

FERRIS STATE UNIVERSITY

**COLLEGE OF
ARTS & SCIENCES**



MYDEGREE

**STUDENT
HOW-TO MANUAL**

College of Arts & Sciences MyDegree Student How-To Manual

MyDegree is a web-based degree audit program and academic advising tool designed to assist you and your advisors in reviewing your degree progress. MyDegree combines your degree requirements and the coursework you have completed in a categorized worksheet that helps you see how courses you have completed count toward your degree requirements and helps you see what courses and requirements you still need to complete. It is not your academic transcript and should be reviewed along with your unofficial transcript on MyFSU.

MyDegree helps you to:

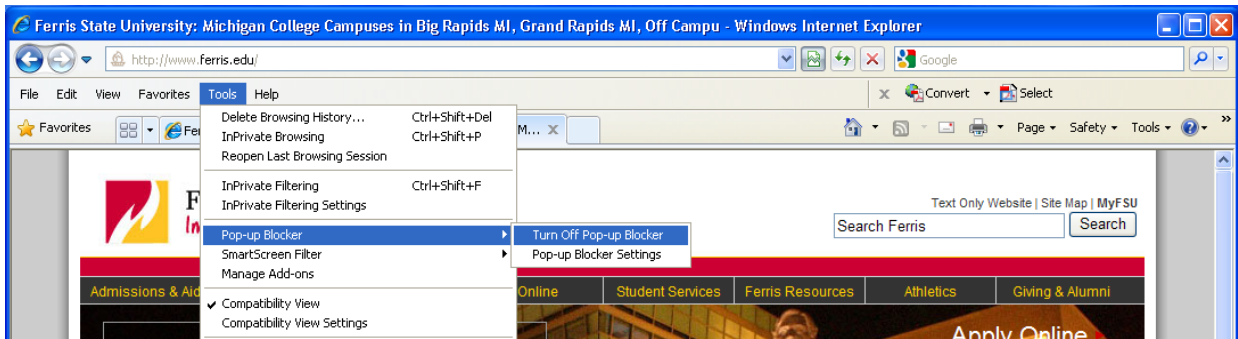
- Determine what requirements you need to fulfill in order to complete your degree.
- Identify what requirements you've completed in general education, major, minor, and concentration areas.
- View individual course grades.
- Determine which courses you have taken or transferred and what areas they fulfill.
- See how your coursework could be applied toward another major, minor, or concentration using the What-If option.
- Determine future grade performance using the GPA calculator.
- Develop a semester-by-semester plan for your college career and estimate how many semesters it will take you to graduate.
- Find course descriptions, pre-requisites, co-requisites, and when the course is being offered by clicking on the course numbers in your worksheet.

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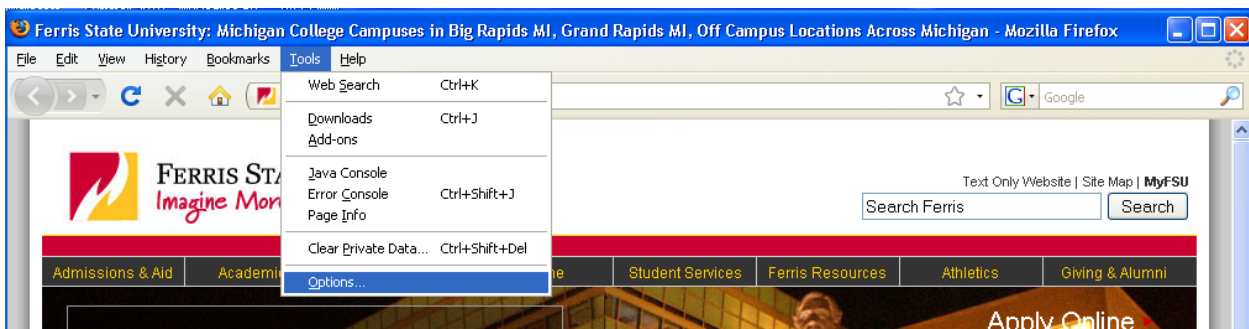
BEFORE using MyDegree, please make sure to:

- Turn off your pop-up blockers.
(This includes any pop-up blockers in toolbars you may have installed.)

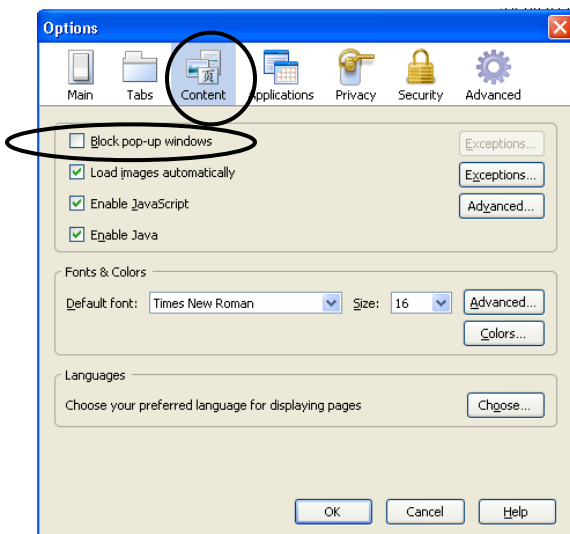
To do so in **Internet Explorer**, click on the Tools menu, Pop-up Blocker, and click Turn Off Pop-up Blocker, as shown below.



