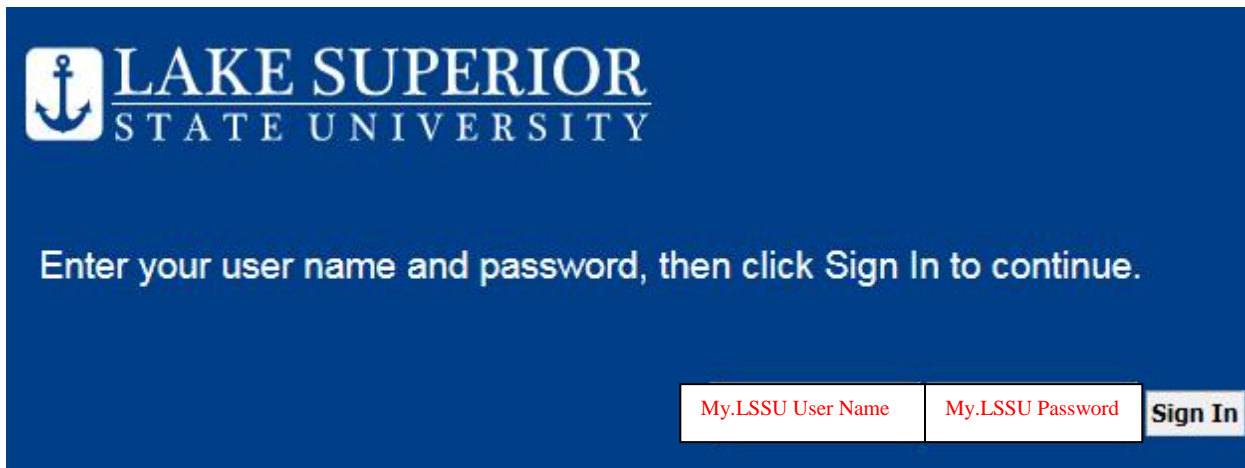


My Degree Plan - Instructions

My Degree Plan is a web-based tool designed to assist students with monitoring academic progress toward degree completion. It organizes coursework in an easy to read degree audit summarizing completed requirements for a degree, as well as those that are still missing. My Degree Plan also provides information on how each requirement was satisfied and what courses can be taken to complete the remaining requirements. My Degree Plan does not replace academic advising - it is a supplement.

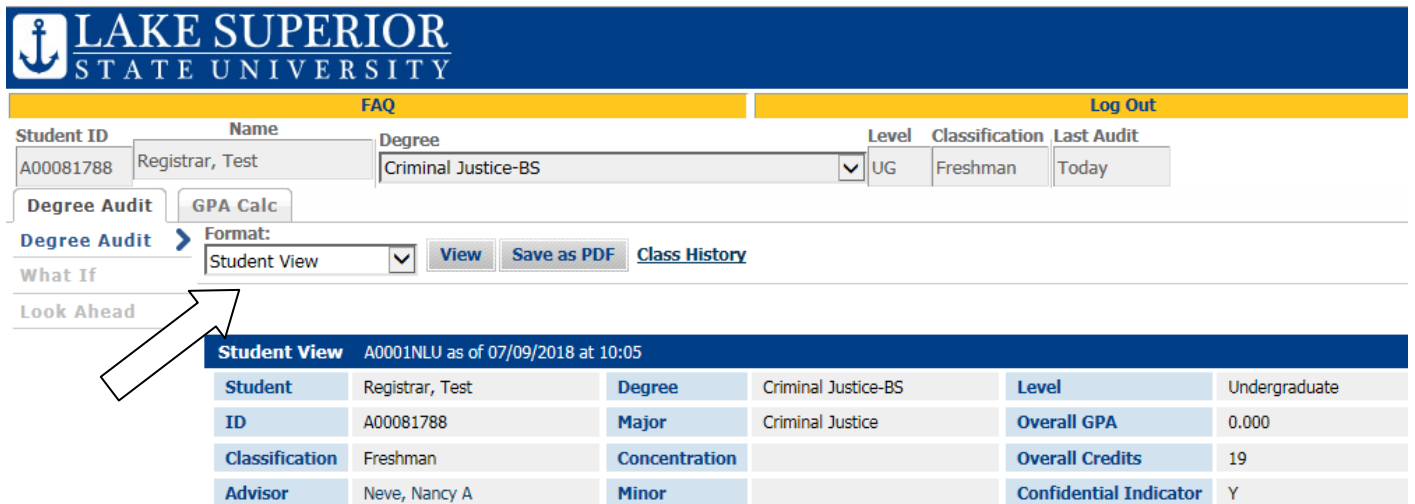
My Degree Plan is located in Anchor Access - Student Tab - My Degree Plan

Log in: Enter the same Username and Password as used for My.LSSU.



