

Logging into the MyDegree

- Go to UMSL's Website - <https://www.umsi.edu/> & click on the *Current Students* at the top of the page
- Click on MyGateway Login

Current Students Majors and Degrees Faculty and Staff Visit Campus Quick Links ▾

MyGateway Student Portal

MyGateway is our central portal for all UMSL student applications including student email access, Canvas course management, MyView enrollment and payment services, MyDegree academic progress, MyConnect advising services, MyDrive Google services and much more. SSO required.

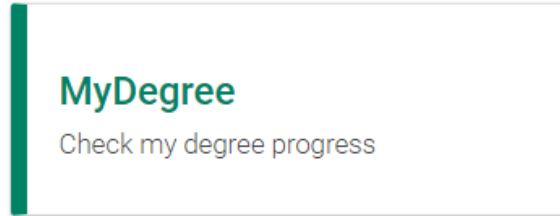
MyGateway Login >

Canvas >

Email >

Logging into the MyDegree cont.

- Log onto to *MyGateway* and look for the tile labeled *MyDegree*, click the tile
 - Students may need to login again using their SSO (beginning of email address) and password



If a student does not know their SSO or forgot your password please contact the IT Help Desk at 314-516-6034 or email them at helpdesk@umsl.edu.

What is a Degree Audit?

- A Degree Audit displays a student's academic progress toward completing their degree.
- The Audit will list the student's degree requirements and summarize their progress to date.
 - Audits Consider:
 - UMSL Course Work - Both Previous & In Progress
 - Transfer Courses - That Have Been Accepted By UMSL

<https://www.umsi.edu/services/dars/index.html>

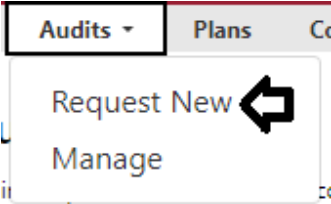
Why the Degree Audit is so Important

- Explains what students will need to complete their degree program with timely information.
 - Each time the Audit is ran students can be assured that it contains the most up-to-date information using their online student record.
- Shows how official transfer courses will be applied toward a student's degree requirements.
- Calculates your overall GPA as well as your UMSL-specific GPA within your declared major.

<https://www.umsil.edu/services/dars/index.html>

Running a New Audit

- Once logged in, at the top of the page look for *Audit*, click and drop down will appear, chose *Request New*.

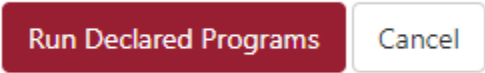


- If the student has a *Declared Degree Program* it will be towards the top of the page.

Run Declared Programs:

Degree Program	Program	Degree	Catalog Year
78000003	COMMUNICATION	- BACHELOR OF ARTS	Spring 2023

- Click *Run Declared Program* toward the bottom of the page and the student's Audit will run.



What if my Declared Degree Program is incorrect?

- Students should contact their Academic Advisor and let them know if their program is incorrect. Advisors will start the process of a *Program Plan Change*.
 - If an Advisor has requested a *Program Plan Change* in the last few days, please be patient as the process touches a few different departments before it is changed.
 - If students are unsure who their advisor is, they can check on *MyView* or call their Advising Department, such as Arts & Science or Business.
 - If a student has multiple Academic Advisor suchs as Honors & Arts/Science please contact the Advisor that oversees your Degree Program
 - If a student is a Honors Communication Major, contact the Arts & Sciences Advisor.

No *Declared Program* or a Student wants to run a different Audit?

- If a student does not have or does not want to use a *Declared Degree Program* they will need to click “*Select Different Program*” and select the correct program and catalog year.
 - If a student needs help figuring out what program and catalog year they need to enter, they will need to contact their Academic Advisor.

Run Declared Programs:

Degree Program

No default programs found

Run Declared Programs:

Select a Different Program:

Choosing a degree program here will not change your declared degree program.

