myDegreePlanner
University of Missouri

Student User Guide

Office of the University Registrar

myDegreePlanner Version 4.4.2

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Getting Started with myDegreePlanner

myDegreePlanner is the online application for running and viewing degree audits. It runs in one of the supported browsers listed below without having to install additional software on your device.

myDegreePlanner is available via Windows and Mac computers running Internet Explorer (version 11 or later), Mozilla Firefox, Google Chrome, or Safari (version 5). Limited functionality—running degree audits only—is also available via iPad (Safari only), Google Nexus 7 (Chrome only) and Samsung Galaxy tablets (Chrome only).
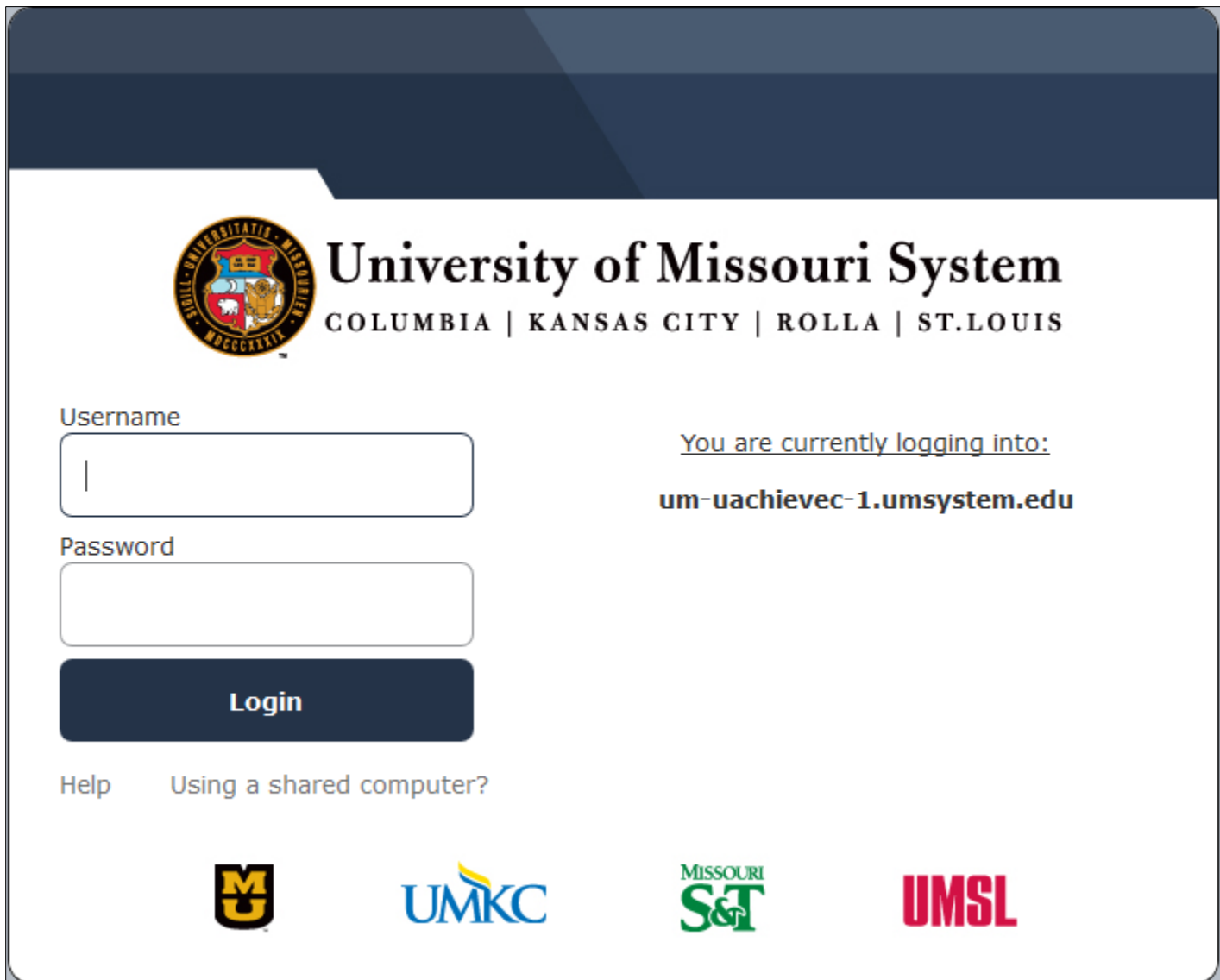
This guide assumes you are running myDegreePlanner on a Windows computer. myDegreePlanner runs on Apple devices as well; however, the screen/icons might be slightly different, in some circumstances, from what appears on this guide.