To do so in **Mozilla Firefox**, click on the Tools menu, Options, as shown below.



The menu options will open up. Click on the Content tab, and then make sure the box next to “Block pop-up windows” is unchecked and then click OK, as shown below.



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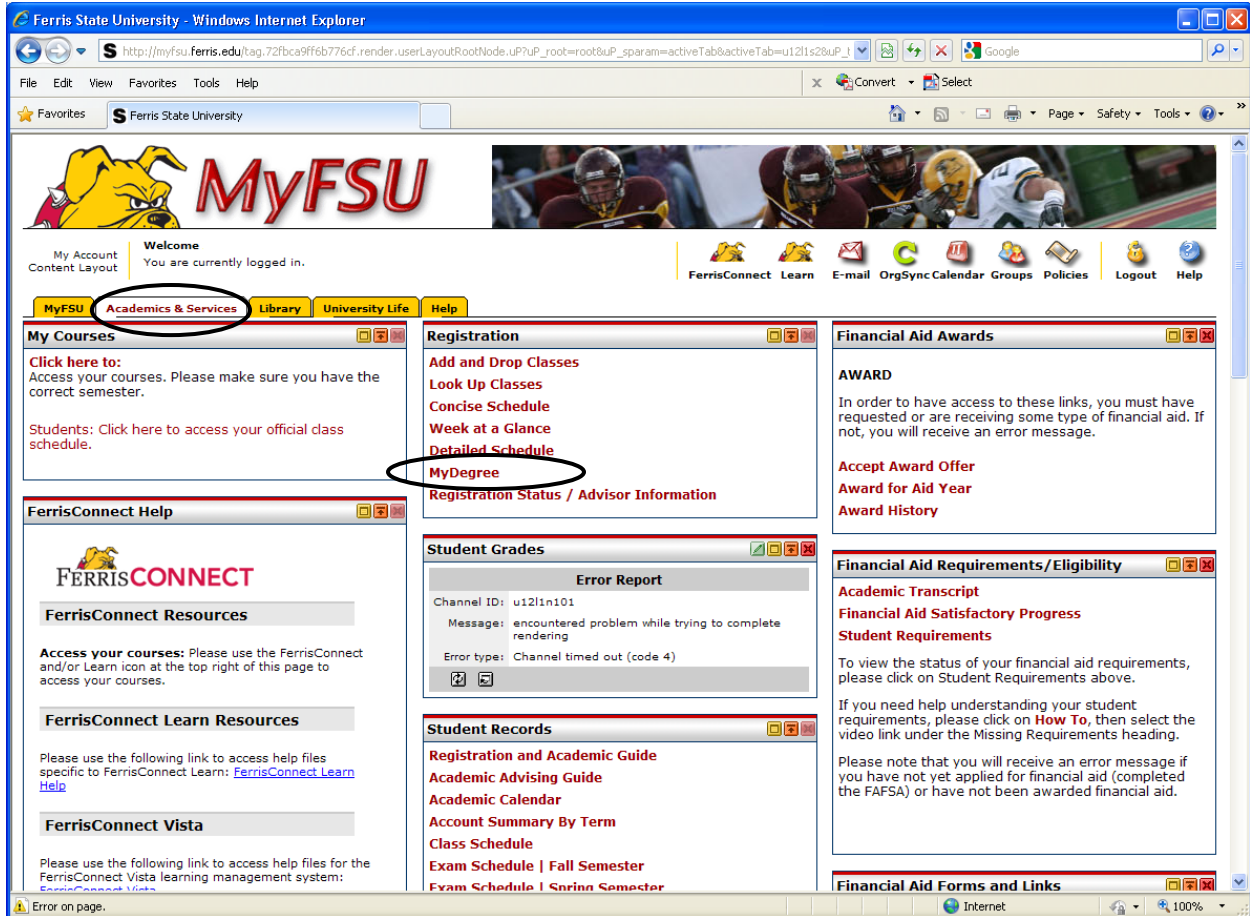
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How to Access MyDegree

To access MyDegree, you must first log onto MyFSU. Once you have logged in, click on the **Academics and Services** tab and click on **MyDegree**, as shown below.



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Depending on your setting, MyDegree will open in a new window or a new tab, as shown below.

This will show your worksheet for the current declared program(s) including minors.

The screenshot shows the MyDegree application interface. At the top, there is a navigation bar with 'FAQ', 'Help', 'Print', and 'Log Out'. Below this is a form for entering student information, including Student ID, Name, Degree (BS), Major, Level (UG), Class, and Last Audit (Today). There are tabs for 'Worksheets', 'Planner', and 'GPA Calc'. The 'Worksheets' tab is active, showing a 'Student View' for student AA621893 as of 12/09/2011 at 11:03. The 'Student View' section contains a table with the following data:

Student ID		Level	Undergraduate
ID		Degree	Bachelor of Science
Classification		Colleges	
Advisors		Majors	
Campus	Main Big Rapids	Concentration	
Overall GPA		Minor	

Below the table is a **Disclaimer** section, followed by a **Legend** section with the following items:

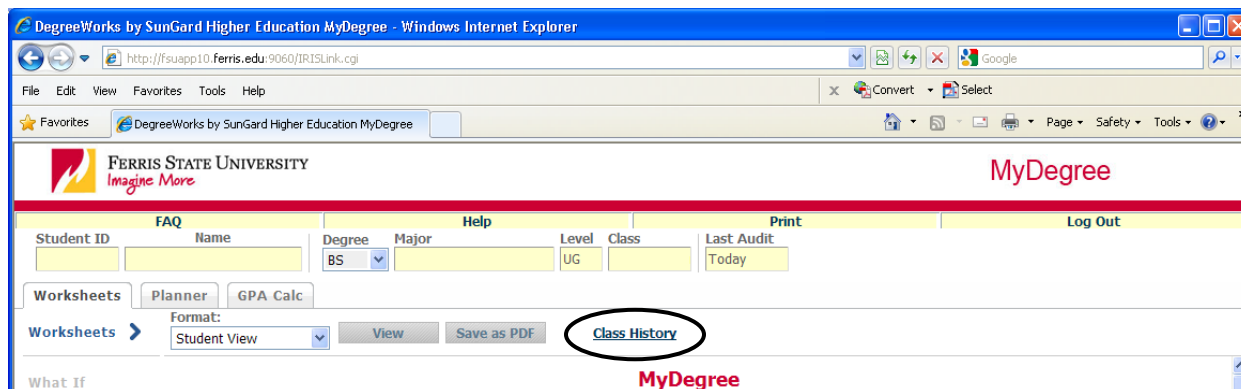
- Complete
- Not Complete
- Complete except for classes in-progress
- Nearly complete - see advisor
- Requires Prerequisite
- Any course number or discipline

At the bottom of the page, there is a footer with '© SunGard 1995 - 2011' and 'Academic/Catalog Yr: 2010-2011'.

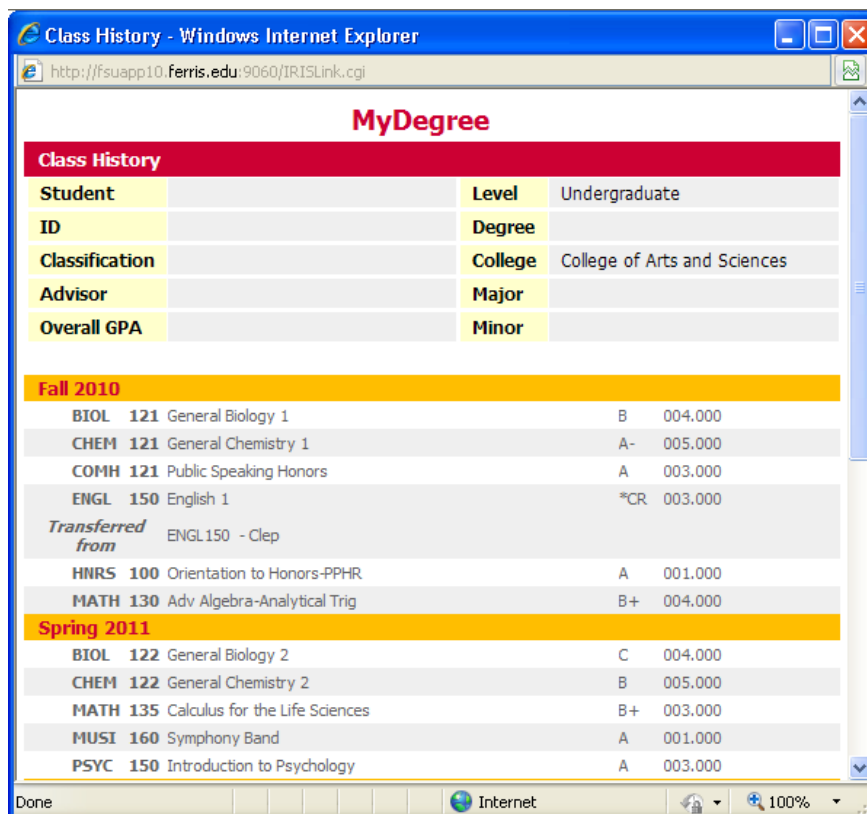
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How to View Class History

The Class History feature is helpful to see what courses you have previously taken. To do so, from the main worksheet tab, click on the **Class History** link, as shown below.



A new window will pop-up showing the history of courses you have taken each semester, as shown below.

