

Intro to MYDEGREES

For Advising



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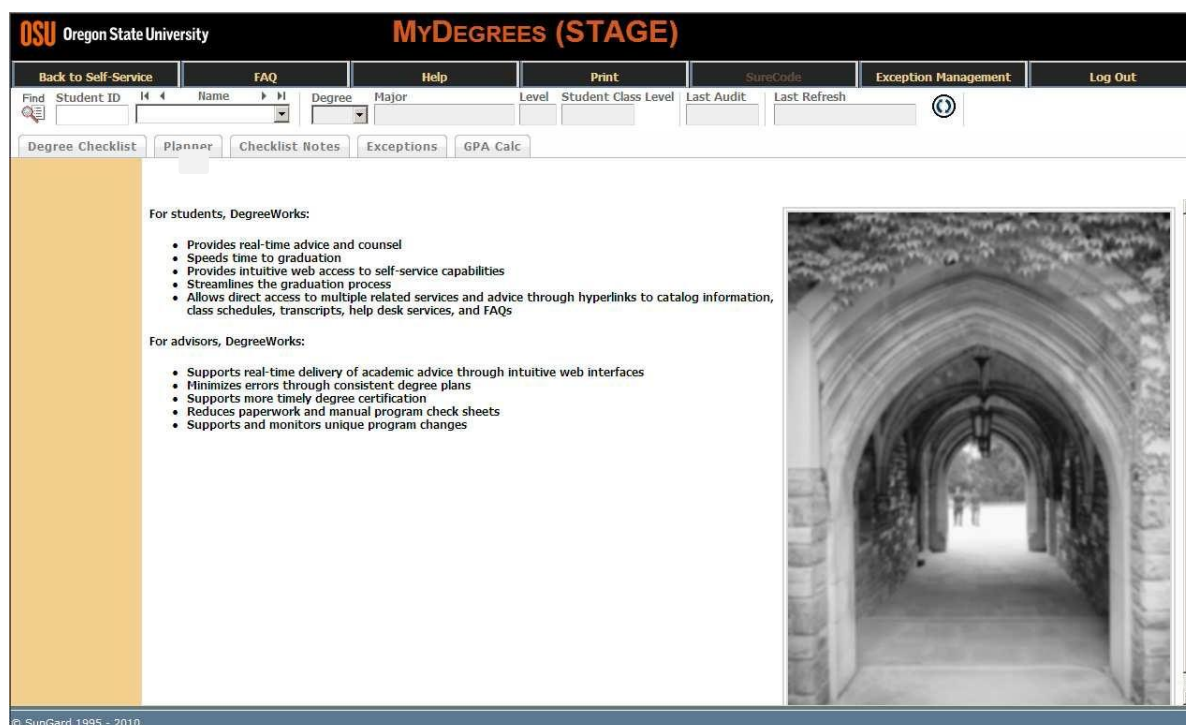
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What is MYDEGREES?

MYDEGREES is the web-based degree audit system that replaced Oregon State University's previous audit system, CAPP. It is an advisement tool that enables students and their advisors to review past, present, and future academic coursework to evaluate which degree requirements are complete and which degree requirements are remaining.

Who will have access to MYDEGREES?

- Advisors
- Students
- Office of the Registrar



The Concept of “Best Fit”

“Best fit” is an important MYDEGREES concept to understand. It is used to determine how degree requirements are met as the student takes courses toward degree fulfillment. MYDEGREES looks at each student's program holistically, and places each course in the requirements checklist using a "best fit" scenario. The "best fit" process will not always be perfect, particularly when multiple possibilities exist. Classes may apply to different sections as more courses are taken.

- ✓ If there is a course requirement that does not appear where you expected on the checklist, please contact the Registrar's office.

MyDegrees Functionality Summary

MyDegrees Functionality		Description
Tab 1: Degree Checklist		
Format:	Degree Checklist: Student View (default)	Provides general information about the student's complete and incomplete requirements, grouped into logical sections/blocks
	Degree Checklist: Registrar Report	Used primarily by the Registrar's Office, and displays the same information as the Student View with additional detail from Scribe. Use to view hidden course substitutions and header information such as Minimum GPA or grade requirements for the block.)
	Degree Checklist: Registration Checklist	Shows only the unfulfilled requirements that are "Still Needed" on the checklist
	Class History Link	Provides a listing of all courses taken by the student, with grades and credits, grouped by the term taken
	Alpha History Link	Provides a listing of all courses taken by student in alpha order, with grades and credits
History		Shows the last three student checklists that were run
What-If		Allows you to process speculative degree audits for a student using their current class history and freeze What-If scenarios. Students can freeze their own What-If scenarios too
What-If History		Allows you to view available frozen What-If Scenarios
Look Ahead		Allows the display of an audit which includes courses that are still to be taken.

The screenshot displays the MyDegrees web application interface. At the top is the OSU Oregon State University logo and the text "MyDegrees". Below this is a navigation bar with buttons: "Back to Self-Service", "FAQ", "Help", "Print", "Exception Management", and "Log Out".

Below the navigation bar is a search section with fields for "Find", "Student ID", "Name", "Degree" (set to BS), "Major", "Level" (set to 01), "Student Class Level" (set to Senior), "Last Audit" (Today), and "Last Refresh" (Today at 6:49 am).

Below the search section is a "Degree Checklist" section with tabs: "Plans", "Checklist Notes", "Exceptions", and "GPA Calc". The "Degree Checklist" tab is selected, showing a "Format:" dropdown set to "Student View", and buttons for "View", "Save as PDF", and "Process New". There are also checkboxes for "Include in-progress classes" and "Include preregistered classes".

Below the "Degree Checklist" section is a "History" section with a "What If" button. The "What If" button is highlighted, and a "Save" button is visible next to it. The text "Save this audit with this new description and freeze status" is displayed.

Below the "What If" section is a "What If History" section. The "Look Ahead" section is also visible at the bottom.

The main content area is titled "MyDEGREES PROD" and shows a "Student View" for student AH876CSB as of 08/12/2015 at 09:30. Below this is a table with columns "Student" and "Campus", showing "Oregon State - Corvallis" for both.

MyDegrees Functionality Summary (continued)

MyDegrees Functionality		Description
Tab 2: Plans		
Student Planner		Used by students and advisors to create academic plans.
View	Edit (default)	Used to edit student planner, and apply and edit templates Add, delete and reassign requirements Write notes per requirement Activate and inactivate planners
	Audit	Allows viewing student audit and template Allows viewing student audit and planner
	Calendar	Allows viewing student planner in calendar style
Templates		Pre-defined plans, or templates for particular programs of study, can be created ahead of time and loaded for student advising.
Blank Plan		Advisors create a new plan with terms, requirements, and notes.
Template Management Link		Lists all available templates, advisors have the ability to apply a template to student's planner and edit, add delete as needed per student educational program

Plans in **Edit** View

[Degree Checklist](#) | [Plans](#) | [Checklist Notes](#) | [Exceptions](#) | [GPA Calc](#)

Student Planner for: [Redacted] View: Edit

Description: ☒ Active ☐ Locked ⌵ + - 📄

Degree: Level: Undergraduate

Tracking Status: Not displayed, plan is not locked

▶ 2012 Fall Total Credits: 14.0 Reassign Delete this term + - 📄

Plans in **Audit** View

[Degree Checklist](#)
[Plans](#)
[Checklist Notes](#)
[Exceptions](#)
[GPA Calc](#)

Student Planner for: View: Audit [View Plan List](#) [New Plan](#)

New Planner Worksheet WA8215SM as of 08/12/2015 at 08:44

Student	
Level	Undergraduate
ID	
Degree	Bachelor of Science
Classification	Junior
College	College of Engineering
Advisor	
Major	Mechanical Engineering
Overall GPA	
Minor	

Bachelor of Science

Academic Year: 2012-13
 GPA: 3.010
 Credits Applied: 130
 Credits Required: 180

☐ Minimum Credits Requirement Still Needed: 180 credits are required for the degree. You currently have 130, you still need 50 more credits.

☒ Residency Requirement

If you are pursuing multiple degrees, select the appropriate degree above to ensure you are reviewing the

First Term Active: Yes

Degree: Bachelor of Science Status: NOT LOCKED

Level: Undergraduate Tracking Status: Not displayed, plan is not locked

2012-13

2012 Fall, Total Credits: 14.0	
ME 101	3.0
MTH 251	4.0
CH 201	3.0
WR 121	3.0
CH 211	1.0

Disclaimer: You are encouraged to use this degree plan as a guide for tracking your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This plan is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the

Last updated by:

[Refresh Audit](#)
[Print](#)
[Save](#)

Plans in **Calendar** View

[Degree Checklist](#)
[Plans](#)
[Checklist Notes](#)
[Exceptions](#)
[GPA Calc](#)

Student Planner for: View: Calendar [View Plan List](#) [New Plan](#)

First Term Active: Yes

Degree: Bachelor of Science Status: NOT LOCKED

Level: Undergraduate Tracking Status: Not displayed, plan is not locked

2012-13

2012 Fall, Total Credits: 14.0	
ME 101	3.0
MTH 251	4.0
CH 201	3.0
WR 121	3.0
CH 211	1.0

Last updated by:

[Audit](#)
[Print](#)

Advanced Search for Templates

Student Planner for: Allen - SFEE, Debra M View: Edit View Plan List New Plan

Browse Templates

Search by Template Description Go Filter: Advanced Search

Open Delete

Description

- Biochemistry and Biophysics Template
- Biology Major, Track II Template
- Construction Engineering Management Template
- Industrial Engineering Template

Level College Major Degree

Add Another Tag

MyDegrees Functionality Summary (continued)

MyDegrees Functionality	Description
Tab 3: Checklist Notes	
Add/View Note	Use to enter any notes about the student's checklist. Use optional Pre-Defined Notes dropdown to begin note, then Save.

View Notes >

Add Note

Modify Notes

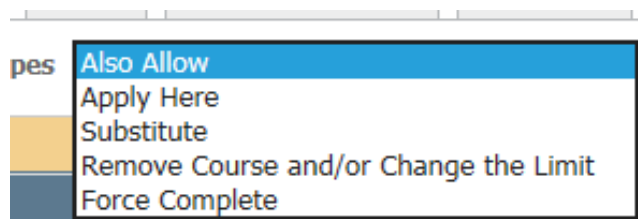
Delete Notes

View Notes

Internal	Note Text	Created By	Create Date
	Student and advisor discussed student's career plans.	A	08/03/2015

MyDegrees Functionality Summary (continued)

MyDegrees Functionality	Description
Tab 4: Exceptions	
Also Allow (default)	Use Also Allow to allow an additional class to be used to meet a course requirement. It allows the additional course the flexibility of being moved if there are better fits elsewhere in the student's checklist. This is a flexible option, where the Apply Here exception is not. The audit engine may change where the course is applied in the checklist, based on additional courses taken.
Apply Here	Use Apply Here to <i>require</i> that a course be applied to a rule. Where <i>Also Allow</i> is flexible <i>Apply Here</i> is inflexible, and the auditor will not move courses applied to rules with this exception type unless a block or rule qualifier overrides the exception. This exception allows the user to apply a specific course to a rule regardless of the Scribe text or the auditor best-fit algorithm.
Substitute	Use Substitute if there is a course in a required course list that you would like to replace. Do not use it to substitute transfer courses – use Also Allow or Apply Here instead.
Remove Course and/or Change the Limit	Use Remove Course and/or Change the Limit to change Max Credits rules, to change the number of credits required for a rule, or to remove a course from a requirement course list. DO NOT use this exception to remove a rule with one course. If you need to “remove” a requirement with one course, you will need to do a Force Complete.
Force Complete	Use Force Complete as a last ditch option, such as in block qualifiers, and college-level GPA requirements. This exception completes a course rule, subset rule, block qualifier or rule qualifier without applying additional classes. Use this exception if you need to “remove” a requirement from the checklist.
Remove Exception	Use Remove Exception to delete an exception that was applied in error.
Exception Management Link	Use this link to run the Exceptions Report.



