GRIFFON GPS
GRADUATION PLANNING SYSTEM

ACADEMIC ADVISOR

Training Manual

April 2023

Missouri Western State University
St. Joseph, MO

Table of Contents

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. Advisor Tools card. Students will access it from the Student Records card 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 on the Advisor Tools card click on Griffon GPS (Degree Audit System).
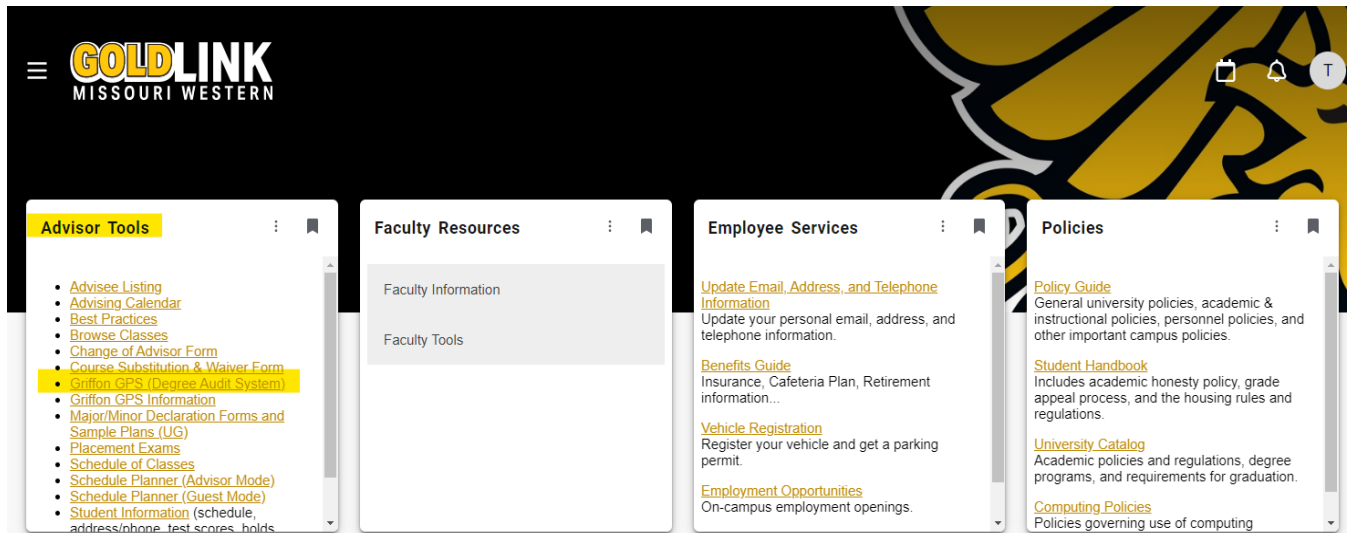
2. The Griffon GPS homepage will display

Student ID- This field can be populated with a student G# if known. Then hit 'Enter" on the keyboard to display the student worksheet audit. This method must be used for returning students, for they will not pull up in the Advanced Search.

Select Student- If advisees have been assigned, use the dropdown to display each of their audits. If no advisees have been assigned to you, the Select Student box will not appear.

Advanced search-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. (Below)

GRIFFON GPS – Getting Started

Advanced Search (Find Students) Pop-up window

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 – Getting Started

Find Students Pop-up window continued

1. Once the selected search criteria is entered, click the "Search" button.

Griffon GPS – Getting Started

Find Students Pop-up window continued

1. The database will search for the selected criteria and display the students meeting the criteria.
2. Scroll to find the appropriate student and select "Uncheck All"
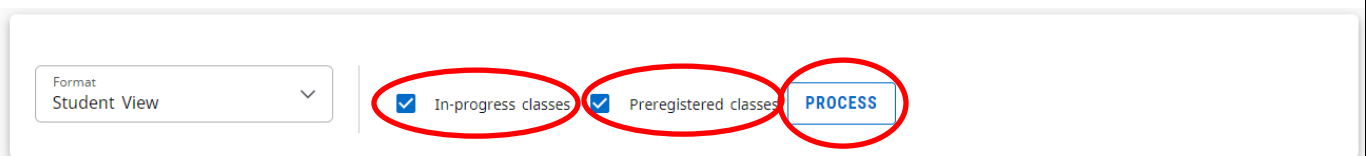3. Checkmark the student whose audit you would like to run.
4. Select "OK"

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/minor/concentration requirements
- 30 Upper Division
- Elective Courses and Courses Not Used
- Insufficient, Audits, and Withdrawals
- In-Progress
- Courses Not Counted

In-Progress classes-checked to include classes you are currently taking
Preregistered classes-checked to included classes you are registered for in an upcoming sememster or term
Process-click to process a new audit after unchecking or checking In-Progress classes and/or Preregistered class.