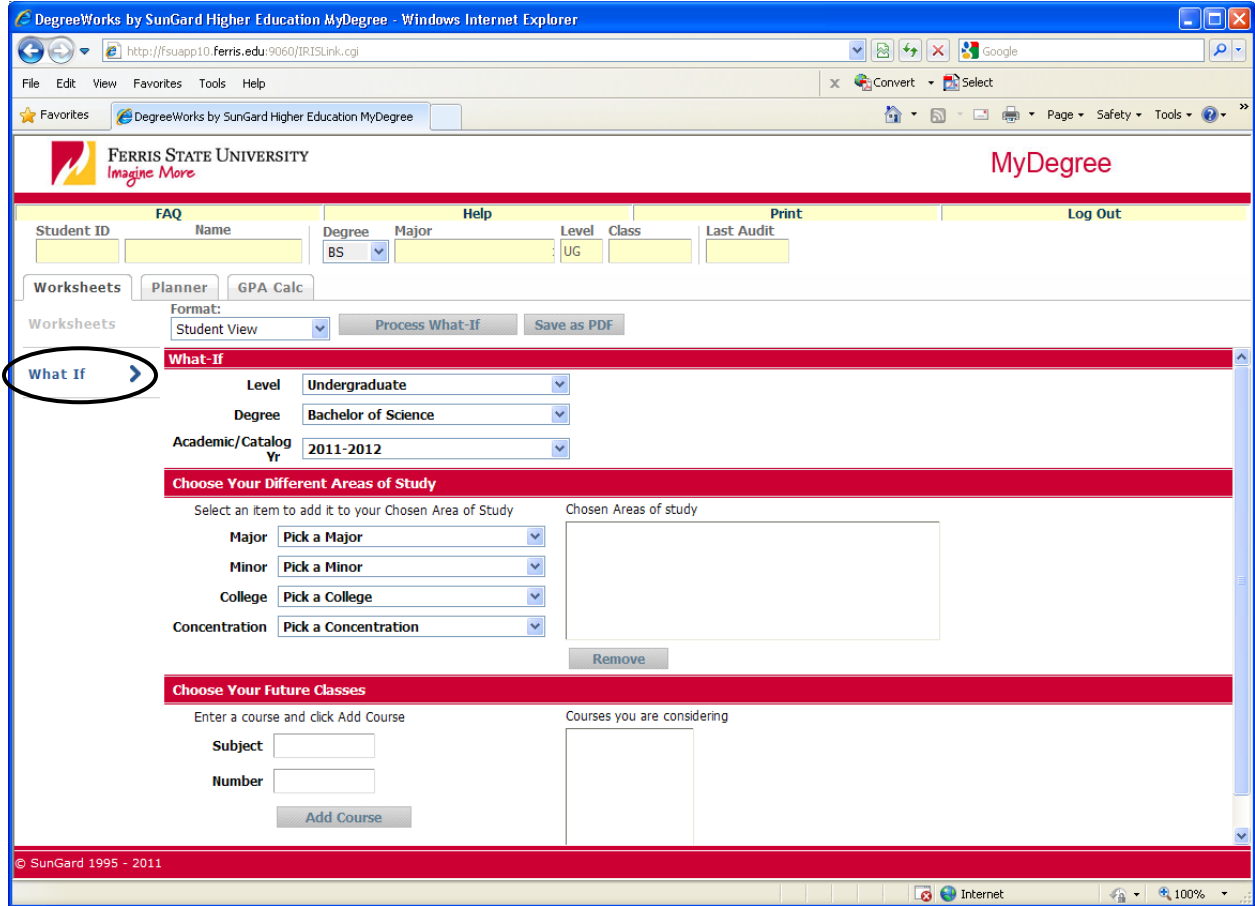


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How-To Process What-If

The What-If function allows you to process other degree audits using your current class history. You can process an audit for the requirements for a different major and catalog year.

To process a What-If audit, click on the **What-If** option menu. The following screen will appear:



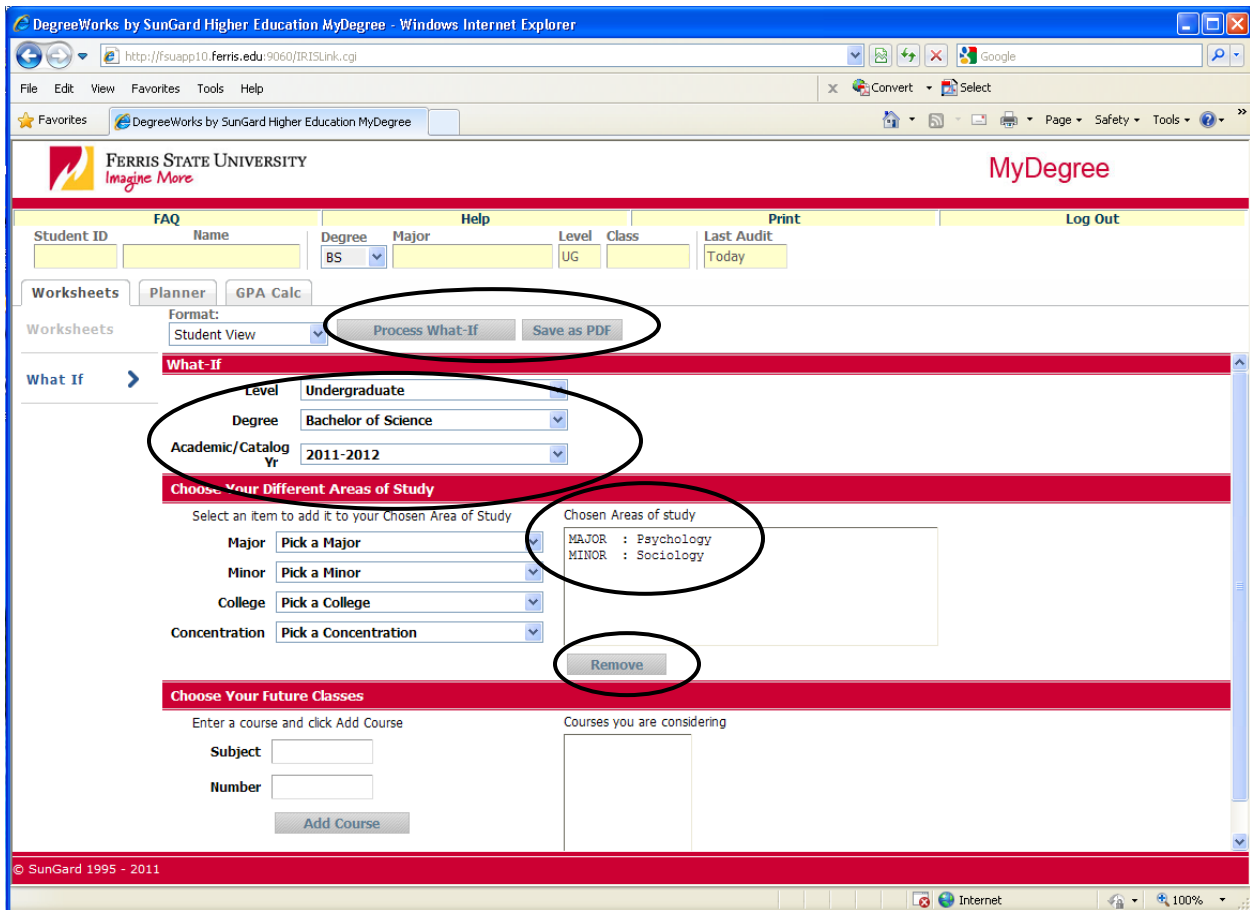
To generate a What-If degree audit, select the major and/or minor(s) you wish to audit.

