



myDegreePlanner  
University of Missouri

## **Student User Guide**

Office of the University Registrar

*myDegreePlanner Version 4.5.4.3*

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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, Edge), Mozilla Firefox, Google Chrome, or Safari. Limited functionality—running degree audits only—is also available via mobile devices running Android (Chrome browser only) or iOS (Safari browser 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.





 **University of Missouri System**  
COLUMBIA | KANSAS CITY | ROLLA | ST. LOUIS

Username

Password

**Login**

[Help](#)   [Using a shared computer?](#)

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.

**myDegreePlanner**  
University of Missouri  
Questions? Email [degreeaudit@missouri.edu](mailto:degreeaudit@missouri.edu)

Select your style: ● ●

Audits ▾ Courses ▾ Exceptions 2-column PDF ⚙ ▾

## Request an Audit

**Run Declared Programs:**

Program	Program Code	Student Catalog Year
Communication Science and Disorders (BHS)	13960036	Spring 2019

**Select a Different Program:**

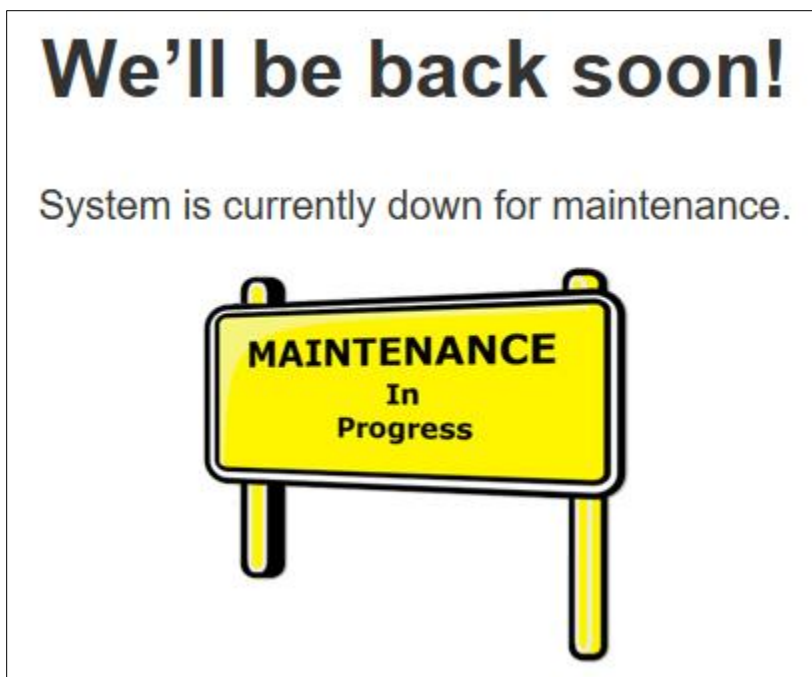
Advanced Settings [Click to view available options.](#)

Run Declared Programs Cancel

You must have the free Adobe Reader program installed on your computer to view the documents marked PDF. Download the [free Adobe Reader program.](#)

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[Privacy Policy](#)  
selfservice Version: 4.5.4.3 - 12/15/2020 10:13 AM

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](mailto: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
Communication Science and Disorders (BHS)	13960036	Spring 2019

**Select a Different Program:**

---

Advanced Settings [Click to view available options.](#)

**Run Declared Programs** **Cancel**

## 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).

## Select a Different Program

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

Request an Audit

**Run Declared Programs:**

Program	Program Code	Student Catalog Year
No audit found for your program. Select different program below.	99NAUDIT	999900

**Select a Different Program:**

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.

Request an Audit

**Run Declared Programs:**

**Select a Different Program:**

Selecting a degree program here will not change the student's declared degree program.

<b>Academic Unit</b>	<input type="text"/>
<b>Degree Type</b>	<input type="text" value="-"/>
<b>Program</b>	<input type="text" value="-"/>
<b>Student Catalog Year</b>	<input type="text" value="-"/>

Select the **Academic Unit** of the program, then select the **Degree Type** (Bachelor, Master, etc.), **Program**, and **Student Catalog Year**. If you are unsure in which academic unit the 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:

▼ Run Declared Programs:		
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 request completes so that the next audit request 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							
<a href="#">Run Audit</a>				<a href="#">Delete</a>			
<a href="#">Select All/None</a>							
Program	Catalog Year	Type	Includes IP/Planned Courses	Format	Prepared By	Prepared On	Delete
Biological Sciences (BS)	Fall 2019	WHAT-IF		HTML	Student	03/29/2021 11:04 AM	<input type="checkbox"/>
Communication Science and Disorders (BHS)	Spring 2019			HTML	Student	03/29/2021 11:03 AM	<input type="checkbox"/>



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  icon displays if the audit report is generated via the **Select a Different Program** option.

**Includes IP/Planned Courses:** The  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  icon displays if the report is in HTML format. The  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/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 four tabs: **Audit Results**, **Course History**, **Exceptions**, and **Markers**.



## 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).

<i>PLAN / SUBPLAN</i>	<i>ADVISOR</i>	<i>EXPGRAD</i>
<i>Business Administration-MBA</i>	<i>Hedges, Kimberly Ann</i> <i>Ridgway, Robyn Ann</i>	

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

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

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

Degrees earned elsewhere also display, if recorded in myZou.

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

**\*\*\*\*\* ALL REQUIREMENTS BELOW MET \*\*\*\*\***

**\*\*\*\*\* ALL REQUIREMENTS BELOW MET - IN-PROGRESS COURSES USED \*\*\*\*\***

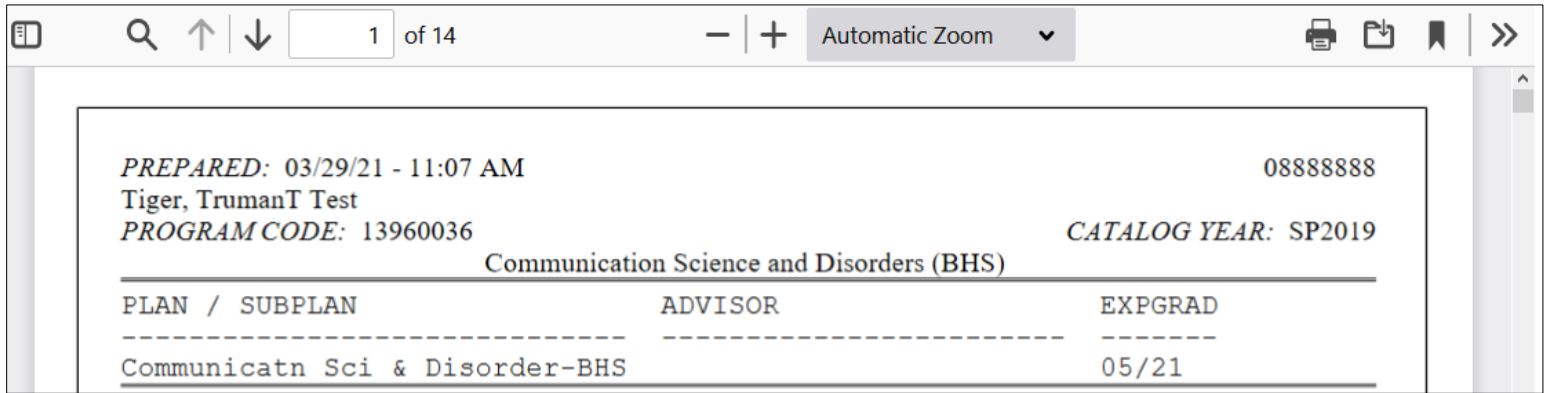
**\*\*\*\*\* AT LEAST ONE REQUIREMENT BELOW NOT MET \*\*\*\*\***

## 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 HTML Audit Report** section.

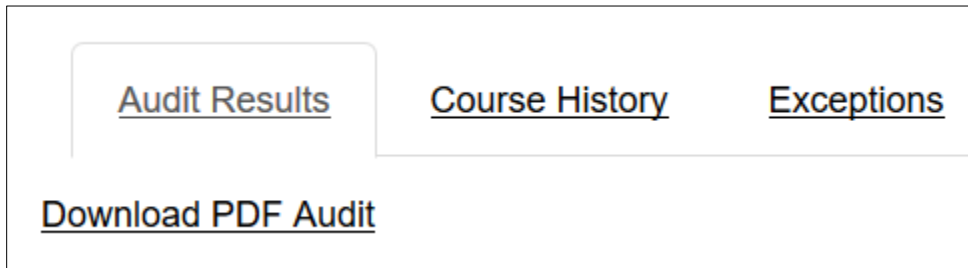
The single-column PDF report displays in a container window:



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 five sections:



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

## Navigating the HTML Audit Report

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

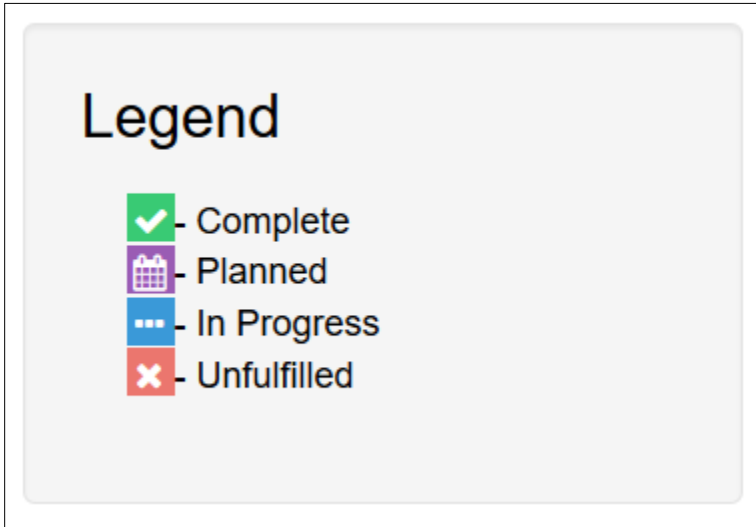
## Opening and Closing Requirement Sections


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.

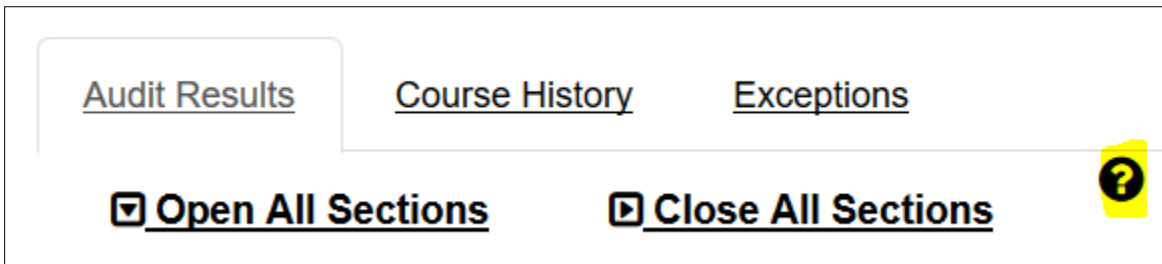
Sections that are closed display with a right-pointing icon next to them . Sections that are open display a down-pointing icon . Clicking on these icons opens/closes one section at the time.

## Key/Legend

An abbreviated key/legend of the informational icons that appear to the left 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

- CRx** 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

Close

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:



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 undertakings, 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 lines.

### *Subrequirements*

Typically include:

- a subrequirement number,
- a title,
- a summary line indicating the number of credits or courses/set of courses that are 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.

**✘ 5 ==> Biological, Physical, and Math Sciences Areas [ # ]**

**9 credits**

NEEDS: 9.0 credits

3 sub-groups

Coursework must include:

- at least one course in 2 of the 3 areas of science, and
- at least one course in biological or physical science and its related laboratory component.

NEEDS: 1 course

- ✘ 1) For a list of Biological Science courses, please click [here](#).
- ✘ 2) For a list of Physical Science courses, please click [here](#).
- ✘ 3) For a list of Mathematical Science courses, click [here](#).
- R** ✘ 4) For a list of Science Laboratory courses, please click [here](#).

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 in a specific academic unit based on current cumulative grade point average.

**OPT Latin Honors Eligibility**

Official honors will be determined after your final semester is complete.

54 of the last 60 credits must be completed in MU coursework for a letter grade (A-F).

Latin Honors are based on the GPA of record.

Cum Laude = 3.700-3.799 GPA

Magna Cum Laude = 3.800-3.899 GPA

Summa Cum Laude = 3.900-4.000 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.

**Course Catalog Details**
✗

A description of HIST 1100 is shown below. Would you like to add this as a planned course?

Add course
Cancel

**HIST 1100** (3 Credits)

**SURV AM HISTORY TO 1865**



Introduction to U.S. history through the Civil War, surveying political, economic, social and cultural development of the American people. No credit will be given to students who have received credit In HIST 1400 (AP credit for US History).

<b>Full Title:</b>	Survey of American History to 1865
<b>Grading Basis:</b>	Graded
<b>Course Component(s):</b>	Discussion; Lecture/Standard
<b>Course Attribute(s):</b>	American History I; Missouri State Law Requirement; Social Science Course

You can add the course to your planned courses list by clicking on the **Add course** 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 were 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.

## Markers Tab

Markers are sets of requirements that can be included in addition to or instead of the regular set of requirements.

For example: Some programs of study offer the option of selecting specialization “tracks”; advisors can add such tracks to your degree audit via markers so that you can see what coursework you must complete.

Markers		
Marker	Value	Title
\$TRACK	T0109B-1	Economics: Applied (BS) - Track Requirements

Please contact your advisor if you have questions about a marker.

## 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-column 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 to display the **Add Planned Courses** screen:

Add Planned Courses 

<b>Term</b>	<b>Course</b>	<b>RCredit</b>	<b>Grade</b>	<b>Title</b>	<b>Seq</b>
2023 Spring Semest	<input type="text" value="IMSE 2710"/> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;">                     Industrial And Manufacturing S (IMSE)                      2710 - ENGR ECONOMIC ANALYSIS                      Δ***** 9*****                 </div>	<input type="text" value="3"/>	<input type="text" value="B+"/>	<input type="text" value="ENGR ECONOMIC ANALYSIS"/>	<input type="text" value="001"/>

Filter by:  

Term	Course	Seq	Title	Grade	Credits	Edit
Fall 2022	ENGINR.2500	001	ENGINEERING HISTORY	A	3.00	

- 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 the **Add To List** button 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. If entering many courses, click on the  icon to display a list of short-cut keys for faster entry.
- Click the **Return** button when done entering courses.

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

Exceptions											
<a href="#">Add Exception</a>										<a href="#">Delete</a>	
<small>select all/select none</small>											
▲ #	Code	Academic Unit	Program Code	Reg Name	Pseudo	Course or Pseudo	Rep Course or Pseudo	Note	Memo	Edit	Delete
	<a href="#">CC</a>	01	05800002			ACCTCY 2010	AG_EC 2225		Allowed to substitute courses.		<input type="checkbox"/>
2	<a href="#">CH</a>	01	06400035			ACCTCY 127	AG_EC 2050				<input type="checkbox"/>

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 Ghouhani

**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.