

GPS WORKSHEETS GUIDE for ADVISORS

- **Credit Hours – Required and Applied**
Credit hours required reflects the minimum credit hours student needs to graduate.
Credit hours applied reflects credit hours student currently has counting toward credit hours required.
Includes: 1. Completed courses and 2. In-Progress courses (current and/or future semesters); Excludes: Coursework below 100 level (developmental courses)
- **GPA – Overall and Major**
Note- If courses are repeated, the last attempt will be counted toward the overall and major GPA.
Overall GPA includes grades from all attempted coursework (including developmental).
Major GPA is specific for student's major. Students double majoring will have both major GPAs listed.
- **Apply for Graduation**
Students who have applied for graduation will have the expected graduation semester listed. An "Apply to Graduate" link will display if a graduation application has not been received.
- **Holds –** Applied and removed nightly according to hold criteria (link to holds list).
- **Degree/General Studies/Major/Concentration/Minor Blocks**
 - Refer to Legend in bottom left hand corner
 - Substitution comments are in blue
 - Can hover over Still Needed courses for details
- **Elective Courses Block** - Courses not needed for major requirements, but counted toward credit hours required.
- **Courses Not Used Block** - Courses 100 level and above, not needed for total credit hours required or major requirements.
- **In-Progress Block** - Courses that the student is currently enrolled in (current and/or future semesters).
- **Insufficient/Audits/Withdrawal Block** - Courses not used because of an insufficient grade or withdrawal. Courses currently being repeated will temporarily appear in this block.
- **Courses Not Counted Block** - Courses below 100 level (developmental) and courses not used to meet credit hours required or major requirements
- **NOTES Block** - A minimum of two notes created each semester: 1. Alternate PIN: ____ (deleted after start of term) 2. Advising/course information (cannot be deleted) Keep in mind FERPA guidelines.
- **What If feature** - Enter a student's hypothetical major, concentration or minor to view remaining requirements.

Visit www.missouriwestern.edu/griffongps to view the complete Advisor Training Manual and other GPS resources.

For further information or help with Griffon GPS email the Registrar's Office at griffongps@missouriwestern.edu or X4216.