# Student Griffon GPS

## Training Manual

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.

## How can I access Griffon GPS?

Griffon GPS can be accessed through your Goldlink account. Student Academics tab, Student Records channel.

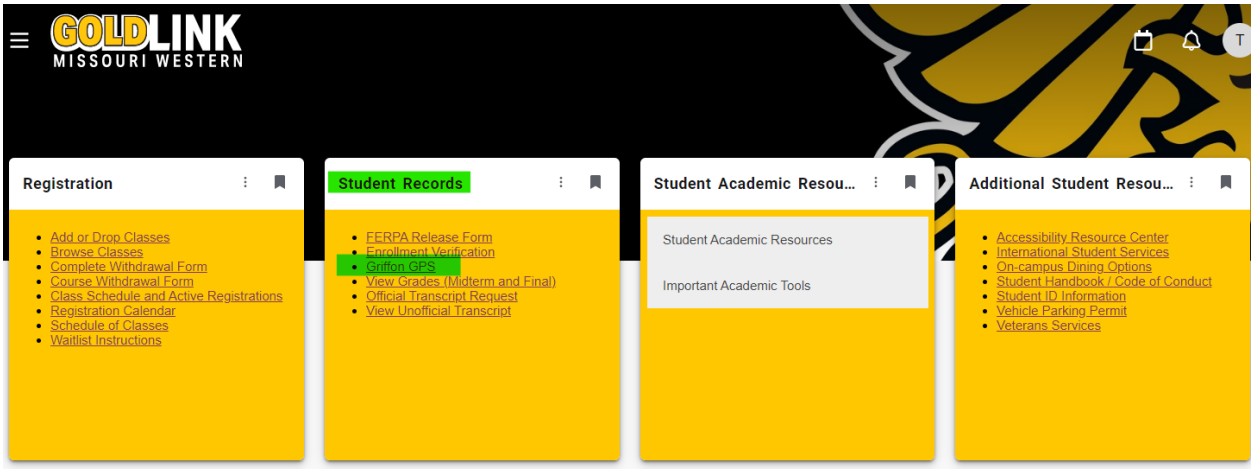
## What are the benefits of Griffon GPS?

• Will help determine what requirements you need to fulfill in order to complete your degree.
• Allows students and advisors to view individual course grades, major GPA and overall GPA.
• Determines how transfer credit hours may fit into your degree.
• Will show how departmental substitutions and waivers will apply to your 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

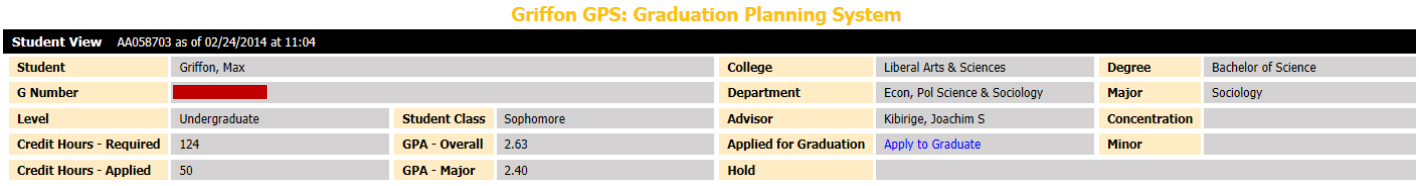
1. Login to your Goldlink account and on the Student Records card click on Griffon GPS.




## Student Header

The Student Header includes general student information and advisor contact information. This header also provides important degree information such as total credit hours and GPA.

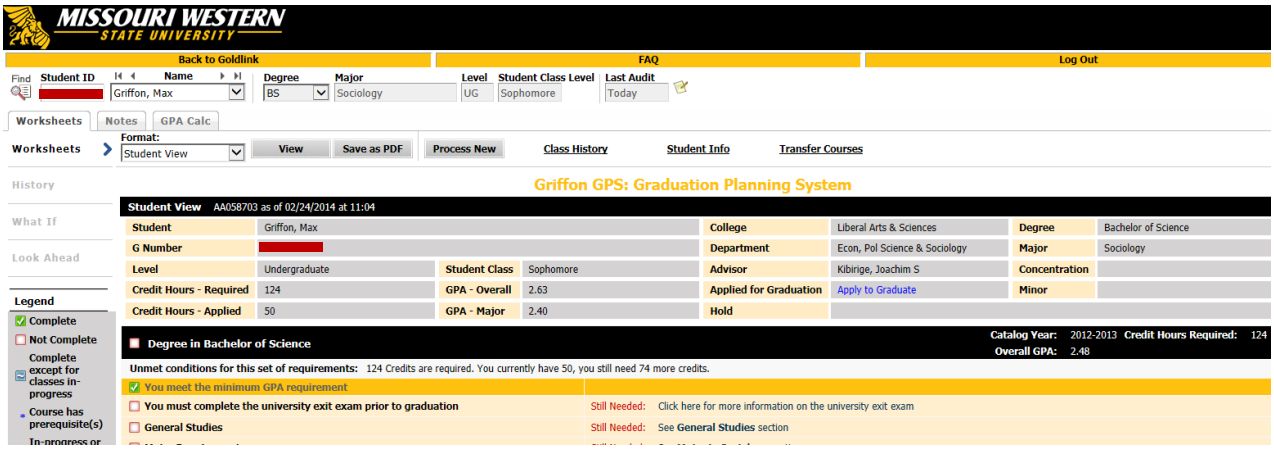
- Credit Hours Required – minimum number of credit hours required to graduate
- Credit Hours Applied – credit hours applied toward the credit hours required to graduate. NOTE: this number includes completed courses as well as in-progress courses and future courses the student is enrolled in. Does not include coursework under 100 level.
- Overall GPA
- Major GPA
- Advisor name and contact information (contact information can be viewed when hovering mouse over advisor name)
- Degree
- Major(s)/Minor(s)/Concentration(s)