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The selected major and/or minor(s) will be moved to the window on the right, as shown below. To deselect the major and/or minor(s) from that window, highlight it by clicking on it, and then click the **Remove** button below the window.

Once the desired major and/or minor(s) is/are selected, click on the **Process Audit** button to generate the What-If audit. Please be sure to click the proper Academic/Catalog Yr for which you would like to process an audit for.

Note: What-If audits are not stored in the database. After they are processed, the results can be printed, or a PDF can be created to be saved where you desire, by clicking on **Save as PDF**.

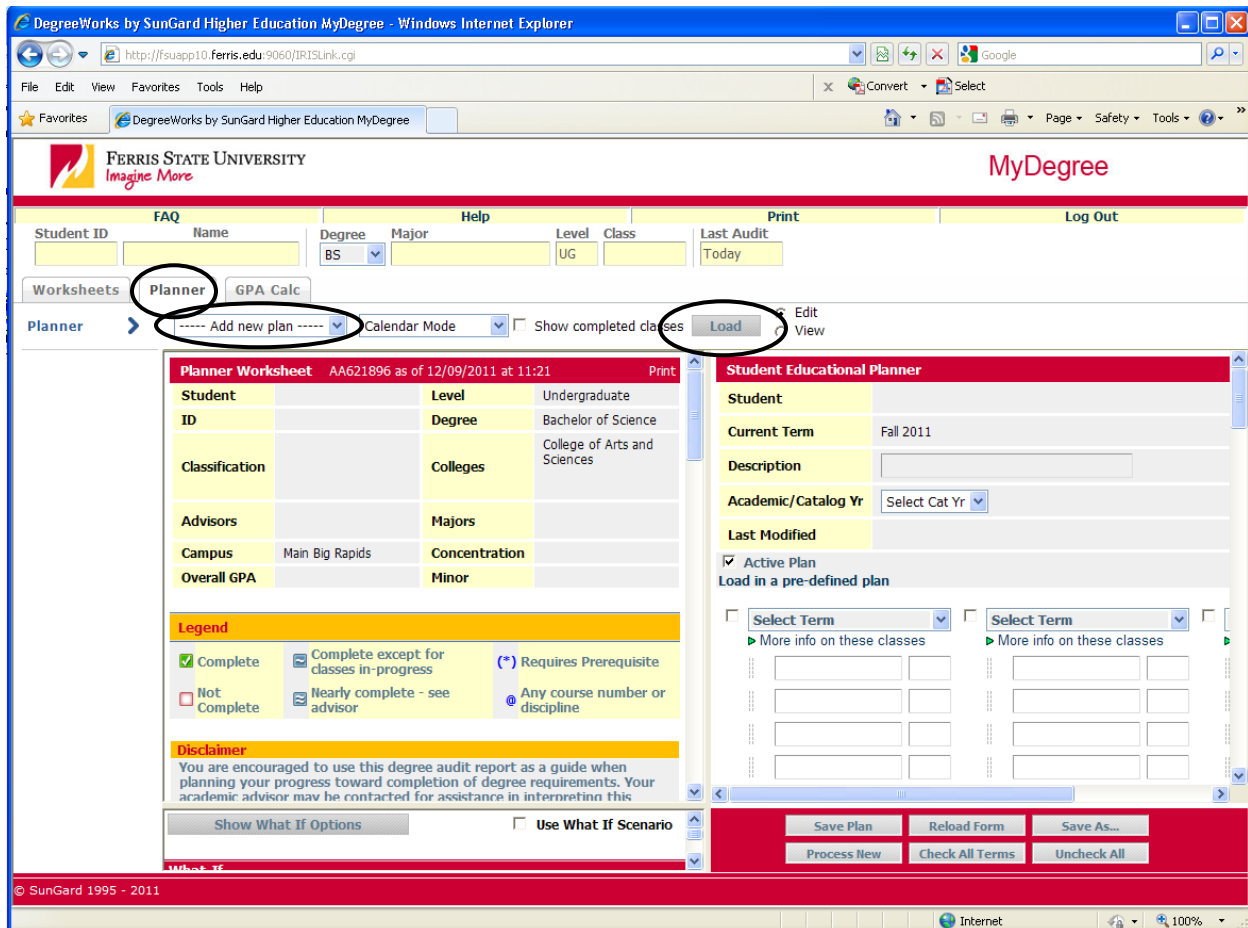


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How to Create a Plan

You can create rough plan of future classes prior to meeting with your advisor for the first time of classes that are required for your program. This should be done with your advisor to make sure you are taking the proper classes required for graduation. The window is divided into two, with the left side being your current worksheet (or audit) and the right side being the planner.

