



# DEGREE WORKS USER'S GUIDE

Department Head/Advisor with Exception Access  
Edition

Missouri State University

For Degree Works Version 5.1.4 SP2-Revised February 2025

Office of the Registrar

[Registrar@missouristate.edu](mailto:Registrar@missouristate.edu)

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# Degree Works 5.1.4 User's Guide-Department Head or Advisor with Exception Access Edition

Degree Works is the University's degree audit (what classes to take) and course planning (when to take these classes) software. This user's guide will assist the user in performing the basic functions associated with their role using this software. For additional resources related to Degree Works including user documentation, updates, and an FAQ, please visit the University's Degree Works homepage at <https://www.missouristate.edu/registrar/degreeworks.htm>.

## Section 1: How To Use The Degree Audit

### Degree Audit Access Locations

#### Students

**Location:** My Missouri State>Degree Audit and SEP card

Audits accessed from this card will default to the audit of the specific user.

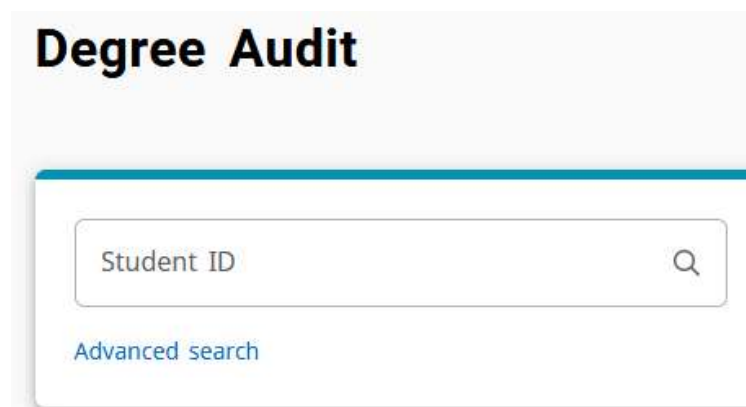
#### Advisors

**Location:** My Missouri State>Degree Works card

Audits accessed from this card will default as blank for the user to do a student lookup.

### Degree Audit Opening Navigation

Students will go directly to their degree audit. Advisors who start from the Degree Works card will go to the below landing page labeled Degree Audit if they have no personal MSU coursework. From this screen, advisors can either enter the student's BearPass number directly in the Student ID box or can click on the Advanced Search link below the Student ID box to search for students by a variety of filters.



The screenshot shows the 'Degree Audit' header in bold black text. Below it is a search interface with a light blue horizontal bar. A search box contains the text 'Student ID' and a magnifying glass icon. Below the search box is a blue link labeled 'Advanced search'.

In the Advanced Search, users can search for students using filters such as name, program, major, minor, college, degree, level, and classification. To use this feature, you click in the corresponding filter box, click the value(s) you wish to select within the respective filter box, and scroll down to the bottom of the Find Students box to click the "Search" box.

**Find Students** ×

Student ID  First name  Last name

Curriculum ^

Degree  Level  Classification

Catalog year  Major (0/777)  Minor (0/662)

College (0/16)  Program (0/1357)  Student type (0/15)

[Clear](#)

### Degree Audit Top Audit Functionality

The last date and time that the audit was refreshed can be found in the upper left on top of the first block. Registrar users will have a refresh icon to prompt a data refresh. Other users will not.

**Degree Audit** 🖨️ 📧 ⋮

**Data refreshed** 08/22/2023 10:34 AM

Student ID  Name  Degree

Advanced search

On the right side (across from the data refreshed information), you will find a printer icon, contact icon, and ellipse icon.

**Degree Audit** 🖨️ 📧 ⋮

**Data refreshed** 08/22/2023 10:34 AM

Student ID  Name  Degree

Advanced search

### Print Icon (Printing an Audit/Saving Audit as PDF)

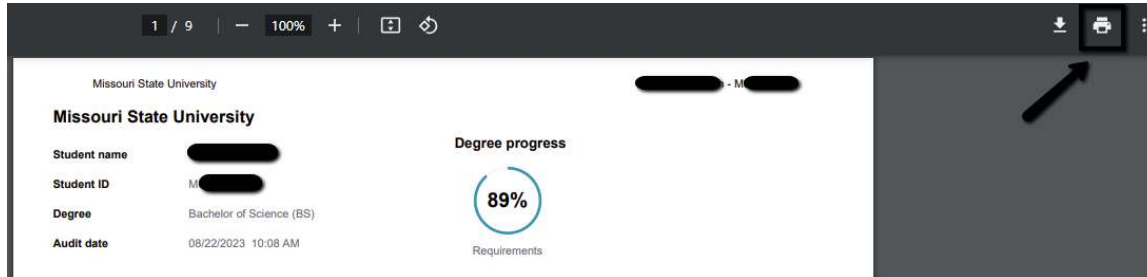
The print icon is what allows you to print and/or save the audit as a .pdf. The only way to reliably print a degree audit is to print it from .pdf view. To do so, click the printer icon. This will open a Choose Dimensions selection box. The default is “Letter-Portrait (8.5 x 11 in)”, but other options are available. Select your preferred .pdf dimensions and click “Open PDF.”

**Choose dimensions** ×

Select dimensions for PDF

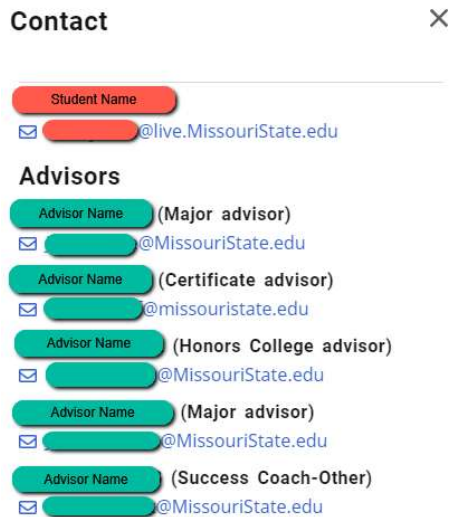
PDF dimensions \*  
Letter - Portrait (8.5 x 11 in)

The PDF version of the degree audit has a slightly different format than the web version but contains the same graduation requirements. To print it, click the print icon, which is typically found in the upper-right portion of the browser window, and then select your desired physical printer. To save the PDF, instead of selecting a physical printer, select Microsoft Print to PDF or Save to PDF as your browser allows, and save the document to your desired location.



### Contact (or Email) Icon

The email icon allows a student to email their academic advisors. The contact icon allows a Registrar, Department Head, or Advisor level user to email the student or the student's advisors. After clicking the contact icon, it will open a Contact box that shows the corresponding contact information. NOTE: The advisor information displayed is for the most futuristic advisor record found in Banner, which is not necessarily the current semester if the student has a different future advisor assignment.



### Ellipse Icon

The ellipse icon allows the user to view the student's class history. This is similar to an unofficial transcript and does include term and combined cumulative GPA information. However, unlike an unofficial transcript, it does not display repeat codes or MSU cumulative GPA information. It is a chronological list of coursework completed by the student. It will only display coursework that matches the level of the audit, so as an example, only undergraduate coursework would show on a class history accessed from an undergraduate audit. Graduate coursework would not. The reverse would be true when accessed from a graduate audit.

## Class History



The Class History is a chronological list of courses attempted. It does not contain repeat coding and therefore is not equivalent to a transcript. It is available for quick reference informational purposes only. The Class History will only show coursework matching the level (undergraduate or graduate) matching the level of the degree audit from which it is accessed.

### Summer 2022

Course	Title	Grade	Credits
COM 115	Fundamentals Public Speaking	A-	3
IDS 118	Enhancing Learning Techniques	A	1
PLS 101	American Democracy	C+	3
Term credits attempted	7.0	Cumulative credits earned	7.0
Term credits earned	7.0	Cumulative GPA quality points	22.0
Term GPA quality points	22.0	Cumulative graded credits attempted	7.0
Term graded credits attempted	7.0	Combined Cumulative GPA	3.14
Term GPA	3.14		

### Fall 2022

Course	Title	Grade	Credits
ENG 105	Writing I with Studio	B	5
GEP 101	First-Year Foundations-SL	B+	2
HID 140	Fund/Design and Interiors	B-	3

## Information Block Display

In the first block, you will find the student's BearPass number and name. The Degree drop-down box is where you can toggle between degrees and certificates if the student is working on more than one degree and/or certificate.

## Degree Audit



Data refreshed 08/22/2023 10:34 AM

Student ID: M [redacted] Name: [redacted] Degree: Bachelor of Science (BS) [dropdown arrow]

Advanced search

## Degree Audit



Data refreshed 08/22/2023 10:34 AM

Student ID: M [redacted] Name: [redacted] Degree: Master of Business Admin (MBA) [dropdown arrow]

Advanced search

The student's curriculum information, level, classification, sport for student athletes, current semester advisor assignment, and chosen first name are found in the upper block as well. For the sport, this will only be visible if the student is a student-athlete. Otherwise, the sport field will not display. If the student has no chosen first name, the legal first name will be displayed.