The various blocks will be reviewed in more detail later in the training.

Griffon GPS – Worksheets

Student View continued

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.

Registration Checklist

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

Student Data Report

To change to this view click the "Student data" link 1/3 of the way down the audit page. 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.

Griffon GPS – Worksheets

Student Data Report continued

Display of the Student Data page:

Student Data Report
Student ID ▮▮▮▮
Student data was last bridged 14-Apr-2023 at 03:15
Student data last changed 13-Apr-2023 at 08:31
Why might the dates be different?

Primary-Mst   Student-Mst
Goal-Dtl[1]   GoalData-Dtl[6]   Term-Dtl[1]
Class-Dtl[2]   Transfer-Dtl[13]   Noncrse-Dtl[0]
Attr-Dtl[5]   Custom-Dtl[1]   Report-Dtl[30]
Test-Dtl[6]   Aid-Dtl[0]   Previnst-Dtl[1]

Primary-Mst

Name	SortName	BridgeDate	BridgeTime	ChangeDate	ChangeTime	UserClass	UserDef1	UserDef2	UserDef3	UserDef4	UserDef5	UserDef6	UserDef7	UserDef8	UserDef9	UserDef10	Email
Student, Samuel Mark (Sam)	STUDENT,SAMUELMARKSAM	20230414	0315	20230413	0831	STU	77042										sstudent@missouriv

Student-Mst

Term
202320

Goal-Dtl

School	Degree	DegreeSource	CatalogYr	StuLevel
UG	000000	S	2023	SR

GoalData-Dtl

School	Degree	CatalogYr	GoalCode	GoalValue	GoalSeq	AttachCode	AttachValue
UG	000000	2023	ADVISOR	▮▮▮▮	0001	ADVR	
UG	000000	2023	ADVISOR		0002	SEC	
UG	000000	2023	COLLEGE	AF	0001		
UG	000000	2023	MAJOR	ACCT	0001		
UG	000000	2023	PROGRAM	BACHELOR	0001		
UG	000000	2023	STUSTATUS	R	0001		

Term-Dtl

School	CumTotEarn	CumTrEarn	CumCrEarn	CumGrAtt	CumGrPts	CumGpa
UG	0103.000	0100.000		0100.000	00400.000	004.000

Class-Dtl

Course	Term	Discipline	CourseNumber	CourseTitle	Audit	Insufficient	Inprogress	Withdraw	Incomplete	PassFlag	PassFail	FinalGrade	FinalGrNum	Credits	CreditsEarn	GpaCredits	GradePoints	CreditType	ClassStatus
COM 104	200030	COM	104	ORAL COMMUNICATIONS	N	N	N	N	N	Y	N	CR	0002.000	0003.000	0003.000	0000.000	0000.000	AC	A
EXS 159	202320	EXS	159	Intercollegiate Sports II	N	N	Y	N	N	Y	N	IP	0000.000	0001.000	0001.000	0000.000	0000.000	AC	A

Transfer-Dtl

Top of the Audit

Worksheets

Printer Icon- Located at the top of the audit worksheet there is a printer icon. This will allow you to open the audit in a PDF and either print or save it.

3 Dot "More" menu- (these will be explained in more detail later in the manual)
- **GPA Calculator-** The GPA Calculator will allow students to try to figure out their overall GPA after inputting potential grades for in-progress courses.
- **Class History-** Class history is a chronological listing of courses, including transfer courses that have been evaluated.

Top of the Audit continued

- **Notes-** Notes 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
- 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:

View Audit History

By clicking on the History dropdown, the last historic reports (audits) that have been run can be displayed. Select the report and that audit will display.
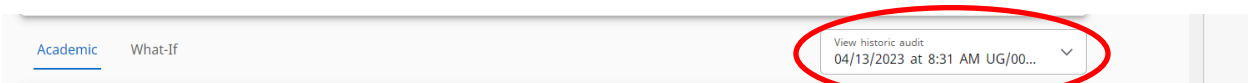
Griffon GPS – Worksheets

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 dropdown boxes, click "Process" button at the bottom of the page.

