"My Progress" 101 Guide

Students are encouraged to read through the comprehensive "My MU Plan 101 – Student Edition" guide before reading the "My Progress 101" guide. This guide deals specifically with features found on the "My Progress" (Degree Audit/Program Evaluation) portion of "My MU Plan" (Student Planning).

How to Navigate "My Progress" (Degree Audit/Program Evaluation)
Going to your "My Progress"

➢ Jump to Index of Features

Navigating to "My Progress" after Logging In

1) After logging in to "My MU Plan" (Student Planning), go to the "Plan & Schedule" menu to access your schedule, timeline and advisor information. This guide will primarily deal with your timeline. For more information on your schedule and the advisor information, please see the "Registration 101" guide.
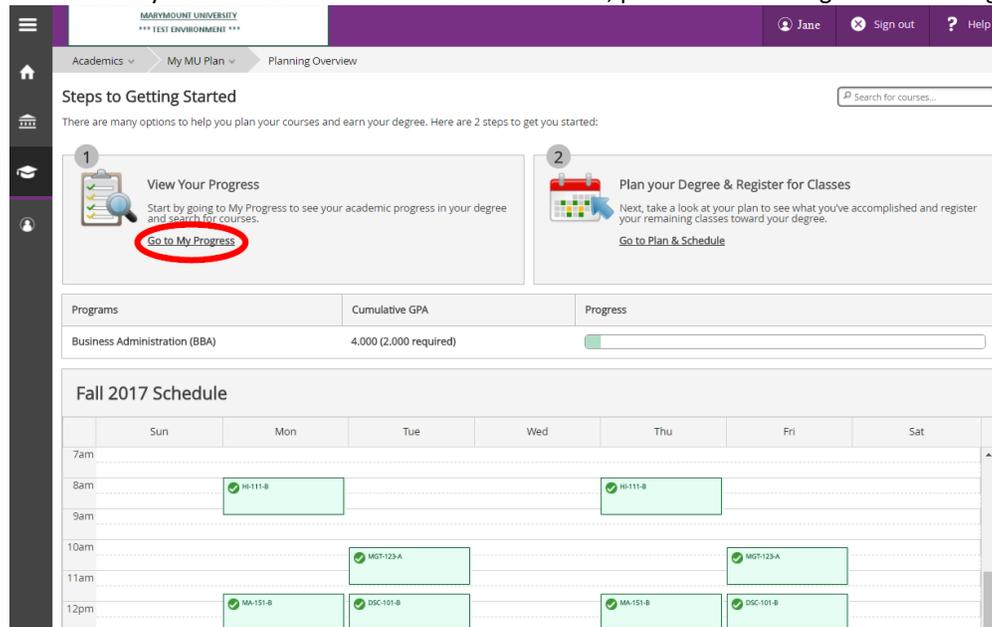
Navigating to "My Progress" from your timeline or other Function

2) If you are navigating to "My Progress from another student planning function (for example, your timeline or schedule tab), go to the "My MU Plan" menu at the top of your screen and select the "My Progress" menu option.
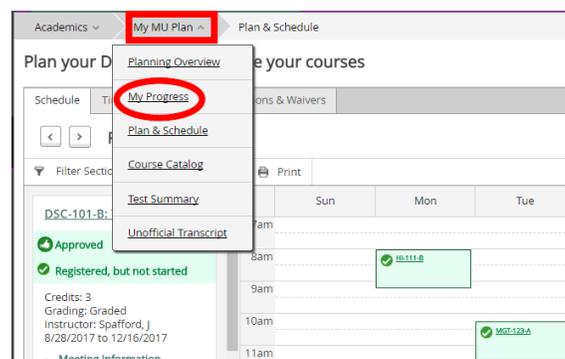
Note: Do not use the back arrows in your internet browser. Either select the appropriate menu option or use the built in "Back to…" functions in student planning (for example, "Back to Course Catalog" or "Back to My Progress").

Index of Features on your Timeline

3) This guide will highlight some of the features of "My Progress" and how to read your degree audit/program evaluation. Please see the "Registration 101" guide for instructions for adding courses to your timeline through "My Progress" in order to register for courses.