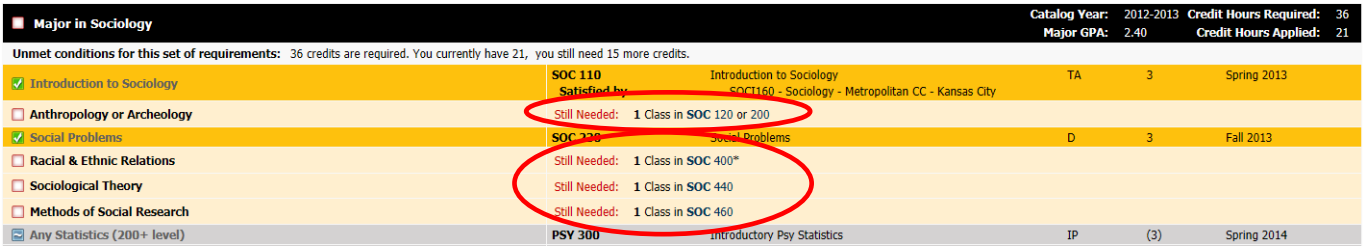
## Student View

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
- 30 Upper Division
- Elective Courses
- Insufficient, Audits, and Withdrawals
- In-Progress
- Courses Not Counted



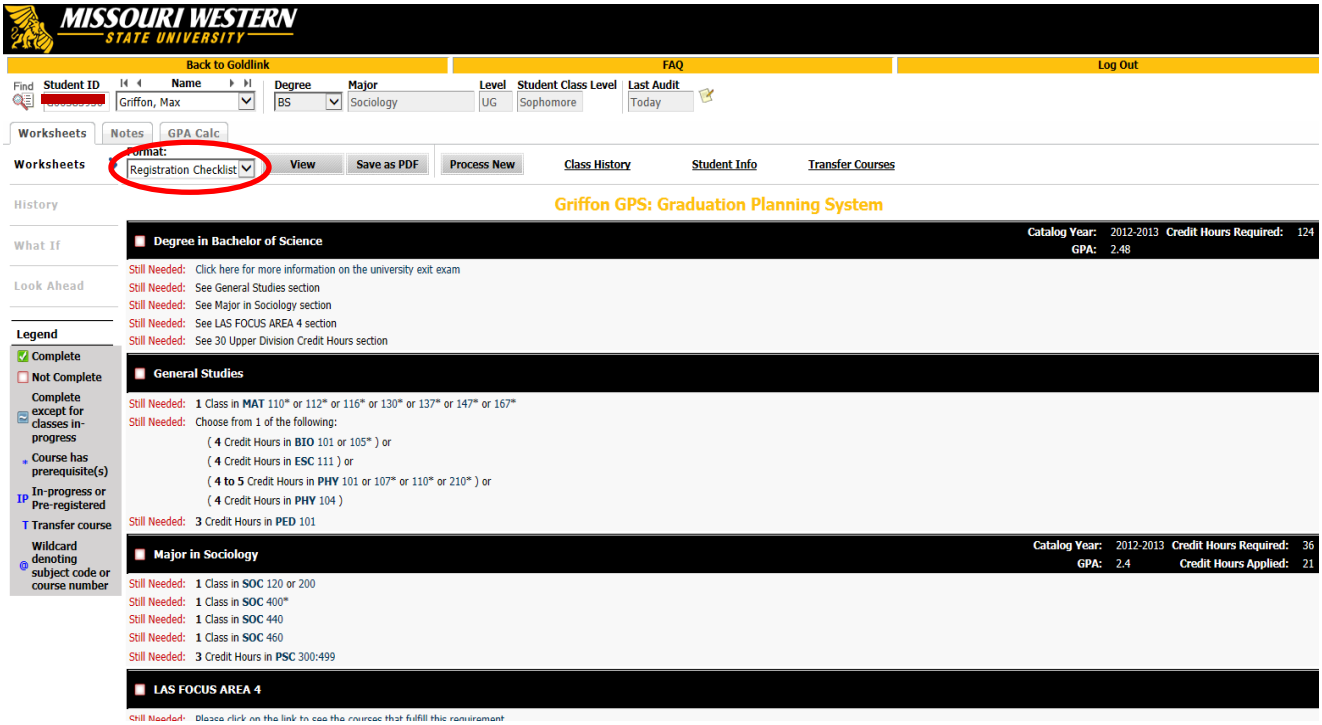

To quickly review what you still need to complete, look in the middle section of the page for the "Still Needed" requirements listed in red.



