

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

Extended Edition

Missouri State University

For Degree Works Version 5.1.4.2-Edited February 2025

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BearPACE (Degree Works Transfer Equivalency Self-Service 5.1.4.1) 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>

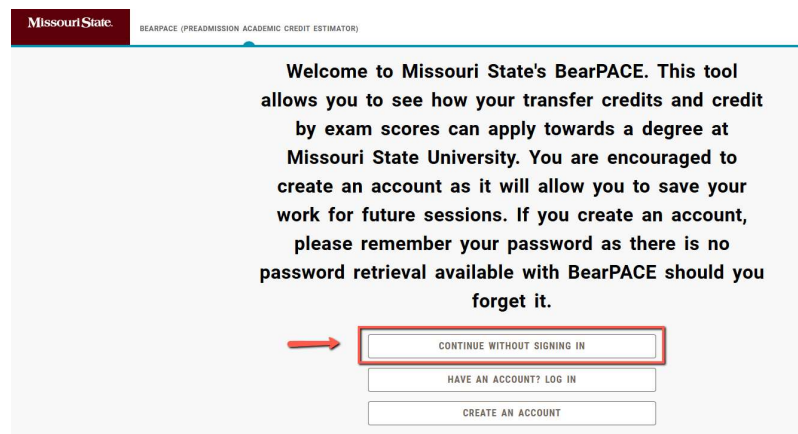
Getting Started

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.

For this access, the user will click the "Continue without signing in" button on the landing screen.

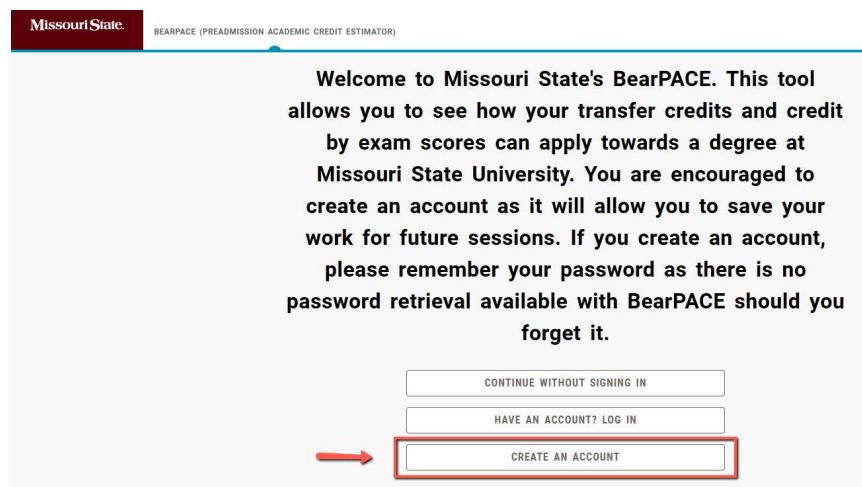


The screenshot shows the BearPACE landing page. At the top left is the Missouri State logo. To its right is the text "BEARPACE (PREAMMISSION ACADEMIC CREDIT ESTIMATOR)". Below this is a welcome message: "Welcome to Missouri State's BearPACE. This tool allows you to see how your transfer credits and credit by exam scores can apply towards a degree at Missouri State University. You are encouraged to create an account as it will allow you to save your work for future sessions. If you create an account, please remember your password as there is no password retrieval available with BearPACE should you forget it." Below the text are three buttons: "CONTINUE WITHOUT SIGNING IN", "HAVE AN ACCOUNT? LOG IN", and "CREATE AN ACCOUNT". A red arrow points to the "CONTINUE WITHOUT SIGNING IN" button, which is also enclosed in a red rectangular box.

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 “Create Account” button.