My Progress (At a Glance)
At a Glance
GPA, Degree, Major, Department and Catalog

4) When you first see your degree audit/program evaluation in "My Progress, you will notice the "At a Glance" heading. The "At a Glance" information is a summary of the following information in your degree program:

    a. **Cumulative GPA:** This is your overall GPA of all of your courses in your degree program.

    b. **Institutional GPA:** This is your GPA of all of the courses taken at Marymount University.

    c. **Degree:** This is the degree you will earn from Marymount University once all course and payment requirements have been met. Your degree is associated with your primary major, even if you have multiple majors.

    d. **Majors:** All of your majors will apear here. Double degrees will show individually on separate program tabs. (See step 9 for more details).

    e. **Departments:** Your department is the school your degree program falls under. For questions concerning your degree, major requirements or general advising questions, please contact your advisor and/or department chair.

    f. **Catalog:** The year listed under "Catalog" indicates the year you declared your current major (not necessarily the year you first started attending Marymount). Please refer to the catalog for this year (ex. below: 2016) for the degree requirements in that year.

    For example, if you started at Marymount in 2015, but changed to another major in 2017, then you would fall under the 2017 catalog year for your new major's course requirements.

Understanding the Progress Bars
Reading the Color Codes in Each Progress Bar

5) You will also see three progress bars which will help track your progress towards graduation. In the example above you will see three colors in two of the bars:

    a) The first color in the progress bars is dark green which indicates the total credits earned from completed courses.

    b) The second color is light green, which indicates the credits of any anticipated courses (courses currently in progress or registered for in a future term).

    c) The third color is yellow (not pictured above), which will appear as courses are added to the plan. This will indicate which courses are planned for future terms.

    More information about planned courses can be found in steps 19 and 26.

The (First) "Progress" Bar

1) The first "Progress" bar shows your progress towards completing each of the following "overall" degree requirements needed: Discover Learning, University Requirements, Liberal Arts Core, Major Requirements, Specializations/Concentrations and Minors. (The requirements that appear on your degree audit may vary depending on your degree program. Please consult your specific catalog based on your semester of matriculation (ex. 2015), and your advisor, if you have any questions concerning the requirements for your program).

Please note that this bar does not update for each individual requirement that you complete. It is important that you are following the individual requirements outlined in your degree audit to ensure degree completion.

The "Total Credits" Bar

2) The "Total Credits" bar indicates the progress towards the total number of required credits needed for degree completion. In our example, a student has completed 34 credits (dark green) and is registered for an additional 13 credits (light green) for a total of 47 credits. Therefore, they will need to plan an additional 73 credits to meet the total number of required credits needed for degree completion. As courses are planned (yellow) the number of total credits will increase. However, when verifying whether you have met the total required credits, you should rely on the number of credits shown in dark and light green as these indicate completed and registered credits.

Please note that while you may have completed more than the required credits in the "Total Credits" bar, you may still need to complete certain core or major requirements. This summary is meant to be a helpful guide, but it is not a definitive indication of whether you are ready for program completion.

The "Total Credits from Marymount University" Bar

3) The "Total Credits from Marymount University" bar shows the number of completed institutional credits (credits taken at Marymount) that are required to meet the residency requirement (minimum Marymount credits needed for a degree from Marymount). In our example a student must complete a minimum of 36 credits at Marymount to receive a Marymount degree. At present, they have currently completed 34 credits (dark green) towards the residency requirement. An additional 13 credits (light green) are currently in progress and registered for. After completing a minimum of 2 credits from their future registration the student will have met the residency requirement.

Note: The bar will still show courses in light green (in progress courses) even after the residency rule has been met. As long as the number listed in dark green (completed courses at Marymount) equals or exceeds the total number of residency credits required, then you will meet the residency requirement. In this example, the student has completed and is registered for 47 credits so they will meet the residency requirement because their degree only requires a minimum of 36 Marymount credits.

