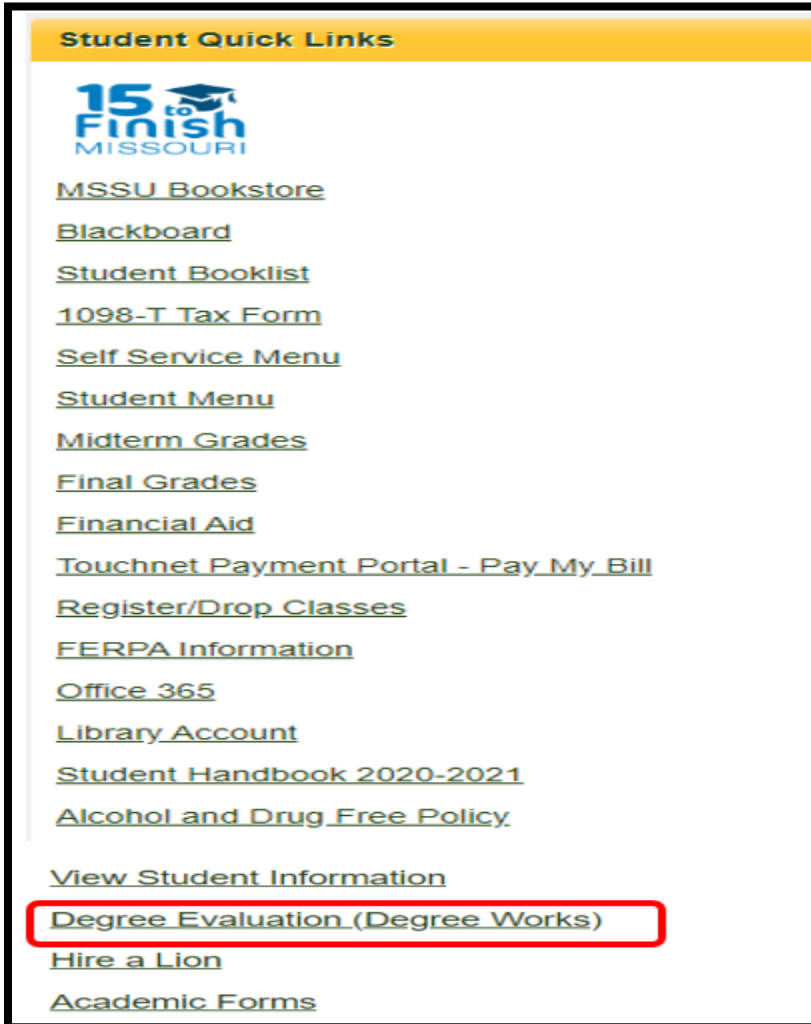# MISSOURI SOUTHERN
STATE UNIVERSITY
OFFICE OF THE REGISTRAR

STUDENTS DEGREE WORKS 'HOW TO' GUIDE

How to log into Degree Works

Log into Lionet with your credentials.

Scroll to the "**Quick Links**" section to locate **"Degree Evaluation (Degree Works)".**

Student Quick Links

15 to Finish MISSOURI

MSSU Bookstore

Blackboard

Student Booklist

1098-T Tax Form

Self Service Menu

Student Menu

Midterm Grades

Final Grades

Financial Aid

Touchnet Payment Portal – Pay My Bill

Register/Drop Classes

FERPA Information

Office 365

Library Account

Student Handbook 2020-2021

Alcohol and Drug Free Policy

View Student Information

Degree Evaluation (Degree Works)

Hire a Lion

Academic Forms

Introduction to Degree Works

Degree Works is an online degree evaluation guide. It is often referred to simply as degree audit or degree evaluation. It is programmed from corresponding published catalog requirements of majors, certificates, and minors. It provides a listing of completed, in-progress, future coursework, and other major, minor, certificate degree requirements. The audit includes completed coursework that may not fulfill any requirements for the declared major or minor. The audit is organized in sections, referred to as cards, with each card outlining specific requirements for fulfilling degree requirements and other supplementary information.

The audit should be used concurrently with the official catalog and consultation with your departmental advisor to ensure all degree requirements are met.

Degree Works is used as the primary graduation checklist tool tracking and displaying the degree requirement completion. However, there may be some requirements that are not able to be documented on the audit therefore, the Office of the Registrar verifies and confirms degree completion.

Which students are eligible to have access to an audit?

Degree Works audits are available to all degree-seeking undergraduate and graduate students who have been admitted to MSSU since 2010. Former students and graduates who left MSSU prior to 2010 will be able to access a Degree Works audit if they return to MSSU as degree-seeking students.

How current is the audit?

The audit is refreshed overnight, therefore it lags a day with changes and additions applied to the audit.

Header Card - Student Information displays

Student ID, Name, Degree, Level, Classification, Major, Minor, Program, College, Academic Departments (associated with all majors and minors declared), Academic Standing, Overall GPA, Earned MSSU Hours, Special Population (displays only if student is an International student, Benefit receiving Veteran, Athlete, or Honors student) Transfer Hours, Advisors on the student's record, Hold (displays holds that restrict enrollment), and Sport.

The Degree section of the audit is able to load a maximum of seven active/declared majors accessible through the drop-down feature.

LAYOUT OF AUDIT AND GENERAL GUIDELINES IN INTERPRETING AUDIT DETAILS

Degree Works is organized and laid out as individual **CARDS** that can be expanded or collapsed.

The legend below is a summary of how to interpret the characters used in the audit.