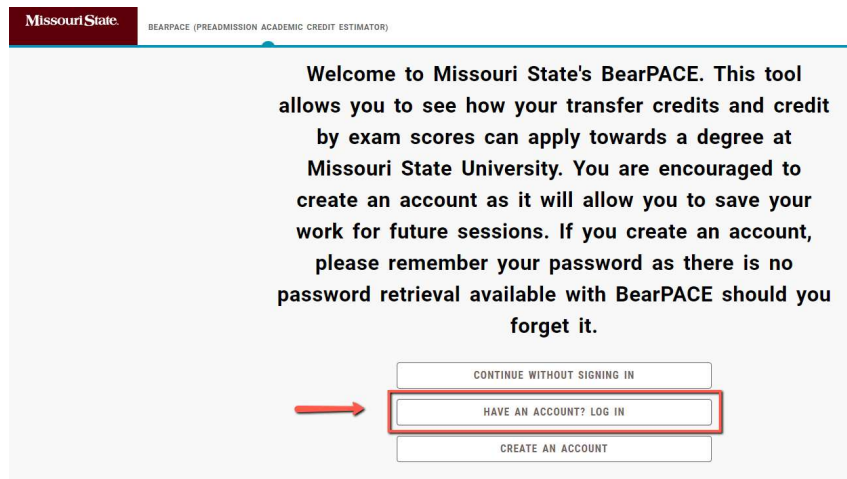
Create an account ×

Show

Show

CREATE ACCOUNT

When you come back for future sessions, you will click the “Have an account? Log in” button.



MissouriState BEARPACE (PREAMISSION ACADEMIC CREDIT ESTIMATOR)

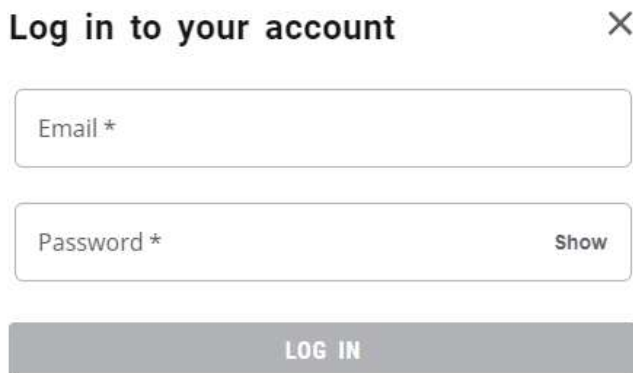
Welcome to Missouri State's BearPACE. This tool allows you to see how your transfer credits and credit by exam scores can apply towards a degree at Missouri State University. You are encouraged to create an account as it will allow you to save your work for future sessions. If you create an account, please remember your password as there is no password retrieval available with BearPACE should you forget it.

CONTINUE WITHOUT SIGNING IN

HAVE AN ACCOUNT? LOG IN

CREATE AN ACCOUNT

This will prompt you to enter the email address and password you used to set up your initial account.



Log in to your account X

Email *

Password * Show

LOG IN

After this step you will be taken into the first tab, which is the Goals tab. At the top right, you will notice three buttons: start over, save, and more. These three buttons will carry over through all tabs within BearPACE.



MissouriState BEARPACE (PREAMISSION ACADEMIC CREDIT ESTIMATOR)

Goals > Classes > Audit

Please tell us about your academic plans at Missouri State

Start Over Save More

The Start Over button 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. The More button allows you easy access to additional resources that may be helpful to you as you utilize BearPACE. The available choices under the More button include the following:

- Apply for undergraduate admission-This will take you to the University’s undergraduate admission application website.
- See majors, minors, and certificates-This will take you to a webpage that contains lists 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 University’s transcript legend, which includes grade definitions.
- Request additional MSU information-This will allow you to submit contact information and provide basic information that will allow Missouri State to send you additional information.
- Visit our transfer information page-This will take you to the University’s transfer page, which is designed to walk the user through a hassle-free transfer experience.

Section 2: Communicating Your Academic Plans (Goals Tab)

After selecting your access option, this will bring you to the first tab, which is the Goals 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 “Goals” 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.

Goals > Classes > Audit

Please tell us about your academic plans at Missouri State

As you answer each question, click the “Complete Step” button to proceed to the next question.
If you wish to return to the previous question, use the “Back” button.

BearPACE limits selection to 1 major and 1 minor. If you wish to pursue more than one major and/or minor, these can be declared after admission to the University.