Double Major/Degree and "What If" Programs
Viewing Multiple Programs (Double Major/Degree)

4) "My Progress" will default to your primary degree program and major. Additional majors, minors and specializations will show on "My Progress" after your primary major. A 2nd degree program (for example, BBA and BA) will show on a separate tab. To view your 2nd degree program (ex. Economics), hit the right/left arrow next to the first degree name (ex. Business Administration).

"What If" - View a New Program

5) Next to your current degree is a "View a New Program" tab, which lets you view additional programs, and compare the courses to your current program. For example, you could compare the courses you are currently taking or have taken, and the courses you have planned, to see how many additional courses you would need to take/plan in order to add or change to a new major. To view a new program, click on the "+" icon and select the program you wish to compare, then scroll to the bottom of the list and select "View Program".

6) You will then see the new program which you can compare to your current program by toggling back and forth between programs. Please note that by clicking "View a New Program" you have not added or declared a new program. This new feature replaces the old "What If" feature from Marynet. To formally declare add a second major or change to a different major, please fill out the appropriate "Change of Program" request form with you advisor and department chair's signatures and return it to the Office of the Registrar.
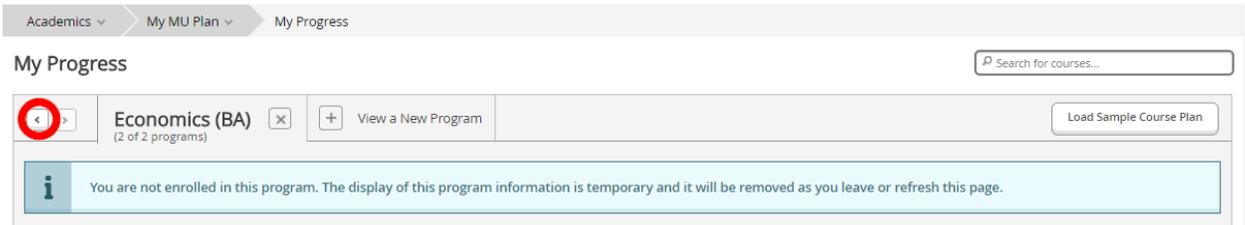
Load Sample Plan

7) The "Load Sample Plan" feature will be available in the future and will allow students to add a pre-loaded plan to their timeline similar to the sample degree plans in the course catalog. Please see the sample degree plans in the catalog for help in planning courses in the proper sequence or consult your advisor.

My Progress (Reading Your Degree Audit/Program Evaluation)

Understanding Each Requirement

The following example will be used to guide you through reading each requirement in "My Progress" so that you can make sure you complete all of your required courses. The next section of this guide will cover the statuses shown in this section.

Overall Requirements

8) In the example above, the overall requirement is titled "University Requirements" (see 1a) and it consists of four sub-requirements (see 1b). Other overall requirements may include "Discover Learning", "Liberal Arts Core", "Major Requirements", "General Elective Requirements", "Minor Requirements" and "Specialization Requirements". Each overall requirement will consist of one or more sub-requirements. The number of sub-requirements needed are listed under the requirement title (see 1b)

Sub-requirements

9) In the example above, the first sub-requirement is "A. Global Perspective" (see 1c) which has one group (see 1d). To complete the group you must take one course from the Global Perspective designation. (see 1e).

The second sub-requirement is "B. Writing Intensive (see 1f) which has one group (1g) that requires three courses from the Writing Intensive designation (1h).

Required Courses

10) To fulfill sub-requirement "A" you must complete one course (see 1e) or to fulfill sub-requirement "B" you must complete three courses. To search for courses that fulfill the Global Perspective or Writing Intensive designations, click the search button to view the course catalog and specific courses.

Reading Other Examples

11) All requirements following the previous example of "Overall Requirement", "Sub-requirements", "Groups" and "Courses". Below are a two additional examples that follow the above example.

12) The Liberal Arts Core requirement (not pictured) has multiple sub-requirements. In our example, sub-requirement "G. Adv. Phil/Rel/Theol" (1a) requires a student to complete 1 of the 2 groups listed (1b). Students must choose from two courses in group 1 (see 1c) or two courses in group 2 (see 1d). Furthermore, students must choose a PH course and a TRS course within the same group to fulfill the sub-requirement.