To create a plan, click on the Planner tab, then click on the drop-down menu to select Add new plan, and then click **Load**.

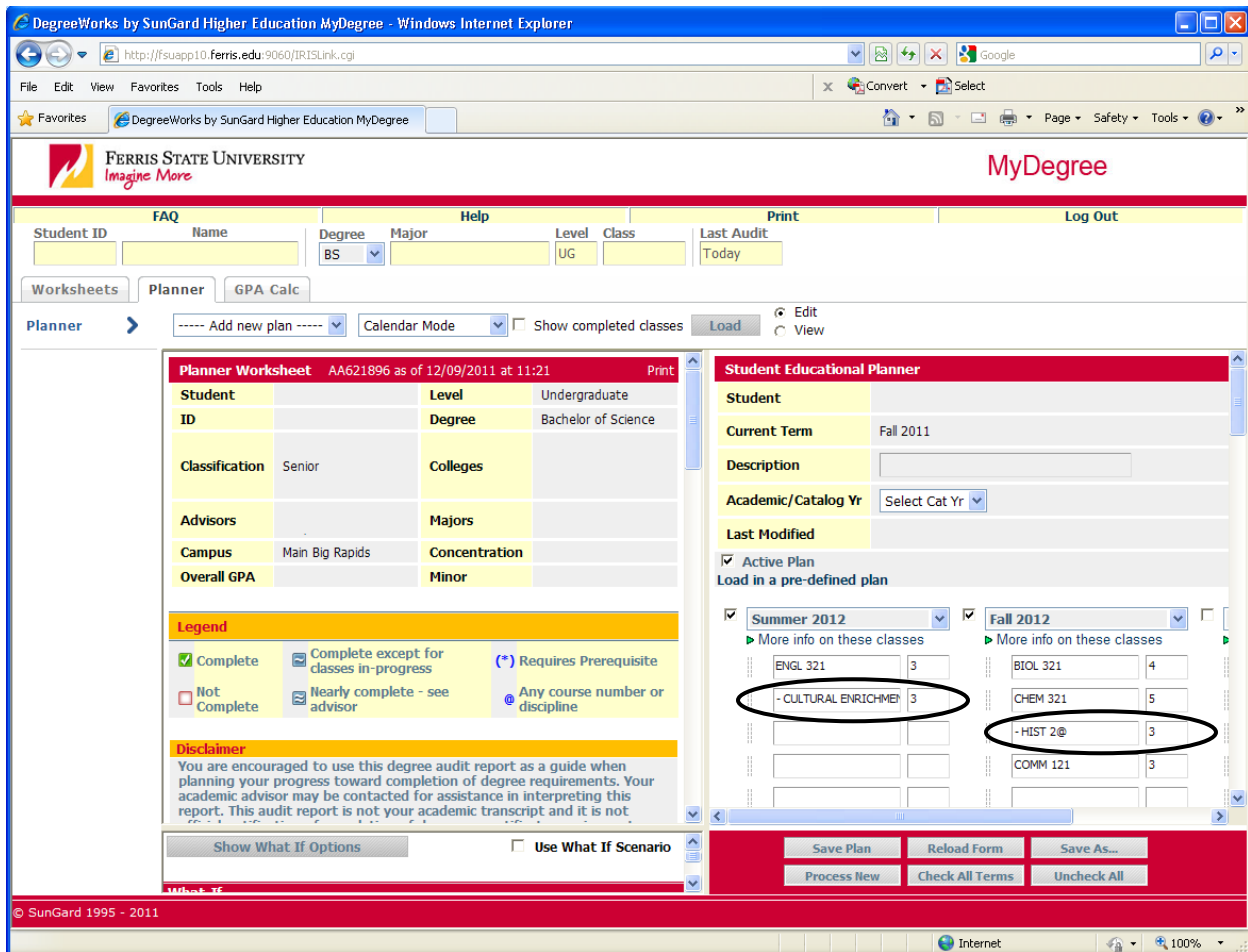


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When creating the plan, you can scroll down on the left window to see what courses you have already taken or what you need to complete your degree. You can now enter a description for the plan and enter courses into the various term boxes, as shown below.

You may also enter a general description for a course, such as cultural enrichment, by entering a hyphen before the descriptor, such as “**- Cultural Enrichment**” or even a subject matter with a wildcard by entering the subject and the level with the “at sign” or “at symbol,” such as **HIST 2@**.

An example of each is shown below.

