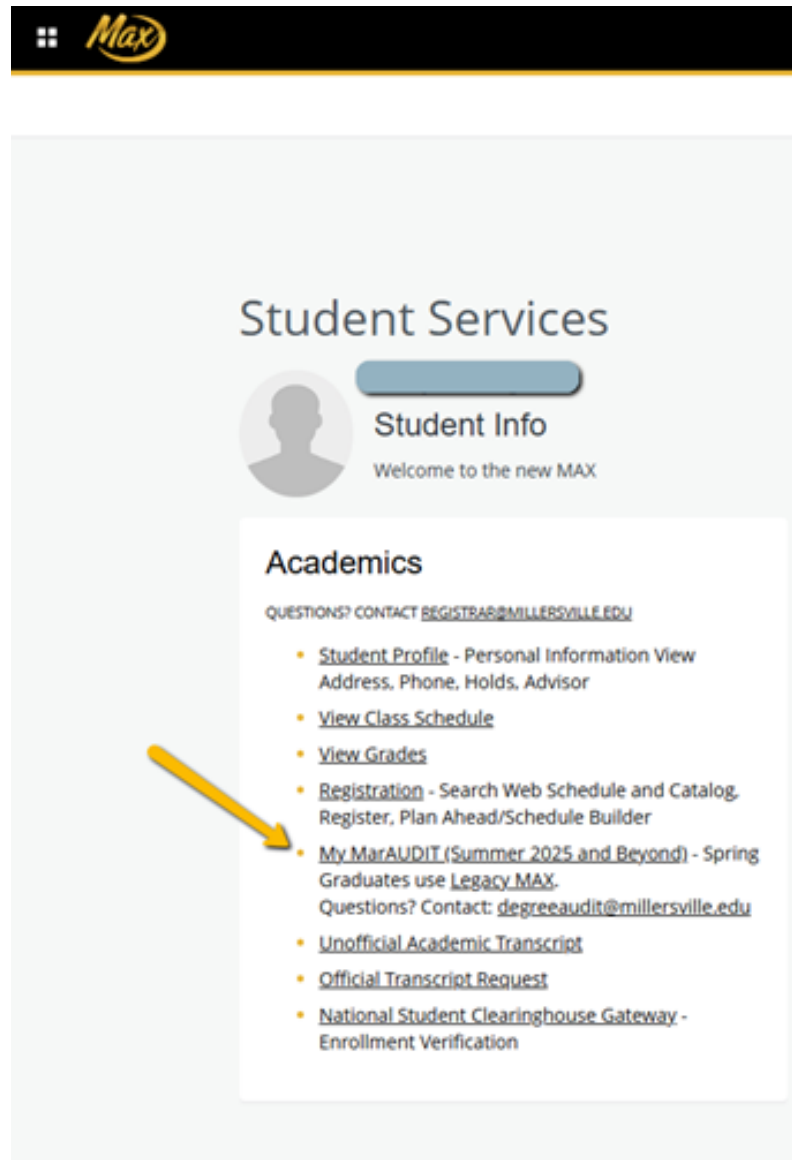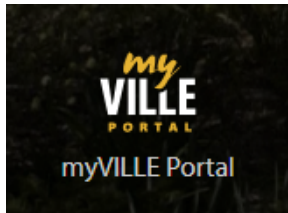# My MarAUDIT (Degree Audit) STUDENT HELP SHEET

How to LOGIN

- Login to MAX via the MyVille Portal ► Student Services ► My MarAUDIT

www.millersville.edu/logins

How to READ and USE your Audit

- There is a LEGEND at the bottom of the audit to help with determining what different icons on the audit mean:

Legend

⊘	Complete	○	Not complete
◑	Complete (with classes in-progress)	!	Nearly complete - see advisor
📋	Prerequisite	@	Any course number
(R)	Repeated class		

- Requirements that are met will appear with a green check mark.
- Requirements that are in-progress will appear with a half blue, half white circle.
- Requirements that are incomplete will appear as an unmarked red circle.