MyDegrees Functionality Summary (continued)

MyDegrees Functionality	Description
Tab 5: GPA Calculator	
Graduation Calculator	Use to determine the average grade required to reach a desired GPA.
Term Calculator	Use to determine the term GPA based on courses and anticipated grades.
Advice Calculator	Use to determine the grade and number of credits still required to reach the desired GPA.

Graduation Calculator

Graduation Calculator

Current GPA 2.62

Credits Remaining

Credits Required

Desired GPA

Calculate

Term Calculator

Graduation Calculator

Term Calculator

Advice Calculator

Current GPA 3.01

Credits Earned So Far 106

Class	Credits	Grade
Class 1		A [4.00]
Class 2		A [4.00]
Class 3		A [4.00]
Class 4		A [4.00]
Class 5		A [4.00]
Class 6		A [4.00]
Class 7		A [4.00]
Class 8		A [4.00]
Class 9		A [4.00]
Class 10		A [4.00]

Calculate

Advice Calculator

Graduation Calculator

Term Calculator

Advice Calculator

Current GPA 3.01

Credits Earned 106

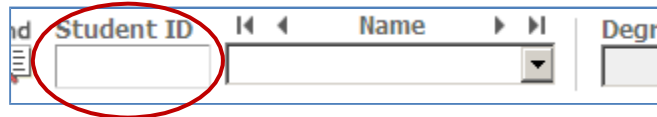
Desired GPA

Calculate

Using MyDegrees for Advising

Selecting Students

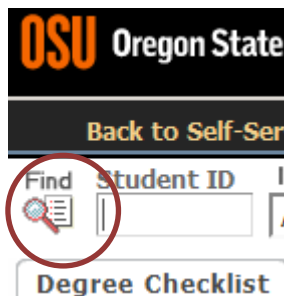
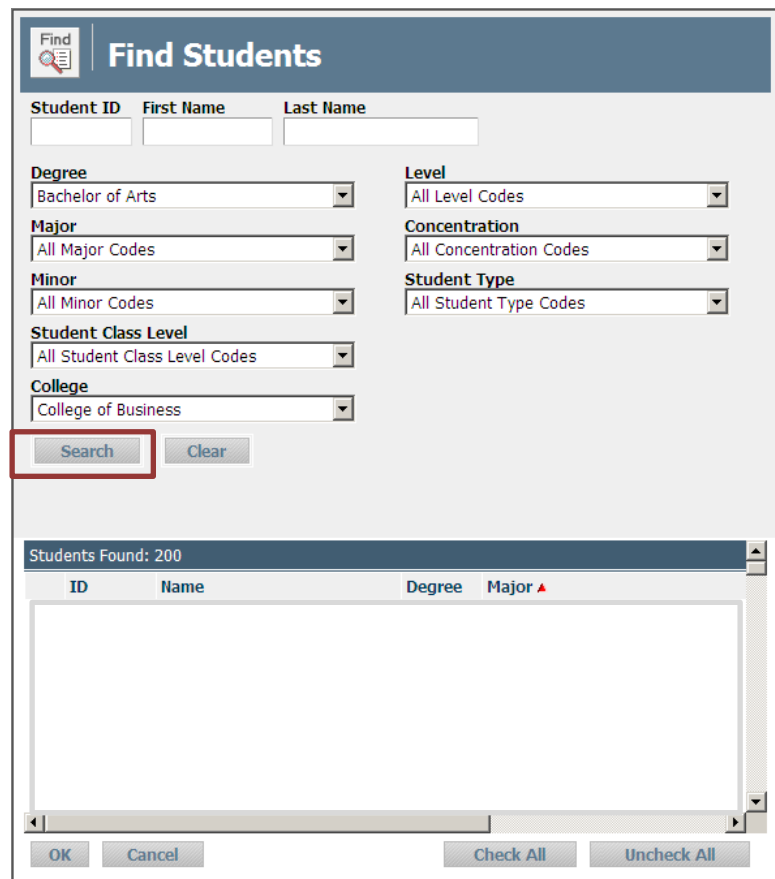
If you know the student ID, type the ID in the Student ID field.



A screenshot of a web form with two input fields. The first field is labeled 'Student ID' and is highlighted with a red circle. The second field is labeled 'Name' and has a dropdown arrow on its right side.

If you do not know the student's ID, click Find, which will take you to the *Find Students* search page.

Find Students search page:

A screenshot of the 'Find Students' search page. It contains several search criteria fields: Student ID, First Name, Last Name, Degree (Bachelor of Arts), Level (All Level Codes), Major (All Major Codes), Concentration (All Concentration Codes), Minor (All Minor Codes), Student Type (All Student Type Codes), Student Class Level (All Student Class Level Codes), and College (College of Business). The 'Search' button is highlighted with a red box. Below the search criteria, it shows 'Students Found: 200' and a table with columns for ID, Name, Degree, and Major. At the bottom are buttons for OK, Cancel, Check All, and Uncheck All.

To select a single student, enter the student's ID number in the Student ID field or enter the student's first or last names (or both) in the Name fields.

The First and Last Name fields are not case sensitive. Typing in the first letters of a first or last name will produce a list of all names starting with those letters.

Wild cards (@) can be used in any of these fields. Entering “@west@” in the Last Name field will produce a list of all students whose last names contain the letters "WEST".

To search for a group of students, use one or multiple fields to build your search criteria:

✓ Degree	✓ Student Level
✓ Major	✓ Concentration
✓ Minor	✓ Student Type
✓ College	✓ Class Level

Click Search to execute the search.

Students Found: 200			
ID	Name	Degree	Major ▲

Only valid combinations of search criteria will produce search results. For example, since the Biochemistry major can only be taken as a Bachelor of Science Degree, a search for Biochemistry majors pursuing a Bachelor of Arts Degree will not produce results.

Find results are limited to 400 students and, based on your criteria, you may receive a warning message if the results produce a list of more than 400 students. Click OK to proceed. MyDEGREES will randomly choose the 400 students, and you may not get the same students every time, so select your criteria wisely.

Once you have created a list of students who meet your selection criteria, you can sort the list by clicking on any of the field headers in the Students Found window. The red arrow indicates the sort field being applied to the list of students found. Click on the field Header to change the sort order.

You can remove or alter the list of students from the selection list by un-checking the check boxes to the left of the students.

Click **OK** to close the search window and load the list of students into MyDegrees. Once loaded, the checklist for the first student in your list will automatically display. You can only view the data for one student at a time.

To move to a different student in the list, click the arrows above the Name field or select the arrow in the Name dropdown field and select the student's name.

Find	Student ID	Name	Degree	Major
	930111111	Testing, Test One Flex HR-TIME, Tera	BFA	Applied Visual A

MYDEGREES Student Header

Find 	Student ID 930111111	Name Testing, Test One	Degree BFA	Major Applied Visual Arts	Level 01	Classification Freshman	Last Audit 08/21/2010	Last Refresh Today at 12:01 am	
	A	B	C	D	E	F	G	H	I

The MYDEGREES student header displays:

- A. Student ID
- B. Name (in Last Name, First Name format)
- C. Degree(s) (Select the dropdown to view the checklist for any additional degrees)
- D. Major
- E. Student Level
- F. Student Classification
- G. Last Audit Run Date
- H. Last (Banner Student Data) Refresh
- I. Process Banner Refresh

If a student has multiple degrees, select **Degree** dropdown to toggle between them. If the student has multiple majors on the same degree (for example, one B.S. in Civil Engineering *and* Science), both majors will be reflected in the checklist for that degree.

Tab 1: Degree Checklist



The Degree Checklist of the advisor's time will be spent using the Degree Checklist, which is the first tab in MyDEGREES.

Degree Checklist	Format: Student View	View	Save as PDF	Process New	☒ Include in-progress classes ☒ Include preregistered classes	Class History
A	B	C	D	E	F	

- A. Degree Checklist Format
- B. View (Click when changing the checklist format)
- C. Save (checklist) as PDF
- D. Process New (Checklist)
- E. Include In-Progress and/or Preregistered classes (checked by default)
- F. Link to Class History
- G. Alpha History

To process a new checklist for the student (if you know changes to the requirements have been coded or there are changes to the student's record), select Process New.

The **Class History** link will **provide you with a listing of all of the courses taken by the student**, with grades and credits, grouped by the term taken.

Class History AA102879 as of 07/12/2010 at 16:42					
Student				Level	Undergraduate
ID				Degree	Bachelor of Science
Classification	Senior			College	College of Business
Advisor				Major	Business Administration
Overall GPA	3.161			Minor	Communication
2005 Fall					
BI	101	*GENERAL BIOLOGY		S	4
MTH	111	*COLLEGE ALGEBRA		C	4
SOC	206	*SOCIAL PROBLEMS & ISSUES		B+	3
WR	121	*ENGLISH COMPOSITION		B+	3
2006 Winter					
MTH	241	*CALC FOR MGT & SOCIAL SCI		D+	4
PH	104	*DESCRIPTIVE ASTRONOMY		A	4
PS	206	*INTRO TO POLITICAL THOUGHT		S	4
PSY	202	*GENERAL PSYCHOLOGY		S	3
WR	214	*WRITING IN BUSINESS		B+	3

Student Blocks

Each checklist displays the students audit information in sections or blocks presented in the following order:

- ✓ Degree
- ✓ 1st major
- ✓ Major-specific requirements
- ✓ Option
- ✓ Minor(s)
- ✓ Additional Majors, if any
- ✓ Baccalaureate Core
- ✓ BA Language Requirement
- ✓ Deficient Foreign Language Requirement

Each section has a header containing the block's catalog year and GPA. Depending on how the requirements were entered, it may also contain the number of credits required for completion and the number of credits applied to the block based on completed requirements.

The *Still Needed* section block text is a hyperlink that will facilitate movement through the checklist, moving you to the selected block/section in the checklist.

Bachelor of Arts		Academic Year: 2005-06	Credits Required: 180
		GPA: 2.980	Credits Applied: 220
2.0 OSU GPA requirement is met.			
☐ Major Requirements	Still Needed: See Major in Business Administration section		
☐ Minor Requirements	Still Needed: See Minor in Spanish section		
☐ Baccalaureate Core Requirements	Still Needed: See Baccalaureate Core section		
☒ Foreign Language Proficiency	SPAN 312 THIRD-YEAR SPANISH A- 3 2008 Winter		
Major in Business Administration		Academic Year: 2005-06	
		GPA: 2.870	
Your GPA in Business classes is 2.87.			
PRE BUSINESS CORE			
☐ BUSINESS PRO SCHOOL CORE	Still Needed: See Business Upper Division Core section		
☐ Finance Option	Still Needed: See Finance Option section		
☐ Management Option	Still Needed: See Management Option section		

Finance Option		Catalog Year: 2010-11	Credits Required: 24
		GPA: 0.000	Credits Applied: 0
Unmet conditions for this set of requirements: 24 credits are required. You currently have 0, you still need 24 more credits.			
☐ BA 442 Investments	Still Needed: 1 Class in BA 442±		
☐ BA 440 Corporate Finance	Still Needed: 1 Class in BA 342±		
☐ BA 445 International Financial Management	Still Needed: 1 Class in BA 445±		

Courses listed in the "Still Needed" section are course links that will provide the course title and credit total when hovered over and the course registration information if clicked.

