Logging into the MyDegree

- Go to UMSL's Website - https://www.umsl.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.
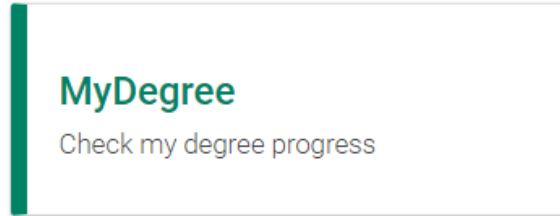
MyGateway Login ›   **Canvas ›**   **Email ›**

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

MyDegree
Check my degree progress

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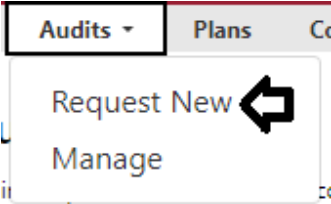
- If the student has a *Declared Degree Program* it will be towards the top of the page.

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.
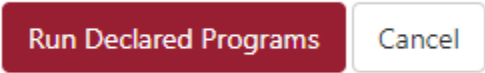
What if my Declared Degree Program is incorrect?

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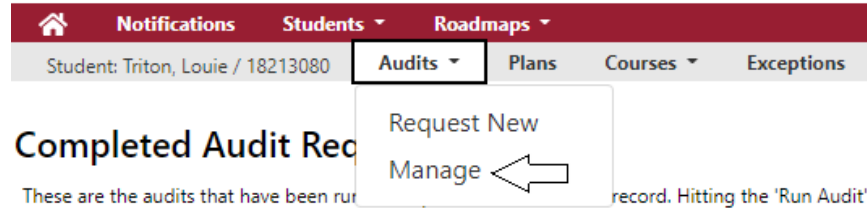
- This may help students understand what their current Degree Program is if there has been any Audit ran.
- Students can see Audits ran by their Advisors as well as the DARS team

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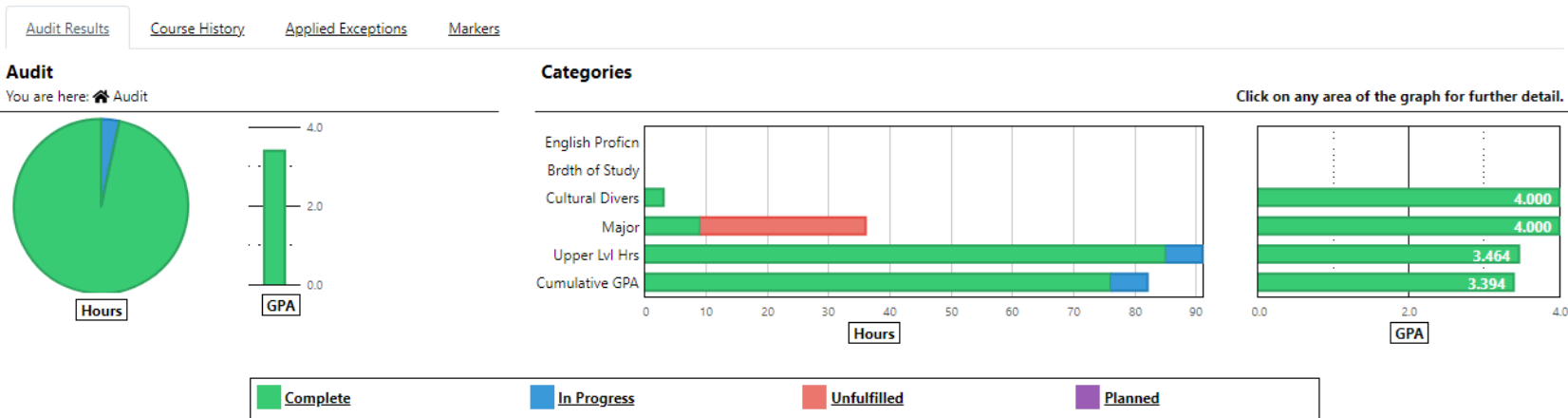
Note: The Graphs might not fully align with a students Audit. DARS tends to disregard the Graphs and focus on the body of the Audit, which is below the graphs.

