

Understanding My Degree Audit

Access Academic Requirements Report

myPSC

The Academic Requirements Report (Degree Audit) is an interactive report that lists degree and major requirements. This report is available for students pursuing a degree. It also shows how courses taken at Peru State apply to degree and major requirements. The Academic Requirements Report can be found by clicking on the “Academic Requirements” link under “View Academics” on the Academics tab in myPSC.

The screenshot displays the myPSC interface for a student at Peru State College. The navigation menu includes Home, Admissions, Enrollment, Academics (selected), Financial Aid, Student Accounts, Profile, and Logout. The main content area is divided into several sections:

- Messages:** Holds, Messages (4), To Dos (2), Communications (4).
- Undergraduate Degree Progress:** Major/Minor/Endorsement (86%), Minimum Total Credit Hours (91%), Upper Division Credit Hours (100%). A notice states: "Notice: This is an estimate."
- View Academics:** Academic Requirements (highlighted with a red arrow), Enrollment Verification, Unofficial Transcript.
- Study:** A table showing the student's current study plan.
- Advisor:** Lisa Parriott, Lisa Parriott, lparriott@peru.edu.
- Transfer Credit:** A table showing transfer credit earned from a high school diploma.

Plan	Minor	Degree	Program	Term
Undergraduate	Bus AD - Management Computer Mgmt Info System	Bachelor of Science	Professional Studies	Fall 2020

Org ID	Org Name	Degree	Degree Name	Earned Date	Source	Status	From	To
		HS	High School Diploma	05/11/2019	School	Complete	08/19/2015	05/11/2019

By clicking the “Degree Audit” link, you are taken to the My Academics page.

Important information regarding your degree/program are noted at the top of the “My Academic Requirements” page: Career, Program, Plan, Subplan (if applicable), Requirement (Catalog) Term, Report Date, Last Term Registered, Academic Standing, Cumulative GPA, Expected Grad Term and Graduation Status.

Note: Your primary major is listed on this page and will be reflected in your report. If this major is incorrect, DO NOT use the My Academic Requirements report as your degree and major requirements will be incorrect. Instead, submit the “Undergraduate Change of Major” form in your myPSC account to update your major.

The screenshot shows the 'My Academic Requirements' page for an undergraduate student at Peru State College. The page displays a table of 'Current Academic Objectives' and a 'Current Academic Summary'.

Current Academic Objective		Requirement (Catalog) Term
Career:	Undergraduate	
Program:	Professional Studies	Fall 2015
Plan:	Bus AD - Accounting	Fall 2015
Subplan:	Public Accounting/CPA Focus	Fall 2015
Plan:	Bus AD - Management	Fall 2015

Current Academic Summary		
Report Date	08/25/2016	GOOD
Last Term Registered	Summer 2017	
Academic Standing	Good Academic Standing	
Cumulative GPA:	3.134	

Expected Grad Term: Spring 2020
Graduation Status: Not Applied

Navigate the Academic Requirements Report

myPSC

The My Academic Requirements report will now appear. When you first review the Report, be sure to always verify the major and catalog year that the report is displaying. This is found at the top of the report.

Before using the My Academic Requirements report, read the information listed under “Attention – Please Read”.

The Academic Requirements Report, also known as the Degree Audit, is an interactive report that lists the degree and major requirements for students following a program of study. The report displays the courses that fulfill specific requirements at Peru State College and also displays how courses taken at the College apply to degree and major requirements.

Peru State College | Undergraduate

This report last generated on 07/10/2017 9:08AM

[Collapse All](#) [Expand All](#) [View Report as PDF](#)

Taken In Progress Planned

Current Academic Objective		1 of 1	Current Academic Summary	
	Requirement (Catalog) Term		Report Date	08/25/2016 GOOD
Career:	Undergraduate		Last Term Registered	Summer 2017
Program:	Professional Studies	Fall 2015	Academic Standing	Good Academic Standing
Plan:	Bus AD - Accounting	Fall 2015	Cumulative GPA:	3.134
Subplan:	Public Accounting/CPA Focus	Fall 2015		
Plan:	Bus AD - Management	Fall 2015		

Expected Grad Term: Spring 2020
Graduation Status: Not Applied

Printer Friendly Page

Collapsed and Expanded Sections

The report is interactive, and there are key features that allow you to better understand the report. Any degree requirement that has been satisfied will be **collapsed** and will appear as a solid blue bar. Any course requirement within an area will also be **collapsed** when satisfied.