Legend			
⊘	Complete	◯	Not complete
◉	Complete except for classes in-progress	ⓘ	Nearly complete - see advisor
☑	Prerequisite	@	Any course number
(R)	Repeated class		

Course Information:

- Course description: Most courses are displayed as hyperlinks to the catalog and the online schedule book for future terms if it has been published. If the hyperlink is active, hovering over it will display the full title and the number of credits. Clicking on it will open the course description and future course offerings if published. The future course offerings seat availability posted are usually behind by a day since degree audits refresh overnight.
    - MOTR – Missouri Transfer number
    - Attribute: LOWR – Lower division
    - Attribute: UPPR – Upper division
    - Attribute: Alphabet/Numerical# - indicates where a course fits in the General Education section
    - Attribute: M# - Office of the Registrar programming coding
- Transfer Equivalencies: Some course descriptions include a list of Transfer equivalences for other institutions. "Transfer equivalences" are tentative equivalent transfer courses that may be transferred to MSSU upon the submission of an official transcript. The displayed course is programmed from the published Transfer Guide.
- Transfer courses: Courses that are transferred in will be displayed below the course for which it transferred in as and will have a notation "Satisfied by …title and course number.. transfer institution"

- Prerequisites: Courses that have prerequisites are denoted with the "Clipboard" icon ☑ beside them. When you click on the course, it opens up the course description.

Card organization and notations displayed

Cards are organized as sections of information meeting degree requirements and other supplemental information. There are cards that all displayed on all audits, while other cards are only displayed depending on the student's major and/or other credits they have.

Most cards display summary information of what is being applied to that card:

- Credits Applied - This refers to the total number of credits that are being included in that part of the card and/or into the overall audit.
- Catalog Year – It is the catalog year requirements for which the audit is being evaluated.

- GPA – This displays the GPA calculated for the courses in that specific card. This could be different from the overall GPA displayed in the header card.

- COMPLETE This notation is displayed on cards with all requirements on that card completed.

- INCOMPLETE This notation is displayed on cards with some requirements not yet completed.

Within the card, the coursework/requirements are organized in 5-7 columns depending on the card.

- Completion icon: displays if a specific requirement has been completed or not.
- Specific requirement: For example, 1A Social & Behavioral Sciences (6hours)
- Course number: displays the course number if the requirement is met.
  - If the requirement was completed by through a transfer course or petition, it will be noted.
  - If the requirement is incomplete, it will be noted by "Still Needed"
- Title: displays the full title of the course. If there are requirements not met, they will be displayed. If the course has a prerequisite, clicking on the course number will display the course description and the prerequisite.
- Grade: displays the grade earned. If it is a course in progress, the grade posted will be "R"
- Credits: displays the number of credits for the course
- Term: displays the term in which the course or requirement was met. If it is one in-progress, it will be in parenthesis. For example, (3).
- Repeated: displays courses that have been repeated with the repeat icon "(R)".

Major in General Studies (BG00) INCOMPLETE						^
Credits Applied: 101 Catalog Year: 2022-2023 GPA: 3.833						
	Course	Title	Grade	Credits	Term	Repeated
○ WRITING COMPETENCY						
○ College Compositition I & II	Still Needed:					
○ College Composition I & II	ENG 0102	College Composition II (WI)	C	3	2018 Spring	(R)
		3 Credits in ENG 0101				

Applied Academic Petitions:

An applied academic petition will be posted to the requirement for which it was approved for with a notation of the person who processed it and the date it was processed. All applied petitions will be listed together in the "*Academic Petitions*" card.

ⓘ Medical Terminology	ART 0310	Water Media	R	(3)	2019 Spring
	Academic Petition processed by: Martin, April M	**On:** 09/18/2019	**Substitute:**	Replace HS 0111 with ART 0310	

TOP RIGHT CORNER RESOURCES

Printing/Saving an Audit   Contact an advisor   Ellipse options
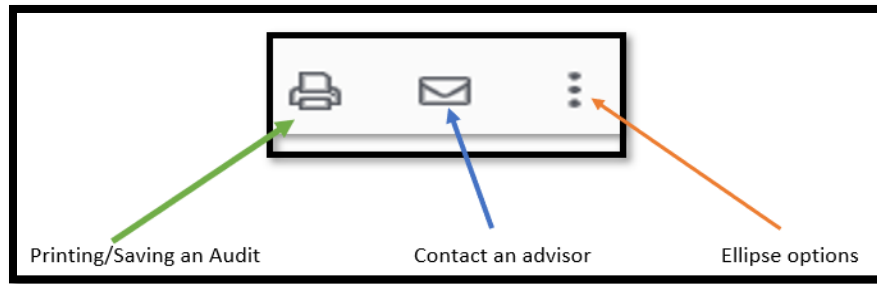
PRINTING/SAVING AN AUDIT

- Printing Audit: Click the "Print" icon on the top right corner and follow the print dialog options. Please note that this version of Degree Works prints several pages, (sometimes over 15 pages). You have the option to reduce the print-scale to reduce the number of pages. You may also save the audits rather than print them.
- Saving Audit: Click the "Print" icon on the top right corner, change the default "Printer" destination options to "Save as PDF" option and follow the prompts.

