



DEGREE WORKS USER'S GUIDE

Advisors and Student Worker Edition

Missouri State University
For Degree Works Version 5.0.6.1-Revised January 2022

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Degree Works 5.0.6.1 User's Guide-Advisor and Student Worker Edition

Degree Works is the University's degree audit (what classes to take) and course planning (when to take these classes) software. This user's guide will assist the user in performing the basic functions associated with their role 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 Use The Degree Audit

Degree Audit Access Locations

Students

My Missouri State>Student tab>My Graduation Path channel>Degree Audit and Student Educational Planner link **OR** My Missouri State>Registration tab>My Student Records channel>Degree Audit and Student Educational Planner link

Advisors or Student Workers/Graduate Assistants:

My Missouri State>Teaching and Advising tab>Advisor Services channel> Degree Audit and Student Educational Planner link

Degree Audit Opening Navigation

Students will go directly to their degree audit. Advisors will go to the below landing page labeled Degree Audit. From this screen, advisors can either enter the student's BearPass number directly in the Student ID box or can click on the Advanced Search link below the Student ID box to search for students by a variety of filters.

The screenshot shows a light gray rectangular form. At the top left, the words "Degree Audit" are written in bold black font. Below this is a horizontal search bar. The search bar contains a text input field with the placeholder "Student ID" and a magnifying glass icon to its right. Underneath the search bar is a blue link labeled "Advanced search".

In the Advanced Search, users can search for students using filters such as name, program, major, minor, college, degree, level, and classification. To use this feature, you click in the corresponding filter box, click the value(s) you wish to select within the respective filter box, and scroll down to the bottom of the Find Students box to click the "Search" box.

Find Students

Student ID	First name	Last name
------------	------------	-----------

Curriculum ^

Degree	Level	Classification
--------	-------	----------------

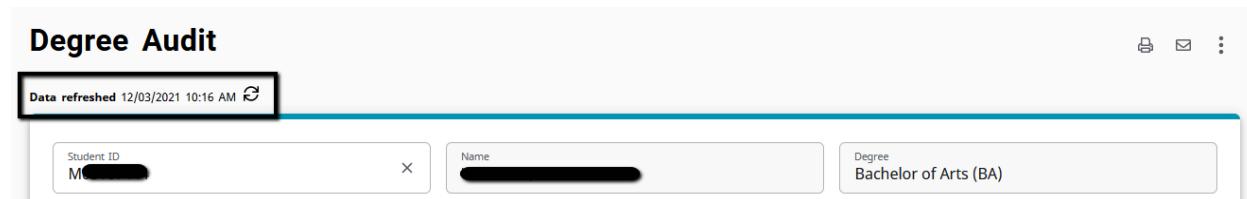
Catalog year	Major (0/777)	Minor (0/662)
--------------	---------------	---------------

College (0/16)	Program (0/1357)	Student type (0/15)
----------------	------------------	---------------------

Clear CANCEL SEARCH

Degree Audit Top Audit Functionality

The last date and time that the audit was refreshed can be found in the upper left on top of the first block. Registrar users will have a refresh icon to prompt a data refresh. Other users will not.

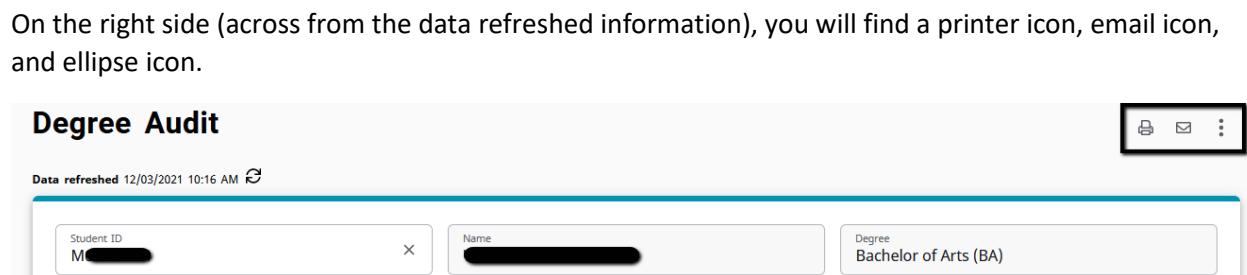


Degree Audit

Data refreshed 12/03/2021 10:16 AM 

Student ID M [REDACTED]	Name [REDACTED]	Degree Bachelor of Arts (BA)
----------------------------	-----------------	---------------------------------

On the right side (across from the data refreshed information), you will find a printer icon, email icon, and ellipse icon.



Degree Audit

Data refreshed 12/03/2021 10:16 AM 

Student ID M [REDACTED]	Name [REDACTED]	Degree Bachelor of Arts (BA)
----------------------------	-----------------	---------------------------------

Print Icon (Printing an Audit/Saving Audit as PDF)

The print icon is what allows you to print and/or save the audit as a .pdf. The only way to reliably print a degree audit is to print it from .pdf view. To do so, click the printer icon. This will open a Choose Dimensions selection box. The default is letter size, portrait orientation, but other options are available. Select your preferred .pdf dimensions and click “Open PDF.”

Choose dimensions

X

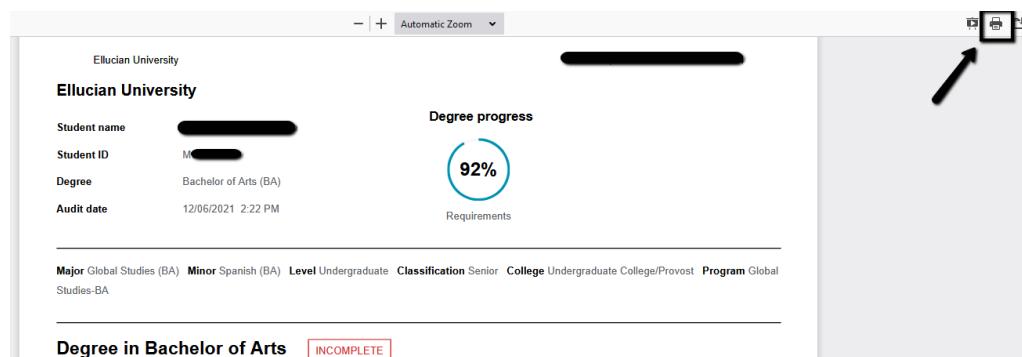
Select dimensions for PDF

PDF dimensions *
Letter - Portrait (8.5 x 11 in)

CANCEL

OPEN PDF

The PDF version of the degree audit has a slightly different format than the web version, but contains the same graduation requirements. To print it, click the print icon, which is typically found in the upper-right portion of the browser window, and then select your desired physical printer. To save the PDF, instead of selecting a physical printer, select Microsoft Print to PDF or Save to PDF as your browser allows, and save the document to your desired location.