# 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.

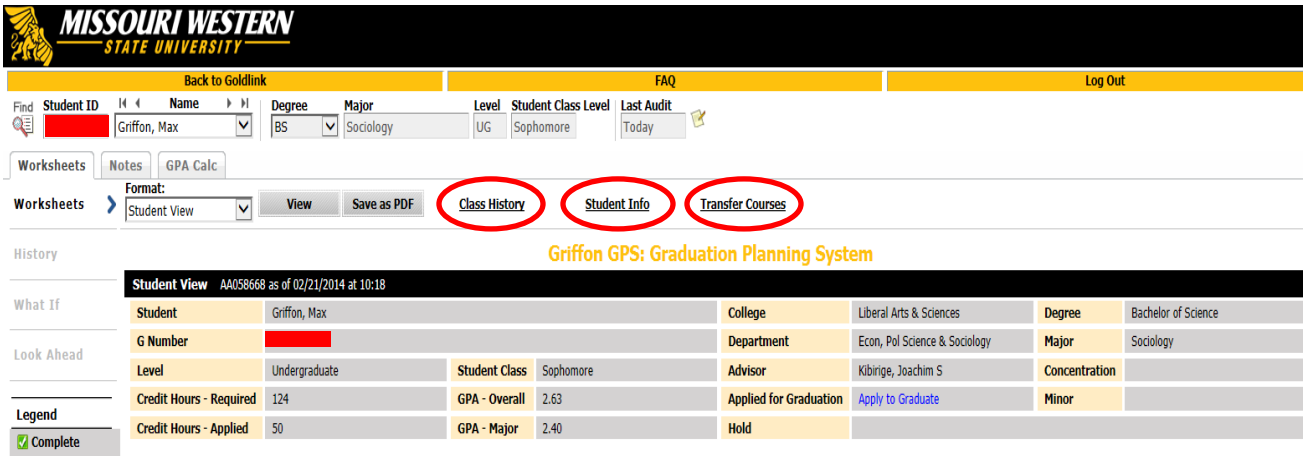


# Griffon GPS – Worksheets

## Student View Links

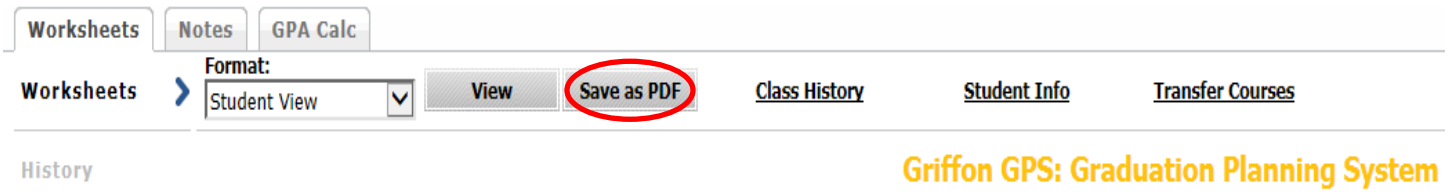
Several links have been added to the top of the Student View Worksheet.

- **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 information such as: student address and phone number, student photo, academic standing, citizenship, visa type, high school information, test scores.
- **Transfer Courses**- this pop-up provides a detailed listing of transfer courses and the corresponding grade(s) you received.




## Save as PDF

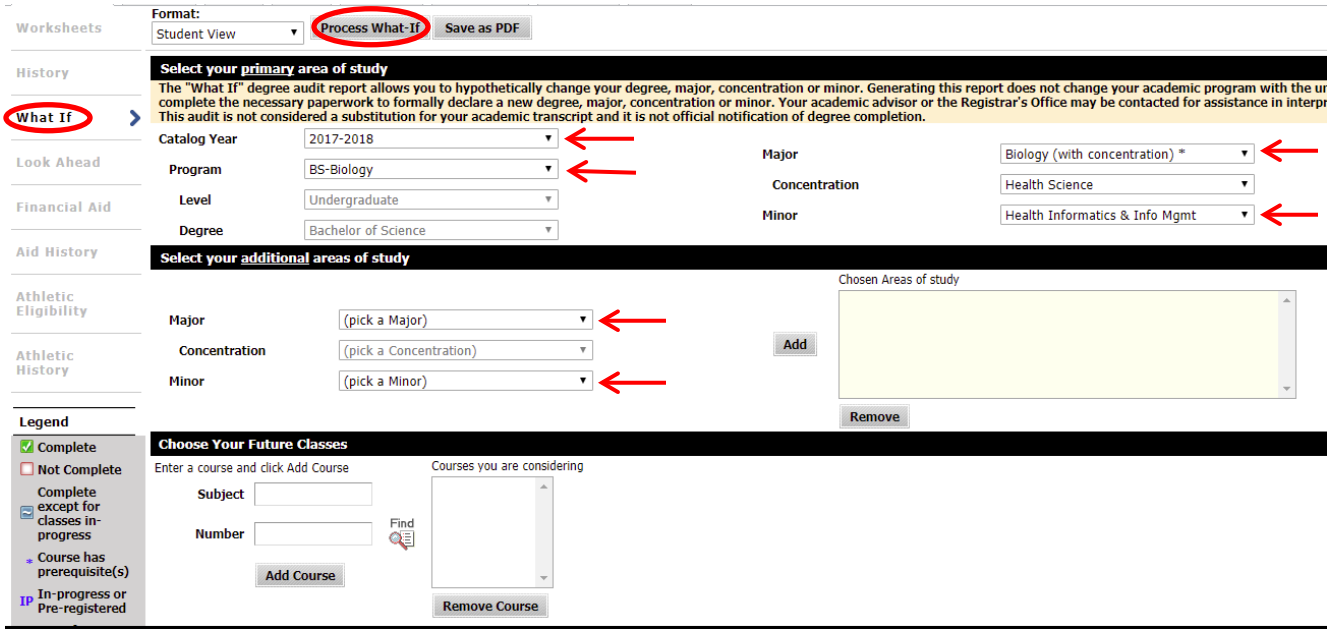
The Save as PDF button is to be used to print the audit or it can be saved to a jump drive. The audit will open in a pop-up window and the complete audit can be saved or printed from here.



# Griffon GPS – Worksheet Tabs

## What If Tab

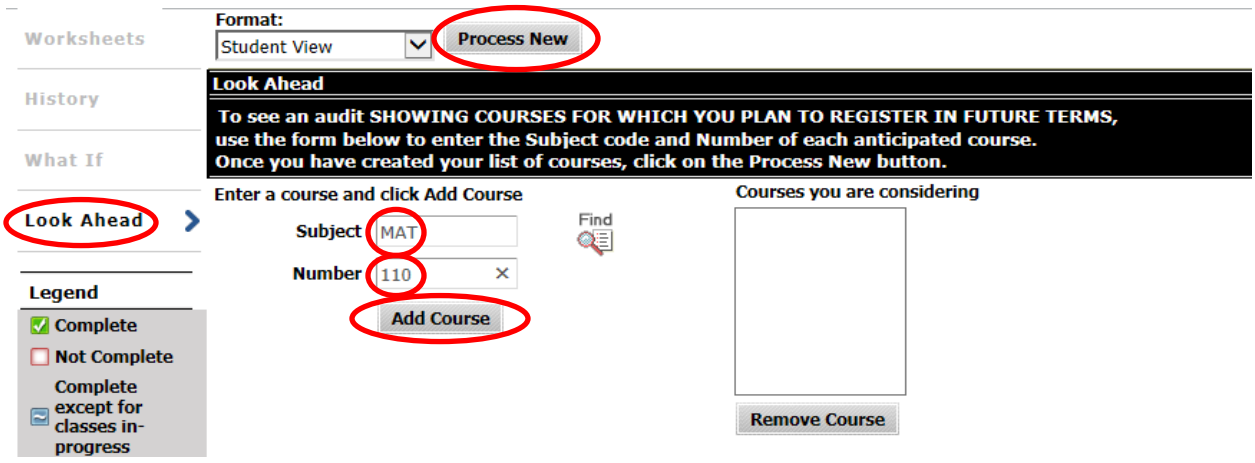
The "What If" function allows you (or your advisor) to hypothetically change your major, concentration or minor. The "What If" degree audit will show what coursework is required for the new major, concentration or minor, what courses have been taken that satisfy requirements, and what courses are still left to be taken. It is important to realize that generating this report does not officially change your academic program with the university. Once all of the criteria has been selected from the drop down boxes, click "Process What-If" button.