CONTACTING AN ADVISOR: Click on the Envelope icon on the top right. It will open with the names and email address of all advisors listed in the Student Information section.
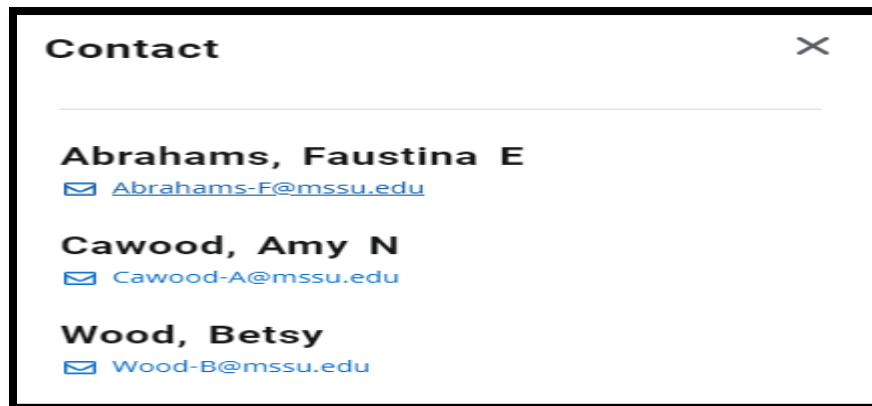
Click on the email address of the advisor of interest to open the outlook email dialogue box.
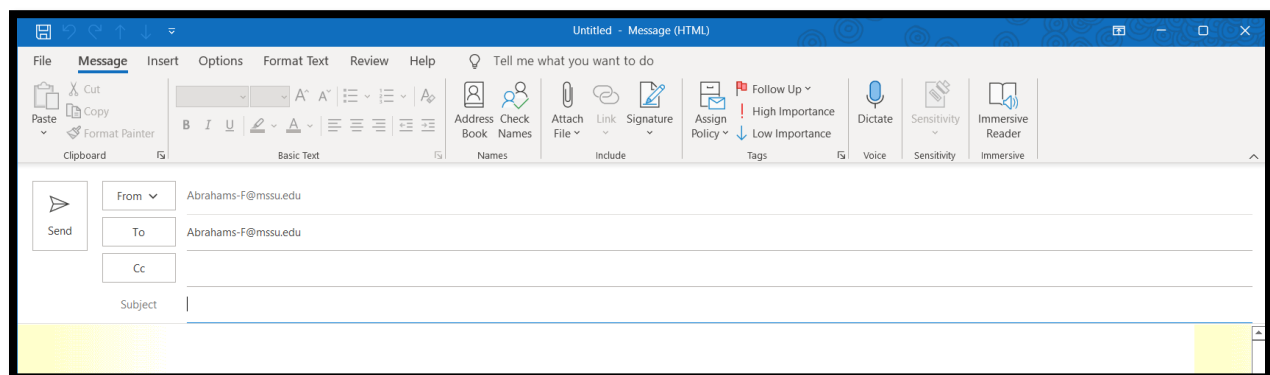
"ELLIPSE" icon has two features: GPA Calculator and Term History.
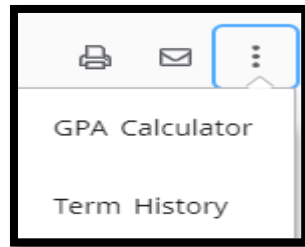
GPA CALCULATORS. Students can enter the parameters required for each calculator and the program will calculate an estimated GPA

The "*Graduation Calculator*" accepts current GPA, credits remaining, credits required, and target GPA and calculates the average GPA required to graduate with the target GPA.

The "*Term Calculator*" accepts current GPA, credits completed, and GPA goals for the term's remaining credits, and projects an end-of-term GPA.

The "*Advice Calculator*" accepts current GPA, credits earned, and target GPA and returns an average GPA needed to meet target GPA depending on remaining credits requirements.

GPA Calculator   ✕

Graduation Calculator   Term Calculator   **Advice Calculator**

Enter your desired GPA at graduation to see the grades you need to earn to achieve that goal.

Current GPA *
3.349

Credits earned *
101

Desired GPA *

CALCULATE

TERM HISTORY: Displays your completed coursework in a semester-by-semester view starting from the earliest to the last semester taken and current in progress courses. Term History can be printed by right-clicking and selecting the print option.

Term History   ✕

1996 Spring (AY 1996)

Course	Title	Grade	Credits
PSY 0100	General Psychology	A	3
	Satisfied by: PY1113 - Intro to Psychology - LANGSTON UNIVERSITY		

2008 Fall (AY 2009)

Course	Title	Grade	Credits
ENG 0101	College Composition I (WI)	W	0
MM 0237	Using Information Systems	C	3
MM 0350	Fund Organizational Mgmt (WI)	A	3

2009 Fall (AY 2010)

Course	Title	Grade	Credits
COMM 0100	Oral Communication	A	3
PSY 0100	General Psychology	F	0