If you need assistance, you can email us at BearPACE@missouristate.edu to request help.

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

Select a term *

COMPLETE STEP

The user will select a starting semester from the drop-down menu, which contains the upcoming semesters beyond the current semester. After making your selection, click the “Complete Step” button to proceed to the next question.

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.

2 Select the level of undergraduate.

Select a level *
Undergraduate

BACK

COMPLETE STEP

What degree would you like to pursue?

The user will be presented with the undergraduate degree options. currently available at Missouri State. Understandably, a user may not be sure what degree their intended major belongs under. The “See majors, minors, and certificates” webpage (found under the ellipse button) is a great resource for looking this information up if need assistance. If you do not wish to use this resource, it is recommended that you select “Bachelor of Science (BS)” or “Bachelor of Arts (BA)” as a starting point as these two degrees contain the most major options. After you select a degree, it will take you to question 4 where you will search for your major.

You may experience a small transition delay between questions 3 and 4 and questions 4 and 5. This occurs while BearPACE is filtering your major options and generally takes 30 seconds or less. This transition is generally the longest on the Bachelor of Science degree since it contains the largest number of majors and minors.

What degree will you pursue? The degree selected will affect the major options made available to you on question 4 as you progress through the questions below. If you are unsure of what degree your intended major belongs to, you can use the information on our “See majors, minors, and certificates” page to find this information. The “See majors, minors, and certificates” link can be found under the More button (three dots) in the upper right hand corner of the page. When in doubt, it is recommended to start with “Bachelor of Science (BS)” or “Bachelor of Arts (BA)” as they have the most available choices. You can always go back and change your degree choice if you do not see your intended major on Question 4.

3

Select a degree *

BACK

COMPLETE STEP

What major would you like to pursue?

The user will be presented with the available undergraduate major options for the degree selected in question 3. If you do not find the major you are looking for, you can return to the previous degree question and select a different degree type as the degree selected will filter the available major choices. BearPACE only allows for the selection of one major, but it is permissible to pursue more than one major. Once a student is fully admitted to Missouri State, they will have the opportunity to declare multiple majors beyond the one selected at the time of application to the University.

What is your intended major? Depending on the degree selection, there may be a temporary pause as you navigate to the next menu. This is normal. This occurs as all of the available major choices for the selected degree are collected by BearPACE. This can take as much as 30 seconds depending on the degree selected.

4

Select a major *

BACK

COMPLETE STEP

What minor would you like to pursue?

The user will be presented with the available undergraduate minor options for the degree selected in question 3. BearPACE only allows for the selection of one minor, but it is permissible to pursue more than one minor. Once a student is fully admitted to Missouri State, they will have the opportunity to declare one or more minors if they wish to do so. If you do not wish to select a minor, you can select “None” at the top of the “Select a minor” drop down menu.

- 5 What is your intended minor? Depending on the degree selection, there may be a temporary pause as you navigate to the next menu. This is normal. This occurs as all of the available minor choices for the selected degree are collected by BearPACE. This can take as much as 30 seconds depending on the degree selected. If you do not wish to pursue a minor, select "None" at the top of the drop-down menu. ^

Select a minor ▼

Your Answers (and What Happens Next)

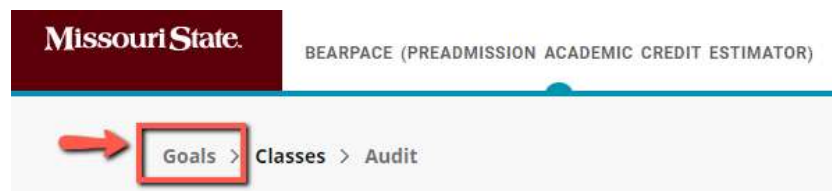
After you answer the final Goals question, you can click the “Finish” button to transition to the second tab (the Classes tab).