G.
Adv Phil/Rel/Theol   **1a)**

Take 1 group: Group 1: Take one course from Advanced Philosophy (PH-2) and one course from Theological Ethics (TRS-E). Group 2: Take one course from Philosophical Ethics (PH-E) and one course from Advanced Theology/Religious Studies (TRS-2).

Complete 1 of the following 2 items. **0 of 1 Completed.** ✅ Fully Planned <u>Hide Details</u>   **1b)**

1.
Complete 2 courses. Choose from the courses PH-300, PH-315, PH-325, PH-326, PH-327, PH-328, PH-345, PH-350, PH-355, PH-360, PH-370, TRS-351, TRS-352, TRS-353, PH-902. Minimum of 2 subjects. **0 of 2 Courses Completed.**
Minimum Subjects Not Met <u>Hide Details</u>   **1c)**

Status	Course		🔍 Search	Grade	Term	Credits
❗ Not Started	PH-300	Modern Logic				
❗ Not Started	PH-315	Metaphysics and Epistemology				
❗ Not Started	PH-325	Ancient Philosophy				
❗ Not Started	PH-326	Medieval Philosophy				
❗ Not Started	PH-327	Modern Philosophy				
❗ Not Started	PH-328	19th & 21th Century Philosophy				
❗ Not Started	PH-345	Philosophy of Religion				
❗ Not Started	PH-350	Philosophy of Science				
❗ Not Started	PH-355	Existentialism/Phenomenology				
❗ Not Started	PH-360	Philosophy and Literature				
❗ Not Started	PH-370	Philosophy of Art				
❗ Not Started	TRS-351	Foundations Christian Morality				
❗ Not Started	TRS-352	Catholic Medical Morality				
❗ Not Started	TRS-353	Catholic Social Morality				
❗ Not Started	PH-902	Philosophy Elective (tr)				

2.   **1d)**
Complete 2 courses. Choose from the courses PH-301, PH-303, PH-305, PH-307, PH-309, TRS-201, TRS-202, TRS-251, TRS-260, TRS-261, TRS-270, TRS-271, TRS-272, TRS-273, TRS-320, TRS-325, TRS-330, TRS-902, TRS-280. Minimum of 2 subjects. ✅ Fully Planned **0 of 2 Courses Completed.** Minimum Subjects Not Met <u>Hide Details</u>

13) In the "Business Core" requirement there are two sub-requirements. The first sub-requirement "A. BBA Business Core" has two required groups. The first group requires four courses and the second group requires eleven courses in order to complete this sub-requirement.

Business Core

Must have 2.000 minimum GPA for this requirement.

Complete all of the following items. **0 of 2 Completed.** ✅ Fully Planned Hide Details

A.
BBA Business Core

Group 1: Take ACT 201, MGT 123, MGT 304, MGT 323 with a minimum grade of C. Group 2: Take IT 110, ACT 202, ACT-202L, LA 248, LA 249, MGT 223, MGT 291, FIN 301, MKT 301, MSC 300, MSC 337.
Complete all of the following items. **0 of 2 Completed.** ✅ Fully Planned Hide Details

1.
Business Core ✅ Fully Planned **0 of 4 Courses Completed.** Hide Details

Status	Course		🔍 Search	Grade	Term	Credits
✅ Registered	MGT-123	The Business Experience			17/FA	3
✅ Planned	ACT-201	Principles of Accounting I			18/SP	3
✅ Planned	MGT-304	Organizational Management			18/FA	3
✅ Planned	MGT-323	Junior Business Seminar			19/FA	1

2.
Take courses IT-110, ACT-202, ACT-202L, LA-248, LA-249, MGT-291, MGT-223, FIN-301, MKT-301, MSC-300, MSC-337. ✅ Fully Planned **0 of 11 Courses Completed.** Hide Details

Status	Course		🔍 Search	Grade	Term	Credits
✅ Registered	IT-110	IT in the Global Age			17/FA	3
✅ Planned	MGT-291	Business Communication			19/SP	3
✅ Planned	MGT-223	Sophomore Business Seminar			18/FA	1
✅ Planned	MSC-300	Business Statistics			19/FA	3

14) To make sure you complete all requirements, you will want to first make sure each requirement is fully planned (see example below). As you complete courses each semester different requirements and sub-requirements will read as "Completed". All requirements must be "Completed" in order to graduate. Please contact your advisor if you have any questions about the courses required in each requirement or sub-requirement or consult the physical catalog under www.marymount.edu/registrar.