CARDS DISPLAYED ON ALL AUDITS

"ACADEMIC' & "WHAT-IF" CARD

The Academic and What-if card has three features.
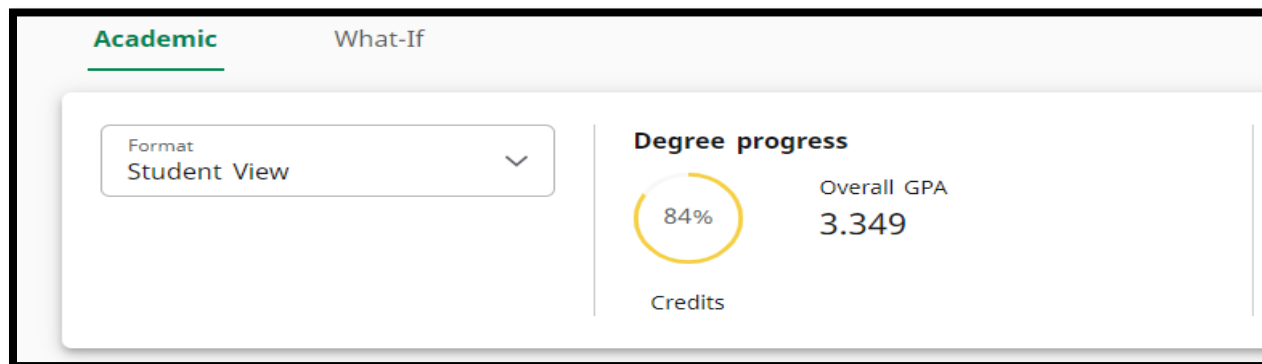
"ACADEMIC" tab: Has two options, the "Student View" and "Registration Checklist"
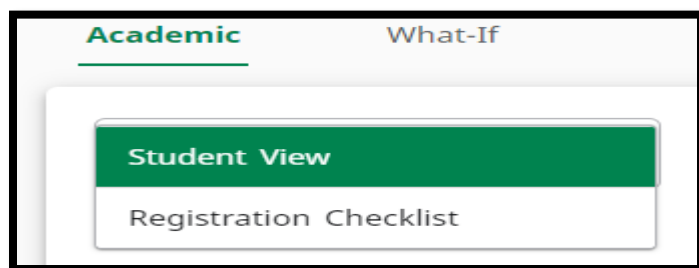
Student View: This is the default audit displaying your current audit. If you have multiple majors, use the drop-down icon in the Degree text field to toggle to the other declared majors.

If you have only one major, there will be no drop-down option.

Registration Checklist: displays summary of completed requirements and incomplete requirements organized in cards.

For cards with completed requirements, the program does not list them individually.

For cards with incomplete requirements, it lists only the requirements not yet met.

The card does not list electives needed to meet graduation requirements.

Institutional Degree Requirement(s) `COMPLETE`

Credits Applied: 3   Catalog Year: 2022-2023   GPA: 4.000

Major in English: Prof/Tech Writing (EN06) `INCOMPLETE`

Credits Applied: 3   Catalog Year: 2022-2023   GPA: 4.000

Still Needed:	1 Class in **ENG** 0202
Still Needed:	1 Class in **ENG** 0301
Still Needed:	1 Class in **ENG** 0400
Still Needed:	1 Class in **ENG** 0216 or 0315
Still Needed:	1 Class in **ENG** 0310

"WHAT-IF" tab

What-If process is the process by which one can check the requirements of another major, minor, or catalog year without declaring the major.

When processing "What-If" analysis, there are multiple considerations to choose from.

Choose between "Using only current requirements" or "In-progress", and/or "Preregistered classes". The program defaults to using "In-progress" and "Preregistered classes".

Process with specific catalog year, degree, Level, Area of Study, Minor.

When multiple minors are being explored, use the "Additional areas of study" tab

- Using current curriculum, In-progress, Preregistered classes
- Process requirements - Catalog year, Degree, Level, Area of Study, Minor (optional)
- Additional areas of study – adds additional Minor(s)

Pay attention to the textboxes that require information from you, otherwise it will default to the already programmed catalog.

You also have the option of using Future classes.

Future classes

- Subject – enter 3-4 letter Subject prefix. For ex., BIO
- Number – enter 4-digit Course number. For ex., 0108

If adding future classes, click on "**Add**"

When all the criteria have been selected, click on "**PROCESS**"

If Future courses are processed in a "What-If" analysis, it will show up as a "Planned Term" on the card where that requirement was needed, and in the "In-progress" card as a "Planned Term". For example, in the example below, ENG 202 is a required course for the student's major. A "What-If Future course" ENG 202 was processed and it was posted to the "Major" in English card and also in the "In-progress" card as seen below.

If the ENG 202 were not a requirement, but an elective, it will show up in the "Additional Courses" card

To process another "What-If" analysis, click another tab other than the "What-If" tab, and then click back on the "What-If" tab again.

You can also click on the "RESET" button to process a new "What-If" audit.

The system saves the last three "What-If" audits processed.

DEGREE PROGRESS
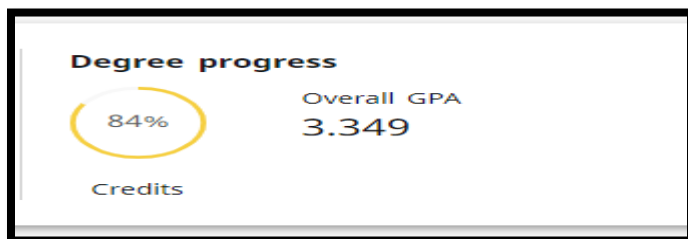
The "***Degree Progress – Credits***" wheel calculates and displays all credits earned as a percentage of the minimum 120 credits required to graduate. It does not factor in whether the credits completed are credits applicable to the major and/or minor declared or not. The figure SHOULD NOT be used as a measure of how close you are to completing a declared major.

Below is an example of the Degree Progress Wheel showing 100% (student has 126 credits applied), but not all requirements are met as is displayed with the red INCOMPLETE notation in the Program card. Although the Degree Progress Wheel is at 100%, all the degree requirements have not been completed.

The *"Degree Progress – Overall GPA"* displays the overall GPA also posted in the header card with the student information.