Learning How to use an Audit cont.

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

✅	CIVICS EXAM COMPLETED
	** CURRENT REGISTRATION ** COURSE WORK IN-PROGRESS (AND COURSES PREREGISTERED) (>R REPEATABLE OR HAVE IN-PROGRESS LAB SECTIONS)
✅	** GENERAL EDUCATION BLOCK SATISFIED **
OR	** GENERAL EDUCATION BLOCK SATISFIED - MOTR **
✅	** COMMUNNICATION SKILLS SATISFIED **
✅	** BREADTH OF STUDY SATISFIED **
✅	** CULTURAL DIVERSITY REQUIREMENT SATISFIED **
❌	** BIOLOGY CORE **
	OVERALL 2.0 GPA REQUIRED FOR BIOLOGY COURSES (MIN C- REQUIRED FOR ALL COURSES)
❌	** LECTURE AND LAB ELECTIVES **
	ADDITIONAL LECTURE AND LAB ELECTIVES REQUIRED
❌	** BIOLOGY ASSOCIATED SCIENCE AREA **
	REQUIRED RELATED SCIENCE COURSES
❌	** BIOLOGY HOURS **

A MINIMUM OF 44 HOURS OF BIOLOGY COURSES ARE REQUIRED

❌	** BIOLOGY MAJOR GPA **

2.0 GPA REQUIRED

❌	** BIOLOGY RESIDENCY **

22 HOURS OF BIOLOGY COURSES AT 2000 LEVEL OR ABOVE INCLUDING 2 LAB COURSES MUST BE TAKEN AT UM-ST. LOUIS

▬	** TOTAL BIOLOGY HOURS ** (MAX HOURS CHECK - 50 HRS MAX)
▬	** UPPER LEVEL HOURS REQUIREMENT SATISFIED **
▬	** GRADUATION HOURS **
▬	** RESIDENCY REQUIREMENT **

30 OF THE LAST 36 HOURS MUST BE TAKEN AT UM - ST. LOUIS (GRADES OF S ARE NOT COUNTED IN THE 30)

▬	** GRADUATION GPA **
❌	** DELAYED GRADES **

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*.

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:	CRIM Fall 2023
Term:	Fall
Year:	2023
Years To Graduation:	2

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

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.
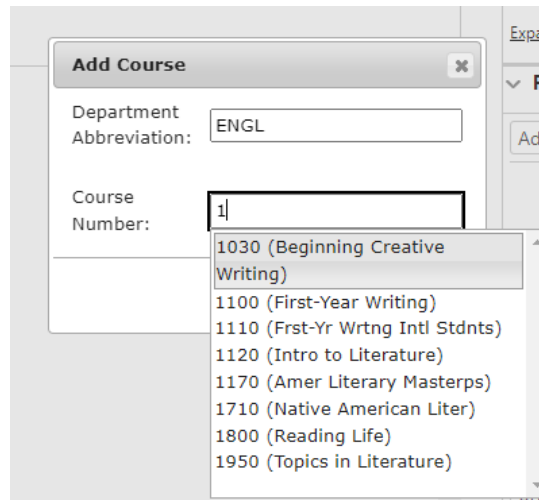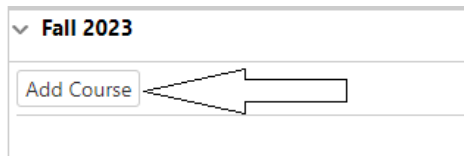
Learning How to use the Plan cont.

- 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".

How the Plan benefits Students

- After checking to make sure the student's requirements are being met, they can now send the *Plan* to there advisor for approval.
  - Once the *Plan* is approved, students can register for those courses using *My Planner* in *MyView* once you are enable 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, <u>click here</u> 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.