- 5 What is your intended minor? Depending on the degree selection, there may be a temporary pause as you navigate to the next menu. This is normal. This occurs as all of the available minor choices for the selected degree are collected by BearPACE. This can take as much as 30 seconds depending on the degree selected. If you do not wish to pursue a minor, select "None" at the top of the drop-down menu. ^

Select a minor
Dance (BA) ▼

BACK COMPLETE STEP **FINISH**

However, if you wish to return to the Goals tab to review your choices or make a change, you can do so by clicking on the Goals tab in the upper left portion of the screen.



Once back on the Goals tab, you can see a summary of your responses under each of your questions, and you can click on any question to change your answer. NOTE: Since questions 4 and 5 are filtered off of your question 3 Degree selection, any changes to question 3 will result in new selections being required for questions 4 and 5.

Goals > Classes > Audit

Please tell us about your academic plans at Missouri State

As you answer each question, click the "Complete Step" button to proceed to the next question.
If you wish to return to the previous question, use the "Back" button.

BearPACE limits selection to 1 major and 1 minor. If you wish to pursue more than one major and/or minor, these can be declared after admission to the University.

If you need assistance, you can email us at BearPACE@missouristate.edu to request help.

☒ What semester do you plan to begin attending Missouri State University?
Fall 2023

☒ Select the level of undergraduate.
Undergraduate

☒ What degree will you pursue? The degree selected will affect the major options made available to you on question 4 as you progress through the questions below. If you are unsure of what degree your intended major belongs to, you can use the information on our "See majors, minors, and certificates" page to find this information. The "See majors, minors, and certificates" link can be found under the More button (three dots) in the upper right hand corner of the page. When in doubt, it is recommended to start with "Bachelor of Science (BS)" or "Bachelor of Arts (BA)" as they have the most available choices. You can always go back and change your degree choice if you do not see your intended major on Question 4.
Bachelor of Arts (BA)

☒ What is your intended major? Depending on the degree selection, there may be a temporary pause as you navigate to the next menu. This is normal. This occurs as all of the available major choices for the selected degree are collected by BearPACE. This can take as much as 30 seconds depending on the degree selected.
Global Studies (comp) (BA)

☒ What is your intended minor? Depending on the degree selection, there may be a temporary pause as you navigate to the next menu. This is normal. This occurs as all of the available minor choices for the selected degree are collected by BearPACE. This can take as much as 30 seconds depending on the degree selected. If you do not wish to pursue a minor, select "None" at the top of the drop-down menu.
Select a minor
Dance (BA)

BACK

COMPLETE STEP

FINISH

Section 3: How To Enter Course and Exam Information (Classes 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 into step 1, which is the "Select a transfer school" field located on "Add your transfer classes and/or credit by exam" screen. You will do this step for either of transfer coursework or credit by exam coursework. The following sections provide instructions for each.

Missouri State
BEARPACE (PREADMISSION ACADEMIC CREDIT ESTIMATOR)

Goals > Classes > Audit

Add your transfer classes and/or credit by exam

Instructions for entering transfer course information.
It is recommended to get a copy of your transcript from the institution from which you have transfer credit. This will provide you the needed transfer course, term, credits, and grade information.
Failed, not passed, and audit grades cannot be entered in BearPACE. Courses with these grades are not eligible for transfer and such grades are not included in the Select a Grade field.
If you are unsure of your Credit Type, select "Semester" as it is the most common.

Instructions for entering Advanced Placement (AP), College-Level Examination Program (CLEP), and International Baccalaureate (IB) exams.
For the Transfer School, type the word "exam" in the Transfer School search box to find the desired exam. Click on the one you wish to select.
For the Transfer Course, select the exam you completed with the score and/or score range that corresponds to your score.
For the Term, pick the semester in which you completed the exam.
For the Credit Earned, enter "99".
For the Grade, pick the exam completed (AP, CLEP, IB) followed by the numerical score you earned.
For the Credit Type, enter "Semester".

1 Select a transfer school

This is the school where you completed your transfer work. You can search by school name, city or state.

Transfer school *

My transfer work

Entering Transfer Course Information

In the first example, we will walk through how to enter a transfer course.