STUDENT VIEW cards

PROGRAM CARD

The Program card features a summary of what the student has completed relative to the published catalog of general and degree specific requirements of the Associates/Baccalaureate degree.

For the general degree requirements, the card displays the requirement, what has been completed, whether it is complete/incomplete, and what is still needed to meet the requirement.

For the program specific requirements, the card displays the link to the program requirements card.

The card displays if all the requirements are completed or not completed with **"COMPLETE"** or **"INCOMPLETE"** notations. Hovering on the COMPLETE icon will display the message "*Great job, this set of requirements are complete!*". Hovering over the INCOMPLETE icon displays the message, "*Not complete*".

The blue texts in the Program card are hyperlinks to specific cards. Clicking on any of them would take you to that specific card.

Baccalaureate programs card

Associate programs card

Program in AS: Law Enfrcmnt Academy Opt B (LE01) [INCOMPLETE]

Credits Required: 60   Credits Applied: 69   Catalog Year: 2022-2023   GPA: 3.732

ⓘ   A minimum of 60 credits are required

✓   The last 15 semester hours must be completed in residence at Missouri Southern

✓   You meet the 2.0 minimum overall GPA requirement

○   Major Requirements   **Still Needed:**   See Major in AS: Law Enfrcmnt Academy Option B (LE01) section

Cards included in this card

Gen Ed Core 42 - Associate Degree Programs
Institutional Degree Requirement(s)
Major in AS: Law Enfrcmnt Academy Option B (LE01)
Insufficient Grades and Degree Works Support

GEN ED CORE 42 BACCALAUREATE/ASSOCIATE DEGREE PROGRAMS CARD

Gen Ed Core 42 - Baccalaureate Degree Programs [INCOMPLETE]

Credits Applied: 30   Catalog Year: 2021-2022   GPA: 3.800

Areas 1 - 5 of the general education core curriculum constitute the 42 semester hour block that meets the State of Missouri general education goals commonly known as CORE 42. Course descriptions list the Missouri Transfer number (MOTR), if approved. All public colleges and universities in Missouri have adopted the CORE 42. Courses with a MOTR number are guaranteed to transfer among all Missouri public institutions of higher education. Students should select appropriate general education courses for their discipline.

		Course	Title	Grade	Credits	Term	Repeated
○	1A. SOCIAL & BEHAVIORAL SCIENCES (6 hours)	**Still Needed:**					
	○ Social & Behavioral Sciences	PSY 0100	General Psychology	A	3	1996 Spring (AY 1996)	
		Satisfied by:	PY1113 - Intro to Psychology - LANGSTON UNIVERSITY				
			1 Class in ANTH 0101 or **CJ** 0100 or **ECON** 0101 or 0201🖥 or 0202🖥 or **GEOG** 0111 or **HIST** 0180 or **SOC** 0110				
✓	1B. CIVICS (3 hours)						
	✓ Civics	ELEC 0100	General Geology II Lab	A	1	2015 Spring	
		Satisfied by:	GEOL1104 - General Geology II Lab - PARIS JUNIOR COLLEGE				
✓	2A. WRITTEN COMMUNICATION (6 hours)						
	✓ College Composition I & II	ENG 0102	College Composition II (WI)	C	3	2018 Spring	(R)
		ISEP 0300	Service Learning (HN)	A	1	2012 Fall	

INSTITUTIONAL DEGREE REQUIREMENTS CARD

- University Experience: The UE 100 is required of all first-time degree-seeking students at Missouri Southern and for all transfer students with fewer than 30 credit hours who did not transfer in an orientation class. Some specific programs may have substitute classes that meet this requirement.
- Missouri Civics Achievement Exam is required of all first-time freshmen admitted to MSSU starting the fall of 2019. Transfer students are not required to take it. Without having to check a student's admission status to determine if they are first-time degree seeking students and therefore required to take it, the audit has been programmed to assist in that determination by displaying the requirement on the card if applicable. If a student is required to take the exam, the card will display the requirement either as completed when they have passed the exam, or incomplete, if they have not passed the exam. See example below of one displaying incomplete.

For transfer students, since they are not required to take the exam, the card will normally not display this requirement at all, as in below.

However, if the transfer student transfers in the Civics exam, we program it while articulating their transcript.
(*Refer to the "Troubleshooting and Supplemental Information" pages or the catalog for additional information*).

MAJOR CARD(S)

In general, this card displays the major specific requirements. However, if the major requirements are organized in sections such as majors with a separate supporting requirements section, then there may be multiple cards for each of the required sections. For example, Education majors may have other Major cards such as BSE/BME Supporting Requirements

Major in Applied Science (BAS0)   INCOMPLETE

Credits Applied: 98   Catalog Year: 2021-2022   GPA: 3.827

		Course	Title	Grade	Credits	Term	Repeated
○	120 hours are required	ART 0310	Water Media	R	(3)	2019 Spring	
		ART 0326	Advanced Web Design	R	(3)	2022 Fall	
		BIEX 0300	Study of Studying	A	4	2013 Fall	
		BIO 0121	Anatomy & Physiology I	A	3	2012 Fall	
		Satisfied by:	BIOL2114 - Anatomy & Physiology - NORTHEASTERN OKLAHOMA A&M COLL				
		BIO 0221	Anatomy & Physiology II	A	1	2012 Fall	
		Satisfied by:	BIOL2114 - Anatomy & Physiology - NORTHEASTERN OKLAHOMA A&M COLL				
		CJAD 0370	International Terrorism	A	3	2017 Spring	

Examples of other Education majors' cards

BSE/BME Supporting Requirements   INCOMPLETE

Credits Applied: 6   Catalog Year: 2022-2023   GPA: 3.500

A grade of 'C' or better is required for BSE/BME Supporting Requirements.