For advisor, each advisor will appear with the advisor type in parenthesis following the advisor's name. There will be an asterisk beside the primary advisor. The advisor types you may see are as follows:



Advisor Types	
Accelerated Graduate (ACCL)	Success Coach-Bears Lead (SCSB)
Certificate (CERT)	Success Coach-Grant (SCSG)
Honors College (HNRS)	Success Coach (SCSN)
Major (MAJR)	Secondary Other (SECN)
Minor (MINR)	Career Specialist (SPEC)
Pre-College High School (PCHS)	Access and Success Programs (SSMC)
Success Coach-Athletics (SCSA)	

Additionally, MSU and combined cumulative GPAs are displayed here as well as any holds the student may have. If the student has no applicable hold, the holds field will not display.

Above the next block is where you pick the type of audit you wish to run. Academic is the primary audit. The other choice is What-If, which is a prospective audit for a different program. In the second block, you will find the Format drop-down, where you can select the audit view you wish to use. The Student View is the default view used by students and advisors. The Registrar Report view is like the Student View but also shows the Scribe programming behind the audit. The other views here are rarely used. As you move to the right, you will find the degree progress wheel. This shows the student's progress towards checking off all the requirement boxes on the degree audit. This is not the number the credits completed towards graduation.

Continuing to the right, you will find the in-progress (or current semester) and pre-registered (or future semesters for which the student is registered) checkboxes. These are checked by default but can be unchecked if the user wishes to run an audit excluding these courses.







To the right of these checkboxes is the "Process" button. This is the button clicked when the user wishes to run a new degree audit.

Just below the second block is the date and time of the current degree audit. The audit checks each evening to see if the student had a grade, registration, or test score change. If any changes are found, a new degree audit will be generated. Otherwise, the audit can be manually updated using the “Process” button described above.

**Audit date** 12/09/2024 8:25 AM

## Degree Audit Legend

The Degree Works symbol legend can be found at the end of the degree audit. So, while this is presented out of order compared to the flow of the audit, it’s important to understand the symbols used before going into the degree audit requirements.

Legend	
 Complete	 Not complete
 Complete except for classes in-progress	 Unmet block or requirement rule
 Any course number	 Repeated class

- Complete (green circle with a checkmark)-Requirement is met.
- Not complete (open red circle)-Requirement is not met.
- Complete except for classes in-progress (half-filled blue circle)-Requirement being met with current, future, or incomplete classes.
- Unmet block or requirement rule (yellow circle with exclamation mark)-Requirement is not satisfied but there are no specific classes assigned to address it such as a GPA issue or the block containing a minimum number of credits that meets a specific criterion programmed as a block qualifier.
- Any course number (@)-Wildcard to represent any missing applicable number. For example, HST @ means any HST course. SPN 5@ means any 500 level SPN courses.
- Repeated class (R)-Found in the Audited, Failed, Dropped, Repeated sections on classes that have been excluded due to be repeated.
- While not formally found on the legend, transfer grades are indicated with a “T” in front of them. Additionally, transfer course listings include originating institution, course number, and course title.
- Additionally, at the overall block level, the “Complete” symbol is replaced by the word “Complete” in a green box, the “Complete except for classes in-progress” symbol is replaced by the word “In-Progress” in a blue box, the “Not Complete” symbol is replaced by the word “Incomplete” in a red box, and the “Unmet block or requirement rule” symbol is replaced by the words “Unmet block or requirement rule” in a yellow box.



## Degree Audit Block Structure and Type

There are several types of blocks. Each block will display the catalog year it is operating from just below the block title. The completion status of the block is displayed to the right of the block title as incomplete (red text), in-progress (blue text), complete (green text), or unmet rule (yellow text).

## General Education Requirements

IN-PROGRESS

Catalog year: Spring 2021





Your general education GPA is 3.87.

- Degree block-This is the requirement that monitors everything needed to complete the degree. This includes general baccalaureate degree requirements (120 minimum hours, 40 hours upper division, residency, exit survey, Civics exam, and other such degree or program requirements) as well as that general education, major, and minor (as applicable) requirements have been fulfilled for undergraduate degree audits.
- General Education or Core 42 block-Found on undergraduate audits only, this is the block that shows which set of requirements the student is following. If the student has an AA degree, 42-hour block, or previous bachelor's degree with the proper accreditation transcribed on their transfer evaluation, any missing courses in this block will automatically be waived by a corresponding fake course entered in the transfer evaluation process.

Action That Generates Entry of Fake Course	Fake Course That Represents This Action
In-state Associate of Arts (AA) degree	GEN 011
Out-of-state Associate of Arts (AA degree)	GEN 016
Previous bachelor's degree from a regionally accredited institution	GEN 012
In-state Associate of Arts in Teaching (AAT)	GEN 090
Missouri 42-Hour Block	GEN 042
Transcripted completion of general education at a Missouri public 2- or 4-year institution	GEN 013
Core 42 completion	COR 042

- Major, minor, or certificate blocks-This is where the respective major, minor, or certificate requirements are monitored.
- Additional program/degree blocks-These are additional requirements necessitated by the program and/or degree the student is pursuing. Examples include blocks such as program admission requirements, secondary education requirements, College of Business globalization and upper-division GPA requirement, Bachelor of Arts (BA) degree requirements, and other such requirements.
- Audited, Dropped, Failed, Repeated block-This contains the courses that are not eligible to fulfill requirements for the various reasons listed in the title. Repeated courses do not move to this section until the corresponding repeat code is assigned during end of term processing.
- Not Counted block-This contains courses that are not eligible to apply towards graduation. This includes courses that are part of a rule where only one of a group of courses can be counted toward graduation and courses that are only allowed to apply towards a specific program or degree.
- Honors College block-This contains the requirements for those participating in the University's Honors College program. Since Honors College participation is not a graduation requirement, it is a graduation-optional block, meaning that students who leave the Honors College will not be penalized in graduation eligibility checking when this block is not completed.

The block also contains the requirements related to the respective block. In this example from a General Education block, we will focus on the Human Cultures requirement. This shows that the overall Human Cultures section is unmet, as symbolized by the Not Complete symbol to the left of the Human Cultures section title. Under it, there are three sub-requirements. The first Focus (Social and Behavioral Sciences ) is in-progress as symbolized by the In-Progress symbol to the left of the Focus title. The second Focus (Humanities) is met as symbolized by the Complete symbol to the left of the Focus title. The last Focus (Arts) is not met as symbolized by the Not Complete symbol to the left of its title. To the right, it lists what is still needed to meet it, which is one course from a list of courses. Once the student registers in one of these courses, both the Focus on the Arts and Human Cultures title symbols will change to Complete except for classes in-progress. Once the class is complete and passed, these will change to Complete.

 HUMAN CULTURES	Complete 4 different course prefixes (or codes) in the Human Cultures section. Students who have general education courses waived by AA/AAT degree, 42 hour core, or previous Bachelor's degree will have the 4 prefix (or code) requirement waived. Students with multiple GEC or GEP prefix (or code) courses may see the Office of the Registrar for assistance if prefix (or code) count adjustment is needed.				
 Focus on Social and Behavioral Sciences	MED 120	Mass Media and Society	RG	(3)	Fall 2023
	SOC 150	Introduction to Society	B+	3	Fall 2022
 Focus on Humanities	PHI 110	Intro to Philosophy-HONR	A-	3	Fall 2022
 Focus on the Arts	<b>Still needed:</b>	1 Class in <a href="#">ART 200</a> or <a href="#">DAN 180</a> or <a href="#">ENG 203</a> or <a href="#">205</a> or <a href="#">215</a> or <a href="#">MUS 239</a> or <a href="#">THE 101</a>			

## Degree Audit CourseLink

If you click on a hyperlinked course anywhere in the degree audit, it will bring up a block of information that shows the course prerequisite (if applicable), catalog description, and class schedule information including date/times that courses are scheduled to be offered along with the number of seats available in each section. Campus information is additionally included.

### Course Information



#### ENG 205 - 3 Credits - Creative Writing: Nonfiction

Prerequisite: ENG 110. General Education Course (Focus on the Arts). MOTR number PERF 106NF - Creative Writing-Nonfiction. A study of the key characteristics of creative nonfiction, including an introduction to the evolving forms of text classified as creative nonfiction. Practice in writing prose with a focus on collaborative workshops and revision. Emphasis on the creative interpretation of complex thoughts and human experiences. 3(3-0) F,S,Su

#### Attributes:

M118 GN08 GE20

#### Sections:

Term	CRN	Section	Seats open	Meeting times	Campus
Fall 2023	40199	001	7 (out of 22)	Tu Th 12:30pm - 01:45pm	Springfield, MO
Fall 2023	40357	002	16 (out of 22)	Tu Th 02:00pm - 03:15pm	Springfield, MO
Spring 2024	20171	001	22 (out of 22)	To be announced	Springfield, MO
Spring 2024	25900	899	22 (out of 22)	To be announced	Online

## Degree Audit Transfer Equivalency Information

If you have transfer work, you can see how those courses applied to your degree audit. Each transfer course will show the originating institution, course title and course number below the MSU equivalency as shown in the screen shot below.