Your current academic information will appear at the top of the degree audit.

Degree: This will list all of your Majors at LSSU. If your drop down list is not correct you will need to complete and submit a Major Change Request Form to update your records.



Student	Registrar, Test	Degree	Criminal Justice-BS	Level	Undergraduate
ID	A00081788	Major	Criminal Justice	Overall GPA	0.000
Classification	Freshman	Concentration		Overall Credits	19
Advisor	Neve, Nancy A	Minor		Confidential Indicator	Y

Student View: This shows your degree audit for the major selected from the Degree Listing. It is an overall view of all requirements showing both complete and incomplete requirements.

Registration Checklist: This view shows only requirements that are incomplete.

To change between the two views, select either Student View or Registration Checklist and click View.

Save as PDF: Select to create a printable pdf version of your degree audit.

Class History: Shows a list of all of your coursework earned from LSSU.

Degree Progress Bar:

The Degree Progress bar is an estimation of all the completed requirements in your degree audit. This bar is used only as a visual representation and may not reflect an accurate percentage of degree completion.



Blocks:

The Degree Audit is made up of "blocks" including: degree, general education requirements, major, concentration/support courses etc, and minor if appropriate.

Degree Block: Is listed first and shows all of the required blocks for your degree. You can scroll through the degree audit and you can also click on the various requirement links to take you directly to that block.

BS in Criminal Justice		Catalog Term:	2018 Spring	Credits Required:	124
				Credits Applied:	15
<input type="checkbox"/> Minimum 124 Credits Required	Still Needed:	Minimum 124 Credits Required. You currently have 15, you still need 109 more credits			
<input type="checkbox"/> Residency - Minimum 30 Credits Taken at LSSU	Still Needed:	You currently have 0 credits at LSSU, you still need 30 more credits.			
<input type="checkbox"/> Minimum 2.00 GPA Required	Still Needed:	When your first term is graded, your Overall GPA will be calculated. If your Overall GPA falls below 2.00 it is important to see an advisor to make plans for raising your GPA.			
<input type="checkbox"/> General Education Requirements	Still Needed:	See General Education Requirements section			
<input type="checkbox"/> Honors Requirements	Still Needed:	See Honors Degree Required Courses section			
<input type="checkbox"/> Major Requirements	Still Needed:	See Criminal Justice Major section			
<input type="checkbox"/> Concentration Requirements	Still Needed:	See Criminal Justice - Law Enforcement Concentration section			
<input type="checkbox"/> Criminal Justice Support Courses	Still Needed:	See Criminal Justice Support Courses section			
<input type="checkbox"/> Criminal Justice Upper Level Requirements	Still Needed:	See Criminal Justice - Upper Level Requirements section			

General Education Requirements Block: This lists the general education coursework you will need to complete.

General Education Requirements		Catalog Term:	2017 Fall	Credits Required:	34
		General Education GPA:	3.653	Credits Applied:	18
<input type="checkbox"/> Effective Fall 2015: Minimum 34 Credits Required	Still Needed:	Effective Fall 2015 - Minimum 34 credits are required. You currently have 18; you still need 16 more credits.			
<input checked="" type="checkbox"/> Minimum 2.00 GPA Required					
<input type="checkbox"/> Oral and Written Communication - 9 Credits Minimum	Still Needed:	Oral and Written Communication requires a minimum of 9 credits.			
<input checked="" type="checkbox"/> Mathematics - 1 Course Minimum					
<input type="checkbox"/> Social Sciences - 6 Credits Minimum	Still Needed:	Social Sciences requires a minimum of 6 credits.			
<input checked="" type="checkbox"/> Natural Sciences - 7 Credit Minimum					
<input type="checkbox"/> Humanities - 6 Credits Minimum	Still Needed:	Humanities requires a minimum of 6 credits.			
<input type="checkbox"/> Diversity - 1 Course Minimum	Still Needed:	Diversity requires a minimum of 1 course.			

Major Block: Lists all the courses and requirements needed for your major. It also shows your 'major' gpa.

