

## Using Griffon GPS with BGS Students

Griffon GPS has been a valuable tool for advisors to utilize in helping their students. Unfortunately, Griffon GPS has not proved to be compatible for students seeking a BGS degree. This has caused some concern among faculty who have been asked to advise these students, mainly because advising BGS students can often times be more complicated. Therefore, we have come up with a solution to allow advisors to use Griffon GPS' "What-If" function to assist in the advising process. The step-by-step instructions for this process are below.

- 1) Once you have selected a student in Griffon GPS, please select the "What-If" link under the Worksheets tab.
  - The "What-If" function allows a student or advisor to hypothetically change a degree, major, concentration or minor. Since every BGS student is essentially their own custom program, this function is the only way for GPS to produce a working document for BGS students.
- 2) Under the primary area of study section, select **BGS-General Studies option under the Program drop down menu.**
  - Select a minor based on one of the concentration areas the student has selected for his/her BGS program.
- 3) Under the additional areas of study section, select a minor that coincides with the student's second concentration area within their BGS degree. To the right of the minor pull down menu click the Add button to include the second minor in the Chosen Areas of study box.
  - Do **not** select another major in this area.
- 4) Toward the top of the "What-If" page, select either the Process What-If or Save as PDF buttons to generate the customized worksheet. You can utilize both functions if you would like.

*Three items to note. One, BGS degrees require an Applied Learning course to be completed as part of the degree requirements. There is no checkbox in GPS for the Applied Learning course requirement. Two, any substitutions that have been made for the student will not be reflected in the "What-If" degree audit report. Three, Griffon GPS is not able to recognize a custom concentration within the BGS degree. Each of these items will have to be accounted for separately.*