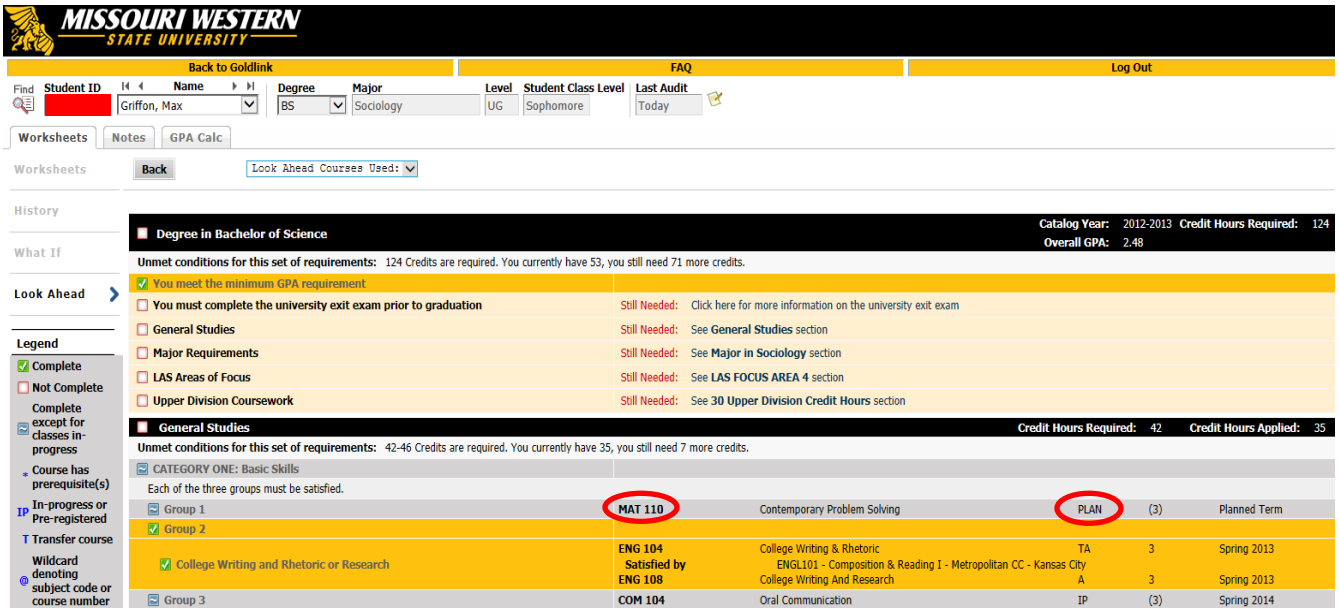
# Griffon GPS – Worksheet Tabs

## Look Ahead Tab

The look ahead feature will allow you to enter courses in which you intend to register for in future terms and see how it would affect your audit. Enter Subject and Course number, then click "Add Course." Once all classes are added, click the "Process New" button.