Biology Pre-Veterinary Major		Catalog Term:	2017 Fall
		Major GPA:	3.300
<input type="checkbox"/> Residency - Minimum 12 Credits of 300/400 Level Taken at LSSU	Still Needed: You currently have 0, you still need 12 more credits.		
<input checked="" type="checkbox"/> Minimum 2.75 GPA Required			
<input checked="" type="checkbox"/> General Biology: Cells	BIOL 131	General Biology: Cells	B+ 4 Fall 2017
<input checked="" type="checkbox"/> General Biology: Organisms	BIOL 132	General Biology: Organisms	IP (4) Spring 2018
<input checked="" type="checkbox"/> Freshman Seminar	BIOL 199	Freshman Seminar	IP (1) Spring 2018
<input type="checkbox"/> Genetics	Still Needed: 1 Class in BIOL 220		
<input type="checkbox"/> Quantitative Biology or Statistical Methods	Still Needed: 1 Class in BIOL 250 or MATH 207		

Additional blocks include:

Concentration/Support Courses Block: These blocks will be on your degree audit based on your major.

Electives Block: Displays coursework that does not count in your particular major but still counts toward the overall total credits needed.

Insufficient Block: Displays coursework that has been dropped, incomplete, repeated, or failed.

Not Counted Block: Displays coursework that is at less than 100 level and does not count toward your degree.

In-Progress Block: displays registered courses for current and/or future terms.

Legend: Provides information regarding symbols found throughout the degree audit.

GPA Calc Tab:

My Degree Plan provides three types of GPA calculations (Graduation, Term Calculator, and Advice Calculator):

Graduation Calculator - used to show you what average is needed in your remaining credits to graduate with a desired GPA.

Term Calculator - used to show your current GPA, completed credits and courses in-progress. By selecting the expected grade from the drop down boxes for each in-progress course and clicking Calculate, a new projected cumulative GPA will display.

Advice Calculator - will show your current cumulative GPA and credits earned. You can enter your desired GPA and click Calculate. Advice will display outlining the credits and grades needed to achieve the desired GPA.

What If :

The What If feature allows you to run a hypothetical degree audit for any major at LSSU using your academic history. It is useful if you are considering changing your major and would like to view how your coursework will apply to a different major.

What If (Continued):

Click on **What If** (left side of degree audit)

Catalog Term: Select the future term you would be starting this degree.

Degree: Select a degree from the drop down menu

Concentration: Select a concentration if required for the new major.

Minor: Select a Minor if appropriate

Click 'Process What If' to run the degree audit - **OR** - Click 'Save as PDF' if you would like to be able to print the PDF version of the What If degree audit.

The screenshot shows the 'What If' section of a degree audit interface. At the top, there are navigation tabs: 'Degree Audit', 'What If' (selected), and 'Look Ahead'. Below the tabs, there are options for 'Format' (Student View), 'Process What-If', and 'Save as PDF'. There are also checkboxes for 'Include in-progress classes' and 'Include preregistered classes'. The main section is titled 'Select your primary area of study' and contains dropdown menus for 'Catalog Term' (2019 Fall), 'Degree' (Robotics Engineering-BS), 'Major' (Robotics Engineering), 'Concentration' (pick a Concentration), and 'Minor' (pick a Minor). Below this is another section titled 'Select your additional areas of study' with dropdowns for 'Major', 'Concentration', and 'Minor', and an 'Add' button. To the right is a 'Chosen Areas of study' box, which is currently empty, with a 'Remove' button below it.

How to add a second concentration and/or additional minor (once you have completed the above information):

From the 'Select your additional area of study'

Select your current What If Major

Select the additional concentration or minor as applicable

Click Add (will place selection in the Chosen Areas of Study box)

You may select additional concentrations/minors - Click Add after each selection

Click 'Process What If' to run the degree audit - **OR** - Click 'Save as PDF' if you would like to be able to print the PDF version of the What If degree audit.

This screenshot shows the same 'What If' interface as the previous one, but with the 'Chosen Areas of study' box populated. It now contains the text 'MAJOR : General Studies *' and 'CONC : Emergency Services'. A white arrow points from the 'Add' button to the 'CONC : Emergency Services' line. The 'Add' button is highlighted, indicating it was just clicked. The 'Remove' button is still present below the box.

To return to your current degree audit, click on Degree Audit (above the 'What If').

If you want to change your major, complete the Major Change Form, then take it to the School responsible for the new major. Once approved please submit the form to the Registrar's Office.

If you have questions regarding the requirements for your major, please talk to your academic advisor. If you have questions regarding My Degree Plan, please contact the Registrar's Office at registrar@lssu.edu or 906-635-2682

July 2018