✔ Focus on US & MO Constitutions	PLS 101	American Democracy	TA	3	Spring 2020
<b>Satisfied by:</b> POL101 - American Governmnt - St Charles Community College					

## Degree Audit Exceptions

Departments sometimes will substitute or waive a course requirement. Department heads and authorized designees may enter exceptions through the exceptions tab **for their department's majors, minors, and certificates only**. They are not authorized to make exceptions to University degree requirements and/or general education. Those types of changes must be authorized by the corresponding authority or committee.

Exceptions show in two places on the audit. The first is near the applicable course location. Included is who entered the exception, the date, and a description of the action taken. The second is an exception section at the bottom of the audit. This includes whether the exception is "enforced" or working. The primary reason one would not be enforced is that the student changed catalogs and/or programs and therefore the exception was broken. Each exception ties to a specific block, which is like an address based on the program and catalog identification of the block.

✔ Food/Agricultural Chemistry	CHM 201	Essentials/Organic Chemistry	B+	3	Fall 2019
<b>Exception by:</b> [REDACTED] <b>On:</b> 04/22/2021 <b>Substitute:</b> Replace AGR 300 with CHM 201-Animal Science major					

### Exceptions

Type	Description	Created on	Created by	Block	Enforced
Substitute	Replace AGR 300 with CHM 201-Animal Science major	04/22/2021	[REDACTED]	Major in Animal Science	Yes

## Degree Audits-Limitations Due to Administrative Process Dependence

The degree audit's ability to process that a student is repeating a course is based off of the corresponding repeat codes in Banner. Repeat codes are not applied until the end of the semester. Therefore, if a student passes a course and is in the progress of repeating it (Ex: gets a "D" in ABC 123 in a previous semester, takes it again to improve their grade this semester), the course could be used in the requirements twice until the repeat code is assigned and the first attempt is excluded. Therefore, it is important to look for these situations when advising a student.

Mixed credit (courses with special approval to count as both undergraduate and graduate credit) require special end-of-term processing. During the semester of enrollment, the student will be enrolled in the graduate side of the credit, and graduate credit does not appear on an undergraduate audit. At the end of the semester, the undergraduate level is added to the course, which allows the credit to be displayed in the undergraduate audit. Therefore, it is important to look for situations where the student may be "missing" an item that will be fulfilled by the mixed credit.

## Degree in Bachelor of Science

INCOMPLETE

Catalog year: Fall 2020

**IMPORTANT INFORMATION ABOUT REPEATING PREVIOUSLY PASSED COURSES:** Students who are registered in a course which is a repeated attempt of a course in which a passing grade (A to D grade) was already earned will have the course's credit hours reflected in both hours earned (from the initial attempt) and in-progress hours (from the current attempt) until after grade and repeat processing occurs at the end of the semester. As such, you should deduct the repeated course from any hours counts (e.g. major requirements, 40 hour upper division, 120 minimum credit hours) during the period of repeat enrollment until the appropriate repeat code is assigned. If you are taking a course with the intention of receiving credit for both attempts, please check the undergraduate catalog to ensure the course can be repeated and/or that you are not exceeding the repeatable limit of the course as this will also be adjusted during end of term repeating processing.

**IMPORTANT INFORMATION ABOUT IN-PROGRESS MIXED CREDIT COURSES:** The undergraduate portion of mixed credit courses are not added to a student's academic record until end of semester processing. Therefore, mixed credit courses will not appear on the undergraduate degree audit until the end of the semester. This may cause requirements to appear unmet and hour counts to appear lower than the final count.

**IMPORTANT INFORMATION ABOUT 20 OUT OF THE LAST 30 CREDITS RESIDENCY:** Students who are eligible for an exception to the 20 out of the last 30 hours residency requirement (Education Abroad students, West Plains completion program students, Medical Technology/Radiography students) should contact the Office of the Registrar during their final semester of coursework to have this requirement waived on their degree audit.

**IMPORTANT INFORMATION ABOUT APPLYING TO GRADUATE:** In order to be considered for graduation eligibility, students must file an Application to Graduate. It is recommended to do this once you have registered for your final semester of coursework. The Application to Graduate can be found on My Missouri State> Student tab>My Graduation Path channel>Graduation Application and Status Review link.

### Degree Audit Links

Located at the end of the header row, the Links section contains links to various University websites that may be helpful to MSU students and advisors. It includes the following:

- Degree Works Homepage
- Major/Minor/Certificate Code Sheets
- Undergraduate Catalog
- Graduate Catalog
- Commencement Information
- Core 42 Resources
- GPA Calculator
- Holds Contact Information
- Transfer Equivalencies
- Advisor Toolkit

Missouri State.

DEGREE AUDIT

EXCEPTIONS

PLANS

TRANSFER

ADMIN

LINKS

### Section 2: How To Use The What-If Degree Audit

A “what-if” degree audit allows the user to see what their degree audit would look like if they were to change programs and/or catalogs prior to formally requesting the change.

Between the first and second block (below the ID block and above the format/degree progress block), there is an area where you can select the type of degree audit you want. Click on “What-If” to open the What-If Analysis selection screen.



Major Finance/Corp & Invest (BS) Level Undergraduate Classification Junior  
MSU Cumulative GPA 3.720 Combined Cumulative GPA 3.733 Holds FT

Academic What-If

Format Student View

**Degree progress**

71%

Requirements

Next, select the “Catalog year,” “Degree,” and “Level” you wish to use in the what-if audit. The catalog year will default to the current semester. You will want to select the appropriate level so it knows whether to apply your undergraduate or graduate courses. In the “Areas of Study” section, select the first majors and first minor (if applicable) you wish to pursue. The major (includes certificates as well) selection menu is filtered based on the degree selected. The minor selection menu is not filtered. Users should only select minors available in the same degree type as the degree selected. Each minor lists the corresponding degree information in parathesis behind the minor title. At the end of these menus, there may be programs that begin with “z-.” These programs are no longer available.

You will also be prompted to select the major catalog year and minor catalog year. If this is a new major or minor you are pursuing, you would want to select the current semester (or the semester you plan to begin pursuing it if that is in a future semester). If it’s an existing major or minor, you would want to select the catalog term you are currently pursuing for that major or minor, which can be found in the block header for that major or minor back on your regular degree audit.

Academic What-If View historic what-if audit

What-if audits may only include one degree or certificate level at a time.  
Any additional majors, minors, or certificates selected must match the selected degree type.  
The top catalog year is the degree and/or general education/Core 42 catalog.  
The major, minor, or certificate catalog is selected to the right of the corresponding major, minor, or certificate.

**What-If Analysis**

Use current curriculum  In-progress classes  Preregistered classes

**Program**

Catalog year \*  
Fall 2022

Degree \*  
Bachelor of Science (BS)

Level \*  
Undergraduate

**Areas of study**

Major \*  
Entertainment Management (BS)

Major catalog year  
Fall 2023

Minor  
Accounting (BS)

Minor catalog year  
Fall 2024

**Additional areas of study**

+

Additional majors and minors may be selected in the Additional Areas of Study section. First, click the down arrow at the end of the Additional Areas of Study row. This will make a button with a plus sign available. Click it and an additional major and minor field will appear. You can select an additional minor and/or additional major. Major will be filtered by the degree type selected for the what-if audit and minor will not be filter, like the opening section of the what-if audit. Click the add button to add your selection. Additional majors and/or minors may be added by clicking the plus button and repeating the above process.

There is also the ability to add courses to the audit that you are thinking about taking in the future to see where they would fit. You can do this in the “Future Classes” section. You add the subject and number, and then click “Add.” This causes the what-if audit to show the courses as “Planned” in your degree audit so that you are able to see the requirements that they fulfill.

You can also use the Future Classes option with your regular audit. To do this, check the “Use Current Curriculum” box at the top of the What-If Analysis box. It is unchecked by default. This enables the what-if audit to use your currently declared majors and/or minors in your what-if audit, but enables you to utilize the Future Classes feature with it through the what-if audit.

There are also checkboxes that are checked by default to indicate whether you wish to include in-progress (current semester) classes and pre-registered (future semester) classes. You typically will wish to leave them checked. They are located at the top of the What-If Analysis box. When finished, click the “Process” button to review the what-if degree audit.

The image shows a user interface for a degree audit. The top section is titled "Additional areas of study" and contains four dropdown menus: "Major", "Major catalog year", "Minor", and "Minor catalog year". Below these are "CANCEL" and "ADD" buttons. A plus sign (+) is visible below the dropdowns. The bottom section is titled "Future classes" and contains two input fields: "Subject" and "Number", followed by an "ADD" button. At the bottom right of the interface are "RESET" and "PROCESS" buttons.

### Section 3: How To Use the Student Educational Planner (SEP)

The Student Educational Planner (SEP) is an online tool that allows students (or an advisor on the student’s behalf) to create an individualized plan for completing requirements as they proceed towards graduation. Used alongside your degree audit, the user can place requirements semester-by-semester into the SEP plan to anticipate time to graduate. Access to the SEP is through the same link used to access the degree audit.



