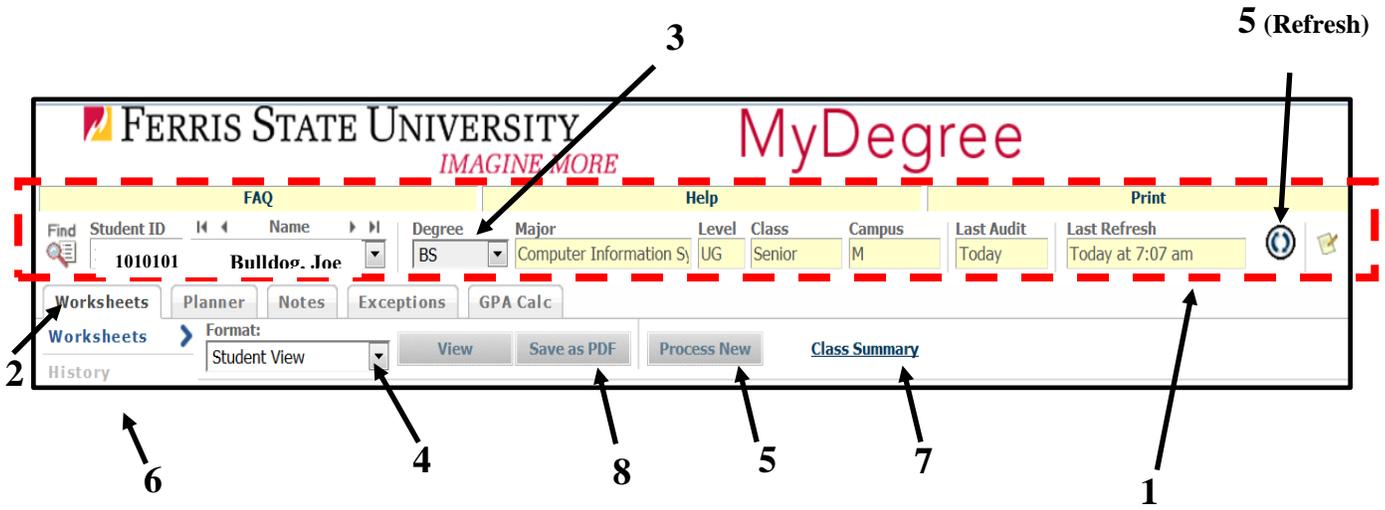


# Understanding the MyDegree sections



*Each number will be explained throughout the remainder of the document.*

## 1 - Header Section (outlined in red)

(for location of the Header, see image on page 6, (above), and look for the number 1)

The header section will be at the top of the page no matter what tab is chosen and shows the following information:

- Student ID (CampusWideNumber)
- Name
- Degree (associates, bachelors, etc.)
- Major
- Level (undergraduate/graduate)
- Class (freshman, sophomore, etc.)
- Date of the last audit
- Time of the last refresh

## 2 - Worksheets tab in MyDegree

(for location of the Worksheets tab, see image on page 6 and look for the number 2)

### MyDegree Legend

Legend		
<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Complete except for classes in-progress	(T) Transfer Class
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Nearly complete - see advisor	@ Any course number

- A checked box means that the requirement is complete.
- An empty box means that a requirement is not complete.
- A single tilde in a box means that a requirement will be complete when the classes for which the student is enrolled or registered are passed with acceptable grades.
- Double tildes is a flag to the advisor that the system has been forced to do something it does not like. Students, however, should take it as sign that this requirement has been met. Students most often see this when the requirement(s) have been force completed due to MACRAO or a previous Bachelor's Degree.

## ***Degree Requirements***

Next there are several different sections showing the requirements to earn the specific degree. This will include any degrees the student has declared and are on record in Banner. Make sure to check the academic/catalog year, major, and degree are accurate for the advisee.

Each section of MyDegree will contain the requirements for that section and as the student completes the requirement they will receive the “green check mark” (see legend). The sections are as follows:

<input type="checkbox"/> <b>Degree in Bachelor of Science</b>	The degree block are the general university requirements such as residency, upper division courses, overall 2.0 GPA, etc.
<input type="checkbox"/> <b>General Education for Business</b>	The list of all of the general education categories and if they have been satisfied. The example says “Business” it will say the name of the students college.
<input type="checkbox"/> <b>Communication Competence</b>	The specific general education requirements for this category would be listed here.
<input type="checkbox"/> <b>Quantitative Skills</b>	The specific general education requirements for this category would be listed here.
<input type="checkbox"/> <b>Scientific Understanding</b>	The specific general education requirements for this category would be listed here.
<input type="checkbox"/> <b>Cultural Enrichment</b>	The specific general education requirements for this category would be listed here.
<input type="checkbox"/> <b>Social Awareness</b>	The specific general education requirements for this category would be listed here.
<input type="checkbox"/> <b>General Education Electives</b>	If the degree has additional general education requirements above the university requirements they will be listed here.
<input type="checkbox"/> <b>Global Consciousness &amp; Race Requirements</b>	Shows if the student met the global consciousness and race, ethnicity, gender requirements.
<input type="checkbox"/> <b>Major in Accounting ACCT - BS</b>	This would be all of the requirements for the degree including directed electives, a concentration, and/or minor.
<input type="checkbox"/> <b>Business Core</b>	Some programs have a common core of classes. This section is for those classes.
<b>Additional Courses</b> *	These are courses the MyDegree auditor did not use to meet any requirements. If appropriate, they can be used. See your liaison on how your college’s process to use them.
<b>Courses Not Applicable</b> *	These are courses where the grade does not allow them to apply to any requirements. (F, W, I, etc. or Exceed a category requirement (Ex: more than the allowed credits of music performance))
<b>In-progress</b> *	Courses the student is currently taking or is registered for in the next semester(s).
<b>Exceptions</b> *	Manual adjustment based on a waiver or substitution. Usually done by the Dean’s office with the appropriate approval. (advisor/department/school)
<b>Notes</b> *	Advising notes written by the advisor, or other employees that may need to work with the students audit. The student can see these notes.

\* These sections will only be available if the student has something that fits that section.