Griffon GPS – Important Features

Notes

As previously mentioned, 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.

Notes				^
Status	**Description**		**Created on**	**Created by**
	Discussed career plans.		04/11/2023	██████████
	Alternate PIN: 1235		04/11/2023	██████████

Griffon GPS – Important Features

GPA Calculator

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."

GPA Calculator continued

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-located at the bottom of the audit

Legend

⊘	Complete	◯	Not complete
◑	Complete (with classes in-progress)	ⓘ	Nearly complete - see advisor
📋	Prerequisite	@	Wildcard denoting subject code or course number
(R)	Repeated class		

Complete: Green circle with a checkmark
This symbol will appear beside all requirements within the audit that have been completed. The row will display the course(s) that fulfilled the requirement along with the grade and term in which the course was taken.

Not Complete: Red open circle
This symbol will appear beside all requirements that have not been completed and will show "Still Needed" and indicate the course(s) that will complete the requirement.

Complete (with classes in-progress): Blue circle with half moon inside circle
This symbol will appear beside all requirements that are complete except for in-progress courses and will indicate the course(s) that will complete the requirement with a grade of "IP". The letters "IP" will appear in the grade column for any courses within the audit the student is currently registered in. "IP-T" grade indicates that the course is a transfer course that is currently in progress.

Course has prerequisite(s): Blue clipboard with a checkmark
Course numbers that are followed by the clipboard symbol indicate that the course has a prerequisite(s) requirement.

Griffon GPS – Worksheet Legend

Legend continued

Nearly Complete-See advisor: Yellow circle with explanation point

Requirements might be complete but not enough credit hours or there are other issues. See advisor for help.

Repeated Class: "R" in parenthesis

The course has been repeated.

Wildcard denoting subject code or course number: the "at sign"

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

Standard 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 and requirements that are required to complete the degree. **In this block you will find Credit hours required and Credit hours applied. It is a degree requirement that all students must have earned a minimum of 120 credit hours to graduate with a bachelor's degree. This should be monitored closely while progressing toward degree completion.**

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

Griffon GPS – Block Review

Standard 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. **The GPA listed in the block also includes the GPA of a concentration if the major has one.**

Major in Marketing, BSBA INCOMPLETE

Catalog year: 2022-2023   GPA: 4.00

	Course	Title	Grade	Credits	Term	Repeated
○ Business Core and Additional BSBA Req	**Still needed:**	See Business Core and Additional BSBA Requirements section				
○ MAJOR IN MARKETING						
○ Consumer Behavior	**Still needed:**	1 Class in **MKT** 311				
○ Professional Selling & Sales Mgt	**Still needed:**	1 Class in **MKT** 351				
○ Advertising and Promotion	**Still needed:**	1 Class in **MKT** 381				
○ Marketing Research	**Still needed:**	1 Class in **MKT** 401				
○ International Marketing and Trade	**Still needed:**	1 Class in **MKT** 451				
○ Marketing Management	**Still needed:**	1 Class in **MKT** 481				
◉ General Psychology	PSY 101	General Psychology	IP	(3)	Spring 2023	
○ Upper Division Business Elective	**Still needed:**	1 Class in **ACC** 030 with credits = 3 or 311:499 with credits = 3 or **FIN** 030 with credits = 3 or 300:499 with credits = 3 or **GBA** 030 with credits = 3 or 300:499 with credits = 3 or **MGT** 030 with credits = 3 or 300:499 with credits = 3 or **MKT** 030 with credits = 3 or 300:499 with				

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

Concentration in Legal Studies INCOMPLETE

Catalog year: 2022-2023   GPA: 0.00

○ 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

Standard Blocks continued

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

Minor in Psychology INCOMPLETE

Credit hours required: 21   Credit hours applied: 3   Catalog year: 2022-2023   GPA: 0.00

Unmet conditions for this set of requirements: 21 credits are required. You currently have 3, you still need 18 more credits.
Your GPA is 0.00; a GPA of 2.0 is required

		Course	Title	Grade	Credits	Term	Repeated
◑	General Psychology	PSY 101	General Psychology	IP	(3)	Spring 2023	
○	Intermediate Psychology	**Still needed:**	**1** Class in **PSY** 200☑				
○	Psychology Electives	**Still needed:**	**1** Class in **PSY** 335☑ or 340☑ or 350 or 355 or 360☑				
○	Psychology Electives	**Still needed:**	**1** Class in **PSY** 230☑ or 310☑ or 319 or 325☑ or 365☑				
○	Approved Electives	**Still needed:**	**9** Credits in **PSY** @				

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. Including courses coded as 030.