Degree in Bachelor of Science [INCOMPLETE]

Credits required: 120   Credits applied: 107   Catalog year: SPRING 2023

○	Minimum of 120 credits required for your degree. **Incomplete**	**Still needed:**	120 credits are required. You currently have 107, you still need 13 more credits. This total includes courses you currently have in-progress or are registered for. Courses in 'other electives' do count toward this total. This minimum must be met. Please note that developmental courses count in your transcript total credits, but do NOT apply toward your degree.
⊘	Millersville Residency Requirement		
◑	30 of the last 60 credits at Millersville.		
⊘	You meet the minimum GPA requirement **Complete**		
⊘	Business Foundations		
○	Major Requirements	**Still needed:**	See Major in Accounting section See Sport Administration section
◑	Required Related **In-progress**		
⊘	Sport Administration, Required Second Major has been declared		
◑	General Education Requirements		

- Blue Links throughout the audit indicate you can click to take an action.

- For example, in the Degree Block the blue links will allow you to skip to that section of your audit.

Degree in Bachelor of Science in Education `INCOMPLETE`

Credits required: 120   Credits applied: 52   Catalog year: FALL 2023

○	Minimum of 120 credits required for your degree.	**Still needed:**	120 credits are required. You currently have 52, you still need 68 more credits. This total includes courses you currently have in-progress or are registered for. This minimum must be met. Please note that developmental courses count in your transcript total credits, but do NOT apply toward your degree.
①	Millersville Residency Requirement		
①	30 of the last 60 credits at Millersville.		
○	Your GPA is below 3.0 - please see your advisor		
			If you are given the 2.8 GPA Exception for graduation and you graduate with a GPA lower than 3.0, you must have higher certification test scores in order to meet PA state certification requirements.
○	Major Requirements	**Still needed:**	See Major in Middle Level Education, BSE section
○	Professional Education	**Still needed:**	See Professional Education- Middle Level section
○	Concentration Requirements	**Still needed:**	See MDLV Major Concentration - Mathematics section
○	Required Related	**Still needed:**	See Required Related for Middle Level Education section
○	Advanced Professional Studies (APS) Status	**Still needed:**	See Advanced Professional Studies, BSE section
○	General Education Requirements	**Still needed:**	See General Education section

- COURSE LINK Allows you to click on a course still needed to view that course listing in the catalog which includes course description, Prerequisites and any currently scheduled sections!

- A clipboard with a checkmark after a course indicates there is a pre-requisite for that course.

○ Human Resource Management   **Still needed:**   **1 Class in BUAD** 352 ☑

Course Information   ✕

BUAD 352 - 3 Credits - Human Resource Management

Survey course familiarizes students with the human resource function. Topics include recruitment, orientation, training, compensation, safety, performance evaluation and labor relations. Offered in fall, spring. Prereq: C- or higher in BUAD 251.
DL Format Approved 5/28/2010 - Web/Online

Prerequisites:
BUAD 251 with a minimum grade of C-

Sections:

Term	CRN	Section	Seats open	Meeting times
SUM 1 2024	1021	50A	2 (out of 25)	To be announced
FALL 2024	12606	01	1 (out of 30)	M 06:00pm - 09:00pm
FALL 2024	4908	02	0 (out of 30)	Tu 06:00pm - 09:00pm
FALL 2024	4391	50Z	-4 (out of 10)	To be announced

- HEADERS include information about your Catalog Term, GPA for that block (i.e. Degree, Major, Minor), and the number of credits required and number of credits applied.
- **Credits Applied includes any in- progress** courses included on the audit.

Degree in Bachelor of Science INCOMPLETE

Credits required: 120   Credits applied: 107   Catalog year: SPRING 2023

Major in Accounting INCOMPLETE

Credits required: 57   Credits applied: 36   Catalog year: SPRING 2023   GPA: 3.24

Unmet conditions for this set of requirements: 57 credits are required. You currently have 36, you still need 21 more credits.

- EXCEPTIONS will appear in line with the requirement the exception is fulfilling. A full list of exceptions will appear in their own block at the bottom of the audit.