Email Icon

The email icon allows a Registrar, Department Head, or Advisor level user to email the student. The email icon allows a student to email their academic advisor. After clicking the email icon, it will open a Contact box that shows the corresponding contact information.

Contact

X

Name
Email address

Ellipse Icon

The ellipse icon allows the user to view the student's class history. This is similar to an unofficial transcript, although it displays no GPA information and no repeat codes. It is simply a chronological list of coursework completed by the student. It will only display coursework that matches the level of the

audit, so as an example, only undergraduate courses would show on a class history accessed from an undergraduate audit. Graduate coursework would not.

Information Block Display

In the first block, you will find the student's BearPass number and name. The Degree drop-down box is where you can toggle between degrees and certificates if the student is working on more than one degree and/or certificate. The student's curriculum information, level, classification, sport for student athletes, and current semester advisor assignment are found in the upper block as well. For the sport, this will only be visible if the student is a student-athlete. Otherwise, the sport field will not display.

For advisor, each advisor will appear with the advisor type in parenthesis following the advisor's name. There will be an asterisk beside the primary advisor. The advisor types you may see are as follows:

Advisor Types	
Major (MAJR)	Success Coach-Grant (SCSG)
Success Coach-Athletics (SCSA)	Success Coach (SCSN)
Success Coach-Bears Lead (SCSB)	Secondary-Minor, Certificate, Other (SECN)

Additionally, MSU and combined cumulative GPAs are displayed here as well as any holds the student may have. If the student has no applicable hold, the holds field will not display.

Degree Audit

Data refreshed 11/29/2021 1:14 PM

Student ID M [REDACTED]	Name [REDACTED]	Degree Bachelor of Science (BS)		
Advanced search				
Major Organizational Communication (BS)	Minor Rec, Sport, Park Admin (BS)	Level Undergraduate	Classification Junior	College Arts & Letters
Program Organizational Communication-BS	MSU Cumulative GPA [REDACTED]	Combined Cumulative GPA [REDACTED]	Holds AH	Sport [REDACTED]
Advisor [REDACTED]				

Above the next block is where you pick the type of audit you wish to run. Academic is the primary audit. The other choice is What-If, which is a prospective audit for a different program. In the second block, you will find the Format drop-down, where you can select the audit view you wish to use. The Student View is the default view used by students and advisors. The Registrar Report view is like the Student View but also shows the Scribe programming behind the audit. The other views here are rarely used. As you move to the right, you will find the degree progress wheel. This shows the student's progress towards checking off all the requirement boxes on the degree audit. This is not the number the credits completed towards graduation.

Continuing to the right, you will find the in-progress (or current semester) and pre-registered (or future semesters for which the student is registered) checkboxes. These are checked by default but can be unchecked if the user wishes to run an audit excluding these courses.

To the right of these checkboxes is the "Process" button. This is the button clicked when the user wishes to run a new degree audit.

The screenshot shows the 'Academic' tab selected in the top navigation bar. Below it, a dropdown menu is set to 'Student View'. On the right, there's a 'Degree progress' section with a circular gauge indicating 88% completion, labeled 'Requirements'. To the right of the gauge are two checked checkboxes: 'In-progress classes' and 'Preregistered classes', followed by a large 'PROCESS' button.

Just below the second block is the date and time of the current degree audit. The audit will check each evening to see if the student had a grade, registration, or test score change. If any changes are found, a new degree audit will generate. Otherwise, the audit can be manually updated using the “Process” button described above.

There is an additional menu below the Audit Date line available to Office of the Registrar staff. The first link is the Diagnostics link, which helps Registrar staff in seeing the logic that the auditor is using to assign courses. The second link is the Student Data link, which helps Registrar staff in seeing course characteristic data assigned in the audit functions. The third link is the Save Audit link, which allows Registrar staff to save a specific audit if needed. The fourth and final link is the Delete Audit link, which allows Registrar staff to delete a specific audit if desired.

This screenshot shows the audit audit details page. At the top left, it displays the 'Audit date' as 04/22/2021 10:29 AM. Below that are four links: 'Diagnostics', 'Student data', 'Save audit', and 'Delete audit'. At the top right is a 'Collapse all ^' button.

Degree Audit Legend

The Degree Works symbol legend can be found at the end of the degree audit. So, while this is presented out of order compared to the flow of the audit, it's important to understand the symbols used before going into the degree audit requirements.

Legend	
	Complete
	Not complete
	Nearly complete - see advisor
@	Any course number
(R)	Repeated class

- Complete (green circle with a checkmark)-requirement is met.
- Not complete (open red circle)-requirement is not met
- Complete except for classes in-progress (half-filled blue circle)-requirement being met with current, future, or incomplete classes
- Nearly complete-see advisor (yellow circle with exclamation mark)-requirement that is not satisfied but there are no specific classes assigned to address it such as a GPA issue.
- Repeated class (R)-Found in the Audited, Failed, Dropped, Repeated sections on classes that have been excluded due to be repeated.
- Any course number (@)-wildcard to represent any missing applicable number. For example, HST @ means any HST course. SPN 5@ means any 500 level SPN courses.
- While not formally found on the legend, transfer grades are indicated with a “T” in front of them. Additionally, transfer course listings also include the originating institution, course number, and course title.

- Additionally, at the overall block level, the “Complete” symbol is replaced by the word “Complete” in a green box, the “Complete except for classes in-progress” symbol is replaced by the word “In-Progress” in a blue box, the “Not Complete” symbol is replaced by the word “Incomplete” in a red box, and the “Nearly complete-see advisor” symbol is replaced by the words “See Advisor” in a yellow box.

COMPLETE

IN-PROGRESS

INCOMPLETE

SEE ADVISOR

Degree Audit Block Structure and Type

There are several types of blocks. Each block will display the catalog year it is operating from just below the block title. The completion status of the block is displayed to the right of the block title as incomplete (red text), in-progress (blue text), complete (green text), or nearly complete (yellow text).

General Education Requirements

IN-PROGRESS

Catalog year: Spring 2021

Your general education GPA is 3.87.