		Course	Title	Grade	Credits	Term	Repeated
⊘	General Psychology	PSY 0100	General Psychology	A	3	1996 Spring (AY 1996)	
		Satisfied by:	PY1113 - Intro to Psychology - LANGSTON UNIVERSITY				
○	Introduction to Teacher Education I	Still Needed:	1 Class in EDUC 0100				
⊘	ENG Elective (except ENG 0101, 0102, 0111, 0325) (3 hours)	ENG 0150	Introduction to Literature	B	3	2011 Fall	(R)
○	ENG Upper Division Electives (except ENG 0325) (6 hours)	Still Needed:	6 Credits more Except ENG 0325☑				
○	Writing Elective	Still Needed:	1 Class in ENG 0216☑ or 0310☑ or 0313☑ or 0315☑				

Field & Clinical Experience INCOMPLETE ∧

Credits Applied: 0   Catalog Year: 2022-2023   GPA: 0.000

A grade of 'C' or better is required for Field & Clinical Experience. Students must meet eligibility requirements prior to the Student Teaching semester. See catalog for specific requirements.

| ○ | Student Teaching-Secondary | **Still Needed:** | **1** Class in **EDUC** 0462 ☑ |

UPPER DIVISION LEVEL HOURS CARD

This card is displayed starting with 2022-2023 Catalog year audits.

It displays the first 39 upper division credits earned to meet the 39 Upper Division graduation requirement. It does not factor in program specific upper division requirements completed.

Upper division credits completed after the first 39 credits will be populated in the major and "Additional Courses" cards as applicable.

Take note that two-year college courses do not fulfill upper division requirements.

Courses are transcribed at the level the course was taken. If a course from a 2-year college is not listed on this card, it was not accepted as "upper division" credits at Missouri Southern.

If this applies to you, contact your advisor to consider if your transfer course can be petitioned to fulfill upper division requirements.

(*Refer to the "Troubleshooting and Supplemental Information" pages or the catalog for additional information).*

Upper Division Level Hours INCOMPLETE ∧

Credits Applied: 16   Catalog Year: 2022-2023   GPA: 4.000

A minimum of 39 semester hours in upper division courses must be completed to meet the graduation requirement. Two-year college courses do not fulfill upper division requirements. Courses are transcribed at the level the course was taken. If the course does not show in this area, it is not upper division. Contact your academic advisor if you have questions regarding a transfer course fulfilling this requirement.

		Course	Title	Grade	Credits	Term	Repeated
○	Upper Division Level Hours (minimum of 39 hours required)	ART 0310	Water Media	R	(3)	2019 Spring	
		ART 0326	Advanced Web Design	R	(3)	2022 Fall	
		ENT 0321	Business Planning Entrepreneur	R	(1)	2022 Fall	
		PSC 0304	Legal Research	A	3	2017 Spring	
		SOC 0305	Social Science Statistics	A	3	2017 Spring	
		SOC 0431	Sociological Research Methods	A	3	2017 Spring	
	Still Needed:		You have taken 16 but need 23 more credits.				

INSUFFICIENT GRADES AND DEGREE WORKS SUPPORT CARD

This card tracks and displays courses for which the student has an Incomplete (IN), In-Progress (IP), or No (NO) Grades.

Apart from Certificate only seeking students, all other degree earners, cannot graduate with an "IN", "IP", or "NO" grades regardless of the major they are graduating with.

Both the support information and grade section will show complete unless the student has an "IN", "IP", or "NO" grade.

OTHER DISPLAYED CARDS

Other displayed cards are dependent on factors such as, Bachelor of Arts majors requiring Modern Languages credits, majors that have other specific requirements, minors, students with notes, etc.

MODERN LANGUAGES REQUIREMENT CARD (displayed if BA major)

MINOR CARD (IF DECLARED)

Minor in Gen Business for Non-BSBA Majors (GB80) [INCOMPLETE]

Credits Applied: 6   Catalog Year: 2020-2021   GPA: 3.000

		Course	Title	Grade	Credits	Term	Repeated
⊘	Minor GPA Requirement (minimum 2.0 required)						
○	A minimum of 9 credits must be taken at Missouri Southern	**Still Needed:**	3 Credits in residence needed				
○	A minimum of 6 upper division credits are required	**Still Needed:**	Minimum Credits unsatisfied				
○	Principles of Financial Accounting	**Still Needed:**	1 Class in **ACCT** 0201				

ADDITIONAL COURSES CARD

The *"Additional Courses"* card displays transferred Associates degrees with a notation showing "Met", and courses which are not required or used in any of the other degree requirement cards. Courses in this card count in the student's GPA and toward the total hours required for graduation.

Additional Courses

Credits applied: 42   Classes applied: 17

Course	Title	Grade	Credits	Term	Repeated
ART 0310	Water Media	R	(3)	2019 Spring	
ART 0326	Advanced Web Design	R	(3)	2022 Fall	
BIEX 0300	Study of Studying	A	4	2013 Fall	
CJAD 0370	International Terrorism	A	3	2017 Spring	

INSUFFICIENT COURSES CARD

The "Insufficient Courses" card will show courses that have "F" grades (Fail), "W" grades (Withdrawn), "IN" grades (Incomplete), "IP" grades (In Progress), "NO" grades (grades not reported), and "(R)" grades (Repeated Courses). Courses listed on this card are not counted toward degree requirements.