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



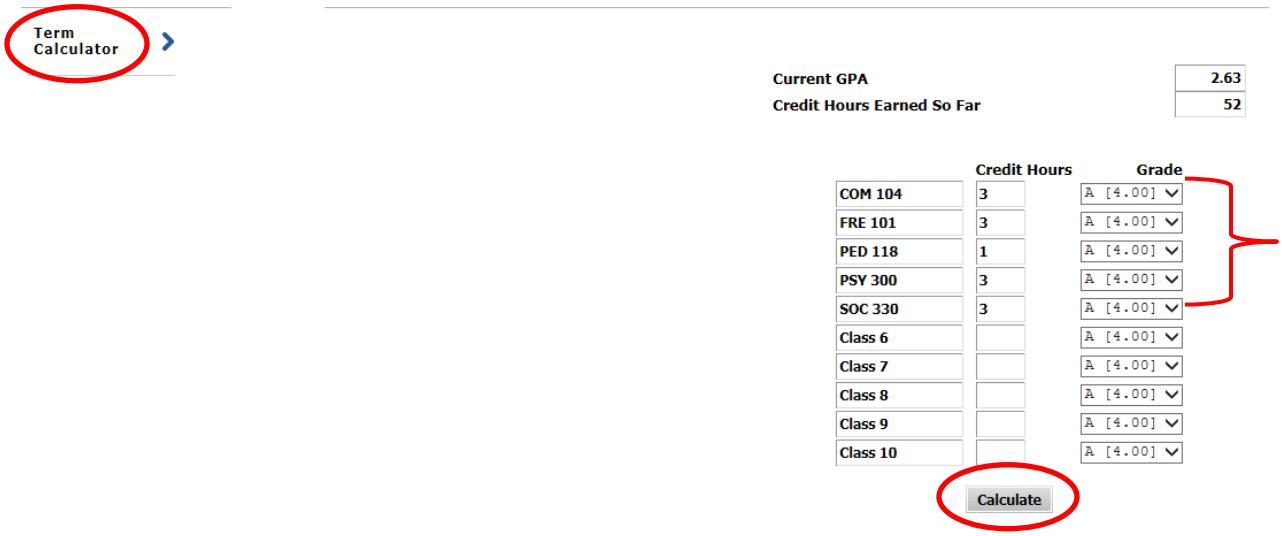
# Griffon GPS – Header Tabs

## Notes

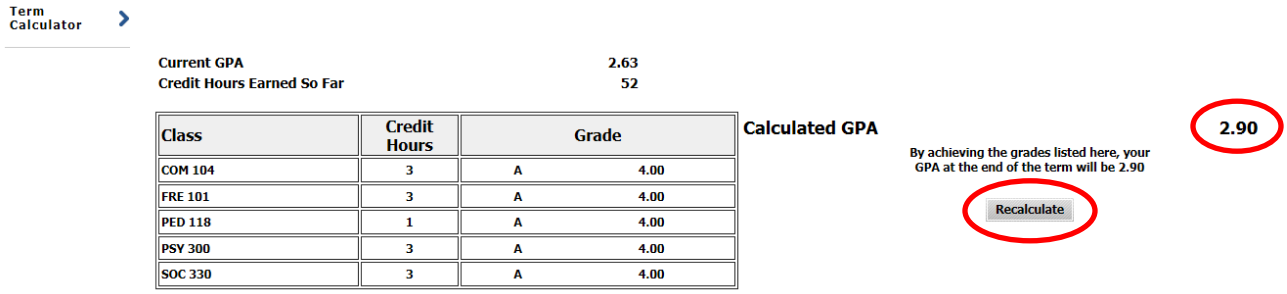
The Notes tab is used by advisors to write brief notes regarding advising appointments. All notes display at the bottom of the audit. Periodically the Registrar's Office will be deleting alternate PIN's from the Notes (after the add/drop period has ended) since these numbers expire and to eliminate any confusion semester-to-semester.

## GPA Calc

The GPA Calculator will give a potential Overall GPA after entering anticipated grades you 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 you think you will earn in each class and click "Calculate."

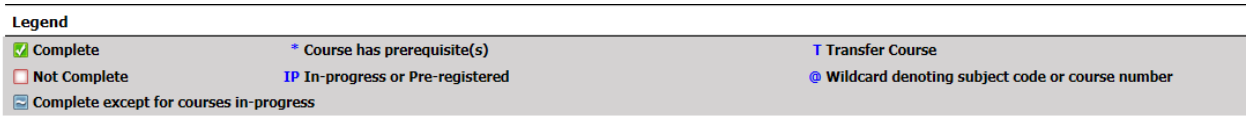


The following calculation page will display. If you want to check the GPA with different grades, click "Recalculate" and it will return to the screen above.




## Griffon GPS – Worksheet Legend

## Legend

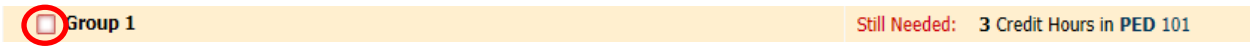



Complete: ☑

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.

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.

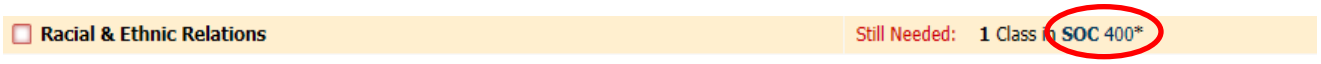



Complete except for courses in-progress: ≈

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.

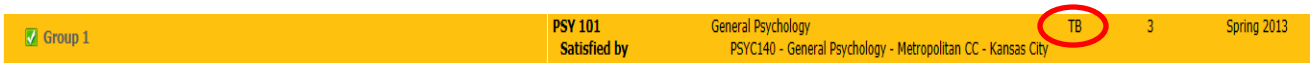



In-progress or Pre-registered: IP

The letters "IP" will appear in the grade column for any courses within the audit you are currently registered in. 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 course is being taken. IP-T indicates that the course is a transfer course that is currently in progress.

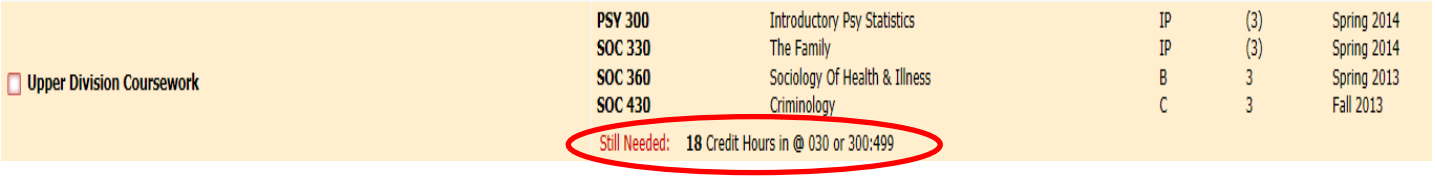
Transfer Course: T

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.




Wildcard denoting subject code or course number: @

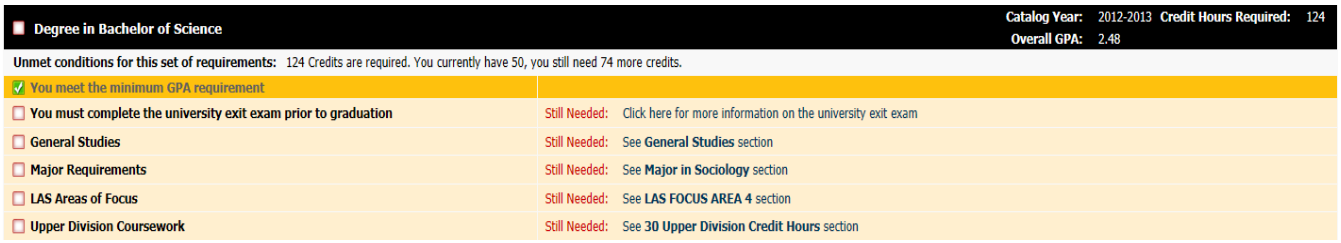
The "@" symbol is considered a wildcard. This means it represents all subject codes when used as a prefix, and can also be used to represent all course numbers when it follows the course alpha (subject code). When the "@" symbol precedes a range of numbers, any course within that range will fulfill the 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.



