Logging into the MyDegree

- Go to UMSL’s Website - [https://www.umsl.edu/](https://www.umsl.edu/) & click on the *Current Students* at the top of the page

- Click on MyGateway Login
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.umsl.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 run 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.umsl.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.

- 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.
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 student's 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.
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.
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*. 
Running a Plan cont.

- 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
Learning How to use the Plan cont.

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

Plan Builder

[Image showing Plan Builder interface]

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Audit: 15100004

**Program: CRIMINOLOGY & CRIMINAL JUSTICE**

**Effective: Spring 2023**

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**Step 1:**
Click or tap a course to view more details about that course.

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**Step 2:**
Drag course into appropriate Term on your Plan.

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**Step 3:**
Use the "check" Plan button to check your Plan against the audit to ensure requirements are fulfilled as needed.

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****AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED****

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**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.

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**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.**

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**CIVICS EXAM**
Students can drag courses from the audit and place them in the Plan.
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.
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.*
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”.

![Course Plan Image]

- **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
    - ENG 1100 3.0 PLN W First-Year Writing

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

- **PL**
  - CORE - COMMUNICATING PROFICIENCY
    - Needs: 1 COURSE

SELECT FROM:
- CAST 2100 COMM 1030 1090 1042 2230 2240 PN EDUC 2223 HONORS 2001
- NURSE 1055 2445 TH DAN 1210 2241 MVS 2400 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 enabled to register. Be sure to check your registration date. A similar message to the one below will be displayed in MyView.

![Image]

● 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.