◑ REQUIRED CAPSTONE EXPERIENCE	ACFN 300	Co-Op Ed Exp in Acct/Fin	IP	(3)	SUM 1 2024
	Exception by: Olweiler, Nathan **On:** 04/03/2024 **Substitute:** Replace WSSD 400 with ACFN 300				

Exceptions ⌃

Type	Description	Created on	Created by	Block	Enforced
Substitute	Replace WSSD 400 with ACFN 300	04/03/2024	Olweiler, Nathan	Sport Administration	Yes

- TRANSFER COURSES appear with the Millersville Transfer Equivalency and a second line that notes the original institution and course number from the original transcript. Transfer courses do not affect GPA.

	Course	Title	Grade	Credits	Term	Repeated
⊘ BUSINESS FOUNDATIONS BLOCK						
⊘ Introduction to Financial Accounting (C-minimum)	BUAD 161	Intro to Financial Accounting	AT	3	FALL 2023	
	Satisfied by: ACC201 - Prin of Acctg 1 - West Chester University PA					
⊘ Introduction to Managerial Accounting (C- minimum)	BUAD 162	Intro to Managerial Accounting	B+	3	FALL 2023	
⊘ The Legal Environment of Business (C-minimum)	BUAD 202	Legal Environment of Business	AT	3	FALL 2023	
	Satisfied by: BLA201 - Legal Envr Bsns - West Chester University PA					

- NOTES may be added by your advisor(s) onto your audit. These notes can be accessed by clicking the three dot menu at the top right of your audit and selecting "Notes."

My MarAUDIT

GPA Calculator

Class History

Data refreshed 04/16/2024 11:32 AM

Notes

×

Degree
Bachelor of Arts

∨

Advanced search

Level Undergraduate   **Classification** Senior   **Major** Social Work   **College** College of Education and Human Services   **Student Status** Active

Academic Standing Good Standing   **Total Transfer Credits** 130   **Total Credits Earned** 173   **Academic Department** Social Work

Major Advisor Leonora Foels Effective Fall 2021

Notes   ×

Created on 04/16/2024

By Jones, Megan

Student was advised 120 credits needed for graduation, not just fulfillment of degree requirements. Student plans to take summer/Winter courses to graduate on time. Student and advisor discussed student's career plans. Student was advised for upcoming registration term.

- "FALLTHROUGH CATEGORIES" are a number of categories at the bottom of the audit which you may or may not have depending on whether or not you have courses that fall here.

    - **Other Electives** – these are courses which DO count toward the total number of credits required for your degree, however, they are not being used in a specific requirement on the audit. Courses that fall here may not pass "Course Program of Study" for financial aid and should be reviewed to determine if they are necessary for you to reach 120 credits or if other course options would be a better fit.

Other Electives

Credits applied: 7   Classes applied: 3

Course	Title	Grade	Credits	Term	Repeated
ECON 101	Principles of Economics 1	DT	3	FALL 2020	
	Satisfied by: ECON201 - Principles of Econ 1/Macro - Harrisburg Area Cmty College				
EDFN 241	Psyc Foundation of Teaching	C+	3	SPRING 2021	
WELL 16X	Basic Fitness 1	CT	1	FALL 2020	
	Satisfied by: PE138 - Basic Fitness I - Harrisburg Area Cmty College				

    - **Insufficient** – these are courses which are insufficient and DO NOT count toward your credits earned for your degree. These are generally courses that have been withdrawn from, repeated or failed.

Insufficient

Course	Title	Grade	Credits	Term	Repeated
BIOL 100	General Biology	W	0	FALL 2022	
BIOL 100	General Biology	D+	0	SPRING 2023	(R)
BIOL 100	General Biology	D+	3	FALL 2023	(R)
HIST 216	Vikings	F	0	FALL 2023	
MATH 160	Precalculus	F	0	FALL 2023	

- **In-progress** – this is a list of all courses that you presently have in-progress. They are also applied to your audit where appropriate.

In-progress

Credits applied: 15   Classes applied: 5

Course	Title	Grade	Credits	Term	Repeated
HIST 334	Victorian England	IP	(3)	SPRING 2024	
HIST 355	Civil War and Reconstruction	IP	(3)	SPRING 2024	
ENGL 233	Early British Literature	IP	(3)	FALL 2024	
HIST 222	Modern Britain	IP	(3)	FALL 2024	
WELL 175	Wellness: Personal Fitness	IP	(3)	FALL 2024	

- **Not Counted Towards Degree Requirements** – these are developmental courses, which **DO NOT apply to the 120 credits needed for your degree.** However, they are included in your total earned credits on your transcript.

Not Counted Towards Degree

Course	Title	Reason	Grade	Credits	Term	Repeated
MATH 090	Basic Mathematics		IP	(3)	SUM 1 2024	

- REPEATED Courses. On the audit, courses that have been repeated will be indicated with an (R).
- Note: If you are in-progress with repeating a course, the course which is in-progress will be applied to your requirements and the original instance of the course will fall into the Insufficient block, with the credits still applying (to earned credits and to GPA) until the in-progress course has been graded and processed.

Insufficient

Course	Title	Grade	Credits	Term	Repeated
ART 100	Art in Culture		0	FALL 2023	
COMM 100	Fundamentals of Speech	D	0	FALL 2022	(R)
COMM 101	Introduction to Communication	D-	3	SPRING 2023	(R)

This course has been repeated. The D grade with 0 credits is no longer impacting GPA.

✓ FUNDAMENTALS OF SPEECH

✓ Fundamentals of Speech (C- or better required)	COMM 100	Fundamentals of Speech	C+	3	FALL 2023	(R)

This is the COMM 100 that is counting in credits and GPA.

Insufficient

Course	Title	Grade	Credits	Term	Repeated
ART 100	Art in Culture	F	0	FALL 2023	
COMM 100	Fundamentals of Speech		0	FALL 2022	(R)
COMM 101	Introduction to Communication	D-	3	SPRING 2023	(R)

This course is being repeated. The D- grade and 3 credits are still counting in credits and in GPA until the "IP" course is completed.

○ CORE REQUIREMENTS (C- or better required)

① Introduction to Communication (C- or better)	COMM 101	Introduction to Communication	IP	(3)	SPRING 2024	(R)

This is the COMM 101 that will count once it has been completed.

OTHER Features of the Degree Audit

- PRINT AS PDF - In efforts to save paper resources, avoid printing your audit as much as possible. The new audit is intended as an online and interactive way to track your progress to degree. If you do wish to save a .pdf version of your audit in order to print or save for your records, please click on the printer icon to view a printer friendly PDF version of the audit. Printing the audit directly as it appears on your web browser will not give you an optimal view.

- REGISTRATION CHECKLIST - To view a simplified version of your audit which will show **only unfulfilled**
  course requirements, you can select "REGISTRATION CHECKLIST" in the Format menu.

Completed courses and inprogress courses are removed, so only the "still needed" incomplete items are displayed.

- CLASS HISTORY gives you a listing of your courses taken and in-progress in chronological order. This is similar to a transcript view.

Millersville University

MY MARAUDIT   EXCEPTIONS   PLANS   ADMIN   LINKS

Megan Jones

My MarAUDIT

GPA Calculator
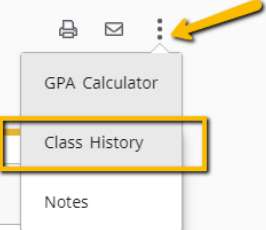
Data refreshed 04/16/2024 12:53 PM

Class History

Student ID
M01115930

Name
Demonstration, Degree Works

Degree
Non-Degree

Notes

Advanced search

Level Undergraduate   **Classification** Freshman   **Major** TRAN   **College** None   **Student Status** No Show Admit   **Academic Department** No Department

Class History

FALL 2023

Course	Title	Grade	Credits	Section
BIOL 100	General Biology	D	3	Insufficient
ECON 101	Principles of Macroeconomics	C-	3	
ENGL 110	English Composition	C-	3	
MATH 104	Fundamentals of Math 1	A-	3	
PSYC 100	General Psychology	PT	3	
	Satisfied by: APEXAMPSYCH - Psychology - Advanced Placement			
PSYC 227	Devlopmnt Child and Adolescent	B-	3	

WINTER 2024

Course	Title	Grade	Credits	Section
MATH 101	College Algebra	A	3	
WELL 175	Wellness:Stress Management	B+	3	

SPRING 2024

Course	Title	Grade	Credits	Section
BIOL 100	General Biology	IP	3	
COMM 100	Fundamentals of Speech	IP	3	
GOVT 111	Intro to American Government	IP	3	
HIST 200	Reimagining Holidays & Heroes	IP	3	
MATH 160	Precalculus	IP	4	

FALL 2024

Course	Title	Grade	Credits	Section
ART 100	Art in Culture	IP	3	
COMM 101	Introduction to Communication	IP	3	
ECON 102	Principles of Microeconomics	IP	3	
ESCI 107	The Atmosphere	IP	3	
MATH 235	Survey of Statistics	IP	3	

- What-If Current Curriculum (formerly called LOOK AHEAD) – Add specific courses to your degree audit to see how they would fit into your program. Courses appear on the audit as PLANNED after you add courses and click "Process." To do only a "look ahead" be sure to click on the "Use current curriculum box."

- *WHAT IF* AUDIT – Shows how existing coursework apply if you decide to change your program. Once you have entered the criteria you wish to view, you can click on "Process" to view it on screen, then you can choose the printer icon in the upper right, just like on your worksheet if you wish to save a PDF copy of this scenario. You may also enter courses into "Future Classes" to see how they would apply to your What If audit.

- You MUST choose a catalog year, Degree and Major to run a What if. If the major has associated concentrations that are required, you will also need to choose that for an audit to generate properly.

- If you want to run a What-If for a minor, you will need to SELECT your current degree, major, etc. to also add that minor in the What-if view.

- Note: What If audits are most effective for single majors. If you run a What If audit for two majors, be aware that when the two majors are officially added to your record, the requirements may vary slightly due to requirement programming which adjusts for students with multiple majors (i.e. General Education requirements are waived for a second major under a different degree program, or a requirement for a set of electives or a minor may be waived if two majors are declared.)

- Note: Processing as What If does not guarantee that you have selected a valid combination of curriculum. Please contact your advisor and/or Academic Advisement to ensure you are selecting a valid combination of Major/Concentration and/or Minor.

View historic what-if audit
04/16/2024 at 1:02 PM U/BS

What-If Analysis   ⌃

☐ Use current curriculum   ☑ In-progress classes   ☑ Preregistered classes

Program

Catalog year *
SPRING 2024

Degree *
Bachelor of Science

Level *
Undergraduate

Areas of study

Major *
Business Administration

Major catalog year

Minor

Minor catalog year

Concentration
BUAD-General Business

Concentration catalog year

Additional areas of study

If the major you are choosing for What-If has a concentration, you will have to choose that or else the audit will not generate requirements properly.

Future classes

Subject

Number

ADD

RESET   PROCESS

- GPA CALCULATOR – Use this to see how many hours would it take to reach a desired GPA or what grades would you need to receive in specific courses in order to reach a desired GPA. **Note: the GPA Calculator is NOT able to account for repeated courses** (i.e. if you failed MATH 100 and enter in a new grade for MATH 100 into the GPA calculator, it will add the new grade to your GPA, it will not replace the failed grade.)

- There are three different Calculators: Graduation Calculator, Term Calculator and Advice Calculator.

QUESTIONS ?

If you have questions about your degree requirements or possible exceptions that are needed, please contact your advisor. Your advisor (or advisors if you have multiple) will be accessible via the envelope icon (Contacts).

As it is developed HELP Documentation and FAQs on MarAUDIT will be available on the Registrar's website at http://www.millersville.edu/registrar/degreeaudit/index.php.

General questions about technical issues, interpreting or using audits can be directed to degreeaudit@millersville.edu.