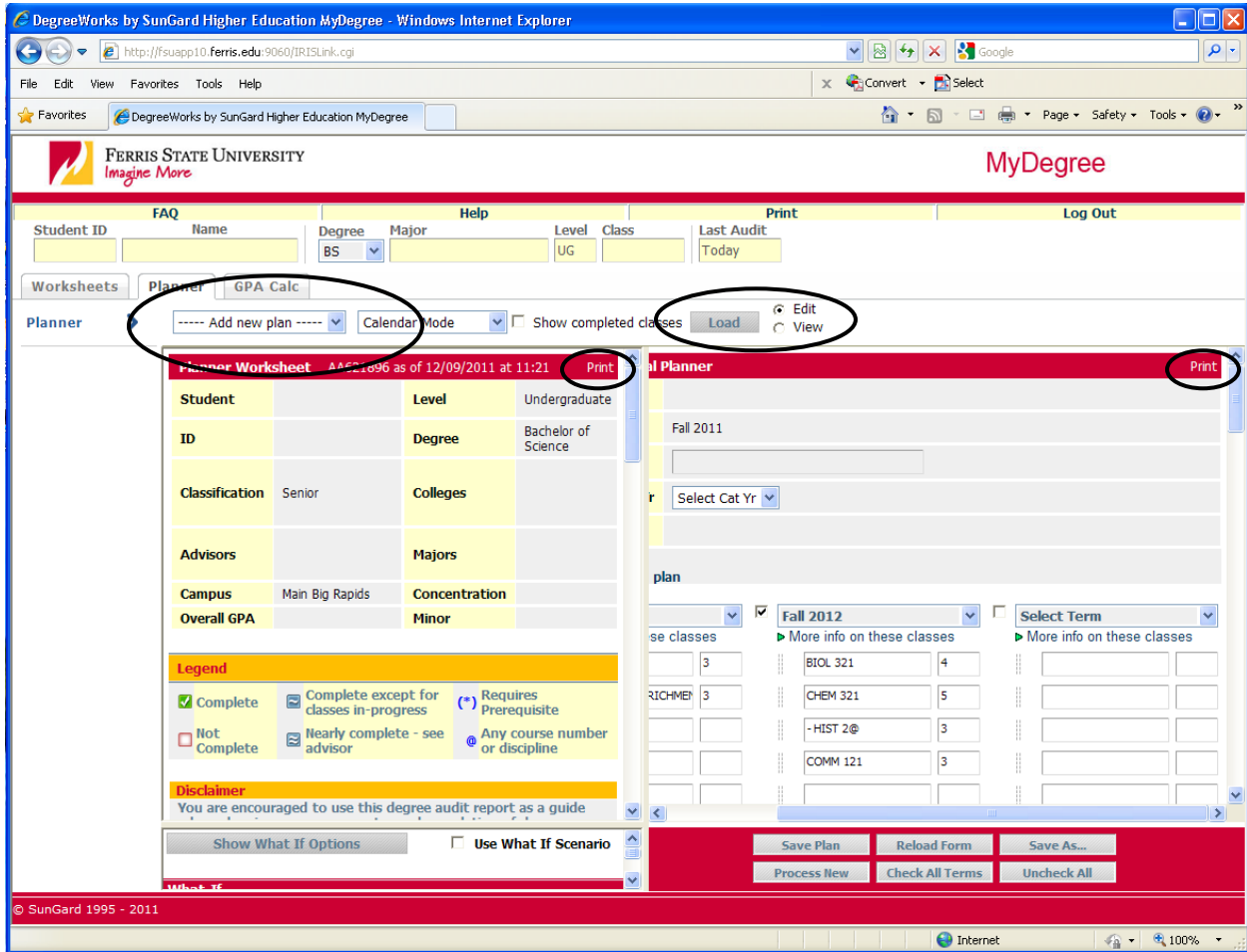


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How to View Planners

To view a plan that has been created, click on the Planner tab, select the plan from the drop-down menu, then click the view radio button and click **Load**, as shown below.

For a printer-friendly version, you can click on the **Print** option in the upper right corner of each window.



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How to Use the GPA Calculator

There are three types of GPA Calculators available: Graduation, Term, and Advice. The calculators can help students in many ways:

- Realistic goal-setting at the beginning of the term or academic career.
- Precise calculation of their end-of-term GPA using students' actual academic information.
- Accurate mapping of students' paths for achieving honors, avoiding probation, or satisfying personal academic aspirations.

Graduation Calculator

The Graduation Calculator helps you set long-term general goals. It gives you a general view of what average GPA you will need to achieve over your final “X” credits in order to achieve your desired GPA. In some cases, this calculator will be useful to inform you that your desired GPA is not possible to achieve (considering their number of credits remaining).

Enter data into the vacant fields as indicated and click **Calculate**.

For example, let's say you have a cumulative GPA of 3.40, has 32 credits remaining to graduate, 120 credits are required for their program, and you would like to earn a 3.50 GPA upon graduation. We will enter this information into the respective fields, as shown below, and click **Calculate**.