# Griffon GPS – Block Review

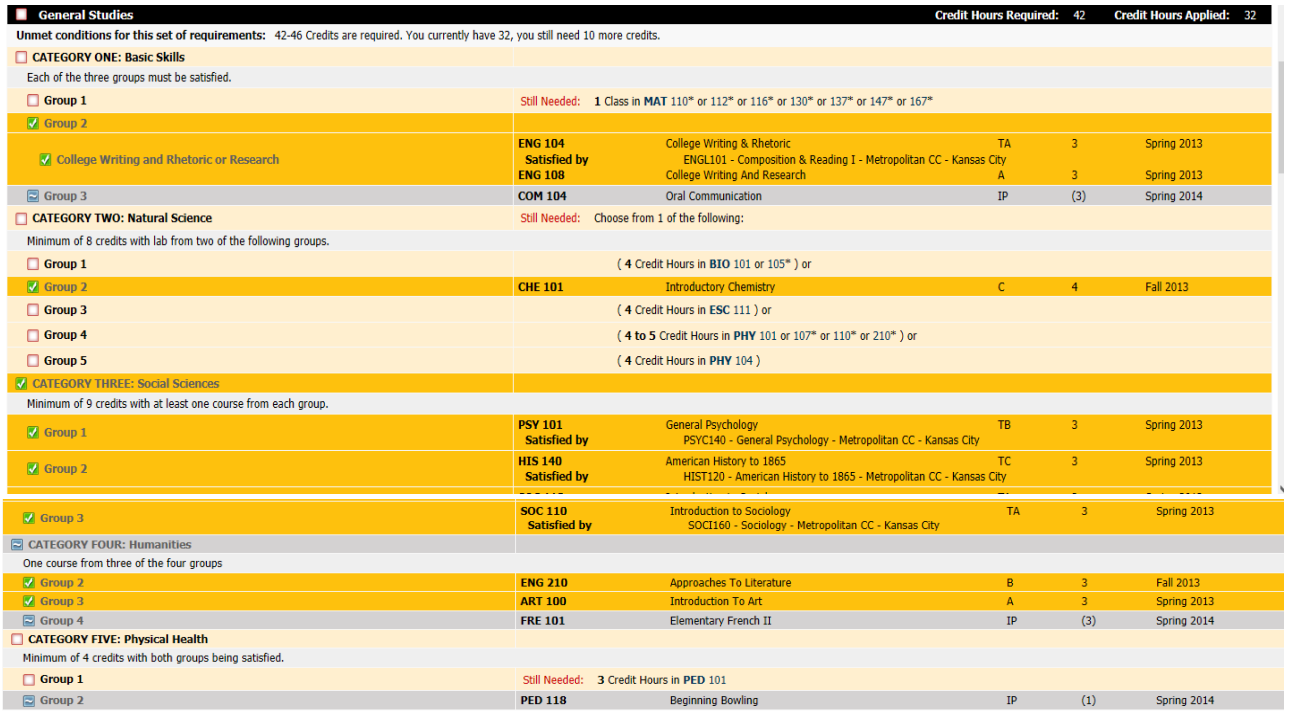
## Student View- Blocks

**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<br>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 |

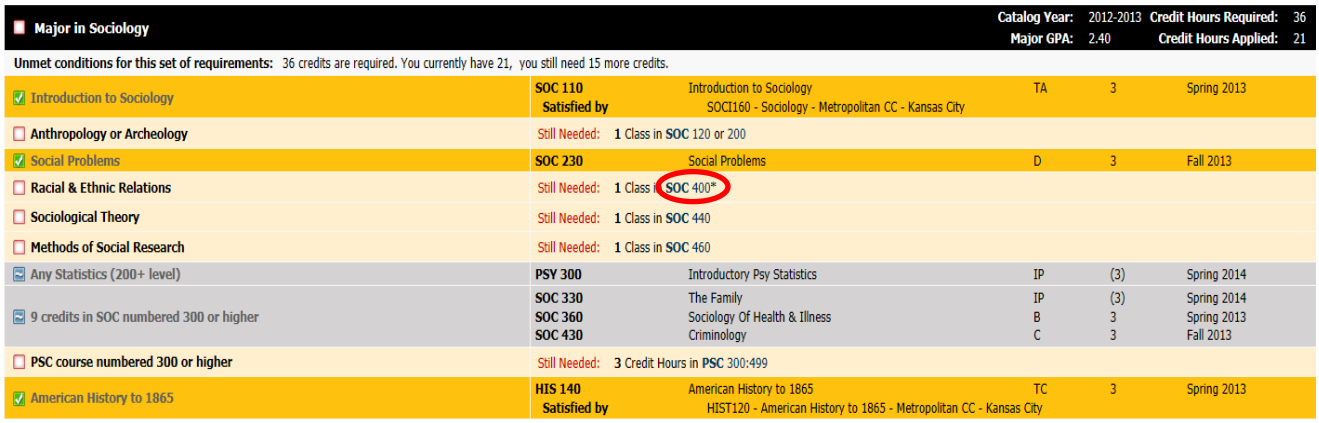
**General Studies:** Lists all of the general education requirements for the degree.