## SEP Initial Plan Creation from a Template (Preferred Method)

Click on the “Plans” link found at the top of the degree audit.



If the student has no plan, it will be blank. Click the “New Plan” button at the bottom right.

### Plans

Data refreshed 04/20/2021 3:22 PM

Student ID: M... Name: Degree: Bachelor of Science (BS)

Advanced search

Major: Finance/Corp & Invest (BS) Level: Undergraduate Classification: Junior College: Business Program: Finance/Corp & Invest-BS

MSU Cumulative GPA: 3.720 Combined Cumulative GPA: 3.733 Holds: FT

#### Plan List

NEW PLAN

When creating an initial plan, you will be asked if you wish to create a plan based on a template or if you would like to start from scratch. Click “Select Template.”

### Create Plan

Would you like to create a plan based on a template or would you like to start from scratch?

SELECT TEMPLATE

BLANK PLAN

Select the first fall term (or semester) that should be included (NOTE: If the student is starting in spring or summer, there will be an opportunity to address that later). If you select spring or summer, you will get an error message. Search for the template you wish to use. Undergraduates will likely use one of the “UG- General Education (Effective fall 2014)” or the “UG-Core 42 (Effective fall 2018)” templates. Click on the desired template title. When you do, it will automatically create the template framework.

#### Create plan from template

Select starting term \* Search templates

Description ↑	Level	Major	Degree	Catalog year	Term scheme	Who	What	Modified
UG-Core 42 (Effective fall 2018)	UG	0000	BS	201840	COMPLETE_SCHEDULE_SEMESTERS	M00096698	DASH	4/16/2023
UG-General Education (GE effective fall 2014)	UG	0000	BS	201440	COMPLETE_SCHEDULE_SEMESTERS	M00096698	DASH	4/16/2023
UG-General Education with BA requirements (GE effective fall 2014)	UG	0000	BS	201440	COMPLETE_SCHEDULE_SEMESTERS	M00096698	DASH	4/16/2023

Next, retitle the create plan by clicking the pencil (Edit plan) button to the right of the plan title, which will default as the template title.

Student ID: M[REDACTED] × Name: [REDACTED]

[Advanced search](#)

**Major** Finance/Corp & Invest (BS) **Level** Undergraduate **Classification** Junior  
**MSU Cumulative GPA** 3.720 **Combined Cumulative GPA** 3.733 **Holds** FT

**UG-General Education (Effective fall 2014)** [✎](#) [🗑](#)

In the Edit Plan box, retitle the plan using the following naming convention and click save when finished:

<Last name, First name BearPass number (or M-Number) SEP Plan>

NOTE: For students pursuing more than one degree, the “Degree” box will be populated so the user can pick for which degree the plan is intended. If the student has only one degree, this field will not appear.

**Edit Plan** ×

Description\*  
UG-General Education (Effective fall 2014)

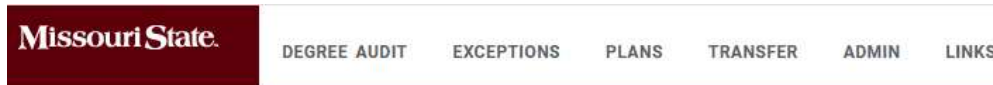
Degree  
Bachelor of Science (BS) ▾

Active  Locked

The initial plan is now created and ready for editing.

[SEP Initial Plan Creation from Scratch](#)

Click on the “Plans” link found at the top of the degree audit.



If the student has no plan, it will be blank. Click the “New Plan” button at the bottom right.

**Plans** [✉](#) [⋮](#)

Data refreshed 04/20/2021 3:22 PM [🔄](#)

Student ID: M[REDACTED] × Name: [REDACTED] Degree: Bachelor of Science (BS)

[Advanced search](#)

**Major** Finance/Corp & Invest (BS) **Level** Undergraduate **Classification** Junior **College** Business **Program** Finance/Corp & Invest-BS  
**MSU Cumulative GPA** 3.720 **Combined Cumulative GPA** 3.733 **Holds** FT

**Plan List**

When creating an initial plan, you will be asked if you wish to create a plan based on a template or if you would like to start from scratch. Click “Blank Plan.”

### Create Plan



Would you like to create a plan based on a template or would you like to start from scratch?

SELECT TEMPLATE

BLANK PLAN

Select the first fall term (or semester) that should be included (NOTE: If the student is starting in spring or summer, there will be an opportunity to address that later). Click “Submit.”

### Select a Starting Term



Please select a term to serve as your starting term for this plan

CANCEL

SUBMIT

In the Edit Plan box, retitle the plan using the following naming convention and click save when finished:

<Last name, First name BearPass number (or M-Number) SEP Plan>

### Edit Plan



Description \*

Active  Locked

CANCEL

SAVE

The initial plan is now created and ready for editing.

### SEP Term Editing

This section covers how to make basic term edits to the SEP.

#### Adding a Term

Click the “Add term” button in the upper right portion of the SEP plan field.

Requirements

- Choice +
- Course +
- Placeholder +
- Test Score +

Fall 2020  Credits: 0.0

+

ADD TERM

The Add Term box will open. In the “Select term” field, select the next term you wish to add and click the “Add” button. Repeat this process until all desired semesters are included.

**Add Term** ×

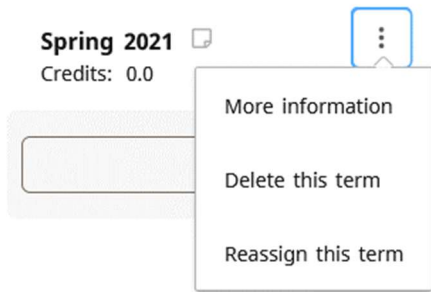
Please select a term to add to this plan.

Select term \*  
Spring 2021 ▼

CANCELADD

### Deleting a Term

Click the ellipse (three dots) button to the right of the semester you wish to delete. Click the “Delete this term” link.



You will get a Delete Term confirmation box. Before deleting, make sure that there is no planned coursework existing on that semester that you wish to keep as it will be deleted as well if you delete the term. Once you are ready to delete it, click the “Delete term” button.

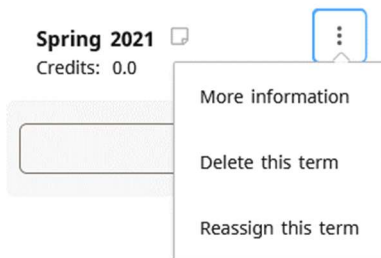
**Delete Term** ×

Are you sure you want to permanently delete this term?

CANCELDELETE TERM

### Reassign a Term

Click the ellipse (three dots) button to the right of the semester you wish to delete. Click the “Reassign this term” link.



You will get a Reassign Term confirmation box. Before reassigning, make sure that the reassigned semester does not already exist in your SEP plan as you cannot have two semesters with the same semester assignment. Once you are ready to reassign it, click the “Reassign” button.

## Reassign Term



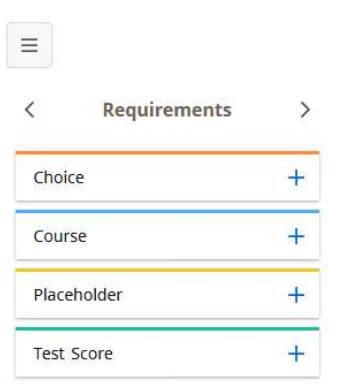
Reassign to which term?

CANCEL

REASSIGN

## SEP Requirement Types

There are four types of requirements (or items) that you can add to an SEP plan. The Requirements menu is located on the left navigation bar of the SEP.



### Course

This requirement type is used to add one specific course to an SEP plan. To select the Course requirement, click the “+” sign to the left of the Course requirements field. This will open a “New Requirement box with the “Requirement type” of course selected. The next field down is “Term”, where you will select the semester in which the course will be completed. Next, check the “Critical” checkbox.

In the “Course requirement” box, begin to type either the prefix/number or title of the course you wish to select. After you type the first few characters, it will begin to display matching choices. Once you see the course you want, you can click on it rather than type out the rest of the characters. If you select from the menu, the next field “Credits” will fill in by default. This is the number of credits the course is worth. If it does not fill in manually, you must fill it in. Variable credit courses will default to the high end of the credit range, so if you need it for less than the maximum, you can change it.

For the minimum grade, enter “D+” for undergraduates or “C” for graduates unless the course is part of a program that requires a minimum grade higher than that. When finished, click the Save button in the lower portion of the New Requirement box.

**New Requirement** ×

Requirement type  
Course

Term \* ▼

Critical

Course requirement 🔍

Credits

Minimum grade ▼

## Choice

This requirement type is used to add a requirement where the user selects one out of multiple presented options. To select the Choice requirement, click the “+” sign to the left of the Choice requirements field. This will open a “New Requirement box. The next field down is “Term”, where you will select the semester in which the course will be completed. Next, check the “Critical” checkbox.