Still Needed: 1 Class in FE 460

8 Credits in BA 275 or 463 or CE 461# or 462# or 463# or 469# or LHM 201 or 341# or H 490 or IE 355 or SPAN 211# or 212# or 213# or ST 352# or FE 311 Grade >= 1.7 or FOR 420 Grade >= 1.7 or 421 Grade >= 1.7 or 462 Grade >= 1.7 or 463 Grade >= 1.7 or WSE 455# Grade >= 1.7

INTRO TO STAT METHODS - 4 Credits

ST 352 0 or 4 Credits **INTRO TO STAT METHODS** Print

ST 351 and ST 352 must be taken in order.

Prerequisites: ST 211 minimum grade of D- or ST 351 minimum grade of D-

Sections:

Term	Crn	Section	Seats Open	Meeting Times	
199202	22217	001	16 (out of 126)		
	22218	010	1 (out of 18)		
	22219	011	3 (out of 18)		
	22220	012	1 (out of 18)		
	22221	013	0 (out of 18)		
	25048	014	1 (out of 18)		
	25049	015	4 (out of 18)		
	25050	016	6 (out of 18)		
	199203	30256	001	16 (out of 90)	
		30258	010	2 (out of 15)	
30260		011	3 (out of 15)		
30262		012	-1 (out of 15)		
30271		013	2 (out of 15)		
34865		014	6 (out of 15)		
34866		015	4 (out of 15)		

Degree Checklist Views

There are four checklist formats available to advisors:

- ✓ Student View (default)
- ✓ Registrar Report
- ✓ Registration Checklist
- ✓ Student Data Report

The Student View is the default worksheet type. It provides general information about the student's complete and incomplete requirements, grouped into logical sections or blocks.

The student's checklist header reflects general student information such as the name, ID, Level, Degree, College, Minor and Major. (Additional changes will be made to this header, including the addition of student concentration.) The overall GPA displayed is the OSU institutional GPA from Banner. This GPA includes only OSU coursework and excludes transfer courses.

Student View AA006159 as of 08/21/2010 at 00:05			
Student	Testing, Test One	Level	Undergraduate
ID	930111111	Degree	Bachelor of Fine Arts
Classification	Freshman	College	College of Liberal Arts
Advisor		Major	Applied Visual Arts
Institutional GPA	0.000	Minor	
Campus	Oregon State - Corvallis	Conc	
Academic Standing		DPP	
Registration Hold		EOP	
Camp		Veteran Benefits	
Athlete		Resident for Tuition Purposes	
International Student		Confidential	N

✓ Student	✓ Student Level
✓ ID	✓ Degree
✓ Classification	✓ College
✓ Advisor	✓ Major
✓ Institutional GPA	✓ Minor
✓ Campus	✓ Concentration
✓ Academic Standing	✓ DPP
✓ Registration Hold	✓ EOP
✓ CAMP	✓ Veteran Benefits
✓ Athlete	✓ Resident for Tuition Purposes
✓ International Student	✓ Confidential

Completed and incomplete requirements are designated with checkboxes. Incomplete requirements will have an open checkbox ☐, while completed requirements are designated with a check ☒.

Completed requirements display the course number(s) and title(s), the grade(s) received for the course(s), the credit totals, and the term(s) taken.

Incomplete requirements will present the information the student needs to know in order to fulfill the requirement such as *"Still Needed: 1 Class in SPAN 211"* or *"Still Needed: See advisor regarding upper-division Spanish requirements for minor (6 credits)."*

In-progress courses are designated with a tilde ~, and will show the course number and title, anticipated credits, "TBD" in place of the grade, and the anticipated term the requirement will be fulfilled. Note: This includes the current term and future registered terms.

Entrepreneurship for Business Majors			Academic Year:	2009-10	Credits Required:	24
			GPA:	4.000	Credits Applied:	8
Unmet conditions for this set of requirements: 24 credits are required. You currently have 8, you still need 16 more credits.						
☒ Introduction to Entrepreneurship	BA 260	INTRO TO ENTREPRENEURSHIP	A	4	2009 Fall	
Satisfied by: BA260 - Linn-Benton Community College						
☐ Technology & Innovation Management	Still Needed: 1 Class in BA 363*					
☐ Innovation & New Product Development	Still Needed: 1 Class in BA 458*					
☒ Venture Management	BA 460	VENTURE MANAGEMENT	TBD	(4)	2010 Fall	
☐ Venture Financing	Still Needed: 1 Class in BA 464*					
☐ New Venture Lab	Still Needed: 1 Class in BA 467*					
☐ Business Info Systems Overview	Still Needed: 1 Class in BA 370					
☐ Entrepreneurship Elective	Still Needed: 1 Class in BA 342* or 362 or 447* or 463 or 468* or 491					

The checklist also includes:

Electives

Electives			Credits Applied: 85.5 Classes Applied: 34		
ART LDT	BASIC DESIGN: 3-DIMENSIONAL	A	4	2008 Spring	
Satisfied by: ART117 - Linn-Benton Community College					
ATS LDT	METEOROLOGY I	B	6	2005 Fall	
Satisfied by: ATSC110 - Univ of N Dakota-Main Campus					

Excluded courses (courses that do not meet the requirements due to grades and other limitations)

Excluded			Credits Applied: 3 Classes Applied: 4		
ANTH 110	*INTRO TO CULTURAL ANTH	F	3	2007 Winter	
MTH 251	*DIFFERENTIAL CALCULUS	C N	0	2005 Spring	
Satisfied by: MTH251 - Chemeketa Community College					
MTH 253	INFINITE SERIES AND SEQUENCES	C+	0	2007 Spring	
MTH 254	VECTOR CALCULUS I	D	0	2007 Fall	

In-Progress courses

In-progress			Credits Applied: 16 Classes Applied: 4		
BA 353	^PROFESSIONAL DEVELOPMENT	TBD	4	2010 Fall	
BA 360	INTRO TO FINANCIAL MANAGEMENT	TBD	4	2010 Fall	

Legend and Disclaimer

Legend		
☒ Complete	☒ Complete except for classes in-progress	(T) Transfer Class
☐ Not Complete	☒ Nearly complete - see advisor	@ Any course number

Disclaimer
You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree audit report, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

You can view the checklist without in-progress classes and pre-registered classes by un-checking the checkboxes in the worksheet header, which are checked by default.

Worksheets	Format:	View	Save as PDF	Process New	☒ Include in-progress classes ☒ Include preregistered classes	Class History
	Student View					

To choose a different view, select from the dropdown menu in Degree Checklist Format and click View to load the selected view.

The Registrar Report will be used primarily by the Registrar's Office. This checklist the same information as the Student View with additional detail from Scribe, MyDegrees' coding tool. However, this report may be helpful to advisors because it presents some scribe detail for block, and may present hidden block attributes such as hidden course rules and minimum or maximum course or GPA requirements.

Business Systems Overview	Still Needed: 1 Class in BA 370 or ACTG 378*
Requirement:	1 Classes in BA 370 , ACTG 378 , BA 471 (HideFromAdvice) (WITH TERM <=200801,) NONEXCLUSIVE (THISBLOCK)

Above, the top row displays the requirement as it is shown in the Student View checklist. The bottom row shows the scribed requirement. In this example, BA 471 is hidden ("HideFromAdvice") and is only applied to the requirement if taken during or prior to Fall 2007 ("WITH TERM <=200801"). This rule is also shared with other rules in this block ("NONEXCLUSIVE (THISBLOCK)"). Additional explanations of these terms and others can be found in the Terms and Concepts section at the back of this document.

The Registration Checklist shows only the unfulfilled requirements from on the checklist. It does not provide any of the detailed explanations of requirements that may be found in the Student View.

Format:	View	Save as PDF	Process New	☒ Include in-progress classes ☒ Include preregistered classes	Class History
Registration Checklist					

Bachelor of Science Still Needed: See Major in Business Administration section	Catalog Year: 2005-06 Credits Required: 180 GPA: 3.16
Major in Business Administration Still Needed: See Business Lower Division Core section Still Needed: See Business Upper Division Core section Still Needed: See International Business - Other Option section	Catalog Year: 2005-06 GPA: 3.14
Business Lower Division Core Still Needed: Choose from 1 of the following: (1 Class in COMM 111 or 114)	
Business Upper Division Core Still Needed: 1 Class in BA 370 or ACTG 378*	
International Business - Other Option	Catalog Year: 2007-08 Credits Required: 25

The Student Data Report provides technical detail about the entire student data used in the MYDegrees

Primary-Mst

ID	Name	Nickname	FormatName	SortName	AssocType	UserDef1	UserDef2	UserDef3	UserDef4
930111111	Testing, Test One			TESTING,TESTONE		1311093			

Student-Mst

ID	Term	TrCredits	TrDegree	HsEts	HsGpa	HsGradDate	UserDef1	UserDef2	UserDef3	UserDef4	UserDef5	UserDef6
930111111	200601											

Goal-Dtl

ID	School	Degree	DegreeSource	CatalogYr	StuLevel
930111111	01	BFA	S	0506	1

GoalData-Dtl

ID	School	Degree	CatalogYr	GoalCode	GoalValue	GoalSeq	AttachCode
930111111	01	BFA	0506	COLLEGE	10	0001	
930111111	01	BFA	0506	MAJOR	859	0001	
930111111	01	BFA	0506	STUSTATUS	T	0001	

History

Degree
Checklist

History

What If

What If
History

Look Ahead

History allows you to view the last three checklists that were run for the student you are viewing.

Select the Checklist Format and the Historic Report to view. Click View.

Format:	Historic Report:	
Student View	AA113430 09/10/2010 11:36 01 BS	View
	AA113430 09/10/2010 11:36 01 BS	
History - Introduction	AA091795 09/06/2010 02:22 01 BS	
	AA056975 08/26/2010 20:25 01 BS	

Choose a report format and an historic report and click View.

What-If

Degree Checklist

History

What If

What If History

Look Ahead

What-If audits allow you to process speculative degree audits for a student using their current class history along with look ahead courses (see Look Ahead section for look ahead courses).

You can audit a student against the requirements for a different major, minor, degree, catalog year or any other selectable item on the What-If Audit screen. You can also enter courses the student plans to take in order to view them in the speculative audit. To generate a What-If degree audit, select the requirements you wish to audit the student against. Use the Process What-If button to generate the what-if scenario selected. The selected items will be moved to the window on the right.

Keep the format as Student View.

To de-select an item from the window, highlight the item then click the Remove button located below the window.

To run the selected What-If, click Process What-If.

It is important to remember that unlike degree checklists, What-If audits are not stored in the database. After they are run, the results can be printed, but after leaving the What-If screen the audit cannot be accessed again. Of course, it is always possible to run another What-If audit with the same parameters.