The source for the student data used/displayed in myDegreePlanner is myZou.

Log In

Go to https://mydegreeplanner.missouri.edu, or from within myZou, navigate to Self Service, then Student Center, and click on the **Request Degree Audit** link.

The University of Missouri System application login screen will then appear.

Enter your username and password (the same credentials you use to log in to myZou), and then click the **Login** button.

Once you log in, the **Request an Audit** screen displays.

If the Maintenance In Progress page displays instead, it means that the system is undergoing regularly scheduled maintenance. Please try to log in later.
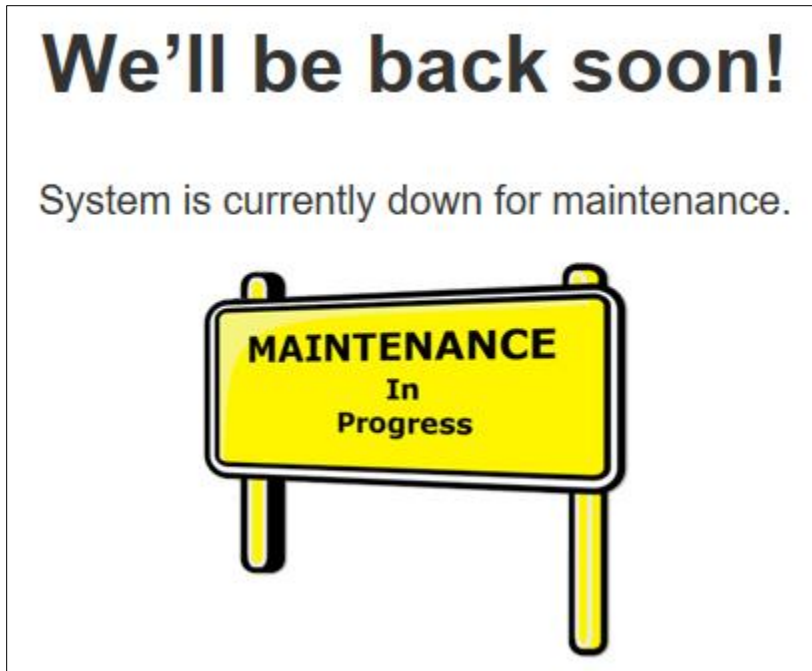
If some other error message displays, or the program becomes unresponsive, you should report the issue to degreeaudit@missouri.edu.

Navigation

Use the myDegreePlanner menu items/icons/links that appear in the browser's main screen to navigate the application. Do not use the browser's menu items/buttons that appear in the browser's header—such as the **Back** button—as this can cause problems.

Style

You can change the application's color via the **Select your style** toggle buttons that appear at the top right of the screen. The two choices are gold and black.

Help

Contextual help is available on some screens via the question mark icon ❓ and as a menu option item via the Settings icon ⚙️.

Log Out

Always log out of the application when no longer using it. To do so, click on the Settings icon ⚙️, select the **Log Out** option, and then follow the on-screen instructions.

Request an Audit

The **Request an Audit** screen has three main sections: One to request an audit for your program of study/catalog year as defined in myZou (**Run Declared Programs**), one to request an audit for a different program/catalog year (**Select a Different Program**), and a section with several fields to configure your request by changing the default settings (**Advanced Settings**).

The program(s) of study associated with your records in myZou, for which a degree audit exists, display by default.