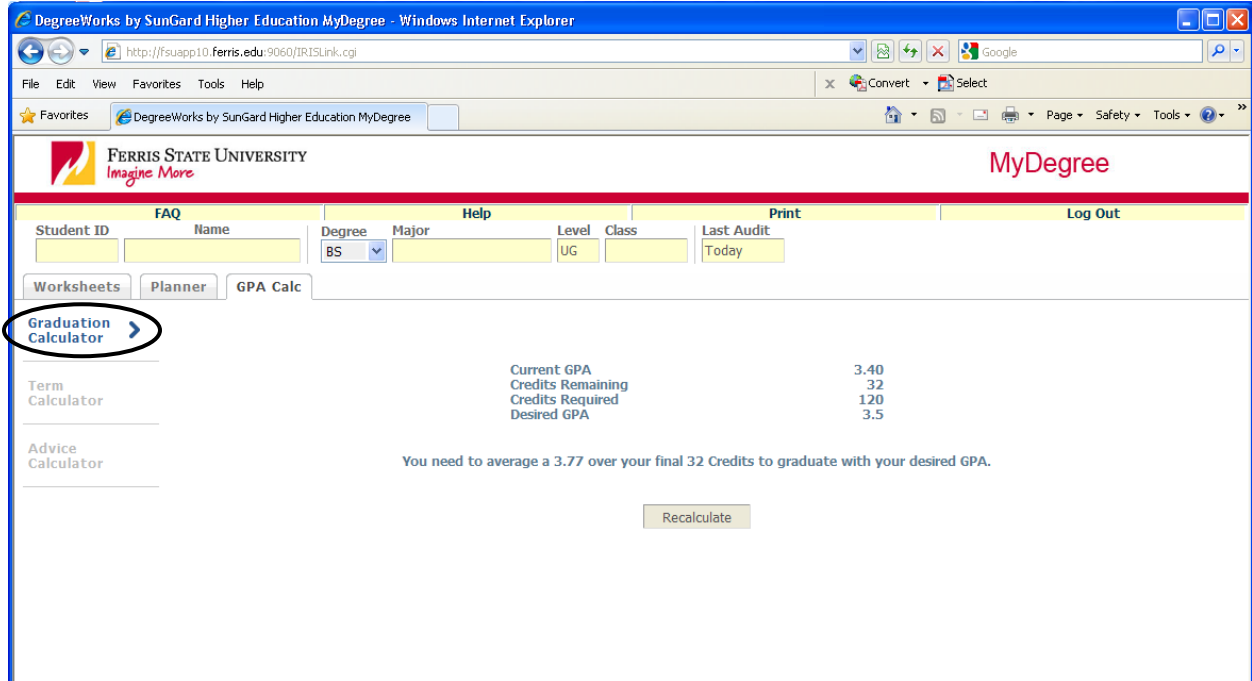
Student ID	Name	Degree	Major	Level	Class	Last Audit
		BS		UG		Today

Current GPA	3.40
Credits Remaining	32
Credits Required	120
Desired GPA	3.5

Calculate

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The following screen appears, showing that the student will need to average a 3.77 over the last 32 credits to graduate with the desired GPA.



To process another scenario, click **Recalculate** and the calculate screen will appear for you to make changes to the entries. When you click **Calculate**, the revised information will appear.

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Term Calculator

The Term Calculator is the most specific type of calculator. This can be used for goal-setting as well as mapping paths to avoid probation, achieve honors, etc.

Enter class information with expected credits and grades using the drop-down menu for each course and click **Calculate**.

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The following screen will produce the new calculated GPA.

Graduation Calculator

Term Calculator

Current GPA 3.40
Credits Earned So Far 18

Class	Credits	Grade	
CHEM 122	5	B	3.00
BIOL 122	4	A	4.00
ENGL 250	3	A-	3.70
MATH 220	5	A	4.00

Calculated GPA 3.52
By achieving the grades listed here, your GPA at the end of the term will be 3.52

Recalculate

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If you wish to alter some of the entries, click **Recalculate** and the Term Calculator screen will appear for you to make other entries. When you click **Calculate**, the revised information will appear.

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Advice Calculator

The Advice Calculator is used to figure out you can raise / lower your GPA using actual grades as advice.

Enter data into the vacant field as shown below and click **Calculate**.

FAQ Name Degree Major Level Class Last Audit Today

Worksheets Planner GPA Calc

Graduation Calculator

Term Calculator

Advice Calculator

Current GPA 3.30

Credits Earned 30

Desired GPA 3.50

Calculate

The following shows you what average is needed to obtain the desired results.

FAQ Name Degree Major Level Class Last Audit Today

Worksheets Planner GPA Calc

Graduation Calculator

Term Calculator

Advice Calculator

Current GPA 3.30

Credits Earned 30

Desired GPA 3.50

To achieve your desired GPA, you need one of the following:

- 12 Credits at 4.00 (A) grade average
- 29 Credits at 3.70 (A-) grade average

Note: Results that would require you to take more than 150 Credits have been omitted.

Recalculate

If you wish to alter some of the entries, click **Recalculate** and the advice screen will appear for you to make other entries. When you click **Calculate**, the revised information will appear.

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Frequently Asked Questions

When should I look at MyDegree?

- Before registration and before meeting with your academic advisor, you should print out your audit and use it to plan your courses for next semester and bring any questions you have to discuss with them.
- After registration, confirm that the courses selected fulfill the requirements you still need.

Can I change my major on MyDegree?

- If you would like to change your major, you must go to the Dean's Office of the program you would like to change your major to and they can direct you on who to speak with to change your major.

Do I automatically graduate if everything is checked off?

- In order to graduate, you must file an application for graduation with your program coordinator.

What if I think my audit is incorrect?

- If you think that a requirement for your major or minor is incorrect, you should speak with your advisor. If your declared major or minor is not showing up in the biographical information at the top of your audit, please contact your dean's office to correct this.