The screenshot displays the 'What-If' audit interface. On the left is a navigation menu with options: Degree Checklist, History, What If (selected), What If History, and Look Ahead. The main content area has tabs: Degree Checklist, Plans, Checklist Notes, Exceptions, and GPA Calc. Below the tabs, there's a 'Format:' dropdown menu with options: Student View (selected), Registrar Report, Student View, Registration Checklist, and Student Data Report. To the right of the dropdown are buttons for 'Process What-If' and 'Save as PDF', and two checkboxes: 'Include in-progress classes' and 'Include preregistered classes'. Below these are several dropdown menus for 'Area of study', 'Year', 'Campus', 'Level', 'Degree', and 'College'. To the right of these are input fields for 'Major', 'Option', and 'Minor'. A section titled 'Select your additional areas of study' contains dropdowns for 'Degree for additional areas', 'College for additional areas', 'Major', 'Option', and 'Minor', along with an 'Add' button. To the right of this section is a 'Chosen Areas of study' box with a 'Remove' button. At the bottom, there's a 'Choose Your Future Classes' section with a text input for 'Subject' and a list box for 'Courses you are considering'.

What-If History

Degree Checklist	Plans	Checklist Notes	Exceptions	GPA Calc
Degree Checklist	Format: Student View	Historic Report: 08/09/2015 11:41 01/BS (STUFRZ) Testing 08/09/2015 11:41 01/BS (STUFRZ) Testing 08/08/2015 13:44 01/BS 08/08/2015 13:34 01/BS		View Delete Save as PDF
History				
What If				
What If History				
Look Ahead				

Advisors and students can freeze What-If scenarios and view later. What-If Scenarios must be saved in What-If. To save a What-If scenario, once what-if is generated, type in a description and click save. Student generated frozen What-If scenario will have (STUFRZ) code in title.

Degree Checklist	Plans	Checklist Notes	Exceptions	GPA Calc
Degree Checklist	Back	Selected What-If Items:		Look Ahead Courses Used:
History		(not frozen)		
What If		Save Save this audit with this new description and freeze status		
What If History		MyDEGREES PROD		
	Student View	WA8215UV as of 08/12/2015 at 10:05		What If Audit

Look Ahead

Degree
Checklist

History

What If

What If
History

Look Ahead

Look Ahead allows you to see an audit which will reflect courses for which the student plans to register. As with the What-If, it is important to remember that these audits are not saved, but can be printed and run again. The Look Ahead function is available on both the What-If and on the Checklist tab.

Enter the course subject and number or select the Find button to look-up a course. Add the course(s) to the consideration list by clicking Add Course. To remove courses, select the course and click Remove Course.

Format:

Student View

Process New

☒ Include in-progress classes

☒ Include preregistered classes

Look Ahead

To see an audit **SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS**, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.

Enter a course and click Add Course

Subject

Number

Add Course



Courses you are considering

Remove Course

Tab 2: Plans

Degree Checklist

Plans

Checklist Notes

Exceptions

GPA Calc

The Student Educational Planner (SEP) is a tool in MyDegrees that students and advisors use to create academic plans. Pre-defined plans, or templates for particular programs of study, can be created ahead of time and loaded for student advising. Once a plan is populated it may be modified as needed per student.

Views

Plans can be viewed in various Views. Plans default to Edit View first and advisor can change the type of view need to work in.

Edit View – This is the view where most planning can happen. Advisors can add additional terms to students plan, add courses from Still Needed List of courses by dragging and dropping into students plan, delete and change requirements for each term and set courses and requirements as critical for student's educational program.

NOTE: Edit View also covers instruction on How to create a new Blank Plan.

Student Planner for: [Description: Spring 15 plan 2.10.15] [Degree: Bachelor of Science] [Level: Undergraduate] [Tracking Status: Not Tracked]

View: Edit [View Plan List] [New Plan]

[Active] [Locked]

Tracking	Critical	Course Requirement	Credits	Minimum Grade	Notes
Not Tracked		2015 Spring	Total Credits: 10.0		
Not Tracked		2015 Summer	Total Credits: 6.0		
		BA 213	4.0	None	
		BA 233	2.0	None	
Not Tracked		2015 Fall	Total Credits: 11.0		

Still Needed

- Bachelor of Science
- Major in Pre-Finance
- Finance Requirements
- Pre Business Core
- Business Pro School Core
- Baccalaureate Core
- University Upper-Division Credit Require

Reassign Delete this term

Reassign Delete this term

Reassign Delete this term

Create Block Audit What-If Delete Save As... Save

New plans must have a Description, otherwise no further changes can be made to the new plan.

Plans can be active and locked. New term can be added/deleted/commented on with a help of "Plus", "Minus" and "Note" icons located on the top right corner of the plan.

Same icons are located on each term of the plan for adding requirements such as course, GPA, choice requirements.

Each requirement has a "Note" icon and notes can be made per requirement.

Still Needed course list is available on the right side of the plan, courses can be dragged and dropped into the plan for each term. These courses are connected to Online Catalog.

Once terms are set up in plan with courses and other requirements, Audit can be generated to view how each planned course or requirement are placed.

Adding Requirements in Plans

Add Requirements using the “Plus” on the right end of Term header. Select from:

- Choice
- Course
- GPA
- Non-Course Requirement
- Placeholder
- Test Score

2015 Spring Total Credits: 14.0

Critical	Course Requirement	Credits	Minimum Grade
☐	ECE 323	4.0	None
☐	ECE 474	4.0	None
☐	ECE 443	2.0	None
☐	MTH 255	4.0	None

2016 Winter Total Credits: 12.0

Choice – enter a choice for student in the following format.

MTH @

PAC @

Bacc @

If choice is between two three classes or a combination of classes, enter a choice in the following format.

Course Requirement

Course	Attribute	Course/Lab	Attribute
	None		

Use attributes and add or delete combination

Choice Requirement

Course	Attribute	Course/Lab	Attribute
MTH 241	None		
MTH 111	None	and MTH 112	None

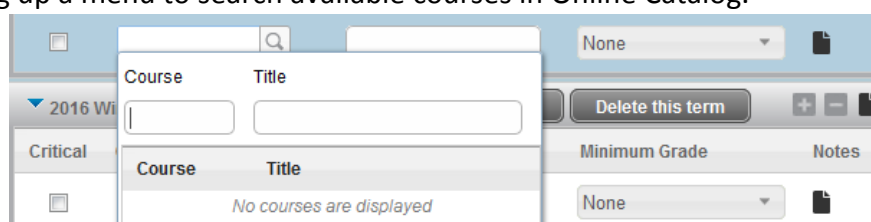
+ will allow a combination choice, i.e. MTH 111 and MTH 112.

“Add another option” will add another row to make another option for the choice.

Click the radio button to make one of the rows hidden from student and only display one of the options in the choice.

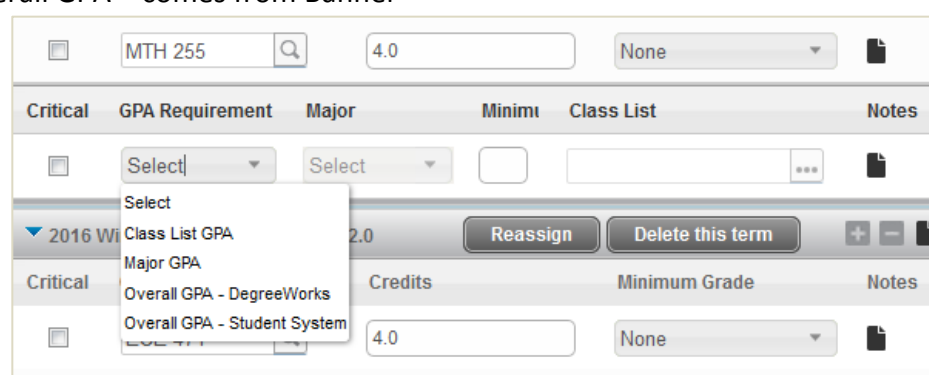
Click the Select None to make all options within the choice visible in Plans.

Course – drag and drop from Still Needed List on the right side of Plans or click in the box of Course row to bring up a menu to search available courses in Online Catalog.

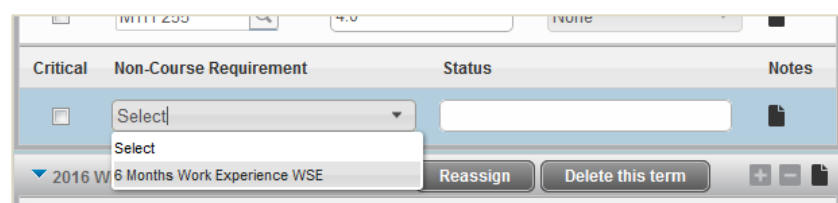


GPA – Requirement for GPA is set using one of the options from the drop-down menu.

- Class List GPA
- Major GPA
- Overall GPA – DegreeWorks is calculated within MyDegrees
- Overall GPA – comes from Banner



Non-Course Requirement



Placeholder Requirement – During MyDegrees Upgrade, not all items in existing Student educational Planners were convertible to the new version of plans. Placeholder is available due to upgrade of MyDegrees, the non-convertible items, such as “-“that allowed choices to be entered in plans, appear in plans. Placeholder has categories to choose from and a value where text can be entered what the placeholder for.

Placeholder Requirement	Value	Notes
Select		
Select		
Comment		
Conversion (from old SEP plan/template)		
Course range		
Groups - (A OR B) AND C		
Non-course		
Non-validated course		
Wildcard		

Test Score Requirement

Critical	Test Score Requirement	Minimum Score	Notes
☐	Select		
☐	Select		
☒	2016 WI A-Level Chemistry		
☐	Praxis I - Math		
☐	Praxis I - Reading		
☐	Praxis I - Writing		
☐	ECE 464	4.0	

Audit View- brings up both Student Audit and Calendar

View within Plans. In this view, no new terms can be added, reassigned, or deleted.

Courses from student's audit listed as "Still Needed" can be dragged and dropped into student planner on the right half of the Plans in Audit View.

Flexible divider between student audit and student plan in Audit view can be moved to adjust the width of either side of the view.

[Degree Checklist](#)
[Plans](#)
[Checklist Notes](#)
[Exceptions](#)
[GPA Calc](#)

Student Planner for: View: Audit [View Plan List](#) [New Plan](#)

New Planner Worksheet WA82161T as of 08/14/2015 at 11:48

Student	
Level	
ID	
Degree	
Classification	
College	
Advisor	
Major	
Overall GPA	
Minor	

group advising Active: Yes

Degree: Bachelor of Science Status: NOT LOCKED

Level: Undergraduate

2014-15

2015 Spring, Total Credits: 14.0	
ECE 323	4.0
ECE 474	4.0
ECE 443	2.0
MTH 255	4.0

2015-16

2016 Winter, Total Credits: 12.0	
ECE 471	4.0
ECE 464	4.0
ECE 476	4.0

2016 Spring, Total Credits: 14.0

Bachelor of Science

Academic Year: 2011-12

GPA: 3.180

Credits Applied: 233

Credits Required: 180

☒ Minimum Credits Requirement

☒ Residency Requirement Met With Overall Credits

If you are pursuing multiple degrees, select the appropriate degree above to ensure you are reviewing the correct audit.

last updated by: [Refresh Audit](#) [Print](#) [Save](#)

Calendar View-plan at-a-glance view for students to use when searching for classes they should take. This view does not provide ability to update or change anything in the student planner.

Student Planner for: Student Planner View: Calendar View Plan List New Plan

group advising Active: Yes
Degree: Bachelor of Science Status: NOT LOCKED
Level: Undergraduate

2014-15

2015 Spring, Total Credits: 14.0

ECE 323	4.0
ECE 474	4.0
ECE 443	2.0
MTH 255	4.0

2015-16

2016 Winter, Total Credits: 12.0		2016 Spring, Total Credits: 14.0	
ECE 471	4.0	CS 391	3.0
ECE 464	4.0	CS 444	4.0
ECE 476	4.0	HST 201	4.0

Last updated by Student Planner Audit Print

Notes- SEP Plans have a separate notes function other than notes that appear in Checklist Notes Tab from advising.

