Central Degree Audit FAQ

General Questions

What is a Central Degree Audit?
The Central Degree Audit is a Web-based degree audit for students to monitor their academic progress toward degree completion. It allows students and their advisors to plan future academic coursework. Your audit will display the courses you've taken or are registered for and will show you any degree, major, minor, or concentration requirements that are being met by the courses you've taken or that may be met upon satisfactory completion of courses in progress.
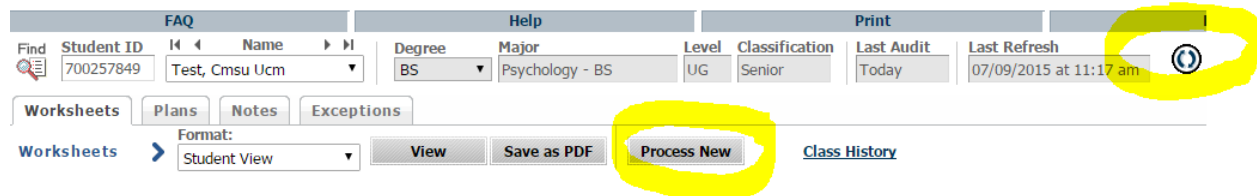
Can I access my Central Degree Audit on any computer?
Yes. Access to Central Degree is through the Web. Anywhere you can log in to MyCentral will allow you access to DegreeWorks. However, MyCentral may not be fully compatible with all web browsers. If you have problems viewing your Central Degree Audit in MyCentral try using a different browser. If problems persist, contact the Technology Support Center at 660-543-4357.

How current will my information be in the Central Degree Audit?
Any changes made to existing UCM data (e.g., grade changes or classes added/dropped) will be seen in on the audit as soon as the change is made – just run a new degree audit. New transfer work added to records will show the day after the work is entered by the UCM Admissions Office.

If you don't think that the information on your audit is current, try refreshing the audit by using one of these two links:

Can I register for classes in my Central Degree Audit?
No. The audit is a snapshot of courses in-progress, planned, and in academic history. Registration will continue to be handled through the Student Services channel of MyCentral.

Can I see how many classes I have left to fulfill my requirements?
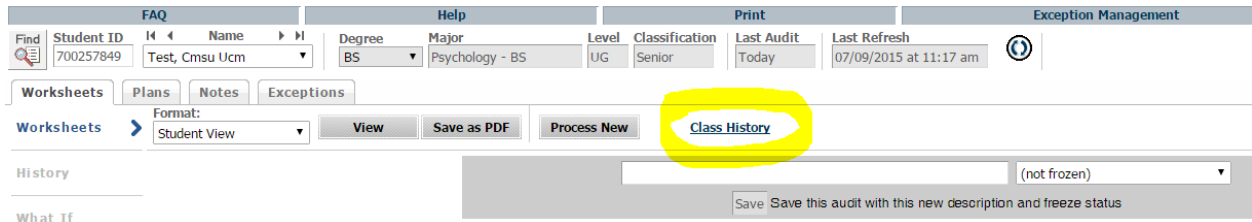Yes. The audit is laid out in block format displaying degree, major, minor, and concentration requirements information. Look for unchecked red boxes to identify requirements that you still need to complete.

Are my grades visible on the Central Degree Audit?
Yes. Once final grades have been processed at the end of the semester, they are viewable on the audit. Courses in-progress are listed with an "IP" grade.

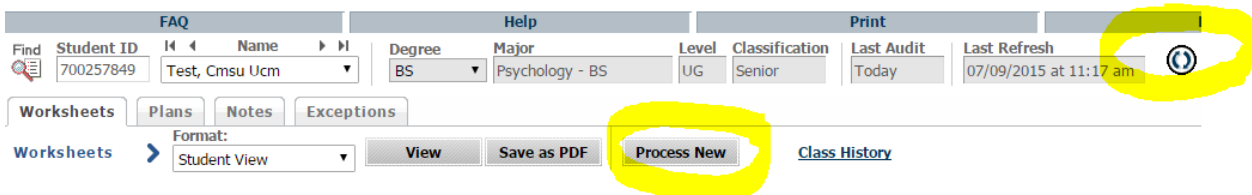**Can I see a list of all of the classes I've taken?**
Yes. Click on the Class History link at the top of the audit for a chronological list of courses taken at UCM as well as transfer courses.

Why isn't my information up-to-date?
There could be several reasons. One is that Central Degree may not have refreshed since a change was made (the information is refreshed nightly). Second, there could be some paperwork that needs to be completed. For example, if you have completed transfer courses, it is possible that the university has not received an official transcript or the coursework is pending departmental review. Undergraduate students should check with the Office of Admissions (660-543-4290) if your transcript or audit does not reflect transfer work you have completed. Graduate students should contact the Graduate School (660-543-4621).

If you don't think that the information on your audit is current, first try refreshing the audit by using one of these two links:

If that doesn't help, you should consult your academic advisor for a review of your audit. Any exception to major, minor, or concentration requirements should be discussed with your major/minor advisor or academic department personnel.

How can I update information?
Students cannot update course information on the Central Degree Audit. To change your major/minor/concentration/catalog year, please see your academic advisor.

Using the Audit

Basic Degree Requirements

In addition to general education and specific major/minor requirements, all students must meet general degree requirements. Some of these vary based on degree type:

Bachelor of Science		Catalog Year: 2015-2016	Hours Required: 120
		GPA: 4.00	Hours Applied: 3
☐ 30 hours at Central	Still Needed:	A minimum of 30 hours must be taken at Central. You currently have 3 hours, you still need 27 more hours.	
☐ Last 12 hours must be taken at Central.	Still Needed:	The last 12 hours must be taken at Central. You currently have 3 hours, you still need 9 more hours.	
☐ 30 hours in 3000 or 4000 level courses	Still Needed:	A minimum of 30 upper-level hours must be taken. You currently have 0 hours, you still need 30 more hours.	
☐ 20 hours in 3000 or 4000 level courses at Central	Still Needed:	A minimum of 20 upper-level hours must be taken at Central. You currently have 0 hours, you still need 20 more hours.	
☑ You meet the minimum cumulative 2.00 GPA			
Complete an application for degree online at http://www.ucmo.edu/portal/degreeapp/ when all requirements are met using in-progress courses			
☐ Gened Assessment	Still Needed:	See **Gened Assessment** section	
☐ State Law Requirement	Still Needed:	See **State Law Requirement** section	
☐ General Education Requirements	Still Needed:	See **General Education Requirements** section	
☐ Major Requirements	Still Needed:	See **43-118 Fashion: Textiles and Clothing in Business** section	

Hours Earned/Hours Needed

All students need a minimum of 120 hours to graduate. If your program requires more than 120 hours, the degree audit will tell you:

Bachelor of Science		Catalog Year: 2015-2016	Hours Required: 120
		GPA: 4.00	Hours Applied: 3
☐ 30 hours at Central	Still Needed:	A minimum of 30 hours must be taken at Central. You currently have 3 hours, you still need 27 more hours.	
☐ Last 12 hours must be taken at Central.	Still Needed:	The last 12 hours must be taken at Central. You currently have 3 hours, you still need 9 more hours.	
☐ 30 hours in 3000 or 4000 level courses	Still Needed:	A minimum of 30 upper-level hours must be taken. You currently have 0 hours, you still need 30 more hours.	
☐ 20 hours in 3000 or 4000 level courses at Central	Still Needed:	A minimum of 20 upper-level hours must be taken at Central. You currently have 0 hours, you still need 20 more hours.	
☑ You meet the minimum cumulative 2.00 GPA			
Complete an application for degree online at http://www.ucmo.edu/portal/degreeapp/ when all requirements are met using in-progress courses			
☐ Gened Assessment	Still Needed:	See **Gened Assessment** section	
☐ State Law Requirement	Still Needed:	See **State Law Requirement** section	
☐ General Education Requirements	Still Needed:	See **General Education Requirements** section	
☐ Major Requirements	Still Needed:	See **43-118 Fashion: Textiles and Clothing in Business** section	

"Hours Applied" includes both previous hours you have earned PLUS any hours that you have in-progress.

Where can I find my major GPA?

Your major GPA is a calculated GPA based on coursework used to fulfill major requirements. This GPA will appear within the major block requirements of your audit. Additionally, depending upon your college, the major GPA may also include courses that potentially could have been used within the major block but were not needed to fulfill specific requirements.

42-303 English			Catalog Year: 2015-2016
			GPA: 3.00
Unmet conditions for this set of requirements:	A minimum of 15 hours in the major must be taken at Central. You currently have 6 hours, you still need 9 more hours.		
	A minimum of 12 upper-level hours in the major is required. You currently have 3 hours, you still need 9 more hours.		
	A minimum of 9 upper-level hours in the major at UCM is required. You currently have 3 hours, you still need 6 more hours.		
☐ Major Requirements	Still Needed: **5 Classes** in **ENGL** 2010* and 2020* and 3240 and 4240 and 4360*		
☐ Upper-level electives in ENGL	ENGL 3052 Adv Fictn Writ	B 3	Spring 2006
	Still Needed: **3 Hours** in **ENGL** 3@ or 4@		
☑ Electives in ENGL	ENGL 2000 Orientation For The Major	B 1	Fall 2006
	ENGL 2830 Literature For Adolescents	B 2	Fall 2006

How do I know what classes I need to take?
Your audit will outline for you courses still needed to meet degree, major, minor, and/or option/area (if applicable) requirements within each specific block. You may then use this information to discuss your plan with your academic advisor.

To quickly look for classes still needed look down the left side of the audit for boxes outlined in red. These boxes indicate a requirement is not fully met. In that line you will see the words "Still Needed:". The audit will list out the specific course(s) or requirements needed to fulfill that particular requirement.

Why isn't there a check mark next to a requirement I've already completed?
There could be a few reasons:
- the course did not meet the minimum grade requirement for use in your program of study
- the course (if transfer work) did not articulate to a UCM course (transferred in as ELCT credit) and you will need to meet with your academic advisor if it's a general education class or your department chair/program coordinator if it's a major/minor course to inquire about a possible substitution

Graduate students should contact the Graduate School.

My record shows that my major is still undeclared but I have declared a major. Why doesn't my major show? (Or....I've changed my major, but the old major still shows.)
Undergraduate students should check with the academic college where the declaration was submitted. Graduate students should contact the Graduate School.

Where can I see my second major or my minor?
Central Degree is designed to show a listing of your majors and minors in the Student View audit. Additionally, each major and minor is broken out into individual requirement blocks within the audit. Students pursuing simultaneous degrees or a second major in a degree will need to click on the Degree drop-down box at the top of the Student View audit in order to view the additional requirements for second degrees.

Where can I see my audit for my second degree?
You can access your second degree audit by using the Degree drop down menu at the top of the screen.

Why isn't my transfer work meeting a requirement?
There could be a few reasons:
- the course did not meet either the minimum number of credits and/or minimum grade requirement for use in your program of study
- all requirements have been met and this course is simply not needed
- if the course did not articulate to a UCM course (transferred in as ELCT credit), you will need to meet with your academic advisor if it's a general education class or your department chair/program coordinator if it's a major/minor course

My advisor told me that a course I took would be substituted for a requirement. Why doesn't this information appear in my audit?
You should contact your advisor to resolve any general education substitution issue. Any waivers, substitutions, or exceptions for major, minor or concentration requirements should be processed by your department chairperson or program coordinator/faculty advisor.

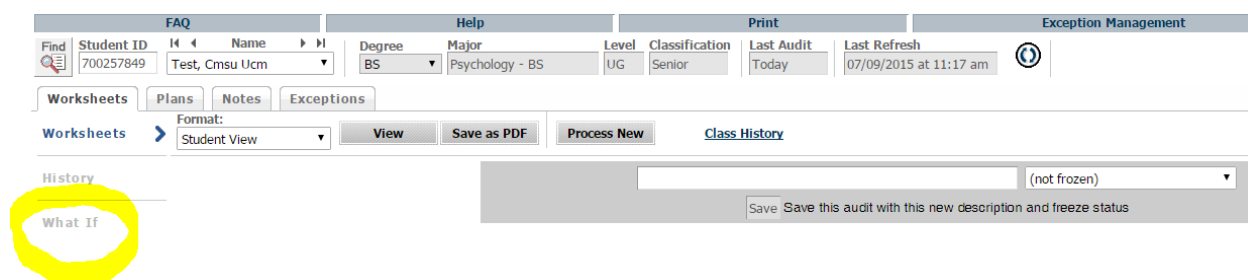**If all of the boxes are checked, does that mean I'm graduating?**
Not necessarily. If you have applied to graduate, the Office of the Registrar or Graduate School will perform a preliminary audit of your coursework and a final audit after all grades have been submitted to determine if you are eligible to graduate. You will be notified by the Office of the Registrar or Graduate School of any deficiencies that prevent your graduation.

Using the "What If" Feature

What is the What If feature?
The What If function allows you to hypothetically change your degree, major, minor, area/option, or catalog year (make sure you pick a catalog year during which you attended UCM – if you do decide to change your major, your advisor will help you to determine the best catalog year fit).

The What If audit will show you how the coursework you have already taken would apply to a different program. It will show you what coursework is required for the new degree, major, minor, area/option, or catalog year, what courses you have taken that satisfy requirements, and what courses are still left for you to take.

If I use the What If feature does this mean that I have changed my major?
No. The What If function is for informational purposes only. You will see the header What If Audit displayed at the top of the audit whenever an audit is run on a What If scenario.

Can I view multiple What If scenarios on the same screen?
Yes. Central Degree will allow you to select more than one major and/or minor at a time. To view multiple degrees or catalog years, you will need to run separate What If audits.

Can I save a What If scenario?
No. What If plans are not saved on Central Degree. You would need to run a new What If audit next time you log in to see it again.

Can I print a What If scenario?
Yes. If you want to share it with your advisor at a later date, you should print your What If audit.

If I like what I see in a What If audit, how do I initiate the changes?
See your current academic advisor if you are interested in adding/changing catalog year, minors, double majors, or major options/areas. If you are changing degrees or majors, see the advisor of the new degree/major (this could be the same person as your current advisor).