1-Select a Transfer School Field

In the prior step, you clicked into the “Select a transfer school” field. You will notice that there is a drop down arrow at the right side of the field. You can click on this if you wish to scroll through the list, but 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 “Select a transfer school” field. 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.

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 title of the school. This will take us to the “Select a Transfer Course” field.

1 Select a transfer school

This is the school where you completed your transfer work. You can search by school name, city or state.

Transfer school *

Ozarks

^

2

College Of The Ozarks - Point Lookout, MO

Ozarks Technical Community College (OTC) - Springfield, MO

University Of the Ozarks - Clarksville, AR

er or title.

2-Select A Transfer Course Field

Once the school is selected, you can scroll to view all courses, or narrow down your search by typing in the “Select a transfer course” field. You may search by course discipline (prefix), number, or title.

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 EDU 250-Educational Psych and courses that have a PSY discipline (prefix) such as PSY 100-Psych of Personal Adjustment. In this example, we will select PSY 110-Intro to Psych by clicking on the title of the course. This will take us to the Enter Class Details fields.

2 Select a transfer course

This is the transfer course you completed. You can search by course discipline, number or title.

Transfer course *

PSY

X ^

3

ASN 215 - Adv Psych/Ment Hlt Nursing

EDU 250 - Educational Psych

HIS 110 - Acoustics & Psychoacoustics

PSY 100 - Psych of Personal Adjustment

PSY 110 - Intro To Psych

PSY 130 - Life Span Dev Psy

PSY 135 - Educational Psy

PSY 140 - Intro Indust Psych

earned.

3-Enter Class Details Fields

Below is a screenshot of the initial appearance of the Enter Class Details fields. This is where you will enter the information for the transfer course(s) you have completed. Below are the fields you will complete.

3 Enter class details

Provide the term in which you took this transfer class and the credits and grade you earned.

Select a term *

Enter the credits earned *

Select a grade *

Select a credit type *

Select a 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.

Enter the credits earned

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.

Select a 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. NOTE: Failed courses (MSU grade of F), not passed courses (MSU grade of NP), and audited courses (MSU grade of V) are not eligible for transfer so these are not included in the Select a Grade menu.

Available Grade	What It Means
AP#	Ignore these when entering transfer coursework. These are numerical options for Advanced Placement (AP) exams.
CLEP##	Ignore these when entering transfer coursework. These are numerical options for College-Level Examination Program (CLEP) exams.
CR	This is for credit by exam coursework earned at another institution. You may wish to omit these courses as they are not transferable for credit.
I	This is for an incomplete grade.
IB#	Ignore these when entering transfer coursework. 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.

Select a credit type

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” in order for your work to be evaluated for the correct number of credits. 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. If you are in doubt about what to select, it is recommended to select “semester.”

4-Next Steps

This section provides a series of options to help navigate your way through BearPACE. If you have additional coursework from the same institution, you can click the “I would like to add another class from the same school” radio button prior to clicking the Next button. By doing so, it will take you back to the same institution, allowing you to bypass the “Select a transfer school” field. When you are done entering coursework from that institution, simply uncheck that box and select one of the other radio buttons.

The next radio button is “I would like to add a class at a different school.” Selecting this radio button (followed by the Next button) will take you back to the “Select a transfer school” field to select your next institution.

The final radio button is “I’m all done and would like to run a transfer audit.” After selecting this and clicking the Next button, you would be taken to the third tab, which is the Audit 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 Credit by Exam such as 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 section of BearPACE that you use to enter transfer work from other institutions.

To begin, click in the “1-Select a Transfer School” field, and search for “Exam.” This will yield three results. Click on the exam type you wish to enter.

1 Select a transfer school

This is the school where you completed your transfer work. You can search by school name, city or state.

Transfer school *

Exam

Advanced Placement (AP) - Exam

CLEP Subject Examination - Exam

International Baccalaureate IB - Exam

2

After completing the above step for the desired exam, below are the remaining steps to follow for entering each type of credit by exam opportunity.

Advanced Placement (AP)

2-Select a Transfer Course

In the “Select a transfer course” field, 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.