Each Plan, Term header and requirement such as course or GPA or Test has the ability to store notes.

These notes will not be viewable in Checklist Notes only seen within the plan. Double click on the Note icon to bring up the notes and edit.

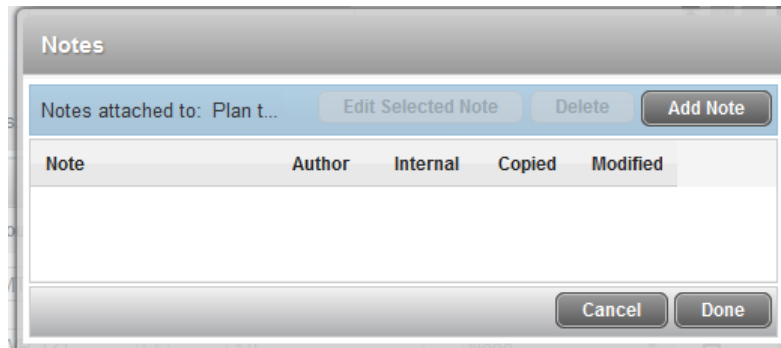
Description: Plan to test notes ☐ Active ☐ Locked + - 📝

Degree: Bachelor of Science Level: Undergraduate

Tracking Status: Not displayed, plan is not active

▼ 2015 Fall Total Credits: 6.0 Reassign Delete this term + - 📝

Critical	Course Requirement	Credits	Minimum Grade	Notes
☐	MTH 065 🔍	3.0	None	📝
☐	WR 121 🔍	3.0	None	📝

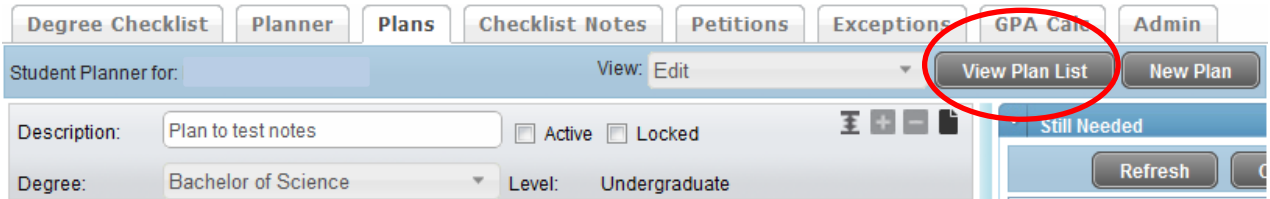


A dialog box titled "Notes" with a header bar. Below the header, it says "Notes attached to: Plan t..." followed by buttons "Edit Selected Note", "Delete", and "Add Note". Below this is a table with columns: "Note", "Author", "Internal", "Copied", and "Modified". The table is currently empty. At the bottom of the dialog are "Cancel" and "Done" buttons.

View Plan List –shows the list of all existing plans including active and locked. Select a plan from the list to edit, activate or lock.

NOTE: Only one Plan can be Active. Multiple Plans can be locked at the same time.

If student has an active plan already, the active plan is displayed as a default plan in Plans tab.

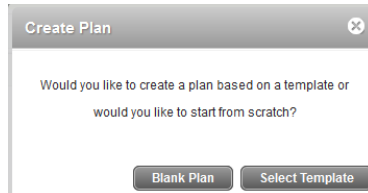


The "Plans" tab interface. At the top are tabs: "Degree Checklist", "Planner", "Plans", "Checklist Notes", "Petitions", "Exceptions", "GPA Calc", and "Admin". Below the tabs, there's a "Student Planner for:" field and a "View: Edit" dropdown. To the right of the dropdown is a button "View Plan List" which is circled in red. Further right is a "New Plan" button. Below these are fields for "Description:" (containing "Plan to test notes"), "Degree:" (containing "Bachelor of Science"), and "Level:" (containing "Undergraduate"). There are also checkboxes for "Active" and "Locked". On the right side, there's a "Still Needed" section with a "Refresh" button.

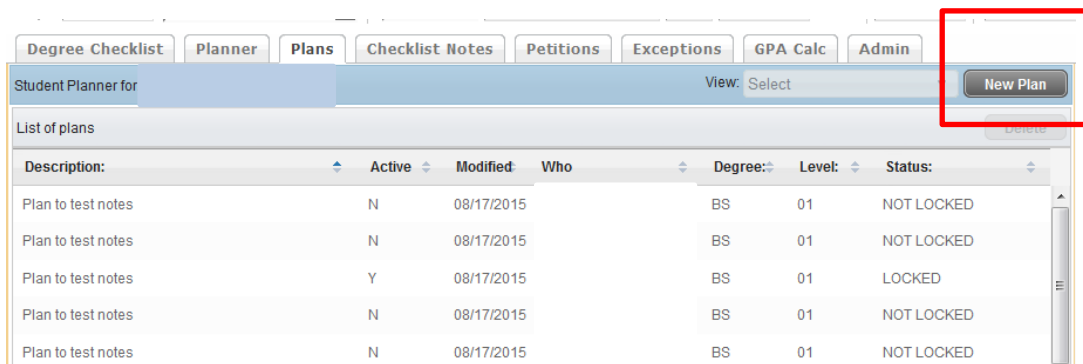
New Plan

Creating a Plan

Go to Plans to create plan for student. If student does not have any exiting plans, advisor will be prompted to choose a Blank Plan or Select Template.

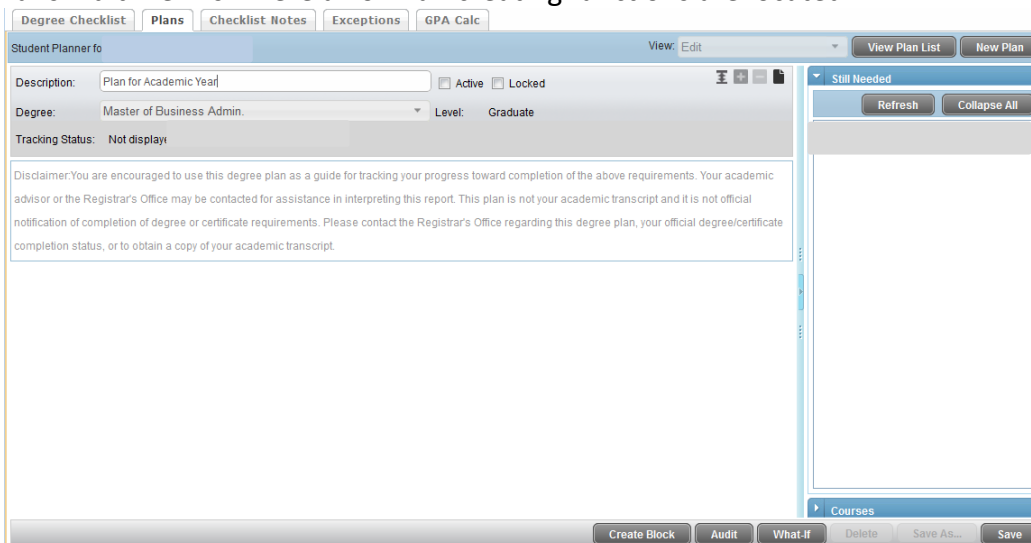


If student already has an existing active plan, advisor will be prompted to that plan. To start another Plan, click New Plan.



Blank Plan

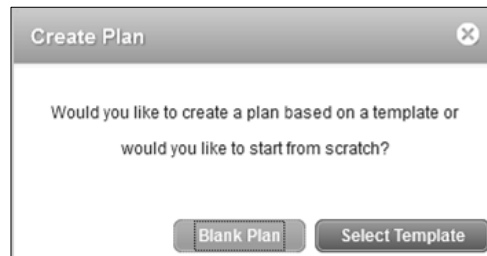
When Option Blank Plan selected for creating SEP for student, Advisor will be given a clean canvas to fill out. Instructions on how to fill out the new plan please refer to the section covered earlier on Edit View in Plans. Edit View is where all of Plan creating functions are located.



NOTE: To avoid creating every single term needed for the plan, use a blank 4 year template from the templates list. To use and view available templates, refer to the next section about templates.

Template Plans

SEPs can be created using Templates too. Message displayed below will appear when Plans tab is selected and student has no existing plans in MyDegrees. These options will appear through New Plan button in Plan.



When Select Template option is chosen, Browse Template page will display all available majors. Templates can be searched by their description in the search box.

Browse Templates

Search by Template Description

Go

Filter:

Open

Delete

Description	Level	College	Major	Degree	Term Scheme	ID
Apparel Design Template	01	21	400	BS	COMPLETE_SCHEDULE	T00000
Biochemistry and Biophysics Template	01	08	506	BS	COMPLETE_SCHEDULE	T00000
Biology Major, Track I Template	01	08	509	BS	COMPLETE_SCHEDULE	T00000
Biology Major, Track II Template	01	08	509	BS	COMPLETE_SCHEDULE	T00000
Biology Major, Track III Template	01	08	509	BS	COMPLETE_SCHEDULE	T00000

Search for templates using Advanced Search function with more information for a detailed search.

Filter:				Advanced Search	
Level				X	
College				X	
Major				X	
Degree				X	
Add Another Tag					
				Clear	Cancel
				Apply	

Once a template is selected, MyDegrees will prompt to Start Term selection.

Template Plan then can be renamed and edited to fit the student's educational program better using Edit View in Plans.

View Plan List

If there are plans that have been created for student previously, select from the available plans by double-clicking on the row with plan title.

List of plans						
Description:	Active	Modified	Who	Degree:	Level:	Status:
Plan Number 2	N	07/31/2015		BS	01	NOT LOCKED
Plan to Success	N	07/31/2015		BS	01	NOT LOCKED
Test,Test-New Planner	N	07/31/2015		BS	01	LOCKED

Tab 3: Checklist Notes

Degree Checklist

Planner

Checklist Notes

Exceptions

GPA Calc

The Notes utility allows MyDegrees users to document academic advising on student records. These Notes are viewable by the student in checklist reports in the Notes section at the bottom of the report. Select the Notes tab to create and read any notes about students. Click Add Note to create a new note.

You can use the optional Pre-Defined Notes dropdown to begin your note, then click Save Note.

You can view your note by selecting View Notes. The note text will display, with the name of the person who created the note and the date created.

View Notes

Add Note

Modify Notes

Delete Notes

View Notes

Internal	Note Text	Created By	Create Date
	Student and advisor discussed student's career plans.		08/03/2015

Please be aware that notes entered in MyDegrees are part of the students educational record and will be disclosed as part of that record when complying with any legal requests for the release of information in that educational record. Notes should be factual and of a nature that would bear up under public scrutiny.

Tab 4: Exceptions

Degree Checklist

Planner

Checklist Notes

Exceptions

GPA Calc

Exceptions in MyDegrees are both student-specific and block-specific. In other words, an exception only applies to a specific block used in a student degree checklist.

If an exception is processed in a major block for a student and that student then changes his/her major, the previous exception will no longer apply to the student's new major.

If the exception was generic to any major you will need to re-apply the exception in the new major block for the student.

Exceptions can only be used with the student's current checklist, not What-If audits. They will only appear on the Exception screen and on the Student View and Registrar's Reports.