| 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. | | | | | | |
| ☐ Group 1 | Still Needed: **1** Class in **MAT** 110* or 112* or 116* or 130* or 137* or 147* or 167* | | | | | |
| ☑ Group 2 | | | | | | |
| ☑ College Writing and Rhetoric or Research | **ENG 104**<br>**Satisfied by**<br>**ENG 108** | College Writing & Rhetoric<br>ENGL101 - Composition & Reading I - Metropolitan CC - Kansas City<br>College Writing And Research | TA<br><br>A | 3<br><br>3 | Spring 2013<br><br>Spring 2013 | |
| ≈ Group 3 | **COM 104** | Oral Communication | IP | (3) | Spring 2014 | |
| ☐ CATEGORY TWO: Natural Science | Still Needed: Choose from 1 of the following: | | | | | |
| Minimum of 8 credits with lab from two of the following groups. | | | | | | |
| ☐ Group 1 | ( **4** Credit Hours in **BIO** 101 or 105* ) or | | | | | |
| ☑ Group 2 | **CHE 101** | Introductory Chemistry | C | 4 | Fall 2013 | |
| ☐ Group 3 | ( **4** Credit Hours in **ESC** 111 ) or | | | | | |
| ☐ Group 4 | ( **4 to 5** Credit Hours in **PHY** 101 or 107* or 110* or 210* ) or | | | | | |
| ☐ Group 5 | ( **4** Credit Hours in **PHY** 104 ) | | | | | |
| ☑ CATEGORY THREE: Social Sciences | | | | | | |
| Minimum of 9 credits with at least one course from each group. | | | | | | |
| ☑ Group 1 | **PSY 101**<br>**Satisfied by** | General Psychology<br>PSYC140 - General Psychology - Metropolitan CC - Kansas City | TB | 3 | Spring 2013 | |
| ☑ Group 2 | **HIS 140**<br>**Satisfied by** | American History to 1865<br>HIST120 - American History to 1865 - Metropolitan CC - Kansas City | TC | 3 | Spring 2013 | |
| ☑ Group 3 | **SOC 110**<br>**Satisfied by** | Introduction to Sociology<br>SOCI160 - Sociology - Metropolitan CC - Kansas City | TA | 3 | Spring 2013 | |
| ≈ CATEGORY FOUR: Humanities | | | | | | |
| One course from three of the four groups | | | | | | |
| ☑ Group 2 | **ENG 210** | Approaches To Literature | B | 3 | Fall 2013 | |
| ☑ Group 3 | **ART 100** | Introduction To Art | A | 3 | Spring 2013 | |
| ≈ Group 4 | **FRE 101** | Elementary French II | IP | (3) | Spring 2014 | |
| ☐ CATEGORY FIVE: Physical Health | | | | | | |
| Minimum of 4 credits with both groups being satisfied. | | | | | | |
| ☐ Group 1 | Still Needed: **3** Credit Hours in **PED** 101 | | | | | |
| ≈ Group 2 | **PED 118** | Beginning Bowling | IP | (1) | Spring 2014 | |

## 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.

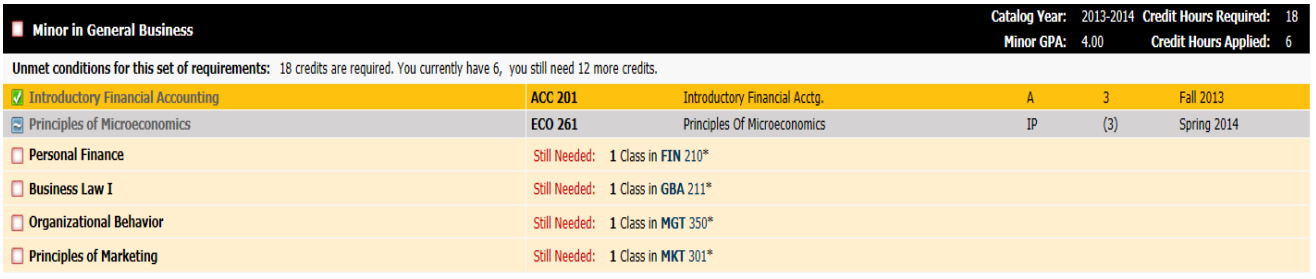


| Major in Sociology | | | | | | Catalog Year: 2012-2013 Credit Hours Required: 36<br>Major GPA: 2.40 Credit Hours Applied: 21 |
|---|---|---|---|---|---|---|
| Unmet conditions for this set of requirements: 36 credits are required. You currently have 21, you still need 15 more credits. | | | | | | |
| ☑ Introduction to Sociology | SOC 110<br>Satisfied by | Introduction to Sociology<br>SOCI160 - Sociology - Metropolitan CC - Kansas City | TA | 3 | Spring 2013 | |
| ☐ Anthropology or Archeology | Still Needed: 1 Class in SOC 120 or 200 | | | | | |
| ☑ Social Problems | SOC 230 | Social Problems | D | 3 | Fall 2013 | |
| ☐ Racial & Ethnic Relations | Still Needed: 1 Class in SOC 400* | | | | | |
| ☐ Sociological Theory | Still Needed: 1 Class in SOC 440 | | | | | |
| ☐ Methods of Social Research | Still Needed: 1 Class in SOC 460 | | | | | |
| ≈ Any Statistics (200+ level) | PSY 300 | Introductory Psy Statistics | IP | (3) | Spring 2014 | |
| ≈ 9 credits in SOC numbered 300 or higher | SOC 330<br>SOC 360<br>SOC 430 | The Family<br>Sociology Of Health & Illness<br>Criminology | IP<br>B<br>C | (3)<br>3<br>3 | Spring 2014<br>Spring 2013<br>Fall 2013 | |
| ☐ PSC course numbered 300 or higher | Still Needed: 3 Credit Hours in PSC 300:499 | | | | | |
| ☑ American History to 1865 | HIS 140<br>Satisfied by | American History to 1865<br>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<br>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. | | |
| ☐ Paralegal Studies | Still Needed: 1 Class in LAT 115* | |
| ☐ Legal Research | Still Needed: 1 Class in LAT 220* | |
| ☐ Litigation | Still Needed: 1 Class in LAT 225* | |
| ☐ Legal Computer Applications | Still Needed: 1 Class in LAT 250 | |
| ☐ Legal Drafting | Still Needed: 1 Class in LAT 310* | |
| ☐ Advanced Legal Research | Still Needed: 1 Class in LAT 400* | |