Any requirement that has not been satisfied will be **expanded** and the remaining requirements will be displayed beneath the bar.

Units: 24.00 required, 0.00 taken, 24.00 needed

GENERAL STUDIES REQUIREMENTS (RG 0813)

Not Satisfied: GENERAL STUDIES REQUIREMENTS

College Success (RQ 0348)

Satisfied: College Success

COLL 101

Collegiate Skills - Effective Communication (9 units) (RQ 0306)

Not Satisfied: Effective Communication: ENG 101 waived for students scoring at least 26 on the English portion of the ACT or 584 on the Writing portion of the SAT; ENG 100 is required for students scoring below 19 on the English portion of the ACT or below 450 on the Writing portion of the SAT. Students may take the English CPT to determine appropriate placement.

** Please contact the Student Records Office if you believe that this requirement should be waived.

Waive ENG 100

ENG 101

ENG 201

SPCH 152 or BUS 201

Not Satisfied: Complete one course.

Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
BUS 201	Organizational Communications	3.00			

Clicking on a gray arrow will **expand** an area and allow you to see more information about that requirement, or **collapse** an area and see less information about the area.

Collapsed=Satisfied

Not Collapsed=Unsatisfied

Course	Description	Units	When	Grade	Status
ENG 306	Nebraska Literature	3.00			
ENG 307	Seminar in the Modern Novel	3.00			
ENG 309	Creative Writing	3.00			

Music

Satisfied: Music

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
MUSC 211	Music Appreciation	3.00	Fall 2016	C	✓

Theatre

Not Satisfied: Theatre

• Units: 3.00 required, 0.00 taken, 3.00 needed

Additionally, you can click on the **Collapse All** and **Expand All** buttons at the top of the report. This will collapse or expand all the sections of the report, regardless of whether or not a requirement has been satisfied. If you choose to use this feature, you may find it helpful to first glance over your report and take note of what is collapse or expanded before you click either button.

Search Plan Enroll **My Academics**

My Academic Requirements

Peru State College | Undergraduate

This report last generated on 07/10/2017 9:14AM

Collapse All **Expand All** View Report as PDF

✓ Taken In Progress Planned

Current Academic Objective		Requirement (Catalog) Term
Career:	Undergraduate	
Program:	Professional Studies	Fall 2015
Plan:	Bus AD - Accounting	Fall 2015
Subplan:	Public Accounting/CPA Focus	Fall 2015
Plan:	Bus AD - Management	Fall 2015

Expected Grad Term: Spring 2020
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Current Academic Summary		
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Printer Friendly Page

Course List

A Course List is a group of courses that you can select from to fulfill a requirement. Course lists have important interactive features that will help you use your Academic Advisement Report.

Business Core

Not Satisfied: Complete eleven courses.

- Courses: 11 required, 9 taken, 2 needed

The following courses may be used to satisfy this requirement:

Personalize | View All | 1-10 of 11 | Last

Course	Description	Units	When	Grade	Status
BUS 214	Intro to Bus Quantitative Meth	3.00	Spring 2017	B	✓
BUS 231	Principles of Financial Accoun	3.00	Fall 2016	B	✓
BUS 232	Principles of Managerial Accou	3.00	Spring 2017	A	✓
BUS 251	Legal Environment and Contract	3.00	Fall 2016	C+	✓
BUS 328	Principles of Marketing	3.00	Fall 2016	A	✓
BUS 335	Production/Operations Manageme	3.00			
BUS 339	Business Finance	3.00	Fall 2017		◇
BUS 373	Organizational Behavior	3.00	Fall 2016	B	✓
BUS 480	International Business	3.00	Fall 2016	A	✓
BUS 495	Business Policy	3.00			

1. Sorting by Headers

You can click on any of the headers in the course list to sort the list of courses in the Course List. By default, courses are listed in alphabetical order by subject and number.