Request an Audit

▾ **Run Declared Programs:**

| Program	Program Code	Student Catalog Year
Chemical Engineering: Biochemical (BSCHE)	12301015	Fall 2015

▸ **Select a Different Program:**

Advanced Settings *Click to view available options.*

Run Declared Programs

Click on the **Run Declared Programs** button to run an audit for the listed program(s).

Wait until the **Completed Audit Requests** screen stops updating. Don't click on any of the stop/pause options that might display.

The report(s) for the audit(s) will be added to the list of existing reports (if any).

The **Request an Audit** screen displays this message if no degree audit matches your program of study:

If this happens, you can select a different program. You should also select a different program if you have multiple programs of study and you wish to run an audit for a single program, or, if you wish to run an audit for a program/catalog year other than the default one(s).

To do so, click the **Select a Different Program** link.

Select the **Academic Unit** of the program, then select the **Program,** and **Student Catalog Year**. If you are unsure in which academic unit your program is, set the **Academic Unit** field to blank, and a full listing of all programs will be available via the **Program** drop-down.

Click on the **Run Different Program** button to run an audit for the selected program/catalog year.

The audit report will automatically open once the audit finishes processing.

Please Note: If you have multiple programs of study in myZou, and degree audits are available for only some of them, a message like this displays:

Program	Program Code	Student Catalog Year
Chemistry (BA)	12400002	Fall 2017
No audit found for your program. Select different program below.	99NAUDIT	Fall 2013

▶ Select a Different Program:

If this happens, you can run an audit for the listed program(s) by clicking on the **Run Declared Programs** button (however, additionally, a default blank audit report will be generated for each row displaying the "No audit found for your program. Select different program below." message) or select a single program by clicking on the **Select a Different Program** link.

Advanced Settings

The **Advanced Settings** section of the screen includes four fields that allow you to set options for each audit by changing the default settings.

To display the fields, click on the *Click to view available options.* link that appears to the right of the **Advanced Settings** section header.

Advanced Settings *Click to view available options.*

In Progress Courses	☑
Planned Courses	☐
Run Type	D-Degree Auc ∨
Format	HTML ∨

The **In Progress Courses** checkbox determines whether in progress (IP) courses will be included in the audit. This option defaults to checked; IP courses will be included unless you uncheck the box.

The **Planned Courses** checkbox determines whether your planned courses will be included in the audit. This option defaults to unchecked; planned courses will not be included unless you check the box.

Currently, the **Run Type** drop-down selection has a single option; it is set by default.

The **Format** drop-down allows you to choose the audit report format. Options are:

HTML: The default and recommended format.
PDF (single column): This format generates a PDF version of the HTML audit.

Note: The advanced settings apply to audits run under either the **Run Declared Programs** or the **Select a Different Program** sections above. They do not "stick" from run to run, but instead reset to the default settings after each audit completes so that an audit does not execute with unintended settings.

View the Audit Report

Reports from previously ran audits (by you or shared by an advisor) display in the **Completed Audit Requests** screen. The reports can be in HTML or PDF format.

Completed Audit Requests

Run Audit							Delete
							select all/select none

Program	Catalog Year	Type	Includes IP/Planned Courses	Format	Prepared By	▼ Prepared On	Delete
History (BA)	Fall 2017			PDF	kochra	08/24/2017 2:58 PM	☐
History (BA)	Fall 2017			HTML	kochra	08/24/2017 2:58 PM	☐

The **Completed Audit Requests** screen opens automatically after a default program audit finishes running. To access the **Completed Audit Requests** screen without running an audit, click on the **Manage** option of the **Audits** menu item on the menu bar.

The screen displays a grid. The grid has one row per audit report and, within that row, the following fields:

Program: The program of study used in the degree audit.

Catalog Year: The catalog year used in the degree audit.

Type: The WHAT-IF icon displays if the audit report is generated via the **Select a Different Program** option.

Includes IP/Planned Courses: The IP icon displays if the audit includes in-progress coursework. The 📅 icon displays if planned courses are included (planned courses may also include in-progress courses).