In some instances, a repeated course will be displayed on this card, until it is completed at which time the audit updates and moves it to the appropriate position applying the MSSU repeat policy.

Courses in this card do not count in the student's GPA or toward the total hours required for graduation.

Insufficient Courses ⌃

Credits applied: 0   Classes applied: 21

Course	Title	Grade	Credits	Term	Repeated
ACCT 0498	Governmental Accounting	W	0	2020 Summer	(R)
BIO 0105	General Biology	A	0	2010 Spring (AY 2010)	(R)
BIO 0308	Pathophysiology	D	0	2012 Spring	(R)
BIO 0308	Pathophysiology	B	0	2016 Fall	(R)
BIO 0370	Environmental Health & Safety	A	0	2016 Fall	(R)
CIS 0105	Intro to Microcomputer Use	F	0	2013 Fall	
CJAD 0275	The Juvenile Justice System	W	0	2015 Fall	

IN-PROGRESS COURSES CARD

The "*In-Progress Courses*" card of the audit shows courses for which you have registered but not completed.

This section also includes courses that you have pre-registered for a future term that has not yet started.

In-progress Courses ⌃

Credits applied: 8   Classes applied: 4

Course	Title	Grade	Credits	Term	Repeated
ART 0310	Water Media	R	(3)	2019 Spring	
ART 0326	Advanced Web Design	R	(3)	2022 Fall	
ENT 0321	Business Planning Entrepreneur	R	(1)	2022 Fall	
KINE 0101	Tai Chi and Meditation 2	R	(1)	2022 Fall	

NOT COUNTED COURSES CARD

The "*Not Counted Courses*" card lists courses that are below the 100 level which are generally excluded from degree requirements. For example, ENG 80.

Not Counted Courses ⌃

Credits applied: 0   Classes applied: 1

Course	Title	Reason	Grade	Credits	Term	Repeated
MATH 0030	Intermediate Algebra	Max of zero classes/credits exceeded	SA	0	2013 Summer	

ACADEMIC PETITIONS CARD

This section displays all approved academic petitions that have been programmed for your audit. Disregard the Block and Enforced column information. Those columns are informational notifications intended for the Office of the Registrar staff.

Academic Petitions ∧

Type	Description	Created on	Created by	Block	Enforced
Substitute	Replace SPAN 0203 with ELEC 0200	09/07/2017	Martin, April M	RA000165 was not found	No
Apply Here	Apply ELEC 0100 here.	09/13/2017	Martin, April M	RA000100 was not found	No
Substitute	Replace MGMT 0337 with CJAD 0370	12/14/2017	Martin, April M	RA000025 was not found	No
Substitute	Replace ELEC 0100 hello!	12/14/2017	Martin, April M	RA000190 was not found	No

NOTES CARD

The notes card displays informational notes that advisors or staff have posted to your record.

Notes

Description	Created on	Created by
Student was advised to... apply for graduation.	05/27/2021	Cawood, Amy Noel
testing	03/09/2021	Callari, Mariah M
Testing-Degree Works 2020	11/19/2020	Callari, Mariah M

TROUBLESHOOTING AND SUPPLEMENTAL INFORMATION

1. Upper Division Credits related to transfer credits from two-year colleges

As published in the catalog, transfer courses will be granted lower or upper division attributes based on how the course was originally taken. Credits from two-year colleges will be accepted for lower-level credit only. Students may receive course credit for a 300 or 400 level course, but the credit will not count toward the upper division credit required for a baccalaureate degree.

For example, a student transferred in ART 210 from Crowder and the course is equivalent to MSSU ART 337 so that class is applied to the student's transcript and audit.

Additional Courses ^

Credits applied: 76   Classes applied: 29

Course	Title		Grade	Credits	Term	Repeated
ART 0337	Wheel Throwing		B	3	2021 Fall	
	Satisfied by:	ART210 - Ceramics II - CROWDER COLLEGE				

The course is not a degree requirement so it is posted to the "*Additional Courses" card* as ART 337.

However, since the course was taken at a 2-year community college, it is not eligible to receive upper division attribute and therefore, it is not posted to the "*Upper Division Level Hours"* card as displayed below.

Upper Division Level Hours INCOMPLETE ^

Credits Applied: 16   Catalog Year: 2022-2023   GPA: 4.000

A minimum of 39 semester hours in upper division courses must be completed to meet the graduation requirement. Two-year college courses do not fulfill upper division requirements. Courses are transcribed at the level the course was taken. If the course does not show in this area, it is not upper division. Contact your academic advisor if you have questions regarding a transfer course fulfilling this requirement.

		Course	Title	Grade	Credits	Term	Repeated
○	Upper Division Level Hours (minimum of 39 hours required)	ART 0310	Water Media	R	(3)	2019 Spring	
		ART 0326	Advanced Web Design	R	(3)	2022 Fall	
		ENT 0321	Business Planning Entrepreneur	R	(1)	2022 Fall	
		PSC 0304	Legal Research	A	3	2017 Spring	
		SOC 0305	Social Science Statistics	A	3	2017 Spring	
		SOC 0431	Sociological Research Methods	A	3	2017 Spring	
		Still Needed:	You have taken 16 but need 23 more credits.				

2. Repeated Courses

The Degree Works auditor places repeated courses into the audit based on grades of previous attempts. Below are two examples of the most common type of placement.