Requirements

Discover Learning

Complete the following item. 0 of 1 Completed. ✅ Fully Planned Show Details

University Requirements

Complete all of the following items. 0 of 4 Completed. ✅ Fully Planned Show Details

Liberal Arts Core

Complete all of the following items. 1 of 7 Completed. ✅ Fully Planned Show Details

Business Core

Must have 2.000 minimum GPA for this requirement.

Complete all of the following items. 0 of 2 Completed. ✅ Fully Planned Show Details

Degree Audit Statuses

As you review the degree audit to schedule and register for courses, you will see four different statuses throughout the plan.

Completed Courses

15) The "Completed Courses" status (green) indicates that a requirement has been fully met, showing 100% of requirements completed with a checked circle (ex. 1 of 1 completed). As a requirement is fully completed it will appear in a condensed format. The actual courses taken will appear under "Show Details".

Discover Learning

Complete the following item. ✓ 1 of 1 Completed. Show Details

Uncondensed view (Show Details):

Discover Learning

Complete the following item. ✓ 1 of 1 Completed. Hide Details

A.
Discover Learning

Take DSC-101 First-Year Seminar or DSC-210 Discover Transfer.
Complete all of the following items. ✓ 1 of 1 Completed. Hide Details

✓ 1 of 1 Courses Completed. ✓ Hide Details

Status	Course		🔍 Search	Grade	Term	Credits
✓ Completed	DSC-101	Zombies and Popular Culture		B	15/FA	3
✓ Fulfilled	DSC-201	City As Inqu(Trns Studnt Exp)				

In Progress Courses

16) Once a semester starts or is in session (for example, 17/SU), courses will show as in progress until a final grade has been rewarded.

A.
Writing

Take EN-101 and EN-102. Fulfills (WR) designation. Minimum grade of C- required.
Complete all of the following items. 0 of 1 Completed. ✓ Fully Planned Hide Details

✓ Fully Planned 1 of 2 Courses Completed. Hide Details

Status	Course		🔍 Search	Grade	Term	Credits
✓ Completed	EN-101	Composition I		A	17/SP	3
◐ In-Progress	EN-102	Composition II			17/SU	3

Registered Courses

17) When you register for courses in the next semester (for example, when you register in October for your spring 2018 courses), these courses will change from "Planned" (see below) to "Registered" indicating that the course has been added to your schedule. Once the spring 2018 semester starts, these courses will show as "In Progress" (see above).

University Requirements

Complete all of the following items. **0 of 4 Completed.** ✅ **Fully Planned** Hide Details

A.
Global Perspective

Take 1 course from the Global Perspective (GP) designation.
Complete all of the following items. **0 of 1 Completed.** ✅ **Fully Planned** Hide Details

✅ **Fully Planned** **0 of 1 Courses Completed.** Hide Details

Status	Course		Grade	Term	Credits
✅ Registered	IT-210	Software Engineering		17/FA	3

"Planned Courses"

18) Courses that you have added to your timeline will show as "Planned" in "My Progress". You will want to make sure all requirements are fully planned to ensure you will meet all graduation requirements. In the example below, the sub-requirement "Humanities" has been fully planned and all required groups are fully planned.

B.
Humanities

Group 1: Take one Introductory Literature (LT-1) course Group 2: Take one Introductory History (HI-1) course. Group 3: Take two courses in Advanced Literature (LT-2), Advanced History (HI-2), and Fine Arts (FNA) in two different subjects.
Complete all of the following items. **0 of 3 Completed.** ✅ **Fully Planned** Hide Details

1.
Introductory Literature ✅ **Fully Planned** **0 of 1 Courses Completed.** Hide Details

Status	Course		Grade	Term	Credits
✅ Planned	EN-201	World Literature:ancient World		18/FA	3

2.
Introductory History ✅ **Fully Planned** **0 of 1 Courses Completed.** Hide Details

Status	Course		Grade	Term	Credits
✅ Planned	HI-110	History of the US to 1877		18/FA	3

3.
Advanced Literature, Advance History, Fine Arts ✅ **Fully Planned** **0 of 2 Courses Completed.** **Minimum Subjects Not Met** Hide Details

Status	Course		Grade	Term	Credits
✅ Planned	HI-350	Modern U.S. History		19/FA	3
✅ Planned	EN-350	The American Dream		19/FA	3

"Courses Not Started"

19) The "Courses Not Started" status appears in red indicating that a requirement needs to be planned and eventually registered for. Be sure to read the description under each requirement to see which courses are required and be sure to check the total number of groups required in this requirement. Please keep in mind that some programs may have multiple groups in a requirement but only one group is required.

In the below example, no courses have been planned or registered for the "Discover Learning" requirement. To complete this requirement a student must plan and register for one of the following courses: HON-101 (Honors Students), DSC-101 (Freshman) or DSC-201 (Transfer Students).

Discover Learning

Complete the following item. **0 of 1 Completed.** Hide Details

A.
Discover Learning

Take HON-101, DSC-101, or DSC-201.
Complete all of the following items. **0 of 1 Completed.** Hide Details

0 of 1 Courses Completed. Hide Details

Status	Course		🔍 Search	Grade	Term	Credits
❗ Not Started	DSC-101	Tbd				
❗ Not Started	HON-101	The Quest				
❗ Not Started	DSC-201	City As Inqu(Trns Studnt Exp)				

Please note that some courses have minimum grades required. A requirement might show that both courses have been taken, but still reads 1 of 2 courses complete. This may indicate a minimum grade has not been met. Please consult the catalog, your advisor or your Associate Dean if you have any questions regarding a minimum grade requirement.

Attempted Courses/Minimum Grade Not Met

20) In the example below, a student has not passed the EN-102 requirement. Therefore, the course will show as "Attempted" and the student will need to retake EN-102 and receive at least a C- for this requirement to be met.

Courses that receive a non-failing grade (for example a grade of D), but do not meet the minimum requirement for a specific course will show a warning of "Minimum Grade Not Met". The requirement will also show as incomplete, despite the course showing complete. Students will need to retake the course they received a D and meet the minimum grade required.

A.
Writing

Take EN-101 and EN-102. Fulfills (WR) designation. Minimum grade of C- required.
Complete all of the following items. **0 of 1 Completed.** Hide Details

1 of 2 Courses Completed. Hide Details

Status	Course		🔍 Search	Grade	Term	Credits
✅ Completed	EN-101	Composition I		C-	17/SP	3
❗ Attempted	EN-102	Composition II		F	17/SU	3

Other Courses

Confirming Courses are Counting Properly in Major

21) In order to graduate students must complete all University Requirements, Liberal Arts Core and Major requirements, and all minor and specialization requirements if applicable. In addition to these requirements, students must also complete at least 120 hours (Some programs require additional hours; please see the course catalog for details about the hours required in your degree program). If all requirements do not add up to 120 hours, then students will have an additional requirement of General Electives.

Once a student has planned, registered or completed all requirements and met the 120 hour requirement, then all remaining courses will fall into "Other Courses". Please note these courses may not be eligible for Financial Aid. Therefore, you will need to contact your advisor if you believe any courses under "Other Courses" should count under another requirement. Course substitutions will also fall under "Other Courses" until they are substituted for another required course. Please fill out course substitution forms prior to registering for courses.

Other Courses

Status	Course		Grade	Term	Credits
✓ Planned	CMD-105	Video Editing		17/FA	1
✓ Planned	SP-101	Introductory Spanish I		19/FA	3
✓ Registered	HI-111	History of the US since 1877		17/FA	3
✓ Planned	EN-205	American Literature I		20/SP	3