Format: The HTML icon displays if the report is in HTML format. The PDF icon displays if the report is in single-column PDF format.

The **Prepared By** and **Prepared On** fields display information about who created the report and when.

The last column on the grid allows selection of reports for deletion. Once selected, the report(s) can be deleted by clicking on the **Delete** button. Below the **Delete** button, the **select all/select none** link allows selection/deselection of all reports at once.

By default, the most recent degree audit report displays at the top, with the rest displaying in descending order of preparation. You can change the sort order by clicking on any of the hyperlinked column headings.

To open one of the listed reports in the viewing screen, click on the hyperlinked program title in the **Program** field (first column).

The report-viewing screen includes a header, and below it three tabs: **Audit Results**, **Course History**, and **Exceptions**.

Screen Header

The header includes data about you, the audit's program of study, and the audit itself, including a unique job ID. You should always provide the value in the **Job ID** field when reporting a problem/concern about a specific audit report.

It also includes a shortcut **Request Audit** button; clicking on it returns you to the **Request an Audit** screen.

Audit Results Tab

This tab displays the audit report, in either HTML (default) or PDF format.

The reports are static, as they do not refresh each time you view them. They are available for viewing for seven days only. To access a current report, request a new audit, which will generate a new report.

The reports have three sections: a header, the body/main section, and a footer.

Report Header

The header displays information about your program(s) of study (majors, minors, certificates, emphases) with an active status in myZou, the associated advisor(s), and expected graduation date(s).

```
PLAN / SUBPLAN                   ADVISOR                      EXPGRAD
-------------------------------  ------------------------     -------
Business Administration-MBA      Hedges, Kimberly Ann
                                 Ridgway, Robyn Ann
```

The information for a program of study (including advisor information) stops displaying once you complete it.

It is then replaced by information concerning the completed program of study. This includes certificates, minors, emphases, and degrees earned at Mizzou.

```
INSTITUTION / PRIOR DEGREE       EMPHASIS                     DATE
-------------------------------  ----------------------       -------
UNIV OF MISSOURI-COLUM                                        05/2017
    Political Science-BA
UNIV OF MISSOURI-COLUM                                        05/2017
    Amer Const Democracy-CERT
UNIV OF MISSOURI-COLUM                                        05/2017
    Multicultural - CERT
```

Degrees earned elsewhere also display, if recorded in myZou.

Below this section, a summary line reports whether <u>all</u> of the program of study requirements included in the audit have been met.

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

******* **ALL REQUIREMENTS IDENTIFIED BELOW HAVE BEEN MET** *******

Report Body

Most reports begin with text outlining introductory information or general requirements, then list program of study specific requirements, both required (numbered) and optional (not numbered).

The HTML report main section is described in detail below, in the **Navigating the HMTL Audit Report** section.

The single-column PDF report displays in a container window:

If the window does not open by default, you need to configure your browser via the browser's applications options (set the PDF-documents viewer to "preview in browser" or similar option).

The window includes various browser-dependent options to view, navigate, print, and download the report. It displays only a small portion of the report at the time; it is not designed for use as the primary report-viewing tool. Once you are satisfied that you are looking at the correct report, you should download it and view it in your regular PDF document viewer.

You may also download the single-column PDF report via the **Download PDF Audit** link that appears immediately below the **Audit Results** tab label.

Report Footer

The report footer includes four sections:

1) Signature lines
2) Information about the PDF report codes, course codes, and special grades.
3) A FERPA confidentiality warning.
4) A brief description of exceptions that applied to that specific degree audit, if any.

Navigating the HTML Audit Report

HTML reports initially display compressed, with only requirement headers showing. Additionally, several informational and navigation items display to the right of each requirement.

Opening and Closing Requirement Sections

Use the **Open all Sections** or **Close All Sections** links or icons (▼ ▶) above the report header to open (display details) or close (hide details) all requirement sections at once.

Sections that are closed display with a right-pointing icon next to them ❯. Sections that are open display a down-pointing icon ❯. Clicking on these icons opens/closes one section at the time.