2. Course Status

Refer to the legend at the top of the report, and you will see that the status of your coursework is also noted in the Course List. A course that has been taken is noted by a green circle with a check mark. A course that is currently in progress is noted by a yellow diamond.



3. View All or View 10 Links

Some requirements have larger Course Lists, and the **View All** link allows you to expand the Course List and see all of the courses you can take to fulfill a requirement. By default, the Course List only displays 10 courses at a time. After you click the **View All** link, you can click the **View 10** link to reduce the list of courses on screen.

4. Course List Navigation Buttons

As noted above, the Course List only displays 10 courses at a time. In the example above, you will see that there are 11 courses that can be selected from. To see the next group of 10 courses, you can click on the **blue arrow button**. To also jump to the first or last group of 10 courses in a large course list, click on the **First** or **Last** links.

5. Course Detail Information

Clicking on the Course Title in the Description column of the Course List will bring you to a new screen that provides you with **Course Details**. This page will provide you with important information about course, including the title, units, prerequisites, and description. This will also provide you with a link to **View Class Sections**. If you have an active enrollment appointment, this link can take you to the Enrollment Screens. To return back to the report, click on the **Return My Academic Requirements** link at the top or bottom of this screen.

The screenshot shows a 'Course Detail' page for BUS 232 - Principles of Managerial Accounting. The page includes a 'Return to My Academic Requirements' link at the top left. The course title is 'BUS 232 - Principles of Managerial Accounting'. Below this is a 'Course Detail' section with the following information:

Career	Undergraduate	
Units	3.00	
Grading Basis	Graded	
Course Components	Lecture	Required
Academic Group	School of Professional Studies	
Academic Organization	Business Administration	

To the right of this section is a 'View Class Sections' button. Below the course details is an 'Enrollment Information' section with the text 'Enrollment Requirement Prerequisite required: BUS 231'. At the bottom is a 'Description' section with the text: 'Students continue their preparation in accounting by studying the accounting process for a corporation - organization, capital stock transactions, and dividends; income and taxes, stockholders' equity, and investments in stocks; and bonds payable and investments in bonds. Other topics studied are: statement of cash flows, financial statements and analysis, managerial accounting and job order cost systems, process cost systems, cost behavior and cost-volume-profit analysis, and budgeting and performance evaluation using variances from standard costs.'

Red arrows point to various elements: 'ENROLLMENT SCREENS' points to the 'View Class Sections' button; 'COURSE DETAILS' points to the course information table; 'PREREQUISITES COREQUISITES' points to the 'Enrollment Requirement' text; 'COURSE DESCRIPTION' points to the 'Description' text; and 'RETURN TO REPORT' points to the 'Return to My Academic Requirements' link at the bottom.

Identify Degree and Major Requirements

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The Academic Requirements Report is organized to show you all of your degree and major requirements. It is organized into larger, overarching requirements that are then broken down into small requirements.

To better understand your report, it may be helpful to shorten the report by using the **Collapse All** button. What remains on the screen are the blue bars of the report. These bars represent the large groups of degree requirements.

PERU STATE COLLEGE

If you attended Peru State College prior to August 2010, your Degree Audit may not accurately reflect your status in regard to graduation. Please refer to your progress sheet or contact the Student Records Office for more information.

▼ WAIVER/SUBSTITUTION DISCLAIMER

This evaluation may not contain all previous waivers, course substitutions, and/or transfer credit but will be entered in the near future. Please contact the Student Records Office if you have questions.

