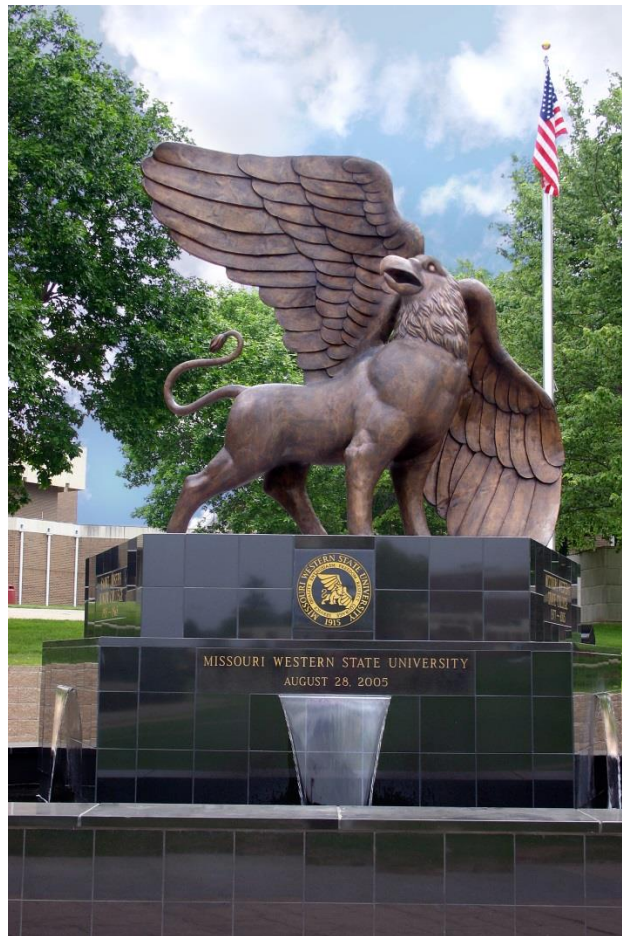




# ACADEMIC ADVISOR

## Training Manual

January 2021



Missouri Western State University  
St. Joseph, MO

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## **GRIFFON GPS – Getting Started**

### **Graduation Planning System Overview**

#### **What is Griffon GPS?**

Griffon GPS is an online planning tool which produces a comprehensive degree audit and reviews past, current and planned coursework to help students and advisors monitor progress toward degree completion. The audit will display the courses students must complete to achieve their degree in an easy to read format. Griffon GPS is not a substitution for consultation with a professional academic advisor.

#### **Who will be able to use Griffon GPS?**

Students, faculty, advisors and selected staff will have access to the information contained in Griffon GPS.

#### **How can I access Griffon GPS?**

Griffon GPS can be accessed through your GoldLink account. Faculty tab, Advisor Tools channel. Students will access it from the Student Academics tab in GoldLink.

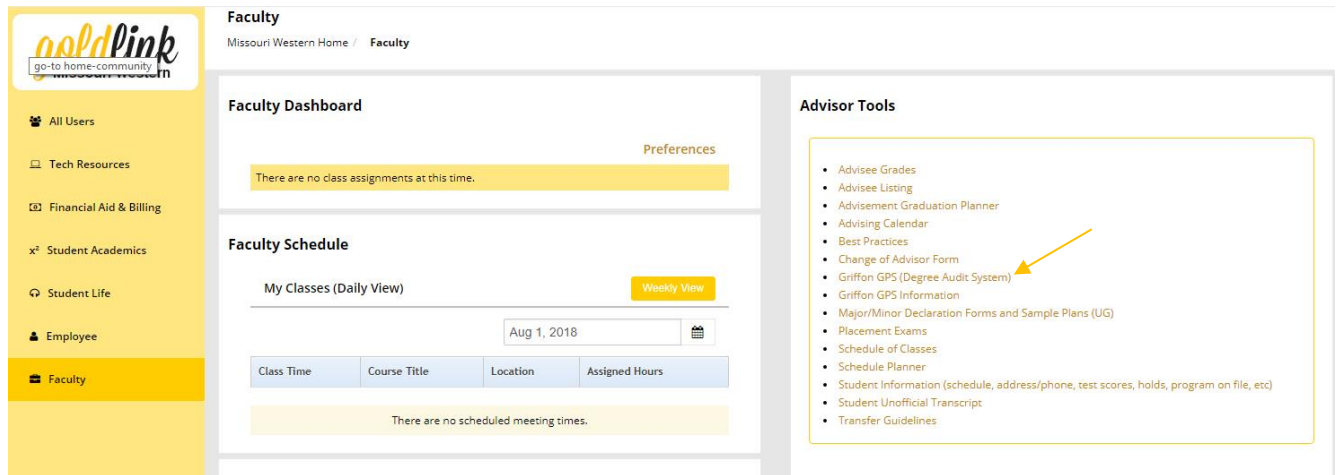
#### **What are the benefits of Griffon GPS?**

- Will help determine what requirements a student needs to fulfill in order to complete their degree.
- Allows students and advisors to view individual course grades, major GPA and overall GPA.
- Determines how transfer credit hours may fit into a student's degree.
- Will show how departmental substitutions and waivers will apply to a student's major, concentration or minor.
- Will allow students or advisors to apply current credit hours toward a different major, concentration or minor.

# GRIFFON GPS – Getting Started

## Accessing Griffon GPS

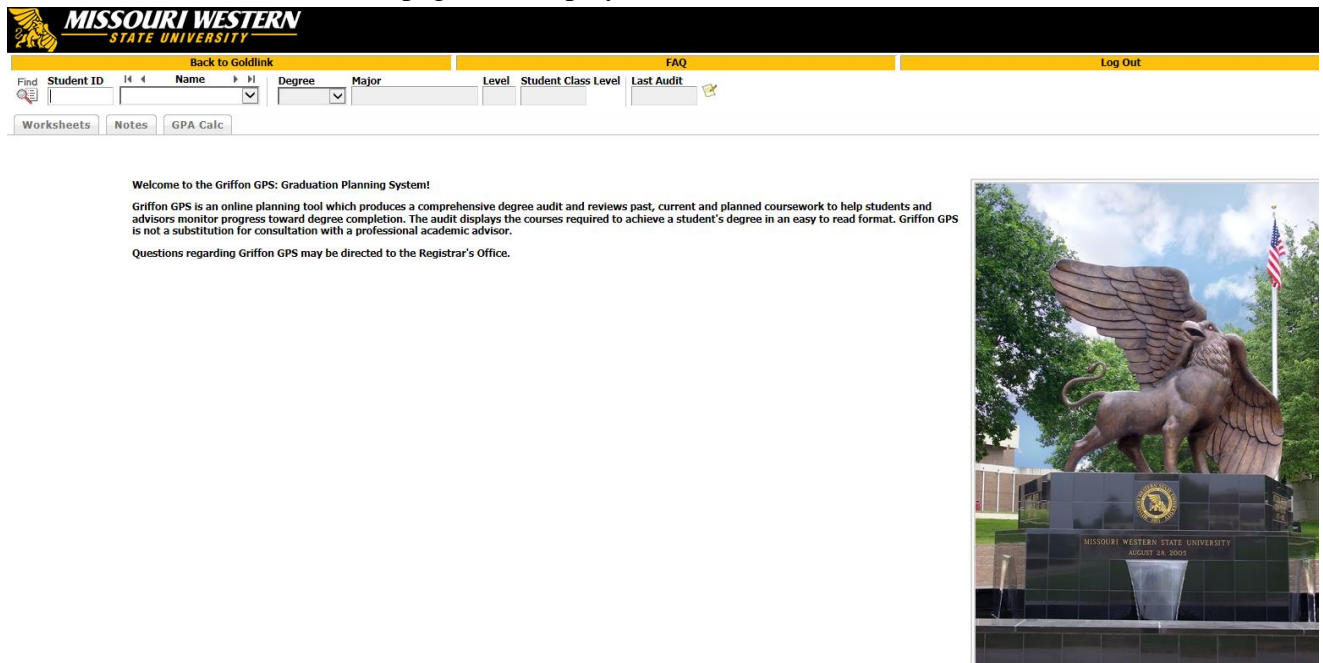
1. Login to your GoldLink account and under the Faculty tab in Advisor Tools click on Griffon GPS (Degree Audit System).



The screenshot shows the GoldLink Faculty Dashboard. On the left is a yellow sidebar with navigation links: All Users, Tech Resources, Financial Aid & Billing, Student Academics, Student Life, Employee, and Faculty (highlighted). The main content area is titled 'Faculty' and includes a 'Faculty Dashboard' section with a message 'There are no class assignments at this time.' and a 'Faculty Schedule' section with a date selector set to 'Aug 1, 2018' and a message 'There are no scheduled meeting times.' On the right is an 'Advisor Tools' sidebar with a list of links. An orange arrow points to 'Griffon GPS (Degree Audit System)' in the list.

- Advisee Grades
- Advisee Listing
- Advisement Graduation Planner
- Advising Calendar
- Best Practices
- Change of Advisor Form
- Griffon GPS (Degree Audit System)
- Griffon GPS Information
- Major/Minor Declaration Forms and Sample Plans (UG)
- Placement Exams
- Schedule of Classes
- Schedule Planner
- Student Information (schedule, address/phone, test scores, holds, program on file, etc)
- Student Unofficial Transcript
- Transfer Guidelines

2. The Griffon GPS homepage will display



The screenshot shows the Griffon GPS homepage. At the top is a black banner with the Missouri Western State University logo. Below the banner is a yellow navigation bar with links: Back to Goldlink, FAQ, and Log Out. Underneath is a search bar with fields for Student ID, Name, Degree, Major, Level, Student Class Level, and Last Audit. Below the search bar are buttons for Worksheets, Notes, and GPA Calc. The main content area has a welcome message and a description of the system. On the right is a photograph of the Griffon statue.

**Welcome to the Griffon GPS: Graduation Planning System!**

Griffon GPS is an online planning tool which produces a comprehensive degree audit and reviews past, current and planned coursework to help students and advisors monitor progress toward degree completion. The audit displays the courses required to achieve a student's degree in an easy to read format. Griffon GPS is not a substitution for consultation with a professional academic advisor.

Questions regarding Griffon GPS may be directed to the Registrar's Office.

## Griffon GPS – Worksheets

### Main Header Bar



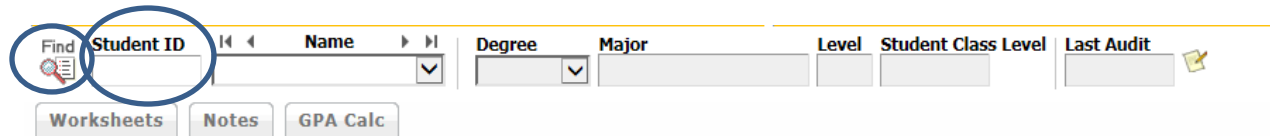
**FAQ-** This link will direct you to the Frequently Asked Questions page for Griffon GPS. Clicking this button should open a pop-up window with the FAQ. Close the pop-up window to return to your Griffon GPS session.

---

**Log Out-** This link will log out your Degree Works session.

## Griffon GPS – Worksheets

### Student Information Header Bar



Find Student ID Name Degree Major Level Student Class Level Last Audit

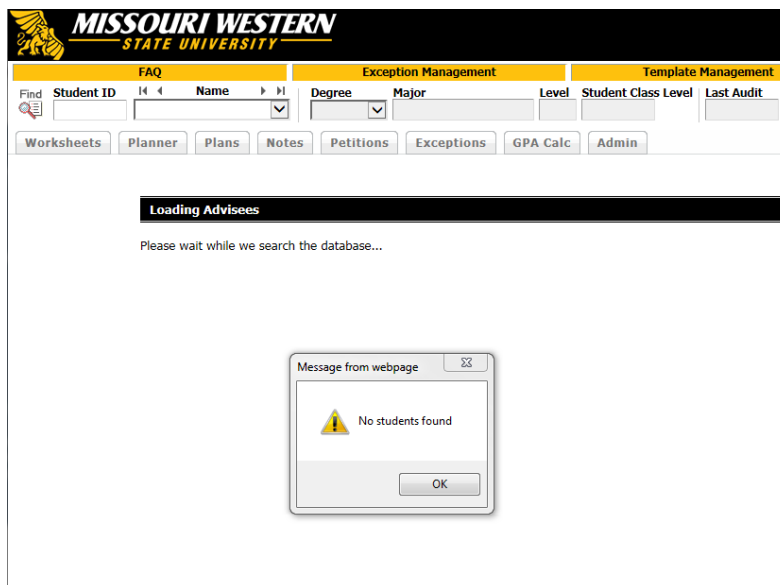
Worksheets Notes GPA Calc

If advisees have been assigned, use the dropdown arrow in the Name field to select a student and display their audit.

**Find-** This feature should be used when searching for students when the student ID is not known. A pop-up window will display with more search fields.

**Student ID-** This field can be populated with a student G# if known. Then hit the “Enter” key to display the student worksheet audit. This method must be used for returning students, for they will not pull up in the Find feature.

If no advisees have been assigned, a pop up window will appear stating no students found. Click **OK** and use the Find feature or enter the student’s G# to pull up a student (again, the G# must be entered on this screen if the student is a returning student).



MISSOURI WESTERN STATE UNIVERSITY

FAQ Exception Management Template Management

Find Student ID Name Degree Major Level Student Class Level Last Audit

Worksheets Planner Plans Notes Petitions Exceptions GPA Calc Admin

Loading Advisees

Please wait while we search the database...

Message from webpage

No students found

OK

## Griffon GPS – Worksheets

### Find Students Pop-up window

**Find Students**

Student ID First Name Last Name

Degree  
All Degree Codes

Level  
All Level Codes

Student Class Level  
All Student Class Level Codes

Catalog Year  
All Catalog Year values

Major  
All Major Codes

Minor  
All Minor Codes

Concentration  
All Concentration Codes

Search Clear

Chosen Repeatable Search Criteria

Remove

**Student Search:** Enter your criteria and click "Search" to find students.

Student ID	Name	Degree	Major	Level	Student Class Level
------------	------	--------	-------	-------	---------------------

OK Cancel

Check All Uncheck All

#### Choose one or more search criteria:

- By student First Name
- By student Last Name-recommended
- By Degree
- By Level (Graduate or Undergraduate)
- By Student Class Level ( FR, SO, JR,SR)
- By Catalog year
- By Major-recommended
- By Minor
- By Concentration

## Griffon GPS – Worksheets

### Find Students Pop-up window continued

**Find Students**

Student ID:  First Name:  Last Name:

**Degree**  
All Degree Codes

**Level**  
All Level Codes

**Student Class Level**  
All Student Class Level Codes

**Catalog Year**  
All Catalog Year values

**Major**  
All Major Codes

**Minor**  
All Minor Codes

**Concentration**  
All Concentration Codes

**Search** **Clear**

Chosen Repeatable Search Criteria

**Remove**

**Students Found: 1**

ID	Name ▲	Degree	Major	Level	Student Class Level
<input checked="" type="checkbox"/>	Griffon, Max	BS	Sociology	UG	Sophomore

**OK** **Cancel** **Check All** **Uncheck All**

1. Once the selected search criteria is entered, click the “Search” button.
2. The database will search for the selected criteria and display the students meeting the criteria at the bottom of the screen (yellow box).
3. Scroll to find the appropriate student and select “Uncheck All”
4. Checkmark the student whose audit you would like to run.
5. Select “OK”

Please note that this “Find Students” search box is not a reporting function and should not be used as such as the information which is displayed may be incomplete.



# Griffon GPS – Worksheets

## Student View

The Student View is the default worksheet format type. It provides general information about the completed and remaining degree requirements, grouped into various sections or blocks such as:

- Degree
- General Studies
- Major requirements
- LAS Focus
- 30 Upper Division
- Elective Courses
- Insufficient, Audits, and Withdrawals
- In-Progress
- Courses Not Counted

**MISSOURI WESTERN STATE UNIVERSITY**

Back to Goldlink | FAQ | Log Out

Find Student ID: Griffon, Max | Degree: BS | Major: Sociology | Level: UG | Student Class Level: Sophomore | Last Audit: Today

Worksheets | Notes | GPA Calc

Format: Student View | View | Save as PDF | Process New | Class History | Student Info | Transfer Courses

History

What If

Look Ahead

Legend

- Complete
- Not Complete
- Complete except for classes in-progress
- Course has prerequisite(s)
- In-progress or Pre-registered
- Transfer course
- Wildcard denoting subject code or course number

**Griffon GPS: Graduation Planning System**

**Student View** AA058703 as of 02/24/2014 at 11:04

Student	Griffon, Max	College	Liberal Arts & Sciences	Degree	Bachelor of Science
G Number	1000000000	Department	Econ, Pol Science & Sociology	Major	Sociology
Level	Undergraduate	Student Class	Sophomore	Advisor	Kibinge, Joachim S
Credit Hours - Required	120	GPA - Overall	2.63	Applied for Graduation	Apply to Graduate
Credit Hours - Applied	50	GPA - Major	2.40	Hold	

**Progress toward graduation**

Degree Requirements: 55%

**Degree in Bachelor of Science** Catalog Year: 2012-2013 Credit Hours Required: 124 Overall GPA: 2.48

Unmet conditions for this set of requirements: 124 Credits are required. You currently have 50, you still need 74 more credits.

- ☒ You meet the minimum GPA requirement
- ☐ You must complete the university exit exam prior to graduation Still Needed: Click here for more information on the university exit exam
- ☐ General Studies Still Needed: See General Studies section
- ☐ Major Requirements Still Needed: See Major in Sociology section
- ☐ LAS Areas of Focus Still Needed: See LAS FOCUS AREA 4 section
- ☐ Upper Division Coursework Still Needed: See 30 Upper Division Credit Hours section

**General Studies** Credit Hours Required: 42 Credit Hours Applied: 32

Unmet conditions for this set of requirements: 42-46 Credits are required. You currently have 32, you still need 10 more credits.

☐ CATEGORY ONE: Basic Skills

Each of the three groups must be satisfied.

To quickly review what a student still needs to complete, look in the middle section of the page for the “**Still Needed**” requirements listed in red.

**Major in Sociology** Catalog Year: 2012-2013 Credit Hours Required: 36 Major GPA: 2.40 Credit Hours Applied: 21

Unmet conditions for this set of requirements: 36 credits are required. You currently have 21, you still need 15 more credits.

Requirement	Course	Section	TA	Credits	Term
<input checked="" type="checkbox"/> Introduction to Sociology	SOC 110	Satisfied by			
<input type="checkbox"/> Anthropology or Archeology	SOC 110	Introduction to Sociology	TA	3	Spring 2013
<input checked="" type="checkbox"/> Social Problems	SOC 230	Social Problems	D	3	Fall 2013
<input type="checkbox"/> Racial & Ethnic Relations					
<input type="checkbox"/> Sociological Theory					
<input type="checkbox"/> Methods of Social Research					
<input checked="" type="checkbox"/> Any Statistics (200+ level)	PSY 300	Introductory Psy Statistics	IP	(3)	Spring 2014

**Still Needed:** 1 Class in SOC 120 or 200

**Still Needed:** 1 Class in SOC 400\*

**Still Needed:** 1 Class in SOC 440

**Still Needed:** 1 Class in SOC 460

# Griffon GPS – Worksheets

## Registration Checklist

To change to this view use the Worksheet Format drop down and select “Registration Checklist” and click the “View” button. This view will display only those areas and courses which still need to be fulfilled.

**MISSOURI WESTERN STATE UNIVERSITY**

Back to Goldlink      FAQ      Log Out

Find Student ID: [Griffon, Max]    Name: [Griffon, Max]    Degree: [BS]    Major: [Sociology]    Level: [UG]    Student Class Level: [Sophomore]    Last Audit: [Today]

Worksheets    Notes    GPA Calc

Format: **Registration Checklist**    View    Save as PDF    Process New    Class History    Student Info    Transfer Courses

History      **Griffon GPS: Graduation Planning System**

What If      **Degree in Bachelor of Science**      Catalog Year: 2012-2013    Credit Hours Required: 124  
Look Ahead      GPA: 2.48

Legend

- Complete
- Not Complete
- Complete except for classes in-progress
- Course has prerequisite(s)
- In-progress or Pre-registered
- Transfer course
- Wildcard denoting subject code or course number

**General Studies**

Still Needed: Click here for more information on the university exit exam

Still Needed: See General Studies section

Still Needed: See Major in Sociology section

Still Needed: See LAS FOCUS AREA 4 section

Still Needed: See 30 Upper Division Credit Hours section

**Major in Sociology**      Catalog Year: 2012-2013    Credit Hours Required: 36  
GPA: 2.4    Credit Hours Applied: 21

Still Needed: 1 Class in MAT 110\* or 112\* or 116\* or 130\* or 137\* or 147\* or 167\*

Still Needed: Choose from 1 of the following:

- ( 4 Credit Hours in BIO 101 or 105\* ) or
- ( 4 Credit Hours in ESC 111 ) or
- ( 4 to 5 Credit Hours in PHY 101 or 107\* or 110\* or 210\* ) or
- ( 4 Credit Hours in PHY 104 )

Still Needed: 3 Credit Hours in PED 101

**LAS FOCUS AREA 4**

Still Needed: 1 Class in SOC 120 or 200

Still Needed: 1 Class in SOC 400\*

Still Needed: 1 Class in SOC 440

Still Needed: 1 Class in SOC 460

Still Needed: 3 Credit Hours in PSC 300-499

Still Needed: Please click on the link to see the courses that fulfill this requirement

# Griffon GPS – Worksheets

## Student Data Report

To change to this view use the Worksheet Format drop down and select “Student Data Report” and click the “View” button. This view displays detailed information about the courses the student has taken at MWSU and in transfer. This view is very cumbersome and will not generally be used by advisors.

MISSOURI WESTERN STATE UNIVERSITY

[Back to Goldlink](#)
[FAQ](#)
[Log Out](#)

Find  Student ID  Name  Degree  Major  Level  Student Class Level  Last Audit

Format:

History

What If

Look Ahead

Legend

- ☒ Complete
- ☐ Not Complete
- ☐ Complete except for classes in progress
- ☐ Course has prerequisite(s)
- ☐ In-progress or Pre-registered
- ☐ Transfer course
- ☐ Wildcard denoting subject code or course number

### DegreeWorks Student Data

Primary-Mst		Student-Mst		Goal-Dtl		GoalData-Dtl		Term-Dtl		Class-Dtl											
Name	Nickname	FormatName	SortName	AssocType	UserClass	UserDef1	UserDef2	UserDef3	UserDef4	UserDef5	UserDef6	UserDef7	UserDef8	UserDef9	UserDef10	BridgeDate	BridgeTime	Email	Sex	CreateDate	CreateWho
Griffon, Max		GRIFON, MAX		STU	38628											20140224	9229	blows3@missouriwestern.edu			

Term	TrCredits	TrDegree	HSets	HSgpa	HSGradDate	UserDef1	UserDef2	UserDef3	UserDef4	UserDef5	UserDef6	UserDef7	UserDef8	UserDef9	UserDef10	CreateDate	CreateWho
201420																20140221	RADERIDGE

Id	School	Degree	Degree Source	CatalogYr	StuLevel	Term
G00385950	UG	BS	S	2013	SO	201420

Id	School	Degree	CatalogYr	GoalCode	GoalValue	GoalSeq	AttachCode	AttachValue
	UG	BS	2013	ADVISOR	G00061129	0001	MAJR	
	UG	BS	2013	COLLEGE	LA	0001		
	UG	BS	2013	MAJOR	SOC	0001		
	UG	BS	2013	PROGRAM	BS-SOCIOL	0001		
	UG	BS	2013	STUSTATUS	C	0001		

Term	Id	School	DegInterest	TrmHonol	Probation	TimeCode	CumTotEarn	CumTrEarn	CumCrEarn	CumGrAtt	CumGrPts	CumGpa	UserDef1	UserDef2	UserDef3	UserDef4	UserDef5	UserDef6	UserGpa1	UserGpa2	UserCredit1	UserCredit2	CreateDate	CreateWho
201420		UG					0046.000	0021.000		0052.000	00137.000	002.630											20140221	RADERIDGE

Course	Term	Id	Discipline	CourseNumber	CourseTitle	Audit	Insufficient	Inprogress	Withdraw	Incomplete	PassFlag	PassFail	FinalGrade	FinalGrNum	Credits	CreditsEarn	GpaCredits	GradePoints	CreditType	Class Status	GradeType	Secs
ART 100	201320		ART	100	Introduction To Art	N	N	N	N	N	Y	N	A	0004.000	0003.000	0003.000	0003.000	0012.000	AC	A	S	02
CHE 101	201410		CHE	101	Introductory Chemistry	N	N	N	N	N	Y	N	C	0002.000	0004.000	0004.000	0004.000	0008.000	AC	A	S	01
COM 104	201420		COM	104	Oral Communication	N	N	Y	N	N	Y	N	IP	0000.000	0003.000	0000.000	0000.000	0000.000	AC	A	S	07
ENG 108	201320		ENG	108	College Writing And Research	N	N	N	N	N	Y	N	A	0004.000	0003.000	0003.000	0003.000	0012.000	AC	A	S	13
ENG 210	201410		ENG	210	Approaches To Literature	N	N	N	N	N	Y	N	B	0003.000	0003.000	0003.000	0003.000	0009.000	AC	A	S	05
FRE 101	201420		FRE	101	Elementary French II	N	N	Y	N	N	Y	N	IP	0000.000	0003.000	0000.000	0000.000	0000.000	AC	A	S	01
HUM 205	201410		HUM	205	Hum. American Revolut-Present	N	N	N	Y	Y	N	N	W	0000.000	0003.000	0000.000	0000.000	0000.000	AC	WD	S	01
MAT 081	201320		MAT	081	Foundations/Univ. Math I	N	N	N	N	N	Y	N	B	0003.000	0003.000	0003.000	0003.000	0009.000	AC	HI	S	04
PED 118	201420		PED	118	Beginning Bowling	N	N	Y	N	N	Y	N	IP	0000.000	0001.000	0001.000	0000.000	0000.000	AC	A	S	01

## Griffon GPS – Worksheets

### Student View Links

Several links have been added to the top of the Student View Worksheet.

- **Class History**- will provide a pop-up with a chronological class listing of coursework attempted at MWSU and in transfer (transfer courses will appear as attempted in the term the student first entered (or returned to) MWSU). Mid-term grades will display in Class History once they have been posted until the final grades are posted (however, mid-term grades will not display in the audit).
- **Student Info**- a pop-up that will display student information such as: student address and phone number, student photo, academic standing, citizenship, visa type, high school information, test scores, etc.
- **Transfer Courses**- this pop-up provides a detailed listing of transfer courses and the corresponding grade(s) a student received

**MISSOURI WESTERN STATE UNIVERSITY**

Back to Goldlink | FAQ | Log Out

Find Student ID: Griffon, Max | Degree: BS | Major: Sociology | Level: UG | Student Class Level: Sophomore | Last Audit: Today

Worksheets | Notes | GPA Calc

Worksheets: Format: Student View | View | Save as PDF | [Class History](#) | [Student Info](#) | [Transfer Courses](#)

History

Griffon GPS: Graduation Planning System

**Student View** AA058668 as of 02/21/2014 at 10:18

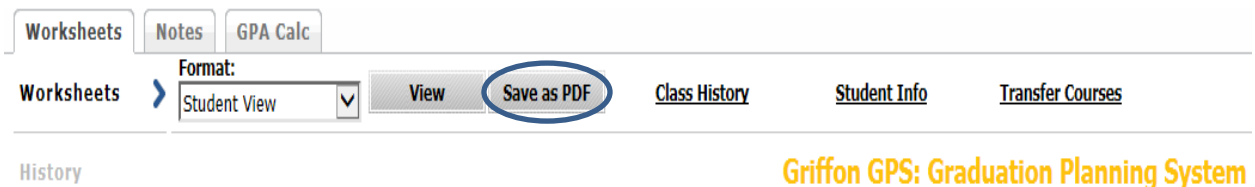
What If	Student	Griffon, Max	College	Liberal Arts & Sciences	Degree	Bachelor of Science
Look Ahead	G Number		Department	Econ, Pol Science & Sociology	Major	Sociology
	Level	Undergraduate	Student Class	Sophomore	Advisor	Kibirge, Joachim S
	Credit Hours - Required	120	GPA - Overall	2.63	Applied for Graduation	<a href="#">Apply to Graduate</a>
Legend	Credit Hours - Applied	50	GPA - Major	2.40	Hold	
					Concentration	
					Minor	

☒ Complete

## Griffon GPS – Worksheets

### Save as PDF

The Save as PDF button is to be used to print the student audit or it can be saved to a jump drive. The audit will open in a pop-up window and the complete audit can be saved or printed from here. We **do not** encourage audits to be printed. Students should be encouraged to run their audit and review it and then use the history to review the previous 10 audits that have been run (advisors also have access to the last 10 audits run which will be reviewed on the next page).



## Griffon GPS – Worksheet Tabs

### History Tab

By clicking on the History tab, the last 10 historic reports (audits) that have been run can be displayed. Select the report and click “View”.

The screenshot shows the Griffon GPS interface with the following elements:

- Top Navigation:** Worksheets, Notes, GPA Calc.
- Left Sidebar:** Worksheets, History (selected and circled in blue), What If, Look Ahead.
- Main Content Area:**
  - Format:** Student View (dropdown menu)
  - Historic Report:** 02/21/2014 10:18 UG/BS (dropdown menu)
  - Buttons:** View (circled in blue), Save as PDF
  - Header:** History - Introduction Page
  - Text:** Choose a report format and an historic report and click View.

### What If Tab

The “What If” function allows a student (or advisor) to hypothetically change their major, concentration or minor. The “What If” degree audit will show what coursework is required for the new major, concentration or minor, what courses have been taken that satisfy requirements, and what courses are still left to be taken. It is important to realize that generating this report does not officially change the student’s academic program with the university. Once all of the criteria have been selected from the drop down boxes, click “Process What-If” button. This is a good feature to use to see if a student benefits more on MWSU’s General Studies curriculum or in the Missouri Core 42 general studies curriculum.

Worksheets

Format: Student View **Process What-If** Save as PDF

History

**What If**

Look Ahead

Legend

- Complete
- Not Complete
- Complete except for classes in-progress
- Course has prerequisite(s)
- In-progress or Pre-registered
- IP Transfer course
- Wildcard denoting subject code or course number

**Select your primary area of study**

The "What If" degree audit report allows you to hypothetically change your degree, major, concentration or minor. Generating this report does not change your academic program with the university. Contact your advisor to complete the necessary paperwork to formally declare a new degree, major, concentration or minor. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting the "What If" degree audit report. This audit is not considered a substitution for your academic transcript and it is not official notification of degree completion.

Catalog Year: 2012-2013

Program: BS-Sociology

Level: Undergraduate

Degree: Bachelor of Science

Major: Sociology

Concentration: (pick a Concentration)

Minor: (pick a Minor)

**Select your additional areas of study**

Major: (pick a Major)

Concentration: (pick a Concentration)

Minor: (pick a Minor)

Chosen Areas of study

Add

Remove

**Choose Your Future Classes**

Enter a course and click Add Course

Subject:

Number:

Add Course

Courses you are considering

Remove Course

## Griffon GPS – Worksheet Tabs

### Look Ahead Tab

The look ahead feature will allow courses in which a student intends to register for in future terms to be entered and an audit to be run including those courses. Enter Subject and Course number, then click "Add Course." Once all classes are added, click the "Process New" button.

Worksheets

Format: Student View **Process New**

History

What If

**Look Ahead**

Legend

- Complete
- Not Complete
- Complete except for classes in-progress

**Look Ahead**

To see an audit **SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS**, use the form below to enter the **Subject code** and **Number** of each anticipated course. Once you have created your list of courses, click on the **Process New** button.

Enter a course and click Add Course

Subject: MAT

Number: 110

Add Course

Courses you are considering

Remove Course

These courses will show up on the audit with the word PLAN displaying in the grade field.

**MISSOURI WESTERN STATE UNIVERSITY**

Back to Goldlink      FAQ      Log Out

Find Student ID: [Griffin, Max]    Name: [Griffin, Max]    Degree: [BS]    Major: [Sociology]    Level: [UG]    Student Class Level: [Sophomore]    Last Audit: [Today]

Worksheets    Notes    GPA Calc

Worksheets    Back    Look Ahead Courses Used: [v]

History

What If

Look Ahead

**Legend**

- Complete
- Not Complete
- Complete except for classes in-progress
- Course has prerequisite(s)
- In-progress or Pre-registered
- Transfer course
- Wildcard denoting subject code or course number

**Degree in Bachelor of Science**      Catalog Year: 2012-2013      Credit Hours Required: 124      Overall GPA: 2.48

Unmet conditions for this set of requirements: 124 Credits are required. You currently have 53, you still need 71 more credits.

<input checked="" type="checkbox"/> You meet the minimum GPA requirement	
<input type="checkbox"/> You must complete the university exit exam prior to graduation	Still Needed: Click here for more information on the university exit exam
<input type="checkbox"/> General Studies	Still Needed: See General Studies section
<input type="checkbox"/> Major Requirements	Still Needed: See Major in Sociology section
<input type="checkbox"/> LAS Areas of Focus	Still Needed: See LAS FOCUS AREA 4 section
<input type="checkbox"/> Upper Division Coursework	Still Needed: See 30 Upper Division Credit Hours section

**General Studies**      Credit Hours Required: 42      Credit Hours Applied: 35

Unmet conditions for this set of requirements: 42-46 Credits are required. You currently have 35, you still need 7 more credits.

CATEGORY ONE: Basic Skills

Each of the three groups must be satisfied.

Group 1	MAT 110	Contemporary Problem Solving	PLAN	(3)	Planned Term
Group 2	ENG 104	College Writing & Rhetoric	TA	3	Spring 2013
	ENG 108	College Writing And Research	A	3	Spring 2013
Group 3	COM 104	Oral Communication	IP	(3)	Spring 2014

## Griffon GPS – Header Tabs

### Notes

The Notes tab can be used by advisors to write brief notes regarding advising appointments. When you click on “Add Note” you will see a drop down with pre-defined notes. We encourage you to use these notes. Once a note is selected it will appear in the box below it and that is a free form field. Please use caution with the notes that are created, limiting text to only necessary items. Notes can be seen by anyone who runs an audit on the student, including the student.

All notes display and print at the bottom of the audit and cannot be modified or deleted once saved. The Registrar’s Office deletes student’s alternate PIN’s from the Notes after the add/drop period has ended each semester since these numbers expire, so do not add additional comments within the same note as the PIN. Create a new note for additional advising comments.

The predefined notes are:

- Alternate PIN:
- Advised to register in the following courses:
- Discussed Career plans.
- Advised to apply for graduation by the official deadline ~ [www.missouriwestern.edu/registrar/candidate](http://www.missouriwestern.edu/registrar/candidate)
- Student was a no show for advisement meeting.
- Advised to consider financial aid consequences before withdrawing.



- Advised to take the University exit exam ~ <http://griff.vn/ETSsite>
- Advised to fulfill the Missouri Constitution requirement ~ <http://griff.vn/constitution>
- Advised to take the Civics exam ~ <http://griff.vn/civics>
- Placement test results
- Referred to:
- General Note:
- Graduation checklist emailed:

Worksheets **Notes** GPA Calc

View Notes

**Add Note** >

**Add New Note**

Enter your note and click the Save Note button

Choose a predefined note from the list below

Save Note Clear

**Griffon GPS – Header Tabs**

## Notes continued

Once the notes are saved, click “Process New” at the top of the worksheet.

Worksheets **Notes** GPA Calc

Worksheets > Format: Student View View Save as PDF **Process New** Class History Student Info Transfer Courses

Then if you scroll to the bottom of the audit worksheet, there will be a Notes block displaying the messages, who entered the note and the date of entry.

Notes		
Discussed career plans.	Entered by	Date
Alternate PIN:0000		02/26/2014

## Griffon GPS – Header Tabs

### GPA Calc

The GPA Calculator will give a potential Overall GPA after entering anticipated grades the student will receive for the term. The results displayed are unofficial. Please note that in most cases, the last attempt of a course is what is calculated into the Overall GPA. If a course is being repeated which a passing grade (A-D) was previously received, the GPA calculation will differ from what is displayed. Select the grade the student thinks they will earn in each class and click “Calculate.”

Term Calculator >

Current GPA

2.63

Credit Hours Earned So Far

52

	Credit Hours	Grade
COM 104	3	A [4.00] ▼
FRE 101	3	A [4.00] ▼
PED 118	1	A [4.00] ▼
PSY 300	3	A [4.00] ▼
SOC 330	3	A [4.00] ▼
Class 6		A [4.00] ▼
Class 7		A [4.00] ▼
Class 8		A [4.00] ▼
Class 9		A [4.00] ▼
Class 10		A [4.00] ▼

Calculate

The following calculation page will display. If you want to check the GPA with different grades, click “Recalculate” and it will return to the screen above.

Term Calculator >

Current GPA 2.63  
Credit Hours Earned So Far 52

Class	Credit Hours	Grade
COM 104	3	A 4.00
FRE 101	3	A 4.00
PED 118	1	A 4.00
PSY 300	3	A 4.00
SOC 330	3	A 4.00

Calculated GPA

By achieving the grades listed here, your GPA at the end of the term will be 2.90

2.90

Recalculate

## Griffon GPS – Worksheet Legend

### Legend

#### Legend

- ✓ Complete \* Course has prerequisite(s) T Transfer Course
- Not Complete IP In-progress or Pre-registered @ Wildcard denoting subject code or course number
- ~ Complete except for courses in-progress

Complete: ✓

This symbol will appear beside all requirements within the audit that have been completed. The row will be highlighted gold and will display the course(s) that fulfilled the requirement along with the grade and term in which the course was taken.

Group 2	CHE 101	Introductory Chemistry	C	4	Fall 2013
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Not Complete: □

This symbol will appear beside all requirements that have not been completed. The row will be highlighted light yellow and will indicate the course(s) that will complete the requirement.

Group 1	Still Needed: 3 Credit Hours in PED 101
---------	---

Complete except for courses in-progress: ~

This symbol will appear beside all requirements that are complete except for in-progress courses. The row will be highlighted grey and will indicate the course(s) that will complete the requirement.

Course has prerequisite(s): \*

Course numbers that are followed by an \* indicate that the course has a prerequisite(s) requirement.

Racial & Ethnic Relations	Still Needed: 1 Class in SOC 400*
---------------------------	-----------------------------------

In-progress or Pre-registered: IP

The letters “IP” will appear in the grade column for any courses within the audit for which a student is currently registered. The row will be highlighted grey and will display the course that will fulfill the requirement once completed, along with the term in which the student is registered for the class.

Group 2	PED 118	Beginning Bowling		(1)	Spring 2014
---------	---------	-------------------	--	-----	-------------

Transfer Course: T

The letter “T” will precede the grade received on the course(s) that have been transferred from another institution. The row will be highlighted gold and will display the course(s) that fulfilled the requirement along with the institution at which the course(s) were completed and the term in which the credits were applied.

Group 1	PSY 101 Satisfied by	General Psychology PSYC140 - General Psychology - Metropolitan CC - Kansas City	TB	3	Spring 2013
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Wildcard denoting subject code or course number: @

The “@” symbol is considered a wildcard. This means it represents all subject codes when used as a prefix, and can also be used to represent all course numbers when it follows the course alpha (subject code). When the “@” symbol precedes a range of numbers, any course within that range will fulfill the requirement (@ 300:499). In this case, any class above the 300 level would fulfill the requirement. When a subject code is followed by the “@” symbol (PSY @) this means any course number for that prefix can be used to fulfill the requirement. In this case, any Psychology class would fulfill the requirement.

<input type="checkbox"/> Upper Division Coursework	PSY 300	Introductory Psy Statistics	IP	(3)	Spring 2014
	SOC 330	The Family	IP	(3)	Spring 2014
	SOC 360	Sociology Of Health & Illness	B	3	Spring 2013
	SOC 430	Criminology	C	3	Fall 2013
	Still Needed: 18 Credit Hours in @ 030 or 300:499				

## Griffon GPS – Block Review

### Student View- Blocks

Using the scribed catalog year in which the student declared their major, the blocks within the Student View audit displays all applicable requirements for their degree.

**Degree:** Lists all the blocks that are required to complete the degree.

Degree in Bachelor of Science		Catalog Year:	2012-2013	Credit Hours Required:	124
		Overall GPA:	2.48		
Unmet conditions for this set of requirements: 124 Credits are required. You currently have 50, you still need 74 more credits.					
<input checked="" type="checkbox"/> You meet the minimum GPA requirement					
<input type="checkbox"/> You must complete the university exit exam prior to graduation		Still Needed: <a href="#">Click here for more information on the university exit exam</a>			
<input type="checkbox"/> General Studies		Still Needed: See <b>General Studies</b> section			
<input type="checkbox"/> Major Requirements		Still Needed: See <b>Major in Sociology</b> section			
<input type="checkbox"/> LAS Areas of Focus		Still Needed: See <b>LAS FOCUS AREA 4</b> section			
<input type="checkbox"/> Upper Division Coursework		Still Needed: See <b>30 Upper Division Credit Hours</b> section			

**General Studies:** Lists all of the general education requirements for the degree. There are separate blocks for Missouri Core 42 and Missouri Western general studies curricula. Pay special attention to which one your advisee is on.

General Studies		Credit Hours Required: 42		Credit Hours Applied: 32	
Unmet conditions for this set of requirements: 42-46 Credits are required. You currently have 32, you still need 10 more credits.					
<input type="checkbox"/> CATEGORY ONE: Basic Skills					
Each of the three groups must be satisfied.					
<input type="checkbox"/> Group 1		Still Needed: 1 Class in MAT 110* or 112* or 116* or 130* or 137* or 147* or 167*			
<input checked="" type="checkbox"/> Group 2					
<input checked="" type="checkbox"/> College Writing and Rhetoric or Research		ENG 104 Satisfied by ENG 108	College Writing & Rhetoric ENGL101 - Composition & Reading I - Metropolitan CC - Kansas City College Writing And Research	TA A	3 3
<input checked="" type="checkbox"/> Group 3		COM 104	Oral Communication	IP	(3)
Still Needed: Choose from 1 of the following:					
Minimum of 8 credits with lab from two of the following groups.					
<input type="checkbox"/> Group 1		( 4 Credit Hours in BIO 101 or 105* ) or			
<input checked="" type="checkbox"/> Group 2		CHE 101	Introductory Chemistry	C	4
<input type="checkbox"/> Group 3		( 4 Credit Hours in ESC 111 ) or			
<input type="checkbox"/> Group 4		( 4 to 5 Credit Hours in PHY 101 or 107* or 110* or 210* ) or			
<input type="checkbox"/> Group 5		( 4 Credit Hours in PHY 104 )			
<input checked="" type="checkbox"/> CATEGORY THREE: Social Sciences					
Minimum of 9 credits with at least one course from each group.					
<input checked="" type="checkbox"/> Group 1		PSY 101 Satisfied by	General Psychology PSYC140 - General Psychology - Metropolitan CC - Kansas City	TB	3
<input checked="" type="checkbox"/> Group 2		HIS 140 Satisfied by	American History to 1865 HIST120 - American History to 1865 - Metropolitan CC - Kansas City	TC	3
<input checked="" type="checkbox"/> Group 3		SOC 110 Satisfied by	Introduction to Sociology SOC1160 - Sociology - Metropolitan CC - Kansas City	TA	3
<input checked="" type="checkbox"/> CATEGORY FOUR: Humanities					
One course from three of the four groups					
<input checked="" type="checkbox"/> Group 2		ENG 210	Approaches To Literature	B	3
<input checked="" type="checkbox"/> Group 3		ART 100	Introduction To Art	A	3
<input type="checkbox"/> Group 4		FRE 101	Elementary French II	IP	(3)
<input type="checkbox"/> CATEGORY FIVE: Physical Health					
Minimum of 4 credits with both groups being satisfied.					
<input type="checkbox"/> Group 1		Still Needed: 3 Credit Hours in PED 101			
<input checked="" type="checkbox"/> Group 2		PED 118	Beginning Bowling	IP	(1)

## Griffon GPS – Block Review

### Student View- Blocks continued

**Major:** Lists all of the classes required in the major program to earn a degree. For the classes “Still Needed,” the subject code and course number can be clicked on and a pop-up box will display showing the course description, prerequisites, and course attributes.

Major in Sociology			Catalog Year:	2012-2013	Credit Hours Required:	36
			Major GPA:	2.40	Credit Hours Applied:	21
Unmet conditions for this set of requirements: 36 credits are required. You currently have 21, you still need 15 more credits.						
<input checked="" type="checkbox"/> Introduction to Sociology	SOC 110 Satisfied by	Introduction to Sociology SOC1160 - Sociology - Metropolitan CC - Kansas City	TA	3	Spring 2013	
<input type="checkbox"/> Anthropology or Archeology	Still Needed: 1 Class in SOC 120 or 200					
<input checked="" type="checkbox"/> Social Problems	SOC 230	Social Problems	D	3	Fall 2013	
<input type="checkbox"/> Racial & Ethnic Relations	Still Needed: 1 Class in SOC 400*					
<input type="checkbox"/> Sociological Theory	Still Needed: 1 Class in SOC 440					
<input type="checkbox"/> Methods of Social Research	Still Needed: 1 Class in SOC 460					
<input type="checkbox"/> Any Statistics (200+ level)	PSY 300	Introductory Psy Statistics	IP	(3)	Spring 2014	
<input type="checkbox"/> 9 credits in SOC numbered 300 or higher	SOC 330	The Family	IP	(3)	Spring 2014	
	SOC 360	Sociology Of Health & Illness	B	3	Spring 2013	
	SOC 430	Criminology	C	3	Fall 2013	
<input type="checkbox"/> PSC course numbered 300 or higher	Still Needed: 3 Credit Hours in PSC 300:499					
<input checked="" type="checkbox"/> American History to 1865	HIS 140 Satisfied by	American History to 1865 HIST120 - American History to 1865 - Metropolitan CC - Kansas City	TC	3	Spring 2013	

**Concentration:** Lists all of the classes required for a concentration (if applicable).

■ Concentration in Legal Studies		Catalog Year:	2013-2014	Credit Hours Required:	18
		GPA:	0.00	Credit Hours Applied:	0
Unmet conditions for this set of requirements: 18 credits are required. You currently have 0, you still need 18 more credits.					
<input type="checkbox"/> Paralegal Studies	Still Needed:	1 Class in	LAT 115*		
<input type="checkbox"/> Legal Research	Still Needed:	1 Class in	LAT 220*		
<input type="checkbox"/> Litigation	Still Needed:	1 Class in	LAT 225*		
<input type="checkbox"/> Legal Computer Applications	Still Needed:	1 Class in	LAT 250		
<input type="checkbox"/> Legal Drafting	Still Needed:	1 Class in	LAT 310*		
<input type="checkbox"/> Advanced Legal Research	Still Needed:	1 Class in	LAT 400*		

**Minor:** Lists all of the classes required for a specific minor (if applicable).

■ Minor in General Business		Catalog Year:	2013-2014	Credit Hours Required:	18
		Minor GPA:	4.00	Credit Hours Applied:	6
Unmet conditions for this set of requirements: 18 credits are required. You currently have 6, you still need 12 more credits.					
<input checked="" type="checkbox"/> Introductory Financial Accounting	ACC 201	Introductory Financial Acctg.	A	3	Fall 2013
<input checked="" type="checkbox"/> Principles of Microeconomics	ECO 261	Principles Of Microeconomics	IP	(3)	Spring 2014
<input type="checkbox"/> Personal Finance	Still Needed:	1 Class in	FIN 210*		
<input type="checkbox"/> Business Law I	Still Needed:	1 Class in	GBA 211*		
<input type="checkbox"/> Organizational Behavior	Still Needed:	1 Class in	MGT 350*		
<input type="checkbox"/> Principles of Marketing	Still Needed:	1 Class in	MKT 301*		

## Griffon GPS – Block Review

### Student View- Blocks continued

**LAS Focus Area:** Lists all of the classes required to fulfill the focus areas for degrees within Liberal Arts and Sciences.

■ LAS FOCUS AREA 4	
Unmet conditions for this set of requirements: 12 credits are required. You currently have 6, you still need 6 more credits.	
<input type="checkbox"/> LAS Areas of Focus	
<input type="checkbox"/> LAS Writing Intensive	Still Needed: Please click on the link to see the courses that fulfill this requirement.
<input checked="" type="checkbox"/> LAS Computer Literacy	PSY 300 Introductory Psy Statistics IP (3) Spring 2014
<input checked="" type="checkbox"/> LAS Ethics	SOC 360 Sociology Of Health & Illness B 3 Spring 2013
<input type="checkbox"/> LAS International/Intercultural	Still Needed: Please click on the link to see the courses that fulfill this requirement.

**30 Upper Division Credit Hours:** Lists all of the courses used to fulfill the 30 hours of 300-499 level classes that are required for a bachelor's degree.

30 Upper Division Credit Hours					
Upper Division Coursework	PSY 300	Introductory Psy Statistics	IP	(3)	Spring 2014
	SOC 330	The Family	IP	(3)	Spring 2014
	SOC 360	Sociology Of Health & Illness	B	3	Spring 2013
	SOC 430	Criminology	C	3	Fall 2013
Still Needed: 18 Credit Hours in @ 030 or 300:499					

**Additional Blocks:** These blocks will not always appear within an audit. They will only display if the student has courses which meet the parameters for each individual block.

**Elective Courses:** These courses do not fulfill a specific requirement, but the credits count toward graduation hours.

Elective Courses			Credit Hours Applied: 3		Classes Applied: 1
BIO 010	Lower Div Transfer Course Work		TB	3	Spring 2013
Satisfied by: BIOL100 - Metropolitan CC - Kansas City					

## Griffon GPS – Block Review

### Student View- Additional Blocks continued

**Insufficient, Audits and Withdrawals:** Insufficient courses include any course in which the student withdrew, audited, repeated, or failed. Courses currently being repeated will temporarily appear in this block. In-Progress transfer (IP-T) courses also appear in this block until the final grade is received and transcribed.

Insufficient, Audits and Withdrawals					
Courses currently being repeated will temporarily appear in this block					
BIO 250	Anatomy & Physiology		TF	0	Spring 2013
Satisfied by: BIOL109 - Anatomy & Physiology - Metropolitan CC - Kansas City					
HUM 205	Hum: American Revolut-Present		W	0	Fall 2013

**In-Progress:** These are courses the student is currently registered for. The courses will appear in this block in addition to displaying where they fit throughout the audit.



In-progress		Credit Hours Applied: 13		Classes Applied: 5
COM 104	Oral Communication	IP	3	Spring 2014
FRE 101	Elementary French II	IP	3	Spring 2014
PED 118	Beginning Bowling	IP	1	Spring 2014
PSY 300	Introductory Psy Statistics	IP	3	Spring 2014
SOC 330	The Family	IP	3	Spring 2014

**Courses Not Counted:** Any course below the 100 level will fall here. These courses generally do not count toward graduation hours. However, an exception to this rule is if a transfer course taken at another institution was above the 100 level at the other school, the hours need to be added back in to the applied credit hours in the student header at the top of the audit. In the example below, the RDG 095 equivalency taken at MCC was READ 100. Although the course equivalent is RDG 095 and normally does not count toward graduation, the original course was a 100-level, so the hours will be calculated back in manually when the student applies to graduate.

Courses Not Counted		Credit Hours Applied: 9		Courses Applied: 3
MAT 009	Prep Transfer Course Work - Maximum number of Credit Hours exceeded -	TA	3	Spring 2013
Satisfied by: MATH20 - Mathematical Operations - Metropolitan CC - Kansas City				
MAT 081	Foundations/Univ. Math I - Maximum number of Credit Hours exceeded -	B	3	Spring 2013
RDG 095	Reading Skills Improvement - Maximum number of Credit Hours exceeded -	TB	3	Spring 2013
Satisfied by: READ100 - College Reading - Metropolitan CC - Kansas City				

Additional hours beyond the allowable 30 non-traditional hours that can be used toward a degree will also appear in this block and are removed from the applied hours total in the header block.

**Notes:** This block displays all notes that have been entered and will print on all audits. The individuals name and date who entered the note will display. Students are **not** encouraged to print audits since the notes will always appear.

Notes		Entered by	Date
Discussed career plans.			02/26/2014
Alternate PIN:0000			02/26/2014

## Griffon GPS – Reading the Audit

**Still Needed**-these courses or requirements have not been met by previous courses taken and are not currently in-progress.

Major in Sociology		Catalog Year: 2012-2013	Credit Hours Required: 36
		Major GPA: 2.40	Credit Hours Applied: 21
Unmet conditions for this set of requirements: 36 credits are required. You currently have 21, you still need 15 more credits.			
<input checked="" type="checkbox"/> Introduction to Sociology	SOC 110	Introduction to Sociology	TA 3 Spring 2013
Satisfied by: SOC1160 - Sociology - Metropolitan CC - Kansas City			
<input type="checkbox"/> Anthropology or Archeology	Still Needed: 1 Class in SOC 120 or 200		
<input checked="" type="checkbox"/> Social Problems	SOC 230	Social Problems	D 3 Fall 2013
<input type="checkbox"/> Racial & Ethnic Relations	Still Needed: 1 Class in SOC 400*		
<input type="checkbox"/> Sociological Theory	Still Needed: 1 Class in SOC 440		
<input type="checkbox"/> Methods of Social Research	Still Needed: 1 Class in SOC 460		
<input checked="" type="checkbox"/> Any Statistics (200+ level)	PSY 300	Introductory Psy Statistics	IP (3) Spring 2014

**Substitutions**-substitutions will be identified in the area of the requirement in which the substitution has been allowed. Underneath the area in which the substitution occurred you will see “Exception,” the date in which the substitution was entered by the Registrar’s Office and a brief description of the allowed substitution.

<input type="checkbox"/> CATEGORY TWO: Natural Science		Still Needed: Choose from 1 of the following:	
Minimum of 8 credits with lab from two of the following groups			
<input type="checkbox"/> Group 1		BIO 010 Satisfied by Lower Div Transfer Course Work BIOL100 - Introduction to Cell Biology - Metropolitan CC - Kansas City ( 1 Credit Hour in BIO 105* ) or Substitution : BIO substitution approved by Ad & Grad	TB 3 Spring 2013
Exception	On:	03/06/2014	

**Waivers**-waiving of major requirements will be identified on the audit with a green checkmark next to the satisfied requirement. Underneath the waived course you will see “Exception,” the date in which the waiver was entered by the Registrar’s Office and a brief description of the allowed waiver.

<input checked="" type="checkbox"/> Anthropology or Archeology			
Exception	On:	03/06/2014	Waived : Waive Anthropology or Archeology requirement

## Griffon GPS – Important FAQ’s

**Q:** Does Griffon GPS include transfer work and other non-traditional credit (e.g. AP, IB, CLEP, military credit, departmental credit, etc.)?

**A:** Yes. Once any coursework not taken at MWSU is evaluated it will appear in the student’s record and in their degree audit. The only exceptions will be if they have coursework earned at MWSU prior to summer of 1985. You may contact the Registrar’s Office (271-4216) with questions.

**Q:** Can students register using Griffon GPS?

**A:** No. They must register through their GoldLink account, Student Academics tab.

**Q:** How current will my information be in Griffon GPS?

**A:** The information in Griffon GPS is refreshed each night. Any changes made today (e.g., grade changes or classes added/dropped) will be seen in degree audit tomorrow.

**Q:** I petitioned to waive/substitute a course for a student. How will that course appear in Griffon GPS?

**A:** After an exception to the standard requirements is approved by the Department Chair and the Dean of the given college/school the information is forwarded to the Registrar's Office for entry into the student's record. After the nightly refresh, the change will appear on the student's degree audit and an additional line will appear under it that explains why the exception was entered.

**Q:** How does Griffon GPS decide where to place courses that the student has completed?

**A:** Griffon GPS looks at programs holistically, and places each course using a "best fit" scenario. The "best fit" process will not always be perfect, particularly when multiple possibilities exist. Classes may apply to different blocks as they take more courses. If there is a course that does not appear in the area in which you expected, please contact the Registrar's Office for assistance (271-4216).

### **Griffon GPS – Important FAQ's continued**

**Q:** I am having trouble displaying a student's audit. Why?

**A:** An audit may not display if the student has not declared a major. Please use the "What If" feature and help the student officially declare their major.

**Q:** A student pursuing is two degrees (a BFA and BS, etc.). Only one appears on the audit. How can I check the requirements for their other program of study?

**A:** Look at the degree information next to the student name at the top of the screen. You'll notice that the degree box has a drop-down arrow. Use this to select their second degree.

**Q:** Are there requirements for graduation that Griffon GPS doesn't check?

**A:** A few. While Griffon GPS has been designed to check almost everything that must be complete to qualify for graduation, there may be additional requirements for specific majors that must be completed as well. Griffon GPS should be used in conjunction with MWSU's catalog and any information that the major department provides to ensure that advisees remain on track for graduation.

**Q:** I have completely reviewed a student's audit and I still feel like it is in correct. Who should I contact?

**A:** Please contact the Registrar's Office for help (816-271-4211).