Key/Legend

An abbreviated key/legend of the informational icons that appear to the right of each requirement/subrequirement displays at the bottom of the HTML report.
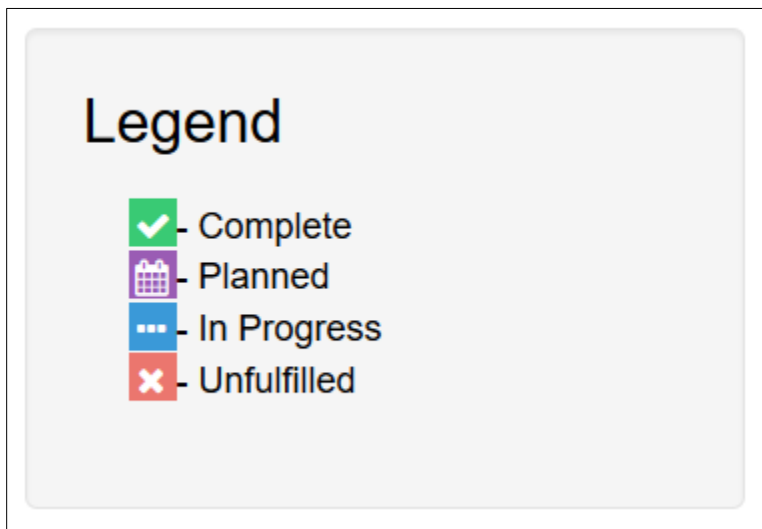
Additionally, clicking on the question mark icon ❓ opens the full key for the HTML report, describing icons, course codes and special grades.
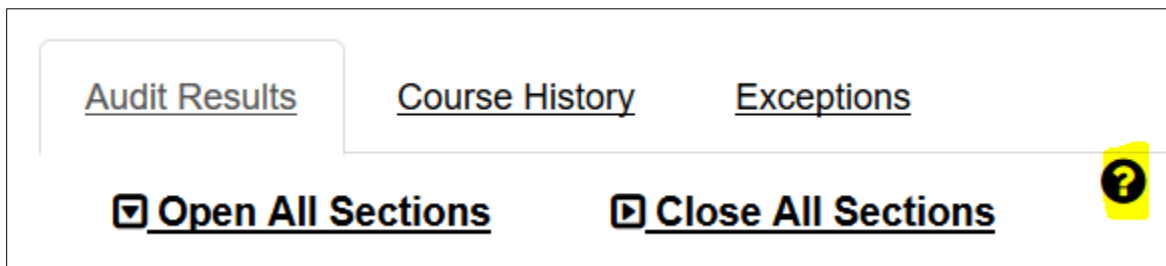
Interpreting Audit Results

Requirements & Subrequirements

✅ Complete
📅 Complete via Planned Coursework
▦ Complete via In-Progress Coursework
❌ Incomplete

Course Codes (appear to the right of the grade)

- - Cut Credits
- + Repeatable Course
- C Cross-listed Courses
- D Duplicate Course
- E MU credit by exam
- G Drop GPA effect, keep credit
- I In-progress Course
- P Planned Course
- R Repeated Course
- S Course credits have been split
- T Non-University of Missouri System
- U Non-MU, but University of Missouri System (counts in UM cumulative GPA)
- X Duplicate or retaken course that has been dropped from any consideration

Special Grades

CR*x* Non-Course Credit, where *x* is a code as follows: E (MU credit by exam), T (transfer credit by exam, non-UM), or U (transfer credit by exam, non-MU)
- E   Exempted from Course
- H   Audited Course (hearer status)
- I   Incomplete Course
- IP   In-Progress Course
- W   Withdrawn from Course
- WC   Waived Course

To close the key screen, click the **Close** button.

Printer Friendly
On the far right side of the **Audit Results** display is a link to a "printer friendly" version of the HTML report
🖨 **Printer Friendly** .

Clicking on this link opens a new browser tab displaying the HTML report by itself. To print it, use the browser's printing functionality.

Close or switch tabs to return to the **Audit Results** window.