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

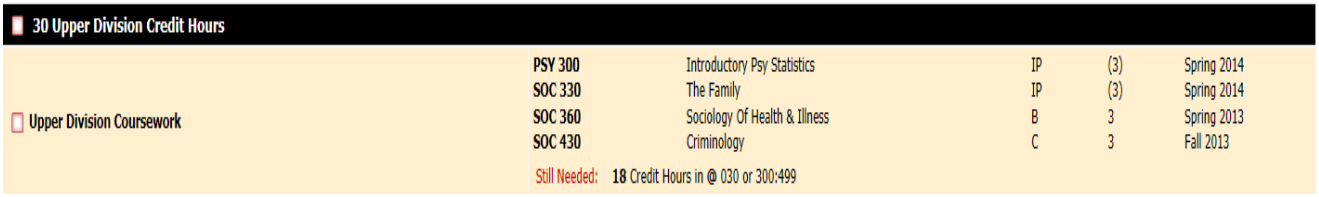


| Minor in General Business | | | | | | Catalog Year: 2013-2014 Credit Hours Required: 18<br>Minor GPA: 4.00 Credit Hours Applied: 6 |
|---|---|---|---|---|---|---|
| Unmet conditions for this set of requirements: 18 credits are required. You currently have 6, you still need 12 more credits. | | | |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

# Griffon GPS – Block Review

## Student View- Blocks continued

**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 you have 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 | | | |

**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.

| Insufficient, Audits and Withdrawls | | | | |
|---|---|---|---|---|
| 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 |

# Griffon GPS – Block Review

## Student View- Additional Blocks continued

**In-Progress:** These are courses that you are 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 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 you apply to graduate.

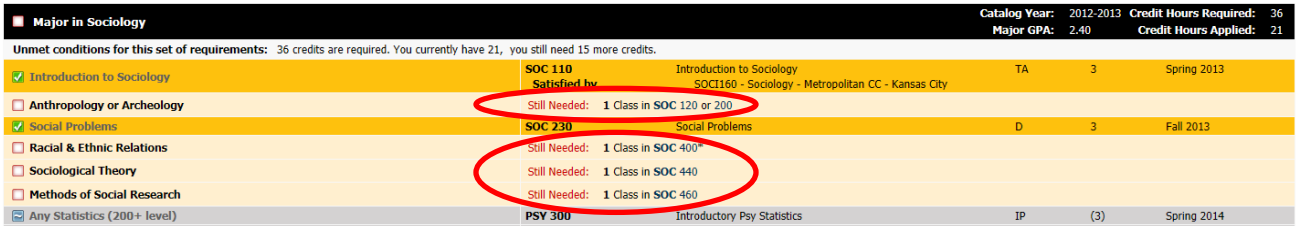
| Courses Not Counted | | Credit Hours Applied: 9 | | Courses Applied: 3 |
|---|---|---|---|---|
| MAT 009 Prep Transfer Course Work | Maximum number of Credit Hours exceeded - | TA | 3 | Spring 2013 |
| Satisfied by: MATH20 - Mathematical Operations - Metropolitan CC - Kansas City | | | | |
| MAT 081 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 | | | | |

**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.

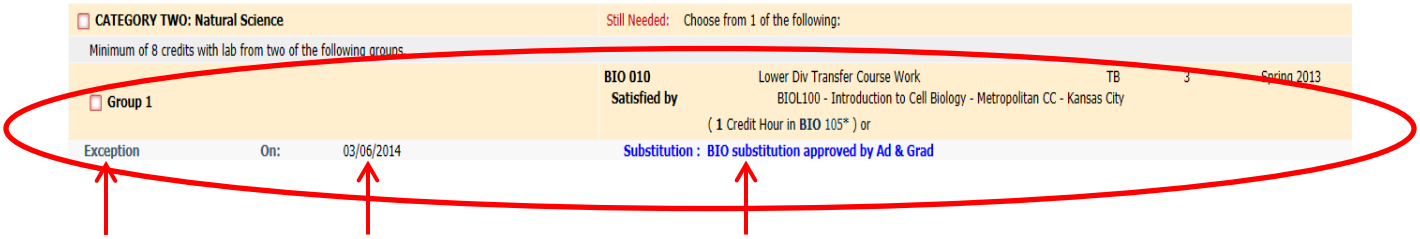
| Notes | | |
|---|---|---|
| | Entered by | Date |
| Discussed career plans. | [redacted] | 02/26/2014 |
| Alternate PIN:0000 | | 02/26/2014 |

# Griffon GPS – Reading the Audit

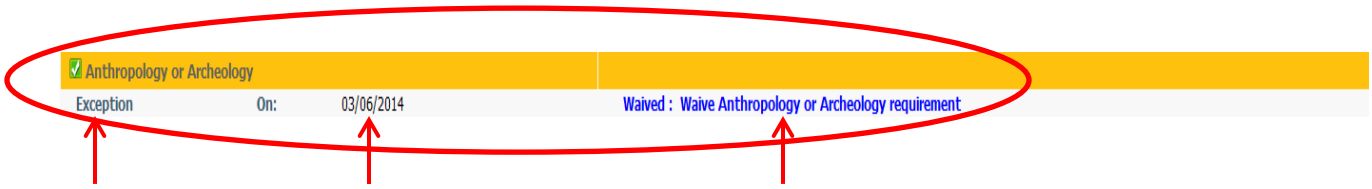
"Still Needed"-these courses or requirements have not been met by previous courses taken and are not currently in-progress.




**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.




**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.



# 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 (271-4231) with questions.

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

**A:** No. They must register through their Goldlink account, Registration card, Add or Drop Classes.

**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:** An advisor 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 (271-4231).

## Griffon GPS – Important FAQ's continued

**Q:** The student is pursuing two degrees (a BFA and BS, etc.). Only one appears on the audit. How can I check the requirements for the 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 students remain on track for graduation.

**Q:** I have completely reviewed my student audit and I still feel like it is incorrect. Who should I contact?

**A:** Please contact your advisor with questions. You may also contact the Degree Audit Coordinator (271-4231) in the Registrar's Office for help.