MyDegrees allows you to process the following types of exceptions:

- ✓ Also Allow
- ✓ Apply Here
- ✓ Remove Course/Change the Limit
- ✓ Force Complete
- ✓ Substitute

Selecting the Exceptions tab brings up the current checklist report for the student in the lower part of the screen, showing where each course has been applied and the outstanding requirements. To add a new exception, select the exception type you wish to add by selecting it from the Exception Type drop-down list and click Load.

Radio buttons are used for selecting the rule on which to add the selected exception. Select the course rule or qualifier where you wish to add the exception by clicking the correct radio button.

International Business - Other Option		
Unmet conditions for this set of requirements: 25 credits are required. You currently have 12, you still need 13 more credits.		
☐ 25 Credits Block Qualifiers: ☐ MINGRADE 1.7 ☐ MAXCLASSES 0 in @ @ (With DWGRADETYPE = S)		
☐ International Financial Management	☒	BA 445
☐ Topics in International Business	☒	BA 447
☐ Business Information Systems Overview	☐	Still Needed: 1 Class in BA 370
☐ Global Marketing	☒	BA 497
☒ International Trade Policy	☐	Still Needed: 1 Class in ECON 340
☐ Advisor-Approved Area Study	☐	Still Needed: 9 credits required. Your courses must be upper-division and pre-approved by an advisor.

Fill in the information required for each exception type. Each exception type will be discussed in greater detail the following pages.

Also Allow

Use Also Allow to modify a student's course rule by adding a course to the rule. This exception can be used when you wish to expand the course options available on a specific rule. Using this exception does not require that the selected course be used on the modified rule. The allowed course may not be applied to rule with the exception if there is a better fit for this course elsewhere in the degree checklist. Courses applied using Also Allow exceptions are still subject to header qualifiers in the blocks in which they are used and are still subject to the best-fit algorithm.

For example, if an advisor adds an Also Allow exception to allow COMM 314 to be used to satisfy a course rule and COMM 314 has been disallowed for that rule (through a block header or rule qualifier), the exception will be added but COMM 314 will not be applied to the rule.

Also Allow is *flexible* and MyDegrees may move the course to apply to a different rule on the checklist based on the best-fit algorithm.

Use Also Allow when you need to:

- Allow an additional OSU or transfer course to be available to be used to meet a requirement on a course list. (The audit engine may subsequently move the course to meet another requirement if it will be "better met" elsewhere.)
- Create a course list for "Advisor Approved Program" requirements, where courses need to be added by an advisor to create a list of courses to be taken by the student.

To process an Also Allow exception, select the Also Allow entry from the Exception Type drop-down list

and click Load. Select the course rule where you want the exception to apply. Enter the discipline and course number in the appropriate fields on the Also Allow exception.

The course may also be selected by clicking on a course link in the Electives area. (The course cannot be selected from the Excluded Courses.)

Electives	
BA 407	SEM/INTERNATIONAL EXCHANGE
BA 407	SEM/INTERNATIONAL MARKETING
BA 407	SEM/INCENTIVES IN ORGANIZATION
BA 407	SEM/INTERNATIONAL MANAGEMENT
COMM 320	INTRO TO RHETORICAL THEORY
HHS 441	*LIFETIME FITNESS

Enter the description of the exception (up to 50 characters) in the Description field and click the Add Exception button to complete the exception. (If you do not enter a description a default description will be entered in the Description field. You can modify the default description or click OK to save the exception with the default text.)

Apply Here

Use Apply Here to require that a course be applied to a rule. The Apply Here exception allows the user to apply a course to a rule even if the course is not listed as an option.

Apply Here is *inflexible*. MyDegrees will not move the course to apply to a different rule, even if the auditor may determine that there is a better fit elsewhere or the course causes a maximum to be exceeded.

The course selected must be a course already taken by the student which is found on the degree checklist or is one the student is planning to take. The *Apply Here* exception cannot be used for courses that do not appear on the audit, either in the Electives section, or applied to another requirement.

This exception is very useful in correcting checklists in cases where the user wishes to dictate specifically where courses are to be used within the degree checklist.

The Apply Here exception will apply a course to a rule regardless of any scribing, rule or block header qualifiers.

For example, even if a block contains a qualifier requiring all courses to have a minimum grade of “C,” you can use the Apply Here exception to apply a class with a “D” grade to a rule in the block.

You *cannot* override sharing restrictions. If a course is not allowed to be used more than once between blocks, you will need to decide which block will have the course applied and which block will have the requirement waived through a Force Complete exception.

Use the Apply Here exception when you need to:

- ✓ Apply an OSU or transfer course that a student has previously taken to a course requirement.
- ✓ Ensure that the requirement remains met with the course indicated in the exception, and is not changed later by the MyDegrees audit engine.
- ✓ Apply a course to a requirement, ignoring any header or rule qualifiers (such as “S/U” grading and minimum grade or maximum classes limits).

To process an Also Allow exception, select the Apply Here entry from the Exception Type drop-down list and click Load. Select the course rule where you want the exception to apply.

Exception Types		Apply Here	Load
Apply Here a specific class			
Apply Subject		Number	
With			
Description	Add Exception		

Enter the discipline and course number in the appropriate fields on the Also Allow exception. The course may also be selected by clicking on a course link in the Electives area. (The course cannot be selected from the Excluded Courses.)

Electives	
BA 407	SEM/INTERNATIONAL EXCHANGE
BA 407	SEM/INTERNATIONAL MARKETING
BA 407	SEM/INCENTIVES IN ORGANIZATION
BA 407	SEM/INTERNATIONAL MANAGEMENT
COMM 320	INTRO TO RHETORICAL THEORY
HH9 241	*LIFETIME FITNESS

Enter the description of the exception (up to 50 characters) in the Description field and click the Add Exception button to complete the exception. (If you do not enter a description a default description will be entered in the Description field. You can modify the default description or click OK to save the exception with the default text.)

The screenshot shows a web form titled "Apply Here a specific class". It contains fields for "Apply Subject" (with "BA" entered) and "Number" (with "407" entered). Below these are two dropdown menus for "With" and a text field for "Description" containing "Apply BA 407 here.". An "Add Exception" button is to the right of the description field. Below the form is a message dialog box titled "Message from webpage" with a question mark icon. The message reads: "The description field was left blank. If this description is sufficient click OK or click CANCEL to modify and Save again." It has "OK" and "Cancel" buttons.

As with the Also Allow exception, you may further define the Apply Here exception using WITH qualifiers from the drop-down list.

When WITH qualifiers are included as a condition for this exception type, only those courses meeting the WITH qualifier criteria will be evaluated for the exception. (See the Also Allow exception for details.)

To view the checklist with the exception(s), click Run New Audit, then select the Worksheets tab to view the Student View or Registrar's Report.

The exception will show up in blue text directly below the rule on which it was placed.

When to Use "Also Allow" vs. "Apply Here" Exceptions

Also Allow and Apply Here are both exceptions that will allow an OSU or transfer course to be applied to

a rule to meet a requirement. There are three critical differences, however:

Also Allow	Apply Here
Also Allow permits courses that have been taken <u>or</u> not yet taken to be applied to a rule. If taken, the course must be found on the audit, either applied to another rule or in the electives section. (Note: Excluded courses cannot be used.)	Only courses that have <i>already been taken</i> (or will be taken and are in “planned” status) can be applied to a rule with an Apply Here exception. The course must be found on the audit, either applied to another rule or in the electives section. (Note: Excluded courses cannot be used.)
Use Also Allow if you would like the additional course to be <i>optionally</i> applied to the rule. (For example, if the course can be applied to a course requirement OR electives list, and you don’t have a preference.)	Use Apply Here if the course <i>must</i> be applied to the rule.
The auditor will still apply any “header” block qualifiers with Also Allow, and so may not apply the exception. For example, if the block disallows S/U grades, courses with S/U grading cannot be used to meet the requirement.	Apply Here permits you to supercede “header” rules that were built into the block, such as Minimum Grade or “No S/U grading” qualifiers.

Using Transfer Courses with Apply Here and Also Allow

You may further define the Apply Here and Also Allow exceptions using WITH qualifiers from the drop-down list.

When WITH qualifiers are included as a condition for this exception type, only those courses meeting the WITH qualifier criteria will be evaluated for the exception.

This is necessary, for example, if you are applying a transfer course to an exception to a requirement, and there are a number of transfer courses that have articulated to the same OSU LDT or UDT course, as in the example below.

BA LDT	INTRODUCTION TO BUSINESS	A	4	2007 Winter
Satisfied by:	BA101 - Linn-Benton Community College			
BA LDT	PRINCIPLES OF MANAGEMENT	A	3	2007 Spring
Satisfied by:	BA206 - Linn-Benton Community College			
BA LDT	PRINCIPLES OF MARKETING	A	4	2008 Winter
Satisfied by:	BA223 - Linn-Benton Community College			
BA LDT	GENERAL CREDIT	C	2	2008 Winter
Satisfied by:	BA275 - Linn-Benton Community College			

To apply an exception to use the first listed BA LDT course to a requirement you would enter the following after loading the exception:

Also Allow a class to meet a requirement		
Allow Subject	BA	Number LDT
With	DW Transfer Course	equal to BA223
Description		
		Add Exception

- Allow Subject: BA
- Number: LDT
- WITH: "DW Transfer Course" ☒ "equal to" ☒ "BA223" (Enter the Transfer Course as written on the checklist, with no space between the subject and course number.)

The following WITH qualifiers are available in the dropdown field:

Also Allow a class to meet a requirement		
Allow Subject		Number
With		
Description		
		Add Exception

DW Credits
 DW Credit Type
 DW Grade
 DW Grade Type
 DW Location
 DW Pass-Fail
 DW Resident
 DW Term
 DW Title
 DW Transfer
 DW Transfer Course
 DW Transfer School
 DW Section
 Banner attributes
 Schl Crs is/rolled t
 Term

- | | | |
|------------------|----------------------|-------------------------------|
| ✓ DW Credits | ✓ DW Resident | ✓ DW Section |
| ✓ DW Credit Type | ✓ DW Term | ✓ Banner attributes |
| ✓ DW Grade | ✓ DW title | ✓ School Course is/ Rolled to |
| ✓ DW Grade Type | ✓ DW Transfer | ✓ Term |
| ✓ DW Location | ✓ DW Transfer Course | |
| ✓ DW Pass-Fail | ✓ DW Transfer School | |

To view the checklist with the exception(s), click Run New Audit, then select the Worksheets tab to view the Student View or Registrar's Report. The exception will show up in blue text directly below the rule on which it was placed.

Remove Course and/or Change the Limit

Use Remove Course and/or Change the Limit to remove a course from a course rule or qualifier or to change the limit on a course rule or qualifier.

Do not use this to remove a rule with only one course. If you need to “remove” a one course requirement (such as “1 Class in BA 407”), you will need to do a Force Complete exception.

In situations where a course is applied to a rule or qualifier as a result of a wildcard statement, using the Remove Course exception will remove ALL courses that have been applied as a result of the wildcard statement.

For example, if HST 202 and HST 203 were taken and are both applied to the scribe rule 3 Classes in HIST @, removing HIST @ using the Remove Course exception will remove both HST 202 and HST 203.

However, if you remove just HST 202 the rule will be changed to 3 Classes in HIST @ Except HST 202, ensuring HST 202 does not get applied to this requirement.

Use the Remove Course and/or Change the Limit exception when you need to:

- ✓ Remove a course from a required course list
- ✓ Change the number of credits required for electives or a major/minor/option block

To process a Remove Course and/or Change Limit exception, select the Remove Course and/or Change Limit entry from the Exception Type drop-down list and click Load. Select the rule or qualifier you want to remove or change.