Requirements/Subrequirements

Completion of a program of study requires a number of things, for example, taking specific courses, obtaining minimum grades, attaining specific grade point averages, etc. These are known as requirements. Complex requirements can be better understood by splitting them into subrequirements.

The report body includes information about required, optional, and informational requirements, and each requirement's subrequirement(s) (if any).

Requirements

Typically, requirements include:

- a requirement number,
- a title,
- a summary line indicating the number of credits or subrequirements (referred as sub-groups) needed/earned to complete the requirement, and
- subrequirements.

Optional requirements do not include a requirement number; *OPT* appears instead.

Informational "requirements" are also unnumbered, and typically contain no subrequirements; they may contain instructions, descriptions, examples, or serve as section separators. For example, the signature line.

Subrequirements

Typically include:

- a subrequirement number,
- a title,
- a summary line indicating the number of credits or courses (referred as groups, as it could be a single course, or a number courses) needed/earned to complete the subrequirement, and
- lists of courses that you
    o have taken,
    o can take (**SELECT FROM**), or
    o can't take (**NOT FROM**)

    to fulfill the subrequirement.

It may include an icon saying that the subrequirement is required and not just an option from the set of listed subrequirements.

Informational subrequirements do not count towards the number of subrequirements needed to fulfill a requirement; rather, they provide information only. For example, the Latin Honors subrequirement may inform an undergraduate student concerning honors eligibility based on current cumulative grade point average.

> 4) Latin Honors eligibility: Students who have at least 50 MU hours and a cumulative MU GPA of 3.0 or higher may be eligible for Latin honors. For those students, Latin honors will be determined based upon the higher of the following GPAs: MU Cumulative GPA and last 50 MU hours GPA.
> Summa Cum Laude - 3.9 - 4.0 GPA
> Magna Cum Laude - 3.7 - 3.899 GPA
> Cum Laude - 3.5 - 3.699 GPA

A "Requirement Waived" notation appears if the subrequirement has been waived.

> ✔ 1) Biological Science
>
>   0.0 credits added
>
>   Requirement Waived 0.0

Courses included in **SELECT FROM** and **NOT FROM** lists are hyperlinked.

> ✖ 4) Honors courses that can count as Biological or Physical Sciences.
>
>   **SELECT FROM:**   GN_HON 2450H,2461H,2462H,3450H

Clicking on a hyperlinked course opens a pop-up screen displaying course information, if there is an exact match to a course in the current myZou catalog.

A description of STAT 1300 is shown below. Would you like to add this as a planned course?

Add   Cancel

STAT 1300 (3 Credits)	
ELEMENTARY STATISTICS	

Collection, presentation of data; averages; dispersion; introduction to statistical inference, correlation and regression. Students may not receive credit if they have received or are concurrently receiving credit for another course offered by the Statistics Department. Math Reasoning Proficiency Course. Prerequisites: grade in C - or higher in MATH 1100 or MATH 1120 or MATH 1160 or MATH 1180 or exemption from college algebra by examination.

Full Title:	Elementary Statistics
Grading Basis:	Graded
Course Component(s):	Discussion; Laboratory; Lecture/Standard
Course Attribute(s):	Math Proficiency; Mathematical Science Course

You can add the course to your planned courses list by clicking on the **Add** button. To close the screen, click the **Cancel** button.

Course History Tab

This tab displays coursework information, up to 32 terms, both on-campus and transferred-in, as recorded in myZou. Planned courses appear if such courses where included in the audit request that generated the report you are viewing.

You can change the sort order by clicking on the hyperlinked column headers. You can also filter the list by selecting values for the **Grade** and/or **Term** drop-downs, and then clicking the yellow arrow icon ▶. To return to the full list, select the default *Grade* and *Term* values in the respective drop-downs, and then click on ▶.

This screen does not display the equivalent of a university transcript. Do not use it as a transcript.

Exceptions Tab

An exception is a modification to the standard program of study completion requirements. For example, under certain circumstances, a required course may be waived because you took a similar course.