AAS 4 - African American Studies

AAS 5 - African American Studies

ARTH 1 - Art History

ARTH 2 - Art History

ARTH 3 - Art History

ARTH 4 - Art History

ARTH 5 - Art History

BIO 1 - Biology

BIO 2 - Biology

2

Transfer course *

3-Enter Class Details

This will open the “Enter Class Details” fields. You will enter the following information:

Select a term

Select the semester in which you completed the exam.

Enter the credits earned

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.

Select a 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.” The credit by exam grades appear alphabetically following the standard “A-F” letter grades in the selection menu.

Select a credit type

Select “semester.”

4-Next Steps

If you have additional AP exams to add, you can click the “I would like to add another class from the same school” radio prior to clicking the Next button. By doing so, it will take you back to AP without needing to reselect it through the “Select a transfer school” field. When you are done entering AP exams, simply select one of the other radio button options and proceed accordingly.

College-Level Examination Program (CLEP)

2-Select a Transfer Course

In the “Select a transfer course” field, 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 Government” and click on the exam title that includes the range of your score.

2 Select a transfer course

This is the transfer course you completed. You can search by course discipline, number or title.

3

Transfer course *

MICRO _0-49 - Principles of Microeconomics

MICRO _50+ - Principles of Microeconomics

PLS _0-46 - American Government

PLS _47+ - American Government

PSY 0-49 - General Psychology

PSY 50+ - General Psychology

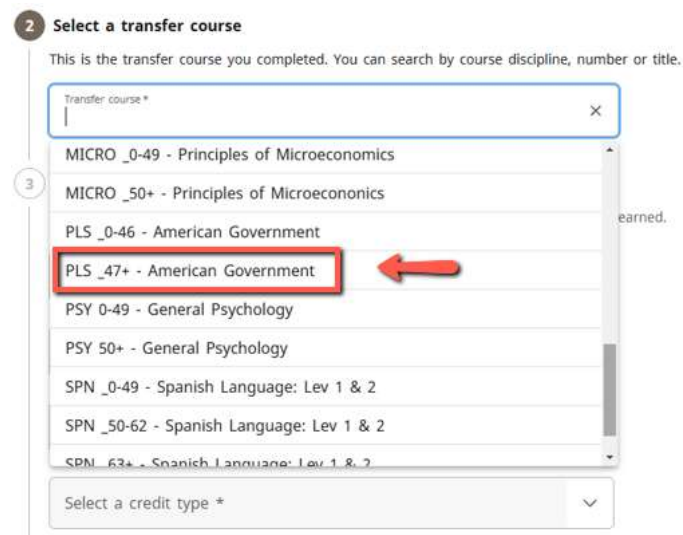
SPN _0-49 - Spanish Language: Lev 1 & 2

SPN _50-62 - Spanish Language: Lev 1 & 2

SPN _63+ - Spanish Language: Lev 1 & 2

earned.

Select a credit type *



3-Enter Class Details

This will open the “Enter Class Details” fields. You will enter the following information:

Select a term

Select the semester in which you completed the exam.

Enter the credits earned

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.

Select a 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.” The credit by exam grades appear alphabetically following the standard “A-F” letter grades in the selection menu.

Select a credit type

Select “semester.”

4-Next Steps

If you have additional CLEP exams to add, you can click the “I would like to add another class from the same school” radio prior to clicking the Next button. By doing so, it will take you back to CLEP without needing to reselect it through the “Select a transfer school” field. When you are done entering AP exams, simply select one of the other radio button options and proceed accordingly.

International Baccalaureate (IB)

2-Select a Transfer Course

In the “Select a transfer course” field, find the exam you completed. . In this example, pretend you earned a 5 on the IB Visual Arts HL Exam. Find the entry with the title of your exam “Visual Arts” with your numerical score and the level of SL (Standard Level) or HL (Higher Level), which is 5HL in this example) and click on the exam title.

2 Select a transfer course

This is the transfer course you completed. You can search by course discipline, number or title.