- Degree block-This is the requirement that monitors everything needed to complete the degree. This includes general baccalaureate degree requirements (120 minimum hours, 40 hours upper division, residency, exit survey, and other such degree or program requirements) as well as that general education, major, and minor (as applicable) requirements have been fulfilled.
- General Education or Core 42 block-Found on undergraduate audits only, this is the block that shows which set of requirements the student is following. If the student has an AA degree, 42-hour block, or previous bachelor's degree with the proper accreditation transcribed on their transfer evaluation, any missing courses in this block will automatically be waived.
- Major, minor, or certificate blocks-This is where the respective major, minor, or certificate requirements are monitored.
- Additional program/degree blocks-These are additional requirements necessitated by the program and/or degree the student is pursuing. Examples include blocks such as program admission requirements, secondary education requirements, College of Business globalization and upper-division GPA requirement, Bachelor of Arts (BA) degree requirements, and other such requirements.
- Audited, Dropped, Failed, Repeated block-This contains the courses that are not eligible to fulfill requirements for the various reasons listed in the title. Repeated courses do not move to this section until the corresponding repeat code is assigned during end of term processing.
- Not Counted block-This contains courses that are not eligible to apply towards graduation. This includes courses that are part of a rule where only one of a group of courses can be counted toward graduation and courses that are only allowed to apply towards a specific program or degree.
- Honors College block-This contains the requirements for those participating in the University's Honors College program. Since Honors College participation is not a graduation requirement, it is a graduation-optional block, meaning that students who leave the Honors College will not be penalized in graduation eligibility checking when this block is not completed.

The block also contains the requirements related to the respective block. In this example from a General Education block, we will focus on the Human Cultures requirement. This shows that the overall Human

Cultures section is unmet, as symbolized by the Not Complete symbol to the left of the Human Cultures section title. Under it, there are three sub-requirements. The first two Focus (Social and Behavioral Sciences and Humanities) are met as symbolized by the Complete symbol to the left of their titles. The last Focus (Arts) is not met as symbolized by the Not Complete symbol to the left of its title. To the right, it lists what is still needed to meet it, which is one course from a list of courses. Once the student registers in one of these courses, both the Focus on the Arts and Human Cultures title symbols will change to Complete except for classes in-progress. Once the class is complete and passed, these will change to Complete.

<input type="radio"/> HUMAN CULTURES	Complete four different course prefixes in the Human Cultures section. Students who have general education courses waived by AA/AAT degree, 42 hour core, or previous Bachelor's degree will have the four prefix requirement waived. Students with multiple GEC or GEP prefix courses may see the Office of the Registrar for assistance if prefix count adjustment is needed.					
<input checked="" type="checkbox"/> Focus on Social and Behavioral Sciences	GRY 108	Principles of Sustainability	A-	3	Fall 2019	
	SOC 150	Introduction to Society-HONR	A	3	Spring 2019	
<input checked="" type="checkbox"/> Focus on Humanities	HST 104	World History since 1600 C.E.	A	3	Spring 2019	
<input type="radio"/> Focus on the Arts	Still needed:	1 Class in ART 200 or DAN 180 or ENG 203 or 205 or 215 or MUS 239 or THE 101				

Degree Audit CourseLink

If you click on a hyperlinked course anywhere in the degree audit, it will bring up a block of information that shows the course prerequisite (if applicable), catalog description, and class schedule information including date/times that courses are scheduled to be offered along with the number of seats available in each section.

Course Information X

ENG 205 - 3 Credits - Creative Writing: Nonfiction

Prerequisite: ENG 110. General Education Course (Focus on the Arts). MOTR number PERF 106NF - Creative Writing-Nonfiction. A study of the key characteristics of creative nonfiction, including an introduction to the evolving forms of text classified as creative nonfiction. Practice in writing prose with a focus on collaborative workshops and revision. Emphasis on the creative interpretation of complex thoughts and human experiences.
3(3-0) F,S,Su

Attributes:

M118 GN08 GE20

Sections:

Term	CRN	Section	Seats open	Meeting times
Summer 2021	30378	899	22 (out of 22)	To be announced
Fall 2021	40199	001	22 (out of 22)	M W 09:30am - 10:45am
Fall 2021	40357	002	22 (out of 22)	M W 11:00am - 12:15pm

Degree Audit Transfer Equivalency Information

If you have transfer work, you can see how those courses applied to your degree audit. Each transfer course will show the originating institution, course title and course number below the MSU equivalency as shown in the screen shot below.

<input checked="" type="checkbox"/> Focus on US & MO Constitutions	PLS 101	American Democracy	TA	3	Spring 2020
Satisfied by: POL101 - American Government - St Charles Community College					

Degree Audit Exceptions

Departments sometimes will substitute or waive a course requirement. Department heads and authorized designees may enter exceptions through the exceptions tab **for their department's majors, minors, and certificates only.** They are not authorized to make exceptions to University degree requirements and/or general education. Those types of changes must be authorized by the corresponding authority or committee.

Exceptions show in two places on the audit. The first is near the applicable course location. Included is who entered the exception, the date, and a description of the action taken. The second is an exception section at the bottom of the audit. This includes whether the exception is "enforced" or working. The primary reason one would not be enforced is that the student changed catalogs and/or programs and therefore the exception was broken. Each exception ties to a specific block, which is like an address based on the program and catalog identification of the block.

<input checked="" type="checkbox"/> Food/Agricultural Chemistry	CHM 201	Essentials/Organic Chemistry	B+	3	Fall 2019
	Exception by: [REDACTED]	On: 04/22/2021	Substitute:	Replace AGR 300 with CHM 201-Animal Science major	

Exceptions

Type	Description	Created on	Created by	Block	Enforced
Substitute	Replace AGR 300 with CHM 201-Animal Science major	04/22/2021	[REDACTED]	Major in Animal Science	Yes

Degree Audits-Limitations to Administrative Process Dependence

The degree audit's ability to process that a student is repeating a course is based off of the corresponding repeat codes in Banner. Repeat codes are not applied until the end of the semester. Therefore, if a student passes a course and is in the progress of repeating it (Ex: gets a "D" in ABC 123 in a previous semester, takes it again to improve their grade this semester), the course could be used in the requirements twice until the repeat code is assigned and the first attempt is excluded. Therefore, it is important to look for these situations when advising a student.

Mixed credit (courses with special approval to count as both undergraduate and graduate credit) require special end-of-term processing. During the semester of enrollment, the student will be enrolled in the graduate side of the credit, and graduate credit does not appear on an undergraduate audit. At the end of the semester, the undergraduate level is added to the course, which allows the credit to be displayed in the undergraduate audit. Therefore, it is important to look for situations where the student may be "missing" an item that will be fulfilled by the mixed credit.