In the “Choice requirement” box, begin to type either the prefix/number or title of the course you wish to select. After you type the first few characters, it will begin to display matching choices. Once you see the course you want, you can click on it rather than type out the rest of the characters. To add the next choice, click “Add” on the right side of the Choice requirement title line. Continue to add the additional choices following these procedures. If you wish for a choice to have paired classes (Example: Take course A or take both courses B and C), you can do this utilizing the “Add a paired course or lab” link below the entry of the course to which you wish to add the pair.

For credits, enter the lowest number of credits that will fulfill this choice. For example, if you put a 3-credit course or a 4-credit course as the two choices, you would enter “3” in the Credits field. For the minimum grade, enter “D+” for undergraduates or “C” for graduates unless the course is part of a program that requires a minimum grade higher than that. When finished, click the Save button in the lower portion of the New Requirement box.

Once created, users can check the course from the choice list that they plan to take to display this in their plan and have the course apply to the planner audit.

**New Requirement** ×

Requirement type  
Choice

Term \* ▼

Critical

**Choice requirement** Add

Course 🔍  Attribute ▼

[Add a paired course or lab](#)

Credits

Minimum grade ▼

## Placeholder

This requirement type is used when you know general characteristics about the type of course you plan to take, but not what the specific course will be. This can also be used when you wish to add a reminder about an event or item, an advising situation, or add information such as a website for future reference. Below are the types of placeholders available:

- **Advisement**-This is a placeholder to use when there is something you need to discuss with your advisor. For example, if you wished to discuss accelerated master's degree options with your advisor during your sixth semester, you could add a placeholder to remind you of this.
- **Comment**-This is a placeholder to use when there is an item you wish to make sure to participate in during a particular semester. For example, if you want to participate in a career fair, you could remind yourself to do this during a particular semester.
- **Elective**-This is a placeholder for when you just want to take a random elective for fun or, for undergraduates, for your 120 minimum credit hour count or 40-hour upper division count.
- **Requirement Choice**-This is a placeholder for when a course is meant to fulfill a specific degree audit requirement, but you don't know what course you plan to take yet.
- **Transfer**- This is a placeholder to account for situations where you are taking a course at another institution. This is helpful for your academic advisor in terms of being aware of the additional course load that they may not know about since you are not taking it at MSU.
- **Videos and Resources**-This is a placeholder to save information you want to refer to later about an item. While you cannot paste in text as a hyperlink, you can paste it into the requirement notes (discussed later) as general text which you can later copy and paste into a web browser.

To select the Placeholder requirement, click the "+" sign to the left of the Placeholder requirements field. This will open a New Requirement box with a default Requirement Type of "Placeholder." The next field down is "Term", where you will select the semester in which the item/course will be completed.

The next field is "Placeholder." This is where you pick the type of placeholder you wish to use based on the previous placeholder descriptions.

In the "Value" box, begin to type a text description of the item/course. For example, if you plan 3 credits of general elective towards graduation, you might type "General elective for 120 minimum/40 UD (3 credits)." It is recommended to always include the credits in parenthesis as this requirement type does not present an option to select the number of credits. You are limited in characters here, but there is a way to provide additional information later in these instructions. When finished, click the Save button in the lower portion of the New Requirement box.

## New Requirement



Requirement type  
Placeholder

Term \*

Placeholder \*

Value \*

CANCEL SAVE

### Test Score

This requirement is the least used of the four requirement types. This is for situations where there is an exam requirement housed outside of a course that must be completed as part of a program requirement. For undergraduates, the most common is the University Exit Survey, although some programs have additional program-related exams. For graduates, the most common is comprehensive exams and/or thesis defense tracking.

To select the Test Score requirement, click the “+” sign to the left of the Test Score requirements field. This will open a New Requirement box with a default Requirement Type of “Test Score.” The next field down is “Term”, where you will select the semester in which the item/course will be completed. Next, check the “Critical” checkbox.

Next, click the “Test code” field to pick from the selectable test code options. For the minimum score, enter a value of “Y” which represents “yes” for completion of the exam. When finished, click the Save button in the lower portion of the New Requirement box.

NOTE-This requirement will later be recorded as met once the corresponding test value is recorded on the student’s test score record.

## New Requirement



Requirement type  
Test Score

Term \*

Critical

Test code \*

Minimum score \*

CANCEL SAVE

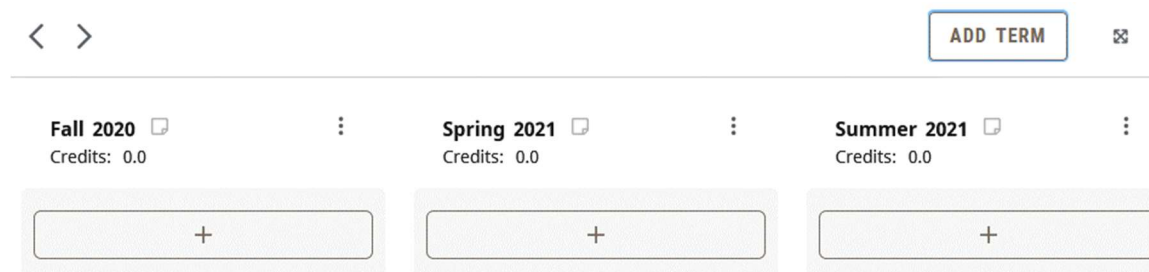


## SEP Navigation and Editing

This section is designed to help you navigate the SEP and make changes to items existing from use of a template or changing items you previously added to the SEP plan

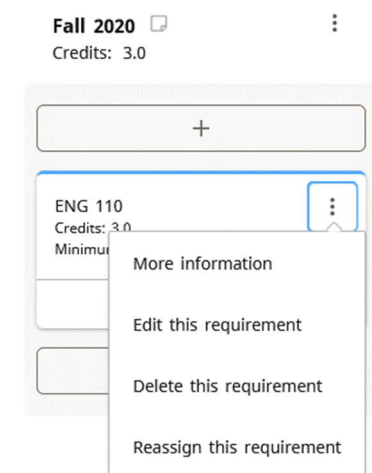
### Semester Transition

You can back and forth between semesters using the “<” and “>” arrows found in the upper left just above the semester grid in the SEP plan.



### Course Editing Options

There are a number of editing options for SEP requirements. They are described below and can be accessed by clicking the ellipse (three dots) button to the right of the requirement.



#### *More Information (CourseLink Information)*

To see CourseLink information for a course such as prerequisite, course description, date/time offering for open registration semesters, and seat availability, click the ellipse next to the course and select the “More information” link.

#### *Edit This Requirement*

To edit the requirement, taking you back to the original entry screen for the requirement, click the ellipse next to the course and select the “Edit this requirement” link.

#### *Delete This Requirement*

To delete the requirement off of the SEP plan, click the ellipse next to the course and select the “Delete this requirement” link. When the Delete Requirement confirmation box opens, click the “Delete requirement” button.

## Delete Requirement



Are you sure you want to permanently delete this requirement?

CANCEL

DELETE REQUIREMENT

### *Reassign This Requirement*

To reassign the requirement to a different semester within the SEP plan, click the ellipse next to the course and select the “Reassign this requirement” link. When the Reassign Requirement confirmation box opens, select the semester you wish to change it to in the “Term” box and click the “Reassign” button.

## Reassign Requirement



Reassign to which term?

Select term \*



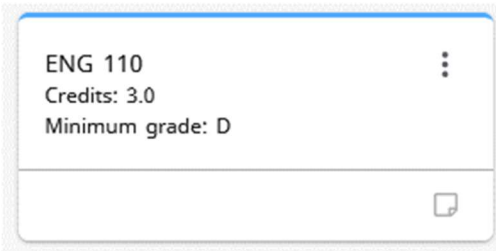
CANCEL

REASSIGN

NOTE: You may also reassign a requirement by hovering your mouse over a requirement, holding down a single left click, and drag and drop it on the semester you wish to assign it to.

### *Add Requirement Notes*

Users have the ability to add additional information to a requirement in the form of a requirement note. To do this, click on the notepad in the bottom right corner of the requirement to which you want to add the note.



This will open a Requirements Notes box. If there is no existing note, it will have a button you can click to add a new note.

## Requirement Notes



There are no notes.

ADD A NEW NOTE

Type the note you wish to add (or paste in text you have copied from something else). Click the “Save Note” button when finished.

### Add a new note



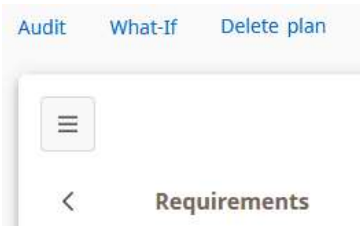
Add description  
This is my example note.

CANCEL

SAVE NOTE

## SEP Degree Audit

Users can see what their planned courses look like in a degree audit by clicking the “Audit” link in the top left just above the SEP plan. The audit will open in a separate window for viewing.

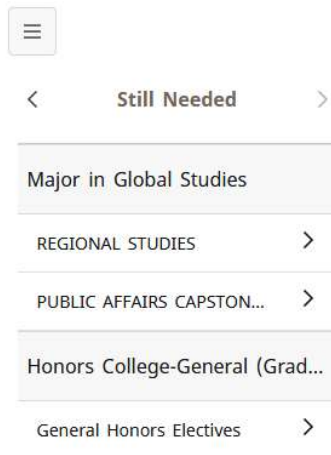


## SEP Still Needed

Users can see a “list view” of unmet requirements by navigating to the “Still Needed” list. To find this, click the right arrow by the Requirements header.