Transfer course *

ART 2SL - Visual Arts

ART 3HL - Visual Arts

ART 3SL - Visual Arts

ART 4HL - Visual Arts

ART 4SL - Visual Arts

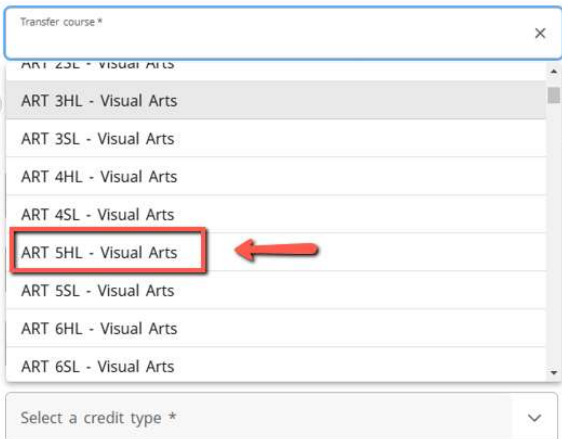
ART 5HL - Visual Arts

ART 5SL - Visual Arts

ART 6HL - Visual Arts

ART 6SL - Visual Arts

Select a credit type *



3-Enter Class Details

This will open the “Enter Class Details” fields. You will enter the following information:

Select a term

Select the semester in which you completed the exam.

Enter the credits earned

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.

Select a 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.” The credit by exam grades appear alphabetically following the standard “A-F” letter grades in the selection menu.

Select a credit type

Select “semester.”

4-Next Steps

If you have additional IB exams to add, you can click the “I would like to add another class from the same school” radio prior to clicking the Next button. By doing so, it will take you back to IB without needing to reselect it through the “Select a transfer school” field. When you are done entering AP exams, simply select one of the other radio button options and proceed accordingly.

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

Once all transfer courses and credit by exam entries are complete, you can select the “I’m all done and would like to run a transfer audit” radio button. After selecting this and clicking the Next button, you would be taken to the third tab, which is the Audit tab.

If you did not initially create an account but wish to do so after entering your transfer courses and credit by exam entries, you can by clicking the Save icon in the upper right portion of the page.





Section 4: How To View Audit and Equivalency Information (Audit Tab)

In this section, you will learn how to review your estimated degree audit and review your transfer equivalency information.

The first portion of the prospective degree audit (which is labeled as the BearPACE Worksheet) is an information box. On the left side, it will display the information that you selected back on the Goals tab. On the right side is the Degree Progress indicator. 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 15%, it does not mean 15% of your coursework is complete. It could be higher or lower. It means 15% of the checkboxes have been met and/or in the process of being met. Below the box will show the date and time the audit was generated.

[Goals](#) > [Classes](#) > [Audit](#)

View your estimated degree audit

This is an unofficial degree audit based on self-reported transfer course and credit by exam information. Official transfer evaluation review would be completed as part of the your future application to Missouri State University. For questions about BearPACE, please email us at BearPACE@missouristate.edu. This includes if you have coursework for which no equivalency is found.

Missouri State University

Academic Year Fall 2025 **Level** Undergraduate **Degree** Bachelor of Arts (BA) **Major** Anthropology (BA/BS)

Minor History (BA)

Degree Progress

15%

Requirements

Audit date 11/21/2024 1:20 PM

The next section will display your course equivalencies information. The top line of the course equivalency entry will show the transfer information the user provided. The bottom lines of the course equivalency entry will show the transfer equivalency information estimated. In the below examples, equivalency information is provided for a transfer course and an Advanced Placement entry.

Course equivalencies						Collapse all ^
Advanced Placement (AP)						^
Status ?	Course	Course title	Grade	Credits	Term	
	ARTH 5	Art History	AP5	99	Spring 2020	
EQUIVALENT TO	ART 271	History of Western Art I	TE	3		
	ART 272	History of Western Art II	TE	3		
Ozarks Technical Community College (OTC)						^
Status ?	Course	Course title	Grade	Credits	Term	
	PSY 110	Intro To Psych	B	3	Fall 2019	
EQUIVALENT TO	PSY 121	Introductory Psychology	TB	3		

The final portion 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 layout and symbols used are very similar. 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 detailed information on how to read the degree audit.

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

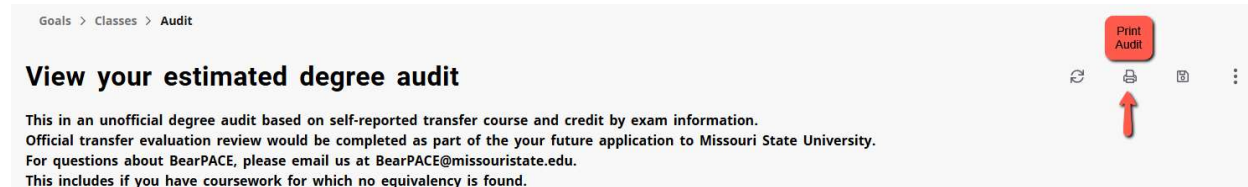
One difference to highlight is in the CourseLink functionality. CourseLink is the information that you see when you click on a needed course within the degree audit. One major difference between the regular degree audit and the BearPACE degree audit is that the CourseLink in BearPACE includes transfer equivalency information. For example, not only can you see prerequisite, course information, and course availability (including date/time/number of seats open), but you can also see what courses from other institutions are considered equivalent to the course you are reviewing.

The equivalency results displayed in BearPACE CourseLink are ordered by federal school code order, which is not ideal from a BearPACE user perspective as it's not alphabetical, so some equivalency lists can be lengthy to review. An alternative search tool is the University's Transfer Equivalency Search, which allows the user to search for equivalents to a specified course, and results are displayed in alphabetical order. This tool can be located at:

<https://gapp.missouristate.edu/Student/transEquiv/transEquivSearch>

Printing Your Estimated Degree Audit

If you wish to print a copy of your estimated degree audit, you can do so using the “Print Audit” button, which is located between the Start Over and Save buttons. This button is only found on the Audit tab.



After clicking it, the user will be prompted to select the printing dimension. The default is “Letter-Portrait (8.5 x 11 in).” After making the selection, click the “Open PDF” button.

Choose dimensions



Select dimensions for PDF

Select dimension *
Letter - Portrait (8.5 x 11 in) ▼

CANCEL

OPEN PDF

The PDF will generate and be available in the downloads portion of the web browser you are utilizing. Once you open the PDF, you will be able to print it as you would any other PDF document.

Saving an Electronic Copy of Your Estimated Degree Audit

After following the above printing steps up through the point of opening the downloaded PDF, select “Microsoft Print to PDF” as your “printer,” which will allow you to save the PDF to your desired location under the file name you wish to assign to the PDF audit.

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 your 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 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.



Select a transfer school

This is the school where you completed your transfer work. You can search by school name, city or state.

Transfer school *

Missouri State University - Springfield, MO



Select a transfer course

This is the transfer course you completed. You can search by course discipline, number or title.

Transfer course *

COR 420 - Core 42



Enter class details

Provide the term in which you took this transfer class and the credits and grade you earned.

Select a term *

Fall 2024



Enter the credits earned *

0.0

Select a grade *

P



Select a credit type *

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 displays “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 BearPACE@missouristate.edu for assistance.

I have coursework from an institution not listed in the Select a Transfer School list and/or a course that is not found in the Select a Transfer Courses 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

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.

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 recognized regional accrediting agency: https://www.chea.org/regional-accrediting-organizations						
** Completion must be transcribed by the institution where the completion occurred.						

Are there any differences between a traditional degree audit and a BearPACE degree audit that I need to know about?

There are a small number of minor differences, which include:

- There is not an "in-progress" indicator in the BearPACE degree audit. If you are currently completing a course and enter an "IP" grade (for in-progress), the BearPACE degree audit will include a green checkmark indicating completion instead of a blue "in-progress" indicator as described in the traditional degree audit documentation.
- Since Missouri State credit is entered in BearPACE as "transfer work," it will not display as applicable to any Missouri State University residency requirements within the BearPACE degree audit.