▶ UNDERGRADUATE REQUIREMENTS (RG 0815)

▶ GENERAL STUDIES REQUIREMENTS (RG 0813)

▶ ADMISSION TO TEACHER EDUCATION (RG 2187)

▶ TEACHER EDUCATION MAJOR - ELEMENTARY EDUCATION OPTION (RG 0816)

▶ ELEMENTARY GRADES CONTENT AREA REQUIREMENTS (RG 0894)

▶ ADMISSION TO STUDENT TEACHING CRITERIA (RG 2126)

▶ TEACHER EDUCATION MAJOR - PK-3 EARLY CHILDHOOD EDUCATION OPTION (RG 2127)

▶ ADMISSION TO STUDENT TEACHING CRITERIA (RG 2842)

▶ ELECTIVES AND COURSES NOT USED (RG 1721)

Cancel

REQUIREMENT GROUPS

Requirement Groups

The degree requirements in the report are broken down into specific sections called Requirement Groups:

Attention Please Read and Waiver/Substitution Disclaimer

These two text areas do not contain requirements, but provide you with critical information about how to use the report. **BE SURE TO READ THESE AREAS!**

Undergraduate Graduation Requirements:

This section displays the minimums required for your degree (institutional units, GPA, upper division units, Peru State Credits, Resident Credits, Transfer/Test Units)

Degree Requirements: General Education

This section displays the General Education requirements for your degree.

Major/Minor Requirements

This section displays all of the requirements for your major and/or minor. Requirements for your major can include required coursework, required electives, and major residency. This area may also include proficiency requirements and certificates (e.g. typing or piano).

The screenshot shows a web interface for degree requirements. At the top, a header reads 'MAJOR REQUIREMENTS (RQ77)'. Below it, a red arrow points to the word 'REQUIREMENT'. The main content area starts with 'Not Satisfied: Complete the following required coursework with a grade of C or better in each course.' A green checkmark icon is followed by 'MAJOR REQUIREMENTS: REQUIRED CORE (RQ77 LN10)', with a red arrow pointing to 'LINE ITEM'. Below this, another 'Not Satisfied' message is followed by a bullet point: 'Courses: 6 required, 0 taken, 6 needed'. A section titled 'The following courses may be used to satisfy this requirement:' contains a table with columns for Course, Description, Units, When, Grade, and Status. A red arrow points to the 'COURSE LIST' text on the right side of the table. At the bottom of the table, there are navigation controls: 'View All | First | 1-6 of 6 | Last'.

Course	Description	Units	When	Grade	Status
ADJUS 2	Introduction Admin of Justice	3.00			
ADJUS 3	Intro to Criminal Procedures	3.00			
ADJUS 4	Criminal Law	3.00			
ADJUS 5	Community & Human Relations	3.00			
ADJUS 6	Introduction to Evidence	3.00			
ADJUS 8	Introduction to Investigation	3.00			

Courses in the Course List

The Course List is a great tool in your academic planning because it is real-time and updated to reflect the current curriculum. Because of the changes that occur in college curriculum each year, you may find that there are variations in the courses listed in your course list. Courses appear in the Course List based on their **current** information. If you completed a course that has since had changes, the Academic Requirements Report will display your course information as it was at the time you completed it.

Missing Courses in the Course List

Inactivated Courses: Changes in the curriculum occasionally result in required courses no longer being offered. This will require a Course Substitution Request to be processed. Below is an example of what this may look like in the Academic Requirements Report. This area requires 7 courses, but there are only 5 options. However, if you completed the course before it was inactivated, it will appear in this area.

MAJOR REQUIREMENTS: CONCENTRATION COURSES (RQ126 LN30)

Not Satisfied: Complete the following required coursework with a grade of C or better in each course.

- Courses: 7 required, 0 taken, 7 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
COSA 40	Microsoft Office - Advanced	4.00			
COSN 3	Oper Sys: Software & Hardware	4.00			
COSP 8	Visual Basic Programming	4.00			
COSP 38	Database Concepts	4.00			
COSW 10AD	Web Design	4.00			

View All | [?](#) First 1-5 of 5 Last