This will show requirements that do not have a specifically planned courses associated with it. After drilling down to see the specific courses listed, users may click and drag any course they wish to add to their plan to the corresponding plan semester as an alternative way to add the course to the plan.



## SEP Courses

Users can see a “list view” of university courses by navigating to the “Courses” list. To find this, click the left arrow around the Requirements header.



< **Courses** >

This will show a list of courses built in Banner. After drilling down to see the specific courses listed, users may click and drag any course they wish to add to their plan to the corresponding plan semester as an alternative way to add the course to the plan. This does include old courses that are no longer offered.

< **Courses** >

Course Title

Course	#	Title
Accounting (ACC)	(ACC)	

## SEP Plan Activation and Locking

When an initial SEP plan is completed and ready for use, the user should activate the plan. To do this, the user should click the pencil icon to the right of the SEP plan title to open the Edit Plan box.

**Bear, Boomer M0000001 SEP Plan**  

PLAN LIST

NEW PLAN

Once open, the user should check the “Active” checkbox. This indicates the plan is now active and being followed. Students will only see the “Active” checkbox. Advisors and Registrar staff will also see a “Locked” checkbox. If an advisor checks the “Locked” checkbox, it means the advisor has reviewed and approved the plan and locked it so there can be no further changes without the student contacting them. One benefit of locking the plan is that it cause plan tracking to be turned on so the plan will have an indicator on their plan that shows whether the student is on-track or off track with their plan.

### Edit Plan



Description \*  
Bear, Boomer M0000001 SEP Plan

Active  Locked

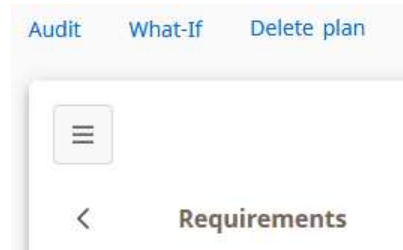
CANCEL

SAVE

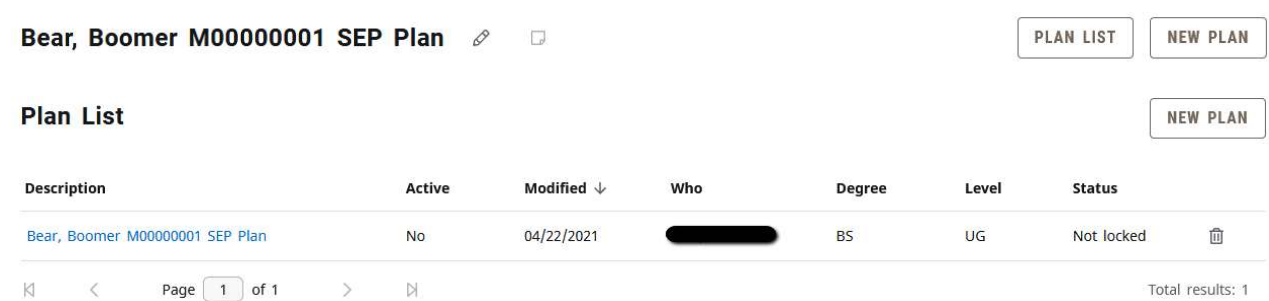
## SEP Plan Deletion

If the user wish to end their existing plan and start over, there are two ways that an SEP plan can be deleted.

Option 1: Click Delete Plan in the menu just above the SEP Plan.



Option 2: Click the Plan List button to the right of the plan title and then the trash can at the end of the plan's listing on the Plan List



Using either option will take the user to the Delete Plan confirmation box. To delete the plan, click the Delete Plan button. Once deleted, there is no way to retrieve the plan.

## Delete Plan



Are you sure you want to permanently delete this plan?



## Section 4: Exception Processing

Exception processing is used when a department (or authorized University administrator) wishes to record the approval of a course substitution, waiver, or requirement adjustment in the degree audit system.

## Exception Access

All Office of the Registrar staff members have exception processing access as part of the Registrar security role. OR staff processes approvals made by the Provost's Office (typically through the Associate Provost-Student Development and Public Affairs) or designated committees such as the Degrees Committee. For majors/minors/certificates, department head are granted access upon their installation as the department head. The department head has the authority to expand access to other designees by submitting their request to the Associate Registrar-Degree Programs and Advisement Support. For graduate programs, Graduate Program Directors are granted access through Graduate College approval and the approval is processed by the Office of the Registrar.

## Exception Application Rules

There is not a way to limit exception access by department, so authorized exception processors are expected to follow the following exception application guidelines.

<b>Degree audit blocks a department head may adjust</b>	<b>Degree audit blocks a department head may not adjust</b>
Major in or certificate in (a major or certificate belonging to the adjusting department head) except for major GPA and residency as those are University rules	Degree blocks (Degree in ...). This includes the 120 minimum hours, 40 hour upper-division, cumulative GPA, exit exam, and any other requirements in this block. If you think something should be adjusted, the adjustment must be received by the Office of the Registrar through the approval of the proper authority.
Minor in (a minor belonging to the adjusting department head) except for minor GPA and residency as those are University rules	General education or Core 42 block even when the potentially waived course is from your department as all these waivers are processed by the Office of the Registrar through the approval of the proper authority.
Major or department-related admission requirements (for a major belonging to the adjusting department head)	Other blocks such as secondary education requirements, even if associated with a department related discipline.
	Major in, Minor in, or Certificate in ... blocks belonging to another department
	Bachelor of Arts degree requirement blocks
	Honors College requirements

## Exception Processing-Adding an Exception

Login to Degree Works. Open the degree audit of the student for which you wish to enter an exception. Click the Exceptions tab at the top of the degree audit screen.

## Exceptions



Exceptions should only be entered for the major/minor/certificate blocks for which the department or school is authorized. Exceptions should never be entered in degree, general education, or Core 42 blocks by department or school personnel. Exception descriptions should include the action taken and the block to which it was taken (e.g. Replace ABC 123 with BCD 234-jellybean Studies major). For questions related to exception entry for undergraduate programs, contact the Office of the Registrar. For questions related to exception entry for graduate programs, contact the Graduate College.

Data refreshed 09/23/2024 8:09 AM

Student ID: [REDACTED] X Select Student: [REDACTED] Degree: Bachelor of Science (BS)

Advanced search

Major: z-Merch & Fash Prod Deve/Merchandising (BS) Level: Undergraduate Classification: Sophomore College: Business

Program: z-Merch & Fash Prod Deve/Merchandising-BS MSU Cumulative GPA: 2.25 Combined Cumulative GPA: 2.25

Advisor: [REDACTED] (MAJR\*), [REDACTED] (SCSG) Chosen First Name: [REDACTED]

The “exception” view of the degree audit will open. Scroll down to the portion of the degree audit you wish to change and click the radio button to the left of the requirement to change. Click the plus (+) sign button to the left of the requirement.

<input type="radio"/>	PUBLIC AFFAIRS	Complete four different course prefixes in the Public Affairs section. Students who have general education courses waived by AA/AAT degree, 42 hour core, or previous Bachelor's degree will have the four prefix requirement waived. Students with multiple GEC or GEP prefix courses may see the Office of the Registrar for assistance if prefix count adjustment is needed.	+ MINSREAD 4
<input checked="" type="radio"/>	Focus on US & MO Constitutions	PLS 101	
<input checked="" type="radio"/>	Focus on American History & Institutions	HST 121	
<input type="radio"/>	Focus on Cultural Competence	Still needed: 1 Class in ANT 100 or COM 260 or ENG 289 or GRY 100 or IDS 297 or LLT 180 or MCL 200 or MTH 121 or REL 100 or 210 or SWK 219	
<input checked="" type="radio"/>	Focus on Public Issues	ITC 200	

This will open an Add Exception box. In the “Exception type” box, select the type of exception you wish to enter. Once you do this, the information fields for the respective exception type will open. See the Exceptions Type section below for additional information on the various types of exceptions available and instruction on how to complete them.

### Add Exception



Exception for: Focus on Cultural Competence

Exception type

Description \*

Details

CANCEL

ADD EXCEPTION

After filling out the exceptions field's, click in the **Description** field. Make sure the field is blank and click **Add Exception**. When you do this, a message will appear indicating the description field was left blank and will default a sample description. Click the “X” in the top right of description field warning message.

**Add Exception** ×

Exception for: Focus on Cultural Competence

Exception type  
Also Allow

Allow Subject \*  
ABC

Number \*  
123

With Qualifier Operator Value

Description \*  
Allow ABC 123 to apply here.

Details

This puts the action you performed in the description field. It is recommended to add the program to which it is being applied towards such as “-History major” or “-Psychology minor”.