30 Upper Division Credit Hours INCOMPLETE

○	Upper Division Coursework	**Still needed:**	**30** Credits 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 and Courses Not Used: Courses not needed for major requirements, but counted toward credit hours required and courses 100 level and above, not needed for total credit hours required or major requirements.

Elective Courses and Courses Not Used

Course	Title	Grade	Credits	Term	Repeated
ALH 106	MEDICAL TERMINOLOGY	CR	2	Spring 1999	
	Satisfied by: NO TRANSCRIPT DETAI - - Departmental Credit				
ALH 110	INTRO TO DISEASE PROCESS	CR	3	Spring 1999	
	Satisfied by: NO TRANSCRIPT DETAI - - Departmental Credit				
COM 104	ORAL COMMUNICATIONS	CR	3	Summer 2000	
EXS 159	Intercollegiate Sports II	IP	(1)	Spring 2023	
HIM 100	INTRO TO HEALTH INFO MANAGE	CR	3	Spring 1999	
	Satisfied by: NO TRANSCRIPT DETAI - - Departmental Credit				
HIM 210	MEDICAL TRANSCRIPTION	CR	3	Spring 1999	
	Satisfied by: NO TRANSCRIPT DETAI - - Departmental Credit				

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 & Withdrawals

Course	Title	Grade	Credits	Term	Repeated
CHE 101	Introductory Chemistry	W	4	Spring 2023	

Griffon GPS – Block Review

Additional Blocks continued

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

Course	Title	Grade	Credits	Term	Repeated
CSC 374	UNIX/Linux System Admin	IP	(3)	Spring 2023	
MGT 350	Organizational Behavior	IP	(3)	Summer 2023	

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

Course	Title	Reason	Grade	Credits	Term	Repeated
RDG 095	Reading Skills Improvement	Max of zero classes/credits exceeded	TA	3	Spring 2023	(R)
	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.

Notes

Status	Description	Created on	Created by
	Discussed career plans.	04/11/2023	███████
	Alternate PIN: 1235	04/11/2023	███████

Griffon GPS – Block Review

Additional Blocks continued

Honors: This block displays if the student is in the Honors Program and will display the requirements for meeting general studies honors.

General Studies Honors Requirements	INCOMPLETE		^
⊘ You meet the minimum GPA requirement			
○ General Studies Honors	**Still needed:**	**12** Credits in @ @ with attribute = HNRS Except **HON** 490	
		Complete 12 hours of general studies honors credits.	
○ Honors Colloquia	**Still needed:**	**2** Credits in **HON** 195	
○ Honors Colloquia	**Still needed:**	**2** Credits in **HON** 395	
○ Community Service Learning	**Still needed:**	**2** Credits in **UNV** 201	

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.

Block Headers - will display one of the following:

- Complete - classes and credit hours are complete
- See Advisor - classes are complete, however, you are short on required credit hours
- Incomplete - classes and credit hours are incomplete

Business Core and Additional BSBA Requirements INCOMPLETE

○ BUSINESS FOUNDATION COURSES		
○ Introductory Financial Accounting	**Still needed:**	**1** Class in **ACC** 201
○ Introductory Managerial Accounting	**Still needed:**	**1** Class in **ACC** 202
○ Principles of Macroeconomics	**Still needed:**	**1** Class in **ECO** 260
○ Principles of Microeconomics	**Still needed:**	**1** Class in **ECO** 261
○ Financial Management	**Still needed:**	**1** Class in **FIN** 301
○ Business Analytics & Reporting	**Still needed:**	**1** Class in **GBA** 201

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 "Substitute," the date in which the substitution was entered by the Registrar's Office and a brief description of the allowed substitution.

⊘ Business Statistics I or any other approved statistics course	MAT 132	COLLEGE ALGEBRA	CR	3	Spring 1991
	Satisfied by:	NO TRANSCