MyDegrees Basics for Fisheries & Wildlife Students

Oregon State University
Department of Fisheries and Wildlife
Introduction

MyDegrees is an advising Degree Audit tool that students and advisors use for academic planning. Office of the Registrar uses MyDegrees for Degree Clearance.

Students use the tool to plan their coursework and see what degree requirements are still needed in order to graduate. Advisors use MyDegrees to verify that students are on an academic path that will allow them to graduate in a timely manner.

This document was created to help you understand the basic functions of MyDegrees as well as the general process of registration PIN advising in the Department of Fisheries and Wildlife Sciences at Oregon State University.

This guide contains three parts

- [Part I MyDegrees Checklist](#)
- [Part II MyDegrees Planner](#)
- [Part III Registration PIN Advising](#)
Part I: MyDegrees Checklist
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<tr>
<th>Student</th>
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<tr>
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<td>Campus</td>
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At the top of your MyDegrees Checklist page, you will see important information including the name of your Academic Advisor, Academic Standing, GPA, Campus, Major, Minor (if applicable), and Graduation Status. You can also find information about any holds on your account here.

Tip: Your Class Standing is determined by the total number of credits you have earned, but does not necessarily reflect progress in the Fisheries and Wildlife Sciences program.
What’s Your Academic Standing?

**Good Standing**

Update your planner at least two terms (upcoming term + 1) **before** contacting your advisor. Once complete, email your advisor to let them know your planner is ready for review.

After you take FW 307 and your specialization has been approved, plan your terms out to graduation. This will help ensure you graduate on time!

**Academic Warning/Probation**

A phone/video appointment is required to receive your registration PIN.

Update your planner at least two terms (upcoming term + 1) **before** contacting your advisor.

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**Academic Standing**
- **Good Standing** OSU term & cumulative GPA above 2.0
- **Academic Warning** OSU term GPA below 2.0
- **Academic Probation** OSU cumulative GPA below 2.0 (must attempt 24 credits at OSU)
- **Academic Suspension** Academic Probation students with subsequent term GPA below 2.0
MyDegrees Checklist – Blocks

Your MyDegrees Checklist is divided into several blocks:

The Bachelor of Science block includes all the requirements to graduate with a Bachelor of Science degree.

The Major in Fisheries and Wildlife Sciences block includes all requirements needed to fulfill your Fisheries and Wildlife degree. For a more detailed explanation of the curriculum, see the Fisheries and Wildlife Sciences Advising Guide.
The Baccalaureate Core contains Skills (fitness, math, writing, speech), Perspectives (Literature and Arts, Social Processes and Institutions, Western Culture, Physical & Biological Sciences), Difference, Power and Discrimination, and Synthesis (Contemporary Global Issues; Science, Technology & Society) classes. These are classes that all first-degree students at OSU must take to graduate. *This section will not appear for Post-baccalaureate students.*

Click on the text after “Still Needed” to open a list of courses that will satisfy that requirement. Verify availability through Ecampus using the [Class Search](#).

Specific courses may be listed next to requirements. Please refer to the [Fisheries and Wildlife Sciences Advising Guide](#) or [Class Search](#) for the most current course offerings.

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**Tip:** The [Class Search](#) and [FW Advising Guide](#) have the most up to date information about course offerings.
Any transfer courses that do not directly transfer into OSU will be in the Electives block. Your advisor will evaluate your transfer credits in the electives section to see if the credits can be applied to fulfill any degree requirements.
Exceptions are made at the departmental or college level and applied by advisors for a variety of reasons. A common reason exceptions are made is to apply transfer credits to fulfill degree requirements at OSU. Not all students will have exceptions.

Classes with an “F” grade or mark of I, N, or W will end up in the exclusion block. Marks of I, W, N are disregarded in the grade-point average computation (AR 19). If more than one attempt is made for a passing grade, only the second attempt will count towards the institutional credits, requirements, and grade-point average (AR 20). Read more about OSU’s Academic Regulations (AR) [here](#).