The “Description” field used in exceptions is 50 characters long. There may be instances where you wish to provide internal documentation as to why an exception was made. You can use “Details” box for this. It is optional and rarely used. Here you can type additional text up to 220 characters. When finished, Click **OK**. This message will not be viewable to those who only have a “Student” user role but will be viewable to any user with any other role. It will be viewable as a pop-up hint over the exception description.

When finished, click the “Add exception” button.

**Add Exception** ×

Exception for: Focus on Cultural Competence

Exception type  
Also Allow

Allow Subject \*  
ABC

Number \*  
123

With Qualifier Operator Value

Description \*  
Allow ABC 123 to apply here-GE Cultural Competence

Details


Exceptions will be visible in two locations. One of them is immediately below the requirement to which the exception was applied. The other is the Exceptions section located towards the end of the degree audit.



+  Focus on Cultural Competence

**Still needed:** 1 Class in **ANT** 100 or **COM** 260 or **ENG** 289 or **GRY** 100 or **IDS** 297 or **LLT** 180 or **MCL** 200 or **MTH** 121 or **REL** 100 or 210 or **SWK** 219 or **ABC** 123

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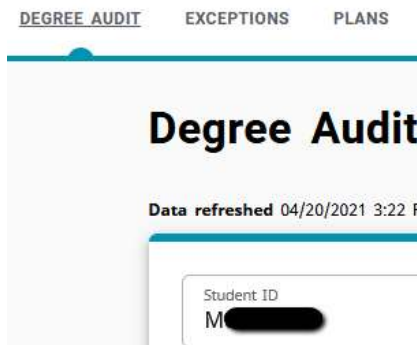
**Exception by:** [REDACTED] **On:** 04/23/2021 **Also Allow:** Allow ABC 123 to apply here-GE Cultural Competence 

## Exceptions

<input type="checkbox"/>	Type	Description	Created on	Created by	Block	Enforced
<input type="checkbox"/>	Also Allow	<a href="#">Allow ABC 123 to apply here-GE Cultural Competence</a>	04/23/2021	[REDACTED]	General Education Requirements	Yes

## Exception Processing-Deleting an Exception

Login to Degree Works. Open the degree audit of the student for which you wish to enter an exception. Click the Exceptions tab at the top of the degree audit screen.




The “exception” view of the degree audit will open. You cannot edit an exception. To correct a mistake, you must delete the old exception and enter a new exception. Scroll down and find the exception you wish to remove. This can be either exception view (located at the requirement, located in the exception box in the bottom).

If you go to the requirement location, you just need to click the Remove Exception icon, which is a trash can located on the right side of the exception row. If you go to the Exceptions section, click the check box to the left of the exception you wish to delete and then click the Remove Exception icon, which is a trash can located in the upper right portion of the Exceptions box.

+  Focus on Cultural Competence

**Still needed:** 1 Class in **ANT** 100 or **COM** 260 or **ENG** 289 or **GRY** 100 or **IDS** 297 or **LLT** 180 or **MCL** 200 or **MTH** 121 or **REL** 100 or 210 or **SWK** 219 or **ABC** 123

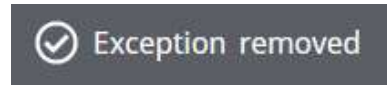
---

**Exception by:** [REDACTED] **On:** 04/23/2021 **Also Allow:** Allow ABC 123 to apply here-GE Cultural Competence 

## Exceptions

<input type="checkbox"/>	Type	Description	Created on	Created by	Block	Enforced
<input type="checkbox"/>	Also Allow	<a href="#">Allow ABC 123 to apply here-GE Cultural Competence</a>	04/23/2021	[REDACTED]	General Education Requirements	Yes

The removal will be immediate without a warning box. A gray box will pop open in the upper right portion of the screen indicating that the exception was removed.



## Exception Types

### Also Allow

This exception is used to add a course to a requirement list. For example, if there are five acceptable courses to pick from and you wish to add a sixth course, and it does not matter which of the six courses the student takes, you would use this exception. This type of exception should also be used when a student has a course in progress, has not taken a course yet, or incomplete grade. The “Allow” subject and number field must be typed in. If it is a transfer course, it should be the MSU equivalency, not the original number at the other institution.

The second line “With” field can be used to provide additional qualifiers to the substitution as explained in the Exception Filtering section of this guide. Additional qualifiers are optional and can be left blank if not needed. A description explaining the location of the action and describing the action should be included.

**Add Exception** ×

Exception for: Focus on Cultural Competence

Exception type  
Also Allow

Allow

Subject *	Number *
ABC	123

With

Qualifier	Operator	Value
▼	▼	

Description \*

Allow ABC 123 to apply here-GE Cultural Competence

Details

### Apply Here

This exception is similar to Also Allow but is more powerful and is used to absolutely assign a specific course to a requirement. Examples where this could be used is when pass/not-pass is not allowed but you want to apply a pass course any way or when you wish to apply a course despite a sharing restriction. Another example is when a course can fill multiple requirements but cannot be shared, so you wish to move a course from one place to the other. Only use this exception when the course has a final passed grade to avoid unintentionally overriding any grade restrictions. The “Allow” subject and number field must be typed in. If it is a transfer course, it should be the MSU equivalency, not the original number at the other institution. The second line “With” field can be used to provide additional

qualifiers to the substitution as explained in the Exception Filtering section of this guide. A description explaining the location of the action and describing the action should be included.

NOTE: There are rare times when this exception must be used with an in-progress report, such as to allow a double count. In those cases, you must use exception filtering of "DW Grade Number" "equal to or greater than" "1.0." (1.0 is the same as a grade number value as a D). If the exception is being entered to allow an in-progress pass/not-pass course to apply, you must use exception filtering of "DW Grade Letter" "equal to or greater than" "P".

### Add Exception ×

Exception for: Focus on Cultural Competence

Exception type  
Apply Here

Apply Subject\* ABC Number\* 123

with Qualifier Operator Value

Description\*  
Apply ABC 123 here-GE Cultural Competence

Details

CANCEL ADD EXCEPTION

### Force Complete

This exception is used when you have no specific action you desire to take such as substituting or waiving a course. This is a way to tell Degree Works that a requirement should be marked as okay without any additional action. It is a very powerful exception and should be among the least used exceptions. Since there is no action to take, the only information to enter is a description of why you are forcing the requirement to be complete. A description explaining the location of the action and describing the action should be included.

### Add Exception ×

Exception for: Focus on Cultural Competence

Exception type  
Force Complete

Description\*  
GE Cultural Competence waived

Details

CANCEL ADD EXCEPTION

## Substitute

This exception is used when you wish to remove one course from a requirement and replace it with a different course. The “Change” fields must have the course subject code and number typed in that you wish to remove. The “To” fields must have the course subject code and number typed in that you wish to add. The second line “With” field can be used to provide additional qualifiers to the substitution as explained in the Exception Filtering section of this guide. A description explaining the location of the action and describing the action should be included.

**Add Exception** ×

Exception for: Focus on Cultural Competence

Exception type  
Substitute

Change  
Subject\* MCL Number\* 200

To  
Subject\* ABC Number\* 123

With  
Qualifier Operator Value

Description\*  
Replace MCL 200 with ABC 123-GE Cultural Comp

Details

## Remove Course and/or Change the Limit

This exception has multiple functions. The first function is the ability to remove a course from a list. This is another alternative available to maneuver courses to a desired location on the degree audit. The “Remove” subject and number fields can be filled in by typing the subject and number.

The second function is the ability to change the number of credits or classes in a requirement. This includes both raising and lowering a limit. Raising could be used when a department wishes to have additional courses pulled into a major/minor for inclusion in the requirement in order to allow for the improvement of major/minor GPA. In these cases, it may need to be paired with an “Also Allow” or “Apply Here” exception. Lowering could be used when a department wishes to waive one course out of a requirement that requires multiple courses.

The “Change Limit” box has a Units drop-down menu to the right. The choice made in this box should match the language used in the requirement. For example, if a requirement says “Complete 9 credits” and you wish to reduce it to 6 credits, you would select “Credits” in the Units drop-down menu. If a requirement says to “Complete 3 classes” and you wish to reduce it to 2 classes, you would select “Classes” in the Units drop-down menu.

You can use both function in the same exception transaction. A description explaining the location of the action and describing the action should be included.

## Add Exception



Exception for: Focus on Cultural Competence

Exception type  
Remove Course and/...

Remove: Subject  
ABC

Number  
123

Change: Limit  
2

Units  
Classes

Description \*  
Remove ABC 123 and change to 2 classes-GE Cult Com

Details

CANCEL

ADD EXCEPTION

## Exception Filtering

Sometimes when entering a Degree Works exception, you need to use a course in your exception that appears more than one time on the degree audit. The most common situations are repeatable variable topic courses or transfer electives. Degree Works provides some filters you can use to delineate the course you wish to use in your exception. The filter option is found on the Substitute, Also Allow, and Apply Here exception types and begins with the word “With”. There are three filtering menus used in exception filtering: Qualifier, Operator, and Value. The qualifier is the criteria you wish to filter by. The Operator is where you tell the filter to look for higher, lower, or equal to the value, and the Value is the value you are looking for in the qualifier.