This tab lists only exceptions that could apply to the current audit, which might be a subset of all exceptions on your record. The full list of exceptions on your record is available via the **Exceptions** screen (see the *Exceptions Screen* section below).

Please contact your advisor if you have questions about an exception.

2-column PDF Report

While viewing an HTML or PDF formatted report, you may access a condensed, 2-column, PDF version of the report, by clicking on the **2-column PDF** menu item on the gold menu bar. This option is only available when viewing an HTML or PDF formatted report (it doesn't work when you are on other screens, as it needs to know which report to display in the 2-colum format).

Planned Courses Screen

To access the **Planned Courses** screen, select the **Courses** item from the menu bar, and then the **Planned** option.

The planned courses screen allows you to add courses to an audit to simulate their effect on program of study completion. Planned courses are NOT automatically added to your official enrollment records in myZou.

Courses listed in the **Planned Courses** screen appear on an audit report/courses tab if you requested the audit to include them. Inclusion of planned courses in the audit is not the default option.

Adding a Planned Course

- Click the **Add Planned Course** button.
- Select a **Term** for the course.
- Select the **Course** subject code (for example, MATH) and course number (for example, 1500) using the drop-down lists of values located under the **Course** field. The **Title** will automatically populate once the course number is selected.
  You should not type in the subject and course number information directly into the **Course** field, as it is easy to make a mistake. If you choose to type in the course information, separate the subject code and the course number with a back slash only (for example, MATH\1500). This will ensure the two are spaced correctly.
  This is a required field.
- Enter the credit hours in the **RCredit** field.
  This is a required field.
- Enter the expected grade in the **Grade** field.
  If the planned courses are expected to be completed elsewhere, select grades ending in T (transfer) or U (transfer from UM-System school) respectively.
  This is a required field.
- Ensure the three required fields above have values, and then click on **Add To List** to save the planned course. If all required fields are not present, an error message will display and all data for the course will be discarded.
- You may enter a single course or multiple courses. Click the **Return** button when done entering courses.

Term		Course		RCredit	Grade		Title		Seq
2019 Spring	⌄	INFOTC 2910		3	A+	⌄	CYBER SECURITY		001
		Information Technology (INFOTC)	⌄						
		2910 - CYBER SECURITY	⌄						

[Add To List] [Return]

Planned Courses

Filter by: [Term ⌄] [▶]

▲ Term	Course	Seq	Title	Grade	Credits	Edit
Fall 2018	ART_FIBR 4385	001	PROBLEMS IN FIBERS	A-	3.00	☑
Fall 2018	LINGST 3220	001	SPEECH ACOUSTICS	A	2.00	☑

Exceptions Screen

The **Exceptions** screen displays select information about all existing exceptions on your record.

Exceptions

[Add Exception]   [Delete]

select all/select none

▲ #	Code	Academic Unit	Program Code	Req Name	Pseudo	Course or Pseudo	Rep Course or Pseudo	Note	Memo	Edit	Delete
	CC	01	05800002			ACCTCY 2010	AG_EC 2225		Allowed to substitute courses.	☑	☐
2	CH	01	06400035			ACCTCY 127	AG_EC 2050			☑	☐

Please contact your advisor if you have questions about an exception.

Viewing an Exception's Details

Clicking on an exception's hyperlinked **Code** value displays all the available information for that exception.

Waive Requirement Details

Academic Unit (select to restrict exception to this unit only)	
Program Code (select to restrict exception to this program only)	90010049
Requirement or Subrequirement Name (enter pseudo)	GENED1
Hours Waived	0.0
Note (appears in subrequirement)	Requirement Waived
Memo (appears in audit footer)	Comparable transfer coursework.
Authorized by	Amir Ghoulani
Date	06/28/2017
	Done

Click on the **Done** button of the **Details** screen to return to the **Exceptions** screen.

Settings Menu

The Settings menu item in the gold menu bar provides access to the **Help** and **Log Out** options.

Help
Clicking on the **Help** link opens this document online.

Log Out
To log out of myDegreePlanner, select the **Log Out** option from the **Settings** menu, and follow the onscreen instructions.