss@missouristate.edu for assistance.

I have coursework from an institution not listed in the Select a School list and/or a course that is not found in the Select a Class list. Does this mean my credit will not be accepted?

This means that there is no current transfer equivalency assigned for this course in the University's transfer equivalency system, so it likely has never been reviewed for transfer equivalency consideration. It is still possible the course will be accepted once it is reviewed. You may email the course information to BearPACE@missouristate.edu. This will be shared with the Office of Admissions for future inclusion in BearPACE. Please include the following items in your email:

- Name of the institution where you completed the coursework.
- Location (such as city and state) of the institution in case there is more than one institution with the same or a similar name
- The course prefix and number (e.g., ABC 123)
- The course title

It's my understanding that my general education or Core 42 is waived because of something I completed in transfer. Will my BearPACE audit be able to show that?

Yes, this is possible if you meet one of the below eligibility criteria. This chart will show you how to enter the proper entry into BearPACE to recognize this.

I wish to communicate that I…	School to Select	Course to Select	Term to Enter	Number of Credits to Enter	Grade to Enter	Type of Credits to Enter
I have an Associate of Arts (AA) degree.	School where you completed	GEN 011 (if MO institution; GEN 016 (if non-MO institution)	Term in which the AA degree was earned	0	P	Semester
I completed a prior Bachelor's degree.*	School where you completed	GEN 012	Terms in which the Bachelor's degree was awarded	0	P	Semester
I already completed another MO public institution's general education.**	School where you completed	GEN 013	Terms in which it was completed	0	P	Semester
I already completed Core 42 at a participating MO institution.**	School where you completed	COR 042	Term in which Core 42 was posted to the transfer transcript	0	P	Semester
I have an Associate of Arts in Teaching (AAT) degree.	School where you completed	GEN 090	Term in which the AAT degree was earned	0	P	Semester
*Must be accredited by a CHEA regional accrediting agency: https://www.chea.org/regional-accrediting-organizations						
** Completion must be transcripted by the institution where the completion occurred.						