Below is a description of how to use these filters. This focuses on the most commonly used.

### Filtering by Term

This is a filter you would use when the courses in question were completed in different terms (semesters). The term format must be Banner term format which is a six-digit number that is entered in the following format: First four digits (year); last two digits (semester indicator: 20 for spring, 30 for summer, 40 for fall). The qualifier is DW Term.

With

Qualifier DW Term	Operator equal to	Value 202340
----------------------	----------------------	-----------------

### Filtering by Grade

This is a filter you would use when you want to filter by grade. For example, a student takes two ABC 397 courses in the same semester so you cannot filter by term. The student earned an A in one and a B in the other and you wish to substitute the one where a B was earned. Plus/minus grading is supported with this. You can also use an operator of “equal to or greater than” in a situation where an in-progress course could be substituted only if a minimum grade level is earned. The qualifier is DW Grade Letter.

With

Qualifier DW Grade...	Operator equal to	Value B
--------------------------	----------------------	------------

### Filtering by Credits

This is a filter you can use when a student has multiple courses with the same term and grade, but a different number of credits. The qualifier is DW Credits.

With

### Filtering by Section

This is a filter you can use to filter by MSU section number (not CRN). However, if the student had the same course in different semesters, and the same section number on each of those courses, this would not work. It must be a three-digit number when entering a numerical section (i.e. use 004 instead of 4). The qualifier is DW Section.

With

### Filtering by Originating Transfer Course Prefix and Number

This is a filter you can use to delineate between transfer electives. You can get the originating transfer number from the degree audit. It is recommended to copy and paste this number so that you get the exact prefix/number format and spacing. The qualifier is DW Transfer Course.

With

### Filter by Course Title

This is a filter you can use to delineate between MSU (not transfer) course titles. This is used on variable topic courses where the department changed the displayed course title when the course was built. It is recommended to copy and paste this from the audit

With

It is recommended to consult with Office of the Registrar staff if additional filtering is needed that is not covered within the above filters. There are additional filters available in the Qualifier menu but these are rarely used and may require additional guidance.

### Exception Management/Reporting

This allows users with access to run reports to identify exception usage by various criteria. This may be helpful in identifying commonly entered exceptions, exception volume by exception processor, and in monitoring appropriate exception application by block type.

To open Exception Management, hover over the Admin tab located at the top of the degree audit. This can be accessed from Worksheets or Exceptions. This will open a sub-menu. Click "Exception Management."

This will open the Exceptions Report search criteria box. Available search criteria include the following:

- Show exceptions from: Values include Last week, Last 30 days, Last 6 months, Last year, Show all.
- Show exception type: Values include the five different exception types.
- Status filter: Users should leave this on Show all statuses. Other filters are to find broken exceptions.
- Exceptions created by ID: This is used when you want to find exceptions entered by a specific individual. The ID used is BearPass number (M-number).
- Exceptions on student ID: This is used when you want to pull a list of exceptions for a specific student. The ID used is BearPass number (M-number). This is also viewable on the student’s degree audit.
- Exceptions on requirement ID: This is used to find requirements that have been entered against a specific Scribe block. You must know the block’s ID (or RA number) to use this filter. This value can be looked up in Scribe, or the block ID’s found on a specific student’s degree audit can be obtained in the Diagnostics Report available on the student’s Worksheets tab.

You can use multiple filters at a time. For example, you could search for the exceptions done during the last 6 months by a specific user against a specific Scribe block. After selecting the desired criteria, click the “Run Exceptions Report” button. You can clear your criteria for a new search by clicking the Reset link.

## Exception Management

Exceptions Report

**Exceptions Report**

Enter your search criteria

Show exceptions from Last 30 days	Show exception type Show all	Status filter Show all statuses
Exceptions created by ID	Exceptions on student ID	Exceptions on requirement ID

Reset **RUN EXCEPTIONS REPORT**

This will open a report of the exceptions fitting the selected criteria. Just below the filter, the user will have the option to select “Show Exception Details” or “Show Requirement Block Counts.” Click the desired format, which is described below, by selecting the corresponding radio button.

Reset **RUN EXCEPTIONS REPORT**

Show exception details  Show requirement block counts

### Show Exception Details

This view is designed to give the user a detailed description of each individual transaction that meets the filter criteria. Data listed includes the creation date, creator ID, Scribe block ID, student who received the exception, the exception type, and description. An expansion arrow at the right side of the row allows the user to expand the entry to see greater description.

Created on	Created by	Requirements	Type/Value	Label tag	Student ID	Type	Status	Description
03/31/2021		RA003852	MINOR / CHE2	22.51		NN	OK	Added 2 course for Chem minor residency
03/31/2021		RA003852	MINOR / CHE2	22.51		AA	OK	Allow CHM 399 to apply here-CHEM minor resi...
04/08/2021		RA000039	DEGREE / BA	1.1		NN	OK	300 credits
04/22/2021		RA003363	MAJOR / ANSC	13		RR	OK	Replace AGR 300 with CHM 201-Animal Science major

**Block title** Major in Animal Science  
**Type** Substitute  
**Status** OK - applied to audit successfully

### Show Requirement Block Counts

This view is designed to give the user an aggregate summary of the number of transactions that meet the filter criteria. An expansion arrow at the right side of the row allows for exception to see a breakdown of applied exceptions by requirement label ID.

Requirements	Type/Value	Block title	Count
RA003852	MINOR / CHE2	Minor in Chemistry	2
<b>Label tag</b>		<b>Count</b>	
22.51		2	
RA003363	MAJOR / ANSC	Major in Animal Science	1
RA000039	DEGREE / BA	Degree in Bachelor of Arts	1

## Section 5: Additional Degree Works Tools

There are some additional tools that are very important and useful for managing Degree Works responsibilities.

### Degree Works Website

There is a Degree Works website (<https://www.missouristate.edu/registrar/degreeworks.htm>) maintained by the Office of the Registrar to serve as a Degree Works resource to the campus community. Items found on the site include the following:

- Degree Works Core 42 Resources
- Degree Works Future Projects/Enhancements
- Degree Works Training Workshops for Faculty/Staff
- Degree Works User’s Guides
- Degree Works FAQ

This can be accessed from the Links section in the Degree Works header row.

**DEGREE AUDIT**

- Degree Works Core 42 Resources
- Degree Works Future Projects/Enhancements
- Degree Works Training Workshops for Faculty/Staff
- Degree Works User's Guides
- Degree Works FAQ

## Degree Works (Degree Audit and Student Educational Planner)

**Welcome!**

Degree Works is our degree audit and student educational



## Administrative Audit

### Purpose of the Administrative Audit

The Administrative Audit is a tool developed primarily for Office of the Registrar use to support administrative needs that do not need to be tracked from a graduation perspective. Below is a description of the various items found within the Administrative Audit. It is important to remember that it does not relate to a particular degree. For example, if there is a course that is not allowed to apply towards a degree that such as restriction would not be enforced in an administrative audit. For example, if course ABC 123 cannot apply towards a BFA degree, a BFA audit would not use the course towards the 120-hour count while an administrative audit would since it is not degree-specific.

### 120 Credit Count Review

Instead of being programmed to look for 120 credits, this is programmed to look for 1,120 credits so that the section is never met. The purpose of this is to:

- Allow for advisors and OR staff to more easily see in-progress repeat situation.
- Allow for advisors to more easily determine if a current course is needed to reach 120 credits.
- Allow OR staff to determine course applicability for athletic compliance purposes.

### 40 Hour Upper Division Review

Instead of being programmed to look for 40 upper-division (UD) credits, this is programmed to look for 540 credits so that the section is never met. The purpose of this is to:

- Allow for advisors and OR staff to more easily see in-progress repeat situation.
- Allow for advisors to more easily determine if a current course is needed to reach 40 UD credits.
- Allow OR staff to determine course applicability for athletic compliance purposes.

### Core 42 Versus General Education Comparison

The final two sections show the Core 42 and general education blocks so that users can compare the two to make more informed decisions about which set of requirements may be the most academically beneficial to follow. Keep in mind that any degree-level or program-level sharing restrictions would not be enforced on these audits since there is no specific program tied to the administrative audit.

### How to Generate an Administrative Audit

- Log into the Degree Works degree audit through My Missouri State. Students will go directly to their degree audit. Advisors will select the student they wish to review. Click on the “What If” link.
- Pick “Not Degree Seeking” in the Degree field and pick the current catalog term in the Catalog year field. In the major box, pick the last selection option (zz-Administrative Audit (Preadm major WP)). Disregard the “Preadm major WP” part of the label.
- Pick the level of “Undergraduate” for the administrative audit since the requirements it is designed to supply information for are undergraduate in nature.

## What-If Analysis



Use current curriculum  In-progress classes  Preregistered classes

### Program

Catalog year \*  
Spring 2025

Degree \*  
Not Degree Seeking

Level \*  
Undergraduate

### Areas of study

Major \*  
zz-Administrative Audit (Preadm major WP)

Major catalog year  
Spring 2025

Minor

Minor catalog year

Additional areas of study

### Future classes

Subject

Number

ADD

RESET

PROCESS