Exceptions are made at the departmental or college level and applied by advisors for a variety of reasons. Not all students will have exceptions.

At the bottom of your MyDegrees you will find notes left by your advisor.
The What If feature in MyDegrees allows you to see how your current completed coursework would fit into a different major. You can also see what adding a minor or second degree would look like. The student in this example is doing a What If audit to see what their degree would look like with a Sustainability Double Degree. Exceptions made for your current degree will not appear in a What If audit.
Part II: MyDegrees Planner
1. Click on the **Planner** tab in MyDegrees to access degree plans

2. Click **New Plan** to create a plan

3. Click on **Blank Plan**. Do not click “Select Template” as your schedule may vary greatly from the pre-loaded template.

To modify an existing plan, click on the plan description.
Creating a Degree Plan

Name your plan in the Description field.

Check the Active box if you want this to be your primary plan for your advisor to review.

Add or remove terms to your plan using the + and - buttons.

Tip: Do not use the Save As button as it will save your changes as a separate plan.

Click Save when finished.
After clicking the next to the term you wish to add a class to, you have the option to add a Choice, Course or Placeholder.

- **Choice**
  - When you don’t know the course you want to take (e.g., Baccalaureate Core Perspectives/Skills)
- **Course**
  - When you know the exact course you want to take (e.g., FW 251, CSS 205)
- **Placeholder**
  - When you are unsure of what you will take or are taking classes elsewhere.
Adding a Choice

When adding a Choice, a box comes up where you are able to write in a brief description of what you might take.

For instance, if you are planning on taking a math class, but uncertain if you will take MTH 241 or MTH 245, you would type “MTH@” in the box that says Course.

Other examples of Choices are

- BaccCore@
- COMM@
- Elective@
After choosing the Add Course option, a blank field will appear. Type in the course you are planning to take (in this case FW 107) then press the Tab key. The number of credits will automatically populate the Credits field.

Clicking the button will open a small window like the one pictured above. It contains information on class availability at each campus (e.g., Corvallis or Ecampus). Remember that section numbers in the 400s are Ecampus courses. This information is also found in the FW Sciences Advising Guide or Schedule of Classes.

Tip: You can drag and drop a class into a different term if you decide to take it another term.
Adding a Placeholder

Inserting a placeholder into your plan can be useful in situations such as:

- You are taking a term off to work on your internship.
- You are taking courses locally.
- You need to take a Baccalaureate Core class, but not sure which one.
- You are studying abroad.

Select one of the options from the dropdown menu and make a note in the Value field.
Once you have your upcoming terms planned out in your Degree Planner, you can use the Audit function to see how your classes will fulfill your degree requirements.

The audit button is located at the bottom of the screen near the Save button.

A Plan Audit window will display a Degree Checklist populated with your future classes.
Part III:
Registration PIN Advising
Registration PIN Advising

Each term (except summer), a 6-digit PIN is required to register for classes. PINs are unique to each student and change every term. You will get your PIN from your advisor. Registration PIN numbers are generated by the Registrar around week 5 of the term.

Prior to term registration your advisor will remind you via email to update your MyDegrees Planner. You will fill out your planner for the upcoming term, plus one additional term. Your advisor will make suggestions and/or approve your course plan, and provide your registration PIN.

If you are on Academic Warning or Probation you will need to schedule an appointment with your advisor in order to receive your registration PIN.

Tip: Have at least two alternative courses selected in case you are unable to register for your first choice.
Ready for a Registration PIN?

Create or update an existing degree plan in your MyDegrees Planner

- To access MyDegrees, log into MyOSU and click the Student tab > My Student Stuff > MyDegrees

Email your advisor to let them to know your course plan is ready for review

- You can also set up an appointment with your advisor to discuss your plan and address questions and concerns.
- Be sure to include your Student ID (no dashes or spaces) in all emails.

Allow up to 5 business days for your advisor to follow up

- If your plan is approved you will receive your registration PIN.
- If your plans need revision, you will work with your advisor to make adjustments.