Example 1: The student has two previous attempts for MATH 0125 with grades of "F" placed in the Insufficient Courses card.

Insufficient Courses
Credits applied: 0   Classes applied: 10

Course	Title	Grade	Credits	Term	Repeated
MATH 0125	Contemporary Mathematics	F	0	2022 Spring	(R)
MATH 0125	Contemporary Mathematics	F	0	2020 Spring	
	Satisfied by: MATH125 - Quantitative Reasoning - CROWDER COLLEGE				

When the student has a failing grade, you can expect the next attempt to show in two places on the audit, the In-Progress Courses card, and the area that it fulfills within the major (such as a Gen Ed requirement or a specific course for the major). In this case, the course is applied to the Gen Ed.

The student is currently enrolled in MATH 0125 as indicated on the In Progress Courses card.

In-progress Courses
Credits applied: 19   Classes applied: 6

Course	Title	Grade	Credits	Term	Repeated
MATH 0125	Contemporary Mathematics	R	(3)	2022 Fall	(R)

The in-progress course also shows up on the Gen Ed Core 42-Baccalaureate Degree Program card.

Gen Ed Core 42 - Baccalaureate Degree Programs IN-PROGRESS

Credits Applied: 43   Catalog Year: 2020-2021   GPA: 2.675

Areas 1 - 5 of the general education core curriculum constitute the 42 semester hour block that meets the State of Missouri general education goals commonly known as CORE 42. Course descriptions list the Missouri Transfer number (MOTR), if approved. All public colleges and universities in Missouri have adopted the CORE 42. Courses with a MOTR number are guaranteed to transfer among all Missouri public institutions of higher education. Students should select appropriate general education courses for their discipline.

	Course	Title	Grade	Credits	Term	Repeated
4. MATHEMATICAL SCIENCES (3 hours)						
Mathematical Sciences	MATH 0125	Contemporary Mathematics	R	(3)	2022 Fall	(R)

Example 2: The student is required to take ACCT 0402 for the Major in Accounting. The requirement does not show met because the student received a "D" grade but needed to have a minimum of a "C" grade.

Major in Accounting (AC00)   INCOMPLETE

Credits Applied: 60   Catalog Year: 2018-2019   GPA: 3.050

Majors in Accounting must earn a grade of 'C' or above in all Accounting courses in order to earn a BSBA. Those interested in sitting for the CPA exam should consider Advanced Accounting and Tax Accounting II. Those interested in sitting for the Certified Management Accountant exam should consider Tax Accounting II and Advanced Cost Accounting.

Course	Title	Grade	Credits	Term	Repeated

⭕ Advanced Accounting		1 Class in **ACCT** 0402 ☑

The student is now currently enrolled in the course again. The new attempt shows up on the In-Progress Courses card.

In-progress Courses

Credits applied: 3   Classes applied: 1

Course	Title	Grade	Credits	Term	Repeated
ACCT 0402	Advanced Accounting	R	(3)	2022 Fall	(R)

The course can also be found on the Insufficient Courses card. It will stay there until a new grade posts. If it is a "C" grade or better, it will move to the Major in Accounting card and show the requirement as met.

Insufficient Courses

Credits applied: 3   Classes applied: 4

Course	Title	Grade	Credits	Term	Repeated
ACCT 0402	Advanced Accounting	R	(3)	2022 Fall	(R)

3.   Academic Petitions that occasionally seem to disappear

Approved petitions are usually applied to specific degree requirements. Petitions can fall off or become unhooked due to one or more reasons:

- Because the programming behind the scenes drops an applied petition when there is a change in major, minor, or catalog year on the premise that the petition no longer applies.
- Petitions may unintentionally become unhooked due to periodic Degree Works updates, and it may be unknown to the audit programmers.
- Though petitions may get unhooked from its applied position, it will remain listed in the Academic Petitions card of the audit.

If you notice that a once approved petition has disappeared from where it used to be, contact the Office of the Registrar to discuss reapplying it, if it is still applicable to the degree.

4. **Missouri Civics Achievement Exam**

The Missouri Civics Achievement Exam Card is only displayed if student is required to take the exam and has not passed it.

- The Civics achievement exam is a state of Missouri graduation required effective fall of 2019 for first-time college students pursuing an associate's or bachelor's degree.
- At MSSU, this applies to all first-time degree seeking students admitted starting Fall 2019.
- Dual credit students who transfer in credits are still required to pass the exam if they are admitted as first-time freshmen.
- Transfer students are excluded.
- Students must pass with at least 70% score on the exam.
- Applicable students will not earn their degree if they don't pass the exam. The requirement is included on the graduation checklist.
- High school students who may have taken a kind of civics exam are still required to the exam required at the college level.
- At Southern, the exam is delivered through the CIVX 100 resource course on Blackboard.
- All students required to take the exam will be automatically enrolled in the course the Friday before the semester starts.
- Every semester, students who have not passed the exam will be enrolled in the course, until they pass.
- The audit and transcript of students who pass the exam will be updated at the end of the semester to reflect the exam has been passed.
- Students are not to be dropped from the class. The Office of the Registrar is the only department that enrolls and drops students from the class if needed. Students are only dropped if they drop all their classes and are therefore not enrolled.
- Students with questions can be referred to the Office of the Registrar or they can email registrar@mssu.edu

Also available for reference is the "*Degree Works Frequently Asked Questions*" document posted on the website.

For general questions regarding an audit, contact the Office of the Registrar at degreeworks@mssu.edu

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