Degree in Bachelor of Science

INCOMPLETE

Catalog year: Fall 2016

IMPORTANT DEGREE AUDIT PROCESSING INFORMATION: Students who are registered in a course which is a repeated attempt of a course in which a passing grade (A to D grade) was already earned will have the course's credit hours reflected in both hours earned (from the initial attempt) and in-progress hours (from the current attempt) until after grade and repeat processing occurs at the end of the semester. As such, you should deduct the repeated course from any hours counts (e.g. major requirements, 40 hour upper division, 120 minimum credit hours) during the period of repeat enrollment until the appropriate repeat code is assigned. If you are taking a course with the intention of receiving credit for both attempts, please check the undergraduate catalog to ensure the course can be repeated and/or that you are not exceeding the repeatable limit of the course as this will also be adjusted during end of term repeating processing. Mixed credit courses are not added to a student's undergraduate academic record until end of semester processing. Therefore, mixed credit courses will not appear on the degree audit until then. This may cause requirements to appear unmet and hour counts to appear lower than the final count. Students who are eligible for an exception to the 20 out of the last 30 hours residency requirement (Study Away students, West Plains completion program students, Medical Technology/Radiography students) should contact the Office of the Registrar during their final semester of coursework to have this requirement waived on their degree audit.

Degree Audit Links

Located at the end of the header row, the Links section contains links to various University websites that may be helpful to MSU students and advisors. It includes the following:

- Degree Works homepage
- Major/minor/certificate code sheets
- Undergraduate catalog
- Graduate catalog
- Commencement information
- Core 42 resources
- GPA calculator
- Holds contact information
- Transfer equivalency information
- Advisor Toolkit



Section 2: How To Use The What-If Degree Audit

A “what-if” degree audit allows the user to see what their degree audit would look like if they were to change programs or catalogs prior to formally requesting the change.

Between the first and second block (below the ID block and above the format/degree progress block), there is an area where you can select the type of degree audit you want. Click on “What-If”

Major Finance/Corp & Invest (BS) Level Undergraduate Classification Junior

MSU Cumulative GPA 3.720 Combined Cumulative GPA 3.733 Holds FT

A screenshot of the Degree Progress interface. At the top, there are two tabs: "Academic" (underlined) and "What-If". Below this is a dropdown menu labeled "Format" with "Student View" selected. To the right is a circular progress chart titled "Degree progress" showing "71%" completion. Below the chart, the word "Requirements" is visible.

Next, select the “Degree” and “Catalog Term” you wish to use in the what-if audit. This information will initially default to the degree and catalog year found on the student’s regular audit. The catalog year will typically be changed to the current semester. In the “Areas of Study” section, select the majors and minors you wish to pursue. The major (includes certificates as well) selection menu is filtered based on the degree selected. The minor selection menu is not filtered. Users should only select minors available in the same degree type as the degree selected. Each minor lists the corresponding degree information in parathesis behind the minor title. At the end of these menus, there may be programs that begin with “z-.” These programs are no longer available.

Additional majors and minors may be selected in the Additional Areas of Study section. First, click the down arrow at the end of the Additional Areas of Study row. This will make a button with a plus sign available. Click it and an additional major and minor field will appear. You can select an additional minor and/or additional major. Major will be filtered by the degree type selected for the what-if audit and minor will not be filter, similar to the opening section of the what-if audit. Click the add button to add your selection. Additional majors and/or minors may be added by clicking the plus button and repeating the above process.

There is also the ability to add courses to the audit that you are thinking about taking in the future to see where they would fit. You can do this in the “Future Classes” section. You add the subject and number, and then click “Add.” There are checkboxes that are checked by default to indicate whether you wish to include in-progress (current semester) classes and pre-registered (future semester) classes. When finished, click the “Process” button to review the what-if degree audit.

What-If Analysis

Use current curriculum In-progress classes Preregistered classes

Program

Catalog year * Spring 2021	Degree * Bachelor of Science (BS)	Level * Undergraduate
-------------------------------	--------------------------------------	--------------------------

Areas of study

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

Additional areas of study

Major	Minor
-------	-------

+

Future classes

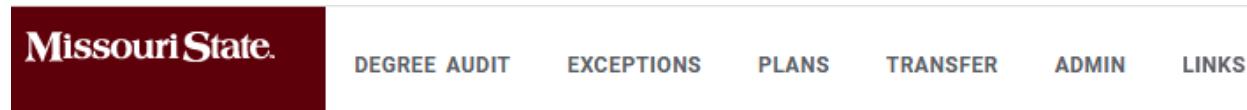
Subject	Number	<input type="button" value="ADD"/>
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Section 3: How To Use the Student Educational Planner (SEP)

The Student Educational Planner (SEP) is an online tool that allows students (or an advisor on the student's behalf) to create an individualized plan for completing requirements as they proceed towards graduation. Used alongside your degree audit, the user can place requirements semester-by-semester into the SEP plan to anticipate time to graduate. Access to the SEP is through the same link used to access the degree audit. Student workers may edit their own SEP only, not those of other students.

SEP Initial Plan Creation from a Template (Preferred Method)

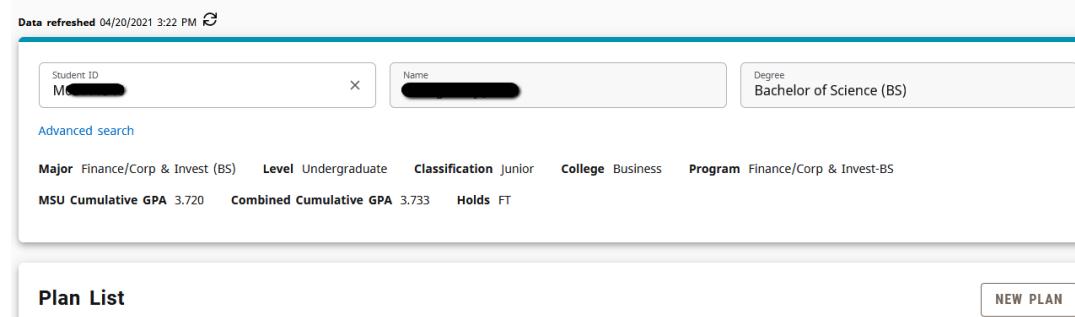
Click on the “Plans” link found at the top of the degree audit.



The screenshot shows the Missouri State Degree Audit interface. At the top, there is a dark red header bar with the Missouri State logo on the left and navigation links: DEGREE AUDIT, EXCEPTIONS, PLANS, TRANSFER, ADMIN, and LINKS. The 'PLANS' link is highlighted. Below the header, the main content area displays student information: Student ID (redacted), Name (redacted), and Degree (Bachelor of Science (BS)). Below this, there are sections for Major (Finance/Corp & Invest (BS)), Level (Undergraduate), Classification (Junior), College (Business), Program (Finance/Corp & Invest-BS), MSU Cumulative GPA (3.720), Combined Cumulative GPA (3.733), and Holds (FT). At the bottom of the page, there is a 'Plan List' section with a 'NEW PLAN' button.

If the student has no plan, it will be blank. Click the “New Plan” button at the bottom right.

Plans



This screenshot shows the 'Plan List' section of the SEP interface. It features a 'NEW PLAN' button in the top right corner. The rest of the screen is currently blank, indicating no plans have been created yet.

When creating an initial plan, you will be asked if you wish to create a plan based on a template or if you would like to start from scratch. Click “Select Template.”

Create Plan



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

[SELECT TEMPLATE](#) [BLANK PLAN](#)

Select the first fall term (or semester) that should be included (NOTE: If the student is starting in spring or summer, there will be an opportunity to address that later). Search for the template you wish to use. Undergraduates will likely use one of the “UG- General Education (Effective fall 2014)” or the “UG-Core 42 (Effective fall 2018)” templates. Click on the desired template title. When you do, it will automatically create the template framework.

Create plan from template



This screenshot shows the search interface for selecting a template. On the left, a dropdown menu says "Select starting term * Fall 2020". On the right, a search bar contains the text "UG-General". Below the search bar is a table with columns: Description, Level, Major, Degree, Catalog year, Term scheme, Who, What, and Modified. One row is visible, showing "UG-General Education (Effective fall 2014)" with Level UG, Major 0000, Degree BS, Catalog year 201440, Term scheme COMPLETE_SCHEDULE_SEMESTERS, Who M00096698, What DASH, and Modified 5/6/2020.

Next, retitle the create plan by clicking the pencil (Edit plan) button to the right of the plan title, which will default as the template title.

The screenshot shows the Missouri State Degree Audit interface. At the top, there are fields for 'Student ID' (MC [REDACTED]) and 'Name' ([REDACTED]). Below these are search links for 'Advanced search', 'Major' (Finance/Corp & Invest (BS)), 'Level' (Undergraduate), 'Classification' (Junior), 'MSU Cumulative GPA' (3.720), 'Combined Cumulative GPA' (3.733), and 'Holds' (FT). A large, empty rectangular box is present below the search results. The main title of the plan is 'UG-General Education (Effective fall 2014)' with edit and delete icons to its right.

In the Edit Plan box, retitle the plan using the following naming convention and click save when finished:

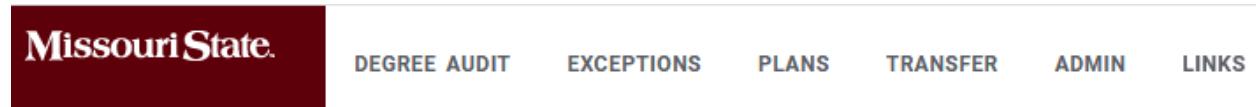
<Last name, First name BearPass number (or M-Number) SEP Plan>.

The screenshot shows the 'Edit Plan' dialog box. It contains a text input field labeled 'Description *' with the value 'Bear, Boomer M0000001 SEP Plan'. Below this are two checkboxes: 'Active' and 'Locked'. At the bottom are 'CANCEL' and 'SAVE' buttons.

The initial plan is now created and ready for editing.

SEP Initial Plan Creation from Scratch

Click on the “Plans” link found at the top of the degree audit.



If the student has no plan, it will be blank. Click the “New Plan” button at the bottom right.

The screenshot shows the 'Plans' list page. It displays a single plan entry for 'Bear, Boomer M0000001 SEP Plan' with a 'Degree' of 'Bachelor of Science (BS)'. Below the plan list is a 'Plan List' section with a 'NEW PLAN' button.

When creating an initial plan, you will be asked if you wish to create a plan based on a template or if you would like to start from scratch. Click “Blank Plan.”

Create Plan X

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

[SELECT TEMPLATE](#)

BLANK PLAN

Select the first fall term (or semester) that should be included (NOTE: If the student is starting in spring or summer, there will be an opportunity to address that later). Click “Submit.”

Select a Starting Term X

Please select a term to serve as your starting term for this plan

Select term *

[CANCEL](#)

SUBMIT

In the Edit Plan box, retitle the plan using the following naming convention and click save when finished:

<Last name, First name BearPass number (or M-Number) SEP Plan>.

Edit Plan X

Description *

Bear, Boomer M00000001 SEP Plan

Active Locked

[CANCEL](#)

SAVE

The initial plan is now created and ready for editing.

SEP Term Editing

This section covers how to make basic term edits to the SEP.

Adding a Term

Click the “Add term” button in the upper right portion of the SEP plan field.

The Requirements section of the application interface. On the left, a sidebar titled 'Requirements' lists four items: 'Choice' (orange), 'Course' (blue), 'Placeholder' (yellow), and 'Test Score' (green). Each item has a '+' sign to its right. In the center, a card displays 'Fall 2020' and 'Credits: 0.0'. At the bottom is a large, light-colored rectangular button with a '+' sign.

The Add Term box will open. In the “Select term” field, select the next term you wish to add and click the “Add” button. Repeat this process until all desired semesters are included.

Add Term ×

Please select a term to add to this plan.

Select term *

Spring 2021

CANCEL ADD

Deleting a Term

Click the ellipse (three dots) button to the right of the semester you wish to delete. Click the “Delete this term” link.

Spring 2021 ⋮

Credits: 0.0

More information

Delete this term

Reassign this term

You will get a Delete Term confirmation box. Before deleting, make sure that there is no planned coursework existing on that semester that you wish to keep as it will be deleted as well if you delete the term. Once you are ready to delete it, click the “Delete term” button.

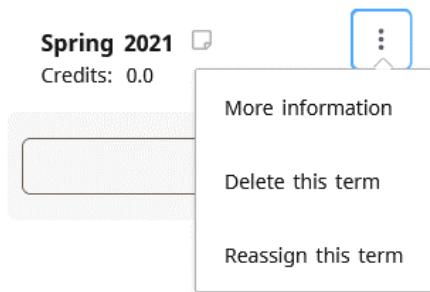
Delete Term ×

Are you sure you want to permanently delete this term?

CANCEL DELETE TERM

Reassign a Term

Click the ellipse (three dots) button to the right of the semester you wish to delete. Click the “Reassign this term” link.



You will get a Reassign Term confirmation box. Before reassigning, make sure that the reassigned semester does not already exist in your SEP plan as you cannot have two semesters with the same semester assignment. Once you are ready to reassign it, click the “Reassign” button.

Reassign Term X

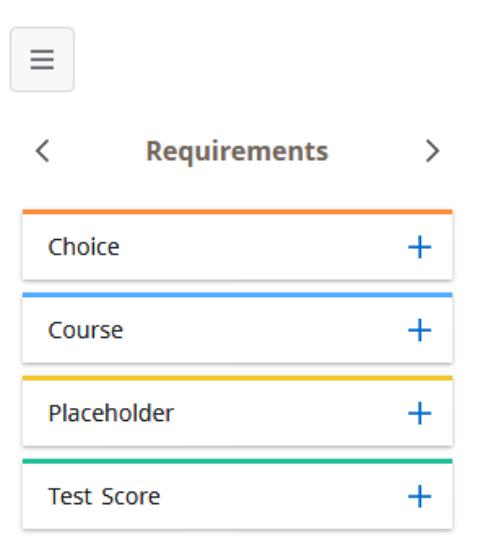
Reassign to which term?

Select term *

CANCEL REASSIGN

SEP Requirement Types

There are four types of requirements (or items) that you can add to an SEP plan. The Requirements menu is located on the left navigation bar of the SEP.



Course

This requirement type is used to add one specific course to an SEP plan. To select the Course requirement, click the “+” sign to the left of the Course requirements field. This will open a “New Requirement box with the “Requirement type” of course selected. The next field down is “Term”, where you will select the semester in which the course will be completed. Next, check the “Critical” checkbox.

In the “Course requirement” box, begin to type either the prefix/number or title of the course you wish to select. After you type the first few characters, it will begin to display matching choices. Once you see the course you want, you can click on it rather than type out the rest of the characters. If you select from the menu, the next field “Credits” will fill in by default. This is the number of credits the course is worth. If it does not fill in manually, you must fill it in. Variable credit courses will default to the high end of the credit range, so if you need it for less than the maximum, you can change it.

For the minimum grade, enter “D+” for undergraduates or “C” for graduates unless the course is part of a program that requires a minimum grade higher than that. When finished, click the Save button in the lower portion of the New Requirement box.

New Requirement X

Requirement type
Course

Term * ▼

Critical

Course requirement Q

Credits

Minimum grade ▼

CANCEL SAVE

Choice

This requirement type is used to add a requirement where the user selects one out of multiple presented options. To select the Choice requirement, click the “+” sign to the left of the Choice requirements field. This will open a “New Requirement box. The next field down is “Term”, where you will select the semester in which the course will be completed. Next, check the “Critical” checkbox.

In the “Choice requirement” box, begin to type either the prefix/number or title of the course you wish to select. After you type the first few characters, it will begin to display matching choices. Once you see the course you want, you can click on it rather than type out the rest of the characters. To add the next choice, click “Add” on the right side of the Choice requirement title line. Continue to add the additional choices following these procedures. If you wish for a choice to have paired classes (Example: Take course A or take both courses B and C), you can do this utilizing the “Add a paired course or lab” link below the entry of the course to which you wish to add the pair.

For credits, enter the lowest number of credits that will fulfill this choice. For example, if you put a 3-credit course or a 4-credit course as the two choices, you would enter “3” in the Credits field. For the minimum grade, enter “D+” for undergraduates or “C” for graduates unless the course is part of a program that requires a minimum grade higher than that. When finished, click the Save button in the lower portion of the New Requirement box.

New Requirement X

Requirement type
 Choice

Term * ▼

Critical

Choice requirement [Add](#)

○ Course
Q Attribute
▼
Delete

[Add a paired course or lab](#)

CLEAR SELECTION

Credits

Minimum grade ▼

CANCEL
SAVE

Placeholder

This requirement type is used when you know general characteristics about the type of course you plan to take, but not what the specific course will be. This can also be used when you wish to add a reminder about an event or item, an advising situation, or add information such as a website for future reference. Below are the types of placeholders available:

- **Advisement**-This is a placeholder to use when there is something you need to discuss with your advisor. For example, if you wished to discuss accelerated master's degree options with your advisor during your sixth semester, you could add a placeholder to remind you of this.
- **Comment**-This is a placeholder to use when there is an item you wish to make sure to participate in during a particular semester. For example, if you want to participate in a career fair, you could remind yourself to do this during a particular semester.
- **Elective**-This is a placeholder for when you just want to take a random elective for fun or, for undergraduates, for your 120 minimum credit hour count or 40-hour upper division count.
- **Requirement Choice**-This is a placeholder for when a course is meant to fulfill a specific degree audit requirement but you don't know what course you plan to take yet.
- **Transfer**- This is a placeholder to account for situations where you are taking a course at another institution. This is helpful for your academic advisor in terms of being aware of the additional course load that they may not know about since you are not taking it at MSU.

- Videos and Resources-This is a placeholder to save information you want to refer to later about an item. While you cannot paste in text as a hyperlink, you can paste it into the requirement notes (discussed later) as general text which you can later copy and paste into a web browser.

To select the Placeholder requirement, click the “+” sign to the left of the Placeholder requirements field. This will open a New Requirement box with a default Requirement Type of “Placeholder.” The next field down is “Term”, where you will select the semester in which the item/course will be completed.

The next field is “Placeholder.” This is where you pick the type of placeholder you wish to use based on the previous placeholder descriptions.

In the “Value” box, begin to type a text description of the item/course. For example, if you plan 3 credits of general elective towards graduation, you might type “General elective for 120 minimum/40 UD (3 credits).” It is recommended to always include the credits in parenthesis as this requirement type does not present an option to select the number of credits. You are limited in characters here, but there is a way to provide additional information later in these instructions. When finished, click the Save button in the lower portion of the New Requirement box.

New Requirement X

Requirement type Placeholder
Term * ▼
Placeholder * ▼
Value *
CANCEL SAVE

Test Score

This requirement is the least used of the four requirement types. This is for situations where there is an exam requirement housed outside of a course that must be completed as part of a program requirement. For undergraduates, the most common is the University Exit Survey, although some programs have additional program-related exams. For graduates, the most common is comprehensive exams and/or thesis defense tracking.

To select the Test Score requirement, click the “+” sign to the left of the Test Score requirements field. This will open a New Requirement box with a default Requirement Type of “Test Score.” The next field down is “Term”, where you will select the semester in which the item/course will be completed. Next, check the “Critical” checkbox.

Next, click the “Test code” field to pick from the selectable test code options. For the minimum score, enter a value of “Y” which represents “yes” for completion of the exam. When finished, click the Save button in the lower portion of the New Requirement box.

NOTE-This requirement will later be recorded as met once the corresponding test value is recorded on the student’s test score record.

New Requirement X

Requirement type
Test Score

Term * ▼

Critical

Test code * ▼

Minimum score *

CANCEL SAVE

SEP Navigation and Editing

This section is designed to help you navigate the SEP and make changes to items existing from use of a template or changing items you previously added to the SEP plan

Semester Transition

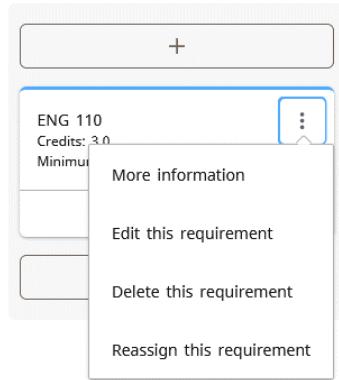
You can back and forth between semesters using the “<” and “>” arrows found in the upper left just above the semester grid in the SEP plan.

The screenshot shows a grid of three semester slots. Each slot contains the term name, a small icon, and the credits. Below each slot is a button with a plus sign. To the left of the grid are navigation arrows, and to the right is an 'ADD TERM' button.

Fall 2020	Spring 2021	Summer 2021
Credits: 0.0	Credits: 0.0	Credits: 0.0
+	+	+

Course Editing Options

There are a number of editing options for SEP requirements. They are described below and can be accessed by clicking the ellipse (three dots) button to the right of the requirement.



[More Information \(CourseLink Information\)](#)

To see CourseLink information for a course such as prerequisite, course description, date/time offering for open registration semesters, and seat availability, click the ellipse next to the course and select the “More information” link.

[Edit This Requirement](#)

To edit the requirement, taking you back to the original entry screen for the requirement, click the ellipse next to the course and select the “Edit this requirement” link.

[Delete This Requirement](#)

To delete the requirement off of the SEP plan, click the ellipse next to the course and select the “Delete this requirement” link. When the Delete Requirement confirmation box opens, click the “Delete requirement” button.

Delete Requirement

X

Are you sure you want to permanently delete this requirement?

[CANCEL](#) [DELETE REQUIREMENT](#)

[Reassign This Requirement](#)

To reassign the requirement to a different semester within the SEP plan, click the ellipse next to the course and select the “Reassign this requirement” link. When the Reassign Requirement confirmation box opens, select the semester you wish to change it to in the “Term” box and click the “Reassign” button.

Reassign Requirement

X

Reassign to which term?

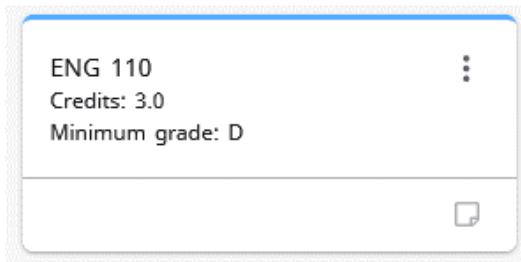
Select term *

[CANCEL](#) [REASSIGN](#)

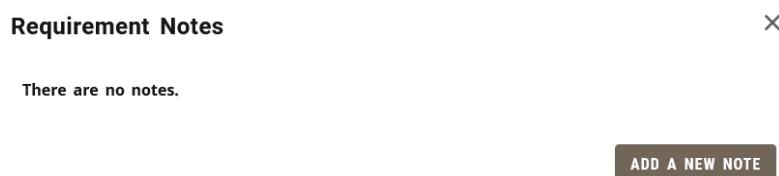
NOTE: You may also reassign a requirement by hovering your mouse over a requirement, holding down a single left click, and drag and drop it on the semester you wish to assign it to.

Add Requirement Notes

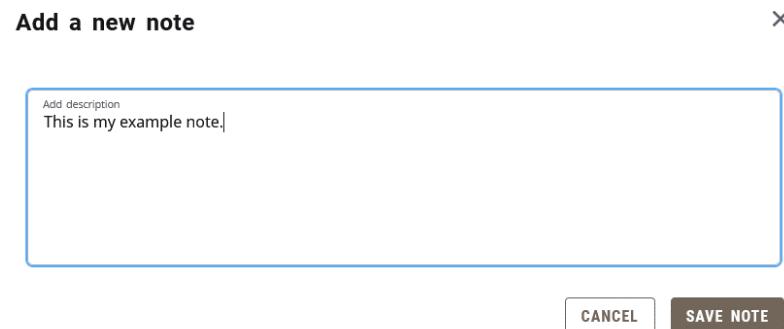
Users have the ability to add additional information to a requirement in the form of a requirement note. To do this, click on the notepad in the bottom right corner of the requirement to which you want to add the note.



This will open a Requirements Notes box. If there is no existing note, it will have a button you can click to add a new note.

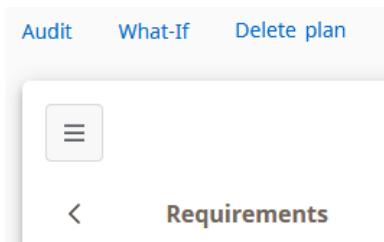


Type the note you wish to add (or paste in text you have copied from something else). Click the “Save Note” button when finished.



SEP Degree Audit

Users can see what their planned courses look like in a degree audit by clicking the “Audit” link in the top left just above the SEP plan. The audit will open in a separate window for viewing.



SEP Still Needed

Users can see a “list view” of unmet requirements by navigating to the “Still Needed” list. To find this, click the right arrow by the Requirements header.

A screenshot of a software interface titled "Audit". Below the title are buttons for "What-If", "Delete plan", and "Save". Underneath these buttons is a navigation bar with a menu icon, a left arrow, the text "Still Needed", and a right arrow. The main area displays a list of requirements under the heading "Major in Global Studies".

This will show requirements that do not have a specifically planned courses associated with it. After drilling down to see the specific courses listed, users may click and drag any course they wish to add to their plan to the corresponding plan semester as an alternative way to add the course to the plan.

A screenshot of a software interface showing a list of courses. The top navigation bar includes a menu icon, a left arrow, the text "Still Needed", and a right arrow. Below this, a list of categories is shown in boxes, each with a right arrow: "Major in Global Studies", "REGIONAL STUDIES", "PUBLIC AFFAIRS CAPSTON...", "Honors College-General (Grad...)", and "General Honors Electives".

SEP Courses

Users can see a “list view” of university courses by navigating to the “Courses” list. To find this, click the left arrow around the Requirements header.

A screenshot of a software interface showing a list of courses. The top navigation bar includes a menu icon, a left arrow, the text "Courses", and a right arrow. Below this, a list of categories is shown in boxes, each with a right arrow: "Major in Global Studies", "REGIONAL STUDIES", "PUBLIC AFFAIRS CAPSTON...", "Honors College-General (Grad...)", and "General Honors Electives".

This will show a list of courses built in Banner. After drilling down to see the specific courses listed, users may click and drag any course they wish to add to their plan to the corresponding plan semester as an alternative way to add the course to the plan. This does include old courses that are no longer offered.

The screenshot shows a search interface for courses. At the top, there is a search bar labeled "Course Title" with a magnifying glass icon. Below the search bar is a horizontal menu with three items: "Course", "#", and "Title". A dropdown menu is open under "Course", showing the option "Accounting (ACC) (ACC)". There are also up and down arrows to navigate through the list.

SEP Plan Activation and Locking

When an initial SEP plan is completed and ready for use, the user should activate the plan. To do this, the user should click the pencil icon to the right of the SEP plan title to open the Edit Plan box.

The screenshot shows a list item for a SEP plan. The item is titled "Bear, Boomer M00000001 SEP Plan" and includes edit and delete icons. To the right of the list item are two buttons: "PLAN LIST" and "NEW PLAN".

Once open, the user should check the "Active" checkbox. This indicates the plan is now active and being followed. Students will only see the "Active" checkbox. Advisors and Registrar staff will also see a "Locked" checkbox. If an advisor checks the "Locked" checkbox, it means the advisor has reviewed and approved the plan and locked it so there can be no further changes without the student contacting them. One benefit of locking the plan is that it causes plan tracking to be turned on so the plan will have an indicator on their plan that shows whether the student is on-track or off track with their plan.

The screenshot shows an "Edit Plan" dialog box. It contains a text input field labeled "Description *" with the value "Bear, Boomer M00000001 SEP Plan". Below the input field are two checkboxes: "Active" and "Locked". At the bottom of the dialog are two buttons: "CANCEL" and "SAVE".

SEP Plan Deletion

If the user wishes to end their existing plan and start over, there are two ways that an SEP plan can be deleted.

Option 1: Click Delete Plan in the menu just above the SEP Plan.

The screenshot shows a menu with three options: "Audit", "What-If", and "Delete plan". The "Delete plan" option is highlighted. Below the menu is a section titled "Requirements".

Option 2: Click the Plan List button to the right of the plan title and then the trash can at the end of the plan's listing on the Plan List

The screenshot shows a table with one row of data. The columns are: Description, Active, Modified, Who, Degree, Level, and Status. The data row is: Bear, Boomer M00000001 SEP Plan, No, 04/22/2021, [redacted], BS, UG, Not locked. There is a trash can icon in the Status column. At the top right are buttons for PLAN LIST and NEW PLAN. Below the table are navigation links (Page 1 of 1) and a total results count (Total results: 1).

Using either option will take the user to the Delete Plan confirmation box. To delete the plan, click the Delete Plan button. Once deleted, there is no way to retrieve the plan.

Delete Plan X

Are you sure you want to permanently delete this plan?

CANCEL DELETE PLAN

Section 4: Additional Degree Works Tools

There are some additional tools that are very important and useful for managing Degree Works responsibilities.

Degree Works Website

There is a Degree Works website (<https://www.missouristate.edu/registrar/dgeworks.htm>) maintained by the Office of the Registrar to serve as a Degree Works resource to the campus community. Items found on the site include the following:

- Degree Works Core 42 Resources
- Degree Works Future Projects/Enhancements
- Degree Works Training Workshops for Faculty/Staff
- Degree Works User's Guides
- Degree Works FAQ

This can be accessed from the Links section in the Degree Works header row.

Office of the Registrar

The screenshot shows a sidebar with a 'DEGREE AUDIT' section containing links to: Degree Works Core 42 Resources, Degree Works Future Projects/Enhancements, Degree Works Training Workshops for Faculty/Staff, Degree Works User's Guides, and Degree Works FAQ. To the right is a main content area with the heading 'Degree Works (Degree Audit and Student Educational Planner)'. A note below the heading states: 'The Degree Audit and Student Educational Planner link found on the Student Information Menu in My Missouri State is currently unavailable due to technical issues in the software. Users instead should use the Degree Audit and Student Educational Planner link found in the Advisor Services channel on the Teaching and Advising tab of My Missouri State.' The URL in the browser bar is Missouri State / Office of the Registrar / Faculty and Staff / Degree Works (Degree Audit and Student Educational Planner).

Administrative Audit

Purpose of the Administrative Audit

The Administrative Audit is a tool developed primarily for Office of the Registrar use to support administrative needs that do not need to be tracked from a graduation perspective. Below is a description of the various items found within the Administrative Audit. It is important to remember that it does not relate to a particular degree. For example, if there is a course that is not allowed to apply towards a degree such as restriction would not be enforced in an administrative audit. For example, if course ABC 123 cannot apply towards a BFA degree, a BFA audit would not use the course towards the 120-hour count while an administrative audit would since it is not degree-specific.

120 Credit Count Review

Instead of being programmed to look for 120 credits, this is programmed to look for 1,120 credits so that the section is never met. The purpose of this is to:

- Allow for advisors and OR staff to more easily see in-progress repeat situation.
- Allow for advisors to more easily determine if a current course is needed to reach 120 credits.
- Allow OR staff to determine course applicability for athletic compliance purposes.

40 Hour Upper Division Review

Instead of being programmed to look for 40 upper-division (UD) credits, this is programmed to look for 540 credits so that the section is never met. The purpose of this is to:

- Allow for advisors and OR staff to more easily see in-progress repeat situation.
- Allow for advisors to more easily determine if a current course is needed to reach 40 UD credits.
- Allow OR staff to determine course applicability for athletic compliance purposes.

Core 42 Versus General Education Comparison

The final two sections show the Core 42 and general education blocks so that users can compare the two to make more informed decisions about which set of requirements may be the most academically beneficial to follow. Keep in mind that any degree-level or program-level sharing restrictions would not be enforced on these audits since there is no specific program tied to the administrative audit.

How to Generate an Administrative Audit

- Log into the Degree Works degree audit through My Missouri State. Students will go directly to their degree audit. Advisors will select the student they wish to review. Click on the “What If” link.
- Pick “Not Degree Seeking” in the Degree field and pick the current catalog term in the Catalog year field. In the major box, pick the last selection option (zz-Administrative Audit (Preadm major WP)). Click the Process button.
- Pick the level of “Undergraduate” for the administrative audit since the requirements it is designed to supply information for are undergraduate in nature.

What-If Analysis

^

Use current curriculum In-progress classes Preregistered classes

Program

Catalog year *
Spring 2021

Degree *
Not Degree Seeking

Level *
Undergraduate

Areas of study

Major *
zz-Administrative Audit (Preadm major...)

Minor

Additional areas of study

▼

Future classes

Subject

Number

ADD

RESET

PROCESS