Missouri State University's BearPACE (Preadmission Academic Credit Estimator)

Web Address: http://www.missouristate.edu/BearPACE

What do you need to get started?
A copy of your college and/or exam transcripts showing the credits/exams completed with credits and grades earned.

Getting Started-Two Options
- Just start using it. No account required. Just click the "Continue without signing in" button to get started.
- Create an account. The advantage of doing this is that you can save your work and not have to reenter it if you use this in the future. It's really easy to do. However, it's important to know that it's not an MSU account (it's through the software vendor) so MSU cannot assist in retrieving your password if you lose it, and unfortunately there is not an option to reset it, so **make sure to remember the password**. Here's a blank where you can write it down: _____.

Step 1: Answer five simple questions about your future academic plans at MSU (Goals Tab)
- Q1: What semester will you start at MSU? This is the semester you plan to begin as a degree-seeking student at MSU.
- Q2: Click the word "undergraduate." (Graduate programs are not available in this system)
- Q3: Pick the degree you wish to pursue. You may not know what degree relates to your major-that's okay. There is additional information in the question to help you with this.
- Q4: Pick the major you want. The drop-down menu will list all of the undergraduate majors that fall under the degree you selected.
- Q5: Pick the major you want. The drop-down menu will list all of the undergraduate majors that fall under the degree you selected.

Step 2: Enter your classes and/or exam information (Classes Tab-continues on the next page…)
Select the institution/exam you want. Select the course (or subject exam and score) you completed.

What to enter if you selected a course
- What was the term?-This is the semester in which you completed the course.
- How many credits did you receive?
- What was your grade? (NOTE-Failed, not passed, and audited coursework is not eligible for inclusion).
- What type of credits?-The majority of institutions have semesters. There are some institutions (and you'll likely know if you attended one) who do quarters (4 terms per year) instead of semesters. The reason this matters is quarter credits work differently and equate to 2/3rd of a semester credit. For example, a 4-credit quarter system class equals 2.66 semester credits. This will do the conversion math for you. If you are not sure what to pick, it is recommended to pick semester.
- NOTE: If you have completed dual credit through Missouri State University, you can enter this here as well. Missouri State is included in the transfer school list so that you have an avenue to enter this coursework into your transfer work list.

Step 2: Enter your classes and/or exam information (Classes Tab) continued…

What to enter if you selected an exam
- What was the term?-Pick the semester that corresponds with when you completed the exam.
- How many credits did you receive?-Enter 99. No-we aren't going to award you 99 credits, but by doing this you don't have to worry about looking up the number of credits you are eligible to receive. The software will take care of that.
- What was your grade?-Pick the one that starts with the exam you completed (e.g., AP, CLEP, IB) and is followed by the numerical score you earned on the exam.
- What type of credits?-Select semester.

Additionally, there are some additional "course-like entries" you can enter to assist you in communicating different things for consideration for the degree audit that will generate.

I wish to communicate that I…	School to Select	Course to Select	Term to Enter	Number of Credits to Enter	Grade to Enter	Type of Credits to Enter
I wish to pursue Missouri's Core 42 instead of MSU general education.	Missouri State University	COR 420	Any (current term is fine)	0	P	Semester
I have an Associate of Arts (AA) degree.	School where you completed	GEN 011 (if MO institution; GEN 016 (if non-MO institution)	Term in which the AA degree was earned	0	P	Semester
I already completed Core 42 at a participating MO institution.	School where you completed	COR 042	Term in which Core 42 was posted to the transfer transcript	0	P	Semester

If you wish to delete a course or exam you entered, you may do so by checking the box to the left of the course/exam, and then clicking the "—" sign in the upper right of the My Transfer Work section. The pencil icon allows you to edit your course information.

Step 3: Review your degree audit and next steps (Audit Tab)
- Review your estimated degree audit. The estimated degree audit shows you how the reported classes and exams apply to the degree, major, and minor requirements at Missouri State University.
- You will see a "Degree Progress" bar that includes a percentage. This percentage is not the percentage of courses you have completed. This percentage is based on the percentage of checkboxes on the degree audit that have been checked off, so it takes into account all of the degree, general education/Core 42, major, minor, and/or certificate requirements displayed within the audit.
- See how your course and credit by exam credits transferred by reviewing the "Course Equivalencies" section towards the end of the degree audit.
- At the end, see "Next Steps" you can take such as downloading a .pdf of your audit, applying for admission, and a number of other informational items. You may also request additional information from Missouri State University.

Additional Resources and Assistance
- The "More" button (three dots) in the upper right-hand corner provides you easy access to a number of additional areas of interest, such as how to apply for admission, request additional information, view the undergraduate catalog, and a variety of other options.
- You can print or save a PDF copy of the degree audit generated using the print icon in the upper right portion of the Audit tab.
- Can't find the institution and/or course you wish to enter? Send the institution name, location, course prefix/number (e.g., ABC 123), and course title by email to BearPACE@missouristate.edu so that we may assist you.
- Need assistance with BearPACE? Email us at BearPACE@missouristate.edu or visit the FAQ section of our BearPACE website to review commonly asked questions in greater detail.