Remove Course and/or Change the Limit			
Remove Subject		Number	
Change Limit to		Credits	v
Description		Credits	Add Exception
		Classes	

Enter the description of the exception (up to 50 characters) in the Description field and click the Add Exception button to complete the exception. (If you do not enter a description a default description will be entered in the Description field. You can modify the default description or click OK to save the exception with the default text.)

To view the checklist with the exception(s), click Run New Audit, then select the Worksheets tab to view the Student View or Registrar's Report. The exception will show up in blue text directly below the rule on which it was placed.

To Change the Credits or Classes limit:

Remove Course and/or Change the Limit	
Remove Subject	Number
Change Limit to	Credits
Description	Classes
Add Exception	

Select the credits block or rule qualifier you want to change. Enter the new limit.

Remove Course and/or Change the Limit	
Remove Subject	Number
Change Limit to	Credits
Description	Add Exception
☐ Integrative Strategic Experience	
☒ International Business - Other Option	
Unmet conditions for this set of requirements: 25 credits are required. You currently have 9, you still need 16 more credits.	
Block Qualifiers: ☒ 25 Credits ☐ MINGRADE 1.7 ☐ MAXCLASSES 0 in @ @ (With DWGRADETYPE = S)	
☐ International Financial Management	☒ BA 445
☐ Topics in International Business	☒ BA 447
☐ Business Information Systems Overview	☐ Still Needed: 1 Class in BA 370 or ACTG 378*

Removing a Course:

Enter the course discipline and number you wish to remove. In the example below, BA 370 is being removed from the rule "1 Class in BA 370 or ACTG 378," removing the course as an option and requiring the student to take ACTG 378.

Remove Course and/or Change the Limit	
Remove Subject	Number
Change Limit to	Credits
Description	Add Exception
☒ Business Information Systems Overview	
☐ Still Needed: 1 Class in BA 370 or ACTG 378*	

Substitute

Use Substitute if there is a course in a required course list that you would like to replace.

Do not use it to substitute transfer courses – use Also Allow or Apply Here instead.

The Substitute exception is used to substitute one course for another. This is distinct from the Also Allow exception type in that one course is exchanged for another.

The Substitute exception requires that one course be used in place of another.

If the rule contains only a single course then the substituted course is required for completion of the block.

If a substitute exception is processed on a rule with more than one course option that can be used to complete the rule, then the substituted course is not required and is an option available to the student.

Use the Substitute exception when you need to:

- Replace an OSU course with a different OSU course in a course rule

To process a Substitute exception, select the Substitute entry from the Exception Type drop-down list and click Load. Select the course rule where you want the exception to apply.

Exception Types Substitute

Substitute one class for another

Replace Subject Number With Subject Number

Description Add Exception

Select the rule or qualifier where you would like the exception to apply. Enter the target course from the course rule in the Replace fields. The target course must be found on the rule where the exception is to be placed. Enter the substituted course in the With fields.

Substitute one class for another

Replace Subject **ECON** Number **340** With Subject **BA** Number **407**

Description Add Exception

☒ International Trade Policy Still Needed: 1 Class in **ECON 340**

The substituted course may also be selected by clicking on a course in the Electives area. This will automatically add the course to the With field. (The substituted course cannot be an excluded course.)

Electives	
BA 407	SEM/INTERNATIONAL EXCHANGE
BA 407	SEM/INTERNATIONAL MARKETING
BA 407	SEM/INCENTIVES IN ORGANIZATION
BA 407	SEM/INTERNATIONAL MANAGEMENT
COMM 320	INTRO TO RHETORICAL THEORY
HHS 241	*LIFETIME FITNESS

Enter the description of the exception (up to 50 characters) in the Description field and click the Add Exception button to complete the exception. (If you do not enter a description a default description will be entered in the Description field. You can modify the default description or click OK to save the exception with the default text.)

Exception Types
Substitute

Substitute one class for another

Replace Subject ECON Number 340 With Subject BA Number 407

Description Replace ECON 340 with BA 407 Add Exception

Message from webpage

 The description field was left blank. If this description is sufficient click OK or click CANCEL to modify and Save again.

OK Cancel

Force Complete

Use Force Complete as a “last ditch” option, such as in block qualifiers, and college-level GPA or credit requirements. This exception type is completely independent of all student data. It will simply complete a rule on a student degree checklist regardless of any qualifiers that might apply.

The Force Complete exception can be used by advisors on any course rule and most qualifiers EXCEPT institutional requirements.

Use the Force Complete exception when you need to:

- ✓ “Remove” a course rule or block requirement
- ✓ Reflect the completion of non-course requirements on the checklist, such as internships or study-abroad requirements
- ✓ “Use” a course from the Excluded section of the checklist to meet a requirement. (Excluded courses cannot be pulled into other sections of the audit. Add a note to the exception to indicate the course being used.)

To process a Force Complete exception, select Force Complete from the Exception Types drop-down list and click Load.

Select the course rule or qualifier by clicking the radio button next to it in the degree checklist. In the example below, the degree checklist reflects that the student has completed all of the requirements *except* the International Business Option, but this requirement will be overridden through the Force Complete exception.

Requirement	Status
PRE BUSINESS CORE	✓
BUSINESS PRO SCHOOL CORE	✓
International Business Option	Still Needed: See International Business - Other Option section
Marketing Option	✓

Enter the description of the exception (up to 50 characters) in the Description field and click the Add Exception button to complete the exception. (If you do not enter a description a default description will be entered in the Description field. You can modify the default description or click OK to save the exception with the default text.)

Click the Add Exception button to complete the exception. A default description will be entered in the Description field. You can modify the description, or click OK to save the exception with the default text. To view the checklist with the exception(s), click Run New Audit, then select the Worksheets tab to view the Student View or Registrar's Report. The exception will show up in blue text directly below the rule on which it was placed.

Remove Exception

This should be used to remove an exception that has been applied in error. From the Exceptions tab, scroll to the bottom of the checklist section and select the exception to be deleted.

Exceptions		
Type	Description	Date
☒ Also Allow	Allow HST 202 to apply here.	07/15/2010

Click Remove Exception. This will remove all history of the exception.

Modifying Block Qualifiers

Block Qualifiers:

- ☐ MAXCLASSES 0 in @ @ (With DWTERM >= 200901 AND DWGRADE < 2000 AND)
- ☐ MAXCLASSES 0 in @ @ (With DWTERM < 200901 AND DWGRADE < 1700 AND)
- ☒ MAXCLASSES 0 in @ @ (With DWGRADETYPE = S)
- ☐ HighPriority
- ☐ NONEXCLUSIVE (MAJOR, MINOR, CONC)

Each block has block qualifiers to which exceptions can be applied. When applying an exception to a block qualifier, the exception affects all of the rules in the block.

In the example above, “MaxClasses 0 in @ @ (With DWGradeType = S)” means that no classes will be accepted in the block with grade type “S” (S/U).

However, if you wanted to apply a class with an S/U grade, you can modify the block header with the “Remove Course and/or Change the Limit Exception.”

Exception Types **Remove Course and/or Change the Limit**

Remove Course and/or Change the Limit

Remove Subject Number

Change Limit to Credits

Description Credits

Classes

Select Classes from the “Change Limit to” dropdown field.

Exception Types **Remove Course and/or Change the Limit**

Remove Course and/or Change the Limit

Remove Subject Number

Change Limit to **Classes**

Description

Enter the number of classes you wish to allow for the block. Click “Add Exception.”

Exception Management

Back to Self-Service	FAQ	Help	Print	Exception Management				
Find	Student ID	Name	Degree	Major	Level	Student Class Level	Last Audit	Last R

Use this to run the Exceptions Report. You can search for exceptions created by an individual, exceptions applied for a particular student or exceptions applied within a specific block. You can also use this function to identify unhooked exceptions as well.

Click the Exception Management link in the MyDegrees header. Select Exceptions Report from the dropdown field and click Load.

Exception Management Services

Load

Exceptions Report

Exception Management

Select the desired Exception Management Service from the picklist above then click Load

Select criteria for the report.

Exception Management Services

Exceptions Report

Load

Exceptions Search

Enter your search criteria

☒ Show exception details
 ☐ Show requirement block counts

Show exceptions created within

Last week

 Show exception type

Show all

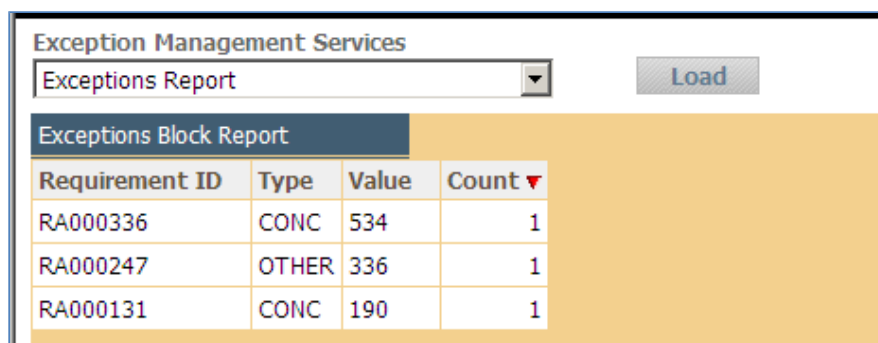
 Show exceptions created by ID
 Show exceptions on student ID
 Show exceptions on requirement ID
 Show unhooked exceptions only ☐
 Show unenforced exceptions only ☐

Show Exceptions Report

Selecting Show Exception Details provides the creator of each exception, the student ID, the block (requirement) ID to which the exception was applied, as well as the type and major/minor/conc code, and the description.

Exception Management Services							
Exceptions Report							
Load							
Exceptions Found: 2							
Create Date ▼	Creator	Requirement	Type / Value	Student	Type	Status	Description
07/15/2010	DegreeWorks Manager,	RA000336	CONC/534	931416029	AA		Allow HST 202 to apply here.
07/15/2010	DegreeWorks Manager,	RA000247	OTHER/336	931266646	AH		Apply MTH 252 here.

Selecting Show Requirement Block Counts provides the block/requirement ID, block type, major/minor/concentration code, and the count.

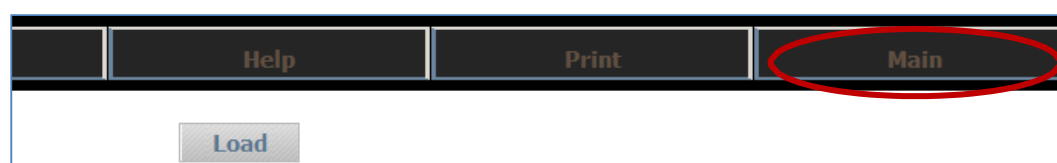


The screenshot shows a web interface titled "Exception Management Services". Below the title is a dropdown menu set to "Exceptions Report" and a "Load" button. Below this is a table titled "Exceptions Block Report". The table has four columns: "Requirement ID", "Type", "Value", and "Count". There are three rows of data. Red arrows point to the "Count" column header and the "Count" values in each row, indicating the current sort order.

Requirement ID	Type	Value	Count ▼
RA000336	CONC	534	1
RA000247	OTHER	336	1
RA000131	CONC	190	1

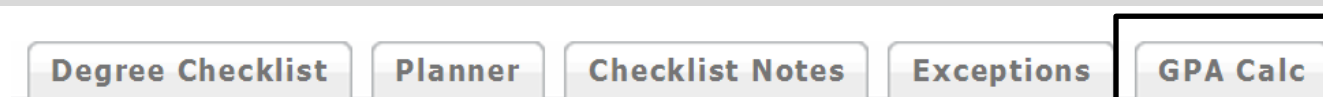
The red arrows indicate the sort order of the current report. The search results can be sorted by any of the columns displayed.

Simply click the header label for the column you wish to use as your sort and the list will sort based upon that criterion. Sorts can be done in ascending or descending order. To change from descending to ascending, click the column header again and the indicator will change from a down arrow to an up arrow.



Click Main in the header bar to get back to the main MyDegrees view.

Tab 5: GPA Calculator



There are three different GPA calculators available in MyDegrees: Graduation, Term, and Advice Calculators. The calculators, in conjunction with current MyDegrees functions, can help students in many ways, providing:

Realistic goal-setting at the beginning of the term or academic career

Precise calculation of their end-of-term GPA using students' actual academic information

Accurate mapping of students' paths for achieving honors, avoiding probation, or satisfying personal academic aspirations

Graduation Calculator

This calculator takes the most "unknown" inputs.

Many students may not know how many credits are required for their degree, nor the number of credits remaining.

In some cases, this calculator will be useful to inform the student that their desired GPA is not possible to achieve (considering their number of credits remaining).

In short, this calculator helps students to set long-term general goals.

The screenshot shows the Graduation Calculator interface. On the left is a sidebar with three buttons: "Graduation Calculator" (selected), "Term Calculator", and "Advice Calculator". The main area contains four input fields with labels to their left: "Current GPA" (2.83), "Credits Remaining" (73), "Credits Required" (180), and "Desired GPA" (3.25). The "Credits Remaining" field is circled in red. Below the fields is a "Calculate" button.

Current GPA	2.83
Credits Remaining	73
Credits Required	180
Desired GPA	3.25

Calculate

The screenshot shows the Graduation Calculator interface after the calculation. The sidebar is the same. The main area displays the same input fields as before, but with the "Credits Remaining" field now highlighted in blue. Below the fields is a "Recalculate" button. A message is displayed in a red oval: "You need to average a 3.86 over your final 73 Credits to graduate with your desired GPA."

Current GPA	2.83
Credits Remaining	73
Credits Required	180
Desired GPA	3.25

Recalculate

You need to average a 3.86 over your final 73 Credits to graduate with your desired GPA.

Enter data into the empty fields and press Calculate.

If you wish to alter some of the entries, click Recalculate and the calculate screen will appear for you to make other entries.

When you click Calculate, the revised information will appear.

Term Calculator

This is the most specific calculator. It can be used for goal-setting as well as mapping paths to avoid

probation, achieve honors, etc.

The student's current classes and credits (if applicable) are preloaded into the form.

You can also add classes and credits to the class list.

When done entering class information with expected credits and grades, click Calculate.

The following screen will produce the new calculated GPA.

Graduation Calculator
Term Calculator
Advice Calculator

Current GPA2.83
Credits Earned So Far107

	Credits	Grade
MTH 251	4	A- [3.70]
WR 121	3	B+ [3.30]
COMM 111	3	B [3.00]
PH 213	4	A [4.00]
Class 5		A [4.00]
Class 6		A [4.00]
Class 7		A [4.00]
Class 8		A [4.00]
Class 9		A [4.00]
Class 10		A [4.00]

Calculate

Graduation Calculator
Term Calculator
Advice Calculator

Current GPA2.83
Credits Earned So Far107

Class	Credits	Grade
MTH 251	4	A- 3.70
WR 121	3	B+ 3.30
COMM 111	3	B 3.00
PH 213	4	A 4.00

Calculated GPA 2.91
By achieving the grades listed here, your GPA at the end of the term will be 2.91

Recalculate

If you wish to change class or grade information, simply click Recalculate and the original screen will

again be presented for you to make changes.

When you click Calculate, the revised information will appear.

Advice Calculator

This calculator is perhaps the easiest to use. The student need only provide their desired GPA.

It is used to figure out how a student can raise/lower their GPA using actual grades as advice. While it is fairly general, it is more specific than the graduation calculator.

The screenshot shows the 'Advice Calculator' interface. On the left is a sidebar with three buttons: 'Graduation Calculator', 'Term Calculator', and 'Advice Calculator' (which is highlighted with a blue arrow). The main area has a yellow header. Below it, there are three input fields: 'Current GPA' with the value 2.83, 'Credits Earned' with the value 107, and 'Desired GPA' with the value 3.25. The 'Desired GPA' field is circled in red. Below these fields is a 'Calculate' button.

The screenshot shows the 'Advice Calculator' interface after clicking 'Calculate'. The sidebar is the same. The main area has a yellow header. Below it, the input fields are now read-only and show the same values: 'Current GPA' 2.83, 'Credits Earned' 107, and 'Desired GPA' 3.25. Below these fields is a red-bordered box containing the following text:

To achieve your desired GPA, you need one of the following:

- 59 Credits at 4.00 (A) grade average
- 99 Credits at 3.70 (A-N) grade average
- 99 Credits at 3.70 (A-) grade average

Note: Results that would require you to take more than 150 Credits have been omitted.

 Below the red-bordered box is a 'Recalculate' button.

To use, enter data into the empty field and press Calculate. If you wish to alter some of the entries, click Recalculate and the advice screen will appear for you to make other entries.

When you click Calculate, the revised information will appear.

Using MyDEGREES for Degree Clearance

LANGUAGE IS NEEDED

Terms and Concepts

Scribe: Scribe is the application used to code MyDegrees. Coding the requirements is called “scribing”; coders in MyDegrees are called “scribers.”

Best Fit: MyDegrees uses the “best fit” to determine where and how to apply courses to requirements.

Reserved Word: Keywords used in Scribe to enter course requirements.

Reserved Words for Advising

The Scribe language consists of Reserved Words that have a special meaning for the degree advisory process. These keywords were chosen to be descriptive of their tasks.

AND or "+"	Connector in list of courses or a link between Classes and Credits.
BEGINSUB	Begins a subset of rules that should be treated as one rule.
BLOCK[S]	Pulls another requirements block into the current block.
BLOCKTYPE[S]	Precedes a required block type.
CLASS[ES]	Indicates how many courses are required.
CONC	Indicates a concentration block type (CONC), which, in some cases, may precede a concentration code.
CREDIT[S]	Units toward a degree; formatted as nnn.nnn.
DECIDE - ORDER	Indicates to the Auditor how to decide which classes should be removed and which should be kept when the maximum has been exceeded on a block qualifier or course rule.
DEGREE	Indicates a degree block type (DEGREE), which, in some cases, may precede a degree code.
DISPLAY	DISPLAY can be used to specify the advice text to show in place of the normal advice MyDegrees would display for a the MinGPA block headers. The Text for DISPLAY will appear all of the time.
DONTSHARE	Indicates that credits or courses cannot fulfill multiple requirements; equivalent of Exclusive.
ELSE	Branch of a conditional rule.
END.	End of a block of requirements; block terminator.
ENDSUB	Ends a subset of rules that should be treated as one rule.
EXCEPT	Indicates courses that should not fill a requirement.
EXCLUSIVE	Same as DontShare.
FROM	Precedes a list of courses, disciplines, or transfer codes.

GROUP[S]	Precedes a list of requirement choices, of which a specified number of rules must be satisfied.
HIDE	Allows certain courses to satisfy a requirement while hiding this fact from the checklist advice. Same as Hide-From-Advice.
HIDE-RULE	Hides a rule and the rule advice on checklist reports. Typically, this rule qualifier is used to hide one or more options within a Group rule or stand-alone Block and BlockType rules in the DEGREE or starting block, although the qualifier can be used on any rule type.
IF	Begins a conditional rule.
INCLUDING	Indicates mandated courses from course list.
LABEL	A free-text comment used to identify the requirement. (Limited to 50 characters)
LASTRES	Credits or classes that must be taken in residence as the last credits/classes.
MAJOR	Indicates a major requirement block, which, in some cases, may precede a major code.
MAXCLASS[ES]	Indicates the maximum number of courses that can be applied to a requirement.
MAXCREDIT[S]	Indicates the maximum number of credits that can be applied to a requirement.
MAXPERDISC	Indicates the maximum number of credits/classes in each discipline listed that will be applied to a block or requirement.
MAXSPREAD	Indicates the maximum number of disciplines from course list in which courses can be taken.
MAXTERM	Indicates the maximum number of credits/classes that will be applied to a requirement each term.
MAXTRANSFER	Indicates the maximum number of transfer credits/classes that will be applied to a requirement.
MINCLASS[ES]	Indicates the minimum number of courses that must be earned to satisfy the requirement.
MINCREDIT[S]	Indicates the minimum number of credits that must be earned to satisfy a requirement.
MINGPA	Indicates the minimum Grade Point Average for the requirements block
MINGRADE	Indicates the minimum numeric grade that must be achieved for each course applied to the block
MINOR	Indicates a minor requirement block (MINOR), which, in some cases, may precede a minor code.
MINRES	Indicates the minimum number of credits/classes that must be earned in residence

NOCOUNT	Allows courses to satisfy specific requirements without affecting the total credit count or GPA calculation. (The type of requirements that were the catalyst for the NoCount option involved ROTC classes that can satisfy the PE requirement but do not count toward the degree.)
NONCOURSE[S]	Indicates a required non-course activity, such as a thesis, recital, or exam.
NONEXCLUSIVE	Same as Share and ShareWith.
NOTGPA	Indicates courses that count in neither the block GPA nor the overall GPA.
NUMBEROFCONCENTRATIONS NUMBEROFMAJORS NUMBEROFMINORS	Used in an if-statement to find out how many majors, minors or concentrations are included in the checklist.
OR or ", "	Connector in list of courses, disciplines, transfer types, or If conditions.
OTHER	Identifies a block as a custom block.
PROXY-ADVICE	Specifies the advice text to show in place of the normal advice
	MyDegrees that would display for the rule. The proxy-advice text will appear as long as the rule is not complete; as soon as the rule has been completed the proxy-advice text will be suppressed. Proxy- Advice should be used on rules containing long lists of classes or complex group rules.
PSEUDO	Used as a placeholder for an undefined requirement, such as 12 Credits in {Hide PSEUDO @} Label MTH "12 Credits Approved MTH Electives"; The advisor can complete exceptions to add required courses to the requirement, or force the rule to be complete if the requirement has been met (such as in the case of a required CPR certification or thesis).
REMARK	Begins comments to be kept as part of requirements.
RULE-COMPLETE	A dummy rule that is always 100 percent complete and has no requirements. Although it can be used anywhere a course rule can be used, its main purpose is to be used within an If statement.
RULE-INCOMPLETE	A dummy rule that is always 0 percent complete and has no requirements. Although it can be used anywhere a course rule can be used, its main purpose is to be used within an If statement.
SHAREWITH	Indicates that credits/classes can fulfill multiple requirements.
SPMAXCREDIT[S]	Indicates a maximum number of credits after which the excess credits should be split across blocks.
SPMAXTERM	Indicates a maximum number of credits per term, after which the excess credits should be split across blocks.
THEN	Part of a conditional rule to be executed when If condition is met.

THISBLOCK	Indicates the scope for the NonExclusive, Share, or ShareWith qualifier. This scope signifies that all rules within this block are to be considered for applying the specified number of credits or classes non-exclusively.
WITH	Additional “custom” class specifiers in a course list.