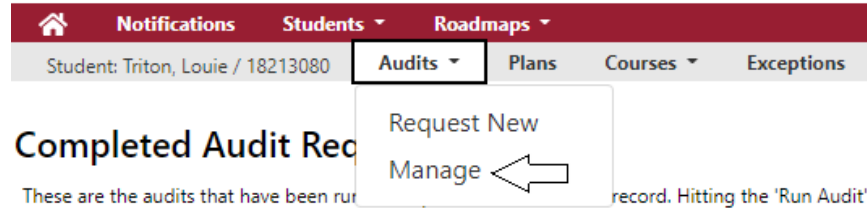
Program: **PSYCHOLOGY BA - BA Psychology - 70600003**

Catalog Year: **Spring 2021**

Clear Selections

Previously Ran Audits

- Students can check past audits by navigating to the *Manage* link under the *Audits* drop down menu option.



- This may help students understand what their current Degree Program is if there has been any Audit ran.
- Students can see Audits ran by their Advisors as well as the DARS team

Learning How to use an Audit

Once an Audit is ran, it will include the student's name, their Degree Program, & Program Code.

Your Name

COMMUNICATION

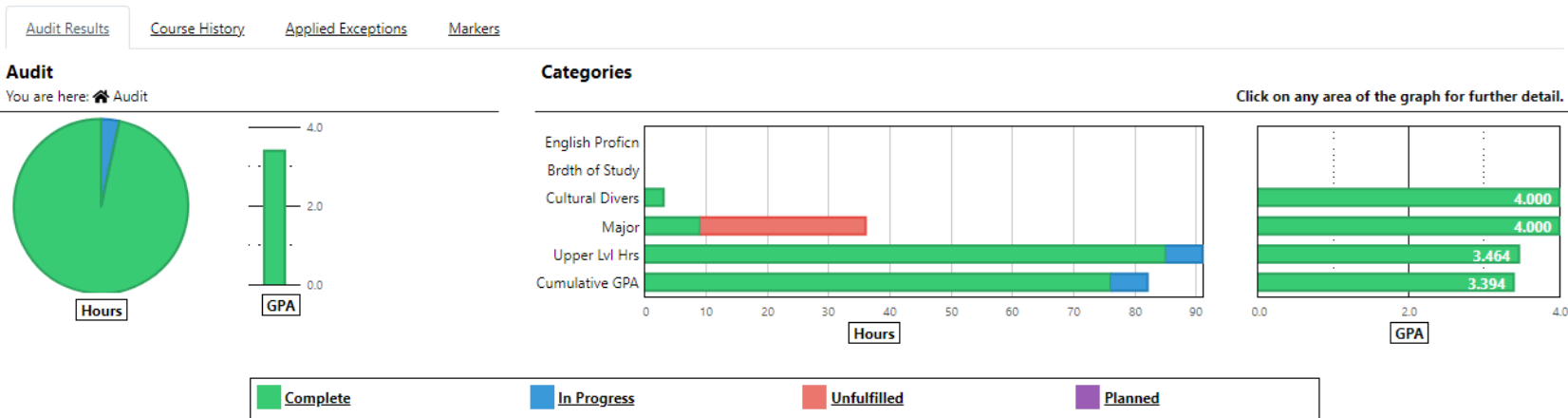
- BACHELOR OF ARTS

Program Code 78000003

Graduation Date

Learning How to use an Audit cont.
























- Graphs at the top of the Audit, show basic information about how close a student is to completing their degree.







Note: The Graphs might not fully align with a students Audit. DARS tends to disregard the Graphs and focus on the body of the Audit, which is below the graphs.

Learning How to use an Audit cont.

- Body of the Audit - Breaks down courses taken, in progress, & unfulfilled.

>  CIVICS EXAM COMPLETED	>  A MINIMUM OF 44 HOURS OF BIOLOGY COURSES ARE REQUIRED
>  ** CURRENT REGISTRATION ** COURSE WORK IN-PROGRESS (AND COURSES PREREGISTERED) (->R REPEATABLE OR HAVE IN-PROGRESS LAB SECTIONS)	>  ** BIOLOGY MAJOR GPA **
>  ** GENERAL EDUCATION BLOCK SATISFIED **	>  2.0 GPA REQUIRED
>  ** GENERAL EDUCATION BLOCK SATISFIED - MOTR **	>  ** BIOLOGY RESIDENCY **
>  ** COMMUNICATION SKILLS SATISFIED **	>  22 HOURS OF BIOLOGY COURSES AT 2000 LEVEL OR ABOVE INCLUDING 2 LAB COURSES MUST BE TAKEN AT UM-ST. LOUIS
>  ** BREADTH OF STUDY SATISFIED **	>  ** TOTAL BIOLOGY HOURS ** (MAX HOURS CHECK - 50 HRS MAX)
>  ** CULTURAL DIVERSITY REQUIREMENT SATISFIED **	>  ** UPPER LEVEL HOURS REQUIREMENT SATISFIED **
>  ** BIOLOGY CORE **	>  ** GRADUATION HOURS **
OVERALL 2.0 GPA REQUIRED FOR BIOLOGY COURSES (MIN C- REQUIRED FOR ALL COURSES)	>  ** RESIDENCY REQUIREMENT **
>  ** LECTURE AND LAB ELECTIVES **	>  30 OF THE LAST 36 HOURS MUST BE TAKEN AT UM - ST. LOUIS (GRADES OF S ARE NOT COUNTED IN THE 30)
ADDITIONAL LECTURE AND LAB ELECTIVES REQUIRED	>  ** GRADUATION GPA **
>  ** BIOLOGY ASSOCIATED SCIENCE AREA **	>  ** DELAYED GRADES **
REQUIRED RELATED SCIENCE COURSES	
>  ** BIOLOGY HOURS **	

Legend

-  - Complete
-  - Planned
-  - In Progress
-  - Unfulfilled

Different Selections of the Body of the Audit

- All Degree Programs have a unique Audit, but most have these sections:
 - General Education
 - Major or “Core”
 - Graduation GPA
 - Graduation Hours
- Audit can include sections like:
 - Honors
 - Cultural Diversity
 - Foreign Language
 - Delayed Grades
 - Unused Courses

Certificates & Minors have less information.

Learning How to use an Audit cont.

- Clicking on the arrow next to a section will show student's more information. If a student needs to take courses, the Audit will show the options for that requirement.



**** BIOLOGY CORE ****

OVERALL 2.0 GPA REQUIRED FOR BIOLOGY COURSES (MIN C- REQUIRED FOR ALL COURSES)



1) BIOL 1831 - INTRODUCTORY BIOLOGY (MINIMUM GRADE C-)

SELECT FROM: [BIOL 1831](#)



2) BIOL 1821 - INTRODUCTORY BIOLOGY (MINIMUM GRADE C-)

SELECT FROM: [BIOL 1821](#)



3) BIOL 3622 - CELL BIOLOGY

SELECT FROM: [BIOL 3622](#)



4) BIOL 2012 - GENETICS

SELECT FROM: [BIOL 2012](#)



5) BIOL 3302 - INTRODUCTION TO EVOLUTION

SELECT FROM: [BIOL 3302](#)



6) ONE OF THE FOLLOWING DIVERSITY COURSES

SELECT FROM: [BIOL 2102](#), [2482](#), [2501](#), [2402](#), [4501](#), [4402](#), [4422](#)



7) SELECT ONE OF THE FOLLOWING:

SELECT FROM: [BIOL 4889](#) [SEC ED 4985](#) & [BIOL 4986](#)

What if I believe there's an issue on my Audit?

- The student should contact their Advisor to discuss their concerns. The DARS team is **unable** to answer specifics when it comes to student's individual Audit. If the Advisor agrees with the student, they will reach out to the DARS team to discuss changes.

Degree Audit Plans, What is it?

- Also known as the *Mapper* or *Planner*
- Degree Audit Plans are a way for students & advisors to map out upcoming semesters using the student's audit as a guideline. *Plans* can also be approved by a student's Advisor & be sent to the student's *MyView Cart* for easy enrollment.

Running a Plan

- *Plans* need a new or “fresh” Audit to work from.
- Unless the student has a *Plan* that has been approved by an Advisor, they **will** need to create a *New Plan*.

Program: *No Declared Program*

Catalog: *Fall 2022*



[My Plans](#)

[Create a New Plan](#)

UMSL

[Home](#) [Notifications](#) [Students](#) [Roadmaps](#)

Student: Triton, Louie / 18213080 [Audits](#) [Plans](#) [Courses](#) [Exceptions](#)

Manage Triton, Louie 's Plans ?

Program: *No Declared Program*
Catalog: *Fall 2022*

[My Plans](#) [Create a New Plan](#)

Preferred	Edit Plan	Action	Updated	User	PDF
★	Test	Select...	Apr 14, 2022	mcgrawd	PDF

● Indicates a plan without associated roadmap

Running a Plan cont.

Request an Audit for Plan

[Select a Different Program:](#)

Choosing a degree program here will not change your declared degree program.

Program: **CRIMINOLOGY & CRIMINAL JUSTICE - BS CCJ - 15100004**

Catalog Year: **Spring 2023**

[Clear Selections](#)

Enter Plan Information

Plan Name:

Term:

Year:

Years To Graduation:












[Next](#)

[Cancel](#)

- Enter Plan Information
 - Plan Name - Students can choose whatever name they want, but it may be best to use a name that is easily identified for later use.
 - Term/Year - This is the term and year the student wants the plan to start, it will **not** show semesters previous to the one you select.
 - Years to Graduation - How many years the student wants to include in the plan.
- Click Next and the plan will run

Learning How to use the Plan

- Within the *Plan*, there are 2 Sides
 - Left Side – Student's Audit
 - If the student has ever ran an audit this will look familiar. Use the legend as a guide to understand the different symbols on the audit.
 - Right Side – Plan
 - The plan shows all the semesters based on the number of years the student choose when setting up the plan

Legend	
	= Course List
	= Course with Pre or Co Requisites
	= Completed Course
	= In Progress Course
	= Incomplete Planned Course
	= Completed Course, No Credit
	= Alerting possible issue with course
	= Complete
	= Planned
	= In Progress
	= Unfulfilled

Learning How to use the Plan cont.

- Below is an example of what a run Plan looks like

Plan Builder

Step 1:

Click or tap a course to view more details about that course.

Step 2:

Drag course into appropriate Term on your Plan.

Step 3:

Use the "check" Plan button to check your Plan against the audit to ensure requirements are fulfilled as needed.

[Hide Help](#)

Audit: 15100004



Program: CRIMINOLOGY & CRIMINAL JUSTICE

Effective: Spring 2023

[Expand All](#) / [Collapse All](#)

There are Term by Term Roadmaps available for this program.

[Computer and Criminal Justice - BS & Vigil Roadmap, Fall 2023](#)

[Police and Criminal Justice - BS & Vigil Roadmap, Fall 2023](#)

====>AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED <====

****NOTE: ALL PRE-REQUISITE COURSES REQUIRE A MINIMUM GRADE OF 'C-'. IF A GRADE OF 'D' IS RECEIVED, THE COURSE WILL NOT BE COUNTED AS SATISFYING THE REQUIREMENT ON THE DEGREE AUDIT, BUT MAY APPEAR AS ELECTIVE CREDIT UNTIL THE COURSE IS REPEATED.**

EFFORTS HAVE BEEN MADE TO INSURE THE ACCURACY OF THIS DEGREE AUDIT. HOWEVER IT MUST BE APPROVED AND SIGNED BY YOUR DEAN'S OFFICE ADVISOR BEFORE IT CONSTITUTES AN OFFICIAL RECORD OF YOUR DEGREE REQUIREMENTS. QUESTIONS CONCERNING REQUIREMENTS & TRANSFER COURSES SHOULD BE DIRECTED TO YOUR DEAN'S OFFICE ADVISOR.

CIVICS EXAM

Plan: CRIM Fall 2023



0 Hours

Graduation Goal GPA: 0.000

Projected Cumulative GPA: 0.000

[Expand All](#) / [Collapse All](#)

> Fall 2023	0 Hours	
> Spring 2024	0 Hours	
> Summer 2024	0 Hours	
> Fall 2024	0 Hours	
> Spring 2025	0 Hours	
> Summer 2025	0 Hours	

Students can drag courses from the audit and place them in the Plan

Audit: 15100004 [Hide Help](#)

Program: CRIMINOLOGY & CRIMINAL JUSTICE
Effective: Spring 2023
[Expand All](#) / [Collapse All](#)

There are Term by Term Roadmaps available for this program.
[Criminology and Criminal Justice - B.S. 4 Year Roadmap, Fall 2023](#)
[Foundations and Practical Justice - B.S. 4 Year Roadmap](#)

**** CULTURAL DIVERSITY ****

ONE COURSE REQUIRED

SELECT FROM:

ANTHRO 1011, 1019, 1021, 1025, 1033, 1034, 1041, 1051, 1052(W517-SP17), 1091,
ANTHRO 1271(SS18 OR AFTER), 2101, 2104, 2110, 2111, 2113, 2114, 2120, 2121, 2123, 2124,
ANTHRO 2131, 2132, 2134, 2135, 2136, 2137, 2138, 2139, 2150, 2173, 2191, 2425, 2430, 3214,
ANTHRO 3218, 3235, 3238, 3237 ART HS 1102, 1103, 1104, 1105, 1108, 1109, 1110, 1120, 1140,
ART HS 1150, 1160, 4405, 4408 CHINESE 2150 ECH ED 4989 EDUC 4000 ENGL 1710
FGN LANG 1100, 1200, 2100 GEOG 2001 GS 2066 HIST 1034, 1040, 1041, 1042, 1043, 1051,
HIST 1052, 1061, 1062, 1063, 1064, 3032, 3065, 2002, 2030, 2031, 2032, 2033, 3201, 2051, 2052,
HIST 3301, 2062, 3303, 2064, 2067, 2068, 2425, 2430 JAPAN 1011, 2150, 2191, 3210, 3211
MEDIA ST 2500 M H L T 1090, 1100, 1150, 1160, 1170, 1180, 1190 MVS 2200 NURSE 1000
PHIL 1120, 1125 POL SCI 1500, 1550, 2520, 2530, 2540, 2550, 2580, 2590, 2850, 3500, 3800,
POL SCI 3880 SCMA 4381 INTL BUS 4381 SOC 1051, 3237, 3245 SOC WK 2330

Plan: CRIM Fall 2023 0 Hours

[PDF](#) [Link](#) [List](#) [Check](#) [Minus](#) [Plus](#)

Graduation Goal GPA: 0.000
Projected Cumulative GPA: 0.000 ⚠️

[Expand All](#) / [Collapse All](#)

Fall 2023 0 Hours [X](#)

[Add Course](#)

Spring 2024 0 Hours [X](#)

Summer 2024 0 Hours [X](#)

Fall 2024 0 Hours [X](#)

Spring 2025 0 Hours [X](#)

Summer 2025 0 Hours [X](#)

Audit: 15100004 [Hide Help](#)

Program: CRIMINOLOGY & CRIMINAL JUSTICE
Effective: Spring 2023
[Expand All](#) / [Collapse All](#)

There are Term by Term Roadmaps available for this program.
[Criminology and Criminal Justice - B.S. 4 Year Roadmap, Fall 2023](#)
[Foundations and Practical Justice - B.S. 4 Year Roadmap](#)

**** CULTURAL DIVERSITY ****

ONE COURSE REQUIRED

SELECT FROM:

ANTHRO 1011, 1019, 1021, 1025, 1033, 1034, 1041, 1051, 1052(W517-SP17), 1091,
ANTHRO 1271(SS18 OR AFTER), 2101, 2104, 2110, 2111, 2113, 2114, 2120, 2121, 2123, 2124,
ANTHRO 2131, 2132, 2134, 2135, 2136, 2137, 2138, 2139, 2150, 2173, 2191, 2425, 2430, 3214,
ANTHRO 3218, 3235, 3238, 3237 ART HS 1102, 1103, 1104, 1105, 1108, 1109, 1110, 1120, 1140,
ART HS 1150, 1160, 4405, 4408 CHINESE 2150 ECH ED 4989 EDUC 4000 ENGL 1710
FGN LANG 1100, 1200, 2100 GEOG 2001 GS 2066 HIST 1034, 1040, 1041, 1042, 1043, 1051,
HIST 1052, 1061, 1062, 1063, 1064, 3032, 3065, 2002, 2030, 2031, 2032, 2033, 3201, 2051, 2052,
HIST 3301, 2062, 3303, 2064, 2067, 2068, 2425, 2430 JAPAN 1011, 2150, 2191, 3210, 3211
MEDIA ST 2500 M H L T 1090, 1100, 1150, 1160, 1170, 1180, 1190 MVS 2200 NURSE 1000
PHIL 1120, 1125 POL SCI 1500, 1550, 2520, 2530, 2540, 2550, 2580, 2590, 2850, 3500, 3800,
POL SCI 3880 SCMA 4381 INTL BUS 4381 SOC 1051, 3237, 3245 SOC WK 2330
THEATR 1850, 3274, 4000

Plan: CRIM Fall 2023 3 Hours

[PDF](#) [Link](#) [List](#) [Check](#) [Minus](#) [Plus](#)

Graduation Goal GPA: 0.000
Projected Cumulative GPA: 0.000 ⚠️

[Expand All](#) / [Collapse All](#)

Fall 2023 3 Hours [X](#)

[Add Course](#)

ANTHRO 1025 (3 Hours) PLN Planned GPA: 0.000
World Cultures

Spring 2024 0 Hours [X](#)

Summer 2024 0 Hours [X](#)



Fall 2024 0 Hours [X](#)

Spring 2025 0 Hours [X](#)

Summer 2025 0 Hours [X](#)

Learning How to use the Plan cont.

- What if the course turns **red** when I move to right side?
 - This means the course is not currently being offered in the semester the student chose, (if it's the upcoming semester).
 - If the student puts the course in a later semester and it turns **red**, it means the course is **not typically offered** in that semester. Click on the course in the plan and Course Catalog Details will open.

☒ **Fall 2023** 6 Hours  

ANTHRO 1025 (3 Hours) World Cultures	PLN	Planned GPA: 0.000
ANTHRO 1011 (3 Hours) Intro Cultri Anthropolgy	PLN	

Course Details

- From the *Course Details*, students can move the course to a different term by selecting a new term and then clicking on *Move Course*.

Course Catalog Details

Course details for ANTHRO 1011.
To move this course to a different term on your plan, select the term and press the "Move Course" button below.

Select Term
Spring 2024

Move Course

ANTHRO 1011 (3 Hours)
Intro Cultrl Anthropolgy
Cultural anthropology is the study of human beings as creatures and creators of society. This course is an introduction to that study which aims to demonstrate how the basic concepts and techniques developed by cultural anthropologists help us to understand societies of various degrees of complexity, including our own. We will consider topics such as language, kinship, gender, ethnicity, economics, politics, religion, and social change in a broad comparative framework. Major goals are an increased awareness of the social and cultural dimensions of human experience, the diversity and flexibility of human cultures, and processes of intercultural communication and conflict. This course satisfies the Cultural Diversity requirement.

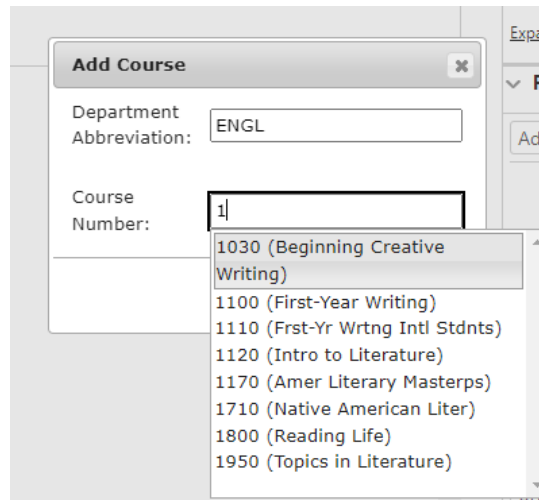
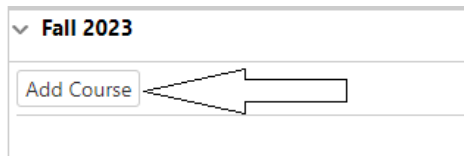
Full Title:	Introduction to Cultural Anthropology (MOTR ANTH 201)
Grading Basis:	Graded
Course Component(s):	Internet; Lecture
Course Attribute(s):	Freshman or Sophomore Level; College of Arts & Sciences; Cultural Diversity; Arts and Sciences Supp Fee; EXPLORE: Social Sciences; Soc & Behavioral Sciences Know; Valuing Skill; Cultural Anthropology

Course Typically Offered


Fall 2022	Spring 2023	Summer 2023	Fall 2023	Spring 2024	Summer 2024	Fall 2024	Spring 2025	Summer 2025
✖	✖	✔	✖	✖	✖	✖	✖	✖


Learning How to use the Plan cont.


- If students don't want to drag a course from the audit to the plan they can click *Add Course* instead.
 - Entering the first letter of a department into the *Department Abbreviation* field and it will populate a list of options, just like the *Course Number* field after entering the first number.





Learning How to use the Plan cont.


- Once students have added the courses they want into their *Plan* and the courses are all offered in the semesters they chose, they can now check to make sure it works with their audit. Click on the check mark 
 - After clicking, the plan will run to check your chosen courses against the audit. The audit will change to show the courses that are “Planned”.

>  **CIVICS EXAM**
CIVICS EXAM NEEDED

✓  **** GENERAL EDUCATION BLOCK ****
A MINIMUM OF 42 HOURS REQUIRED BETWEEN CORE AND EXPLORE
ENGLISH AND MATH PROFICIENCY ARE A REQUIRED PART OF GEN ED


 PL CORE - ENGLISH PROFICIENCY SATISFIED
FS23 ENGL 1100 3.0 *PLN* >W First-Year Writing

 PL CORE - MATH PROFICIENCY SATISFIED
FS23 MATH 1020 3.0 *PLN* >W Contemporary Mathematics

 CORE - COMMUNICATING PROFICIENCY
NEEDS: 1 COURSE
SELECT FROM:
CAST 2100 COMM 1030, 1040, 1042, 2230, 2240, PE1 EDUC 2222 HONORS 2001
NURSE 1050, 2105 TH DAN 1210, 2241 MVS 2100 THEATR 1210, 2241

How the Plan benefits Students

- After checking to make sure the student's requirements are being met, they can now send the *Plan* to their advisor for approval.
 - Once the *Plan* is approved, students can register for those courses using *My Planner* in *MyView* once you are able to register. Be sure to check your registration date. A similar message to the one below will be displayed in *MyView*.

 Your My Planner shows 2 courses for 2020 Spring Semester, [click here](#) to load them into your course list.
Note: Planned courses that are not offered for 2020 Spring Semester are not included in the course count above and will not be loaded into your course list.

- Students can get an understanding of what courses they will need to take to complete their degree years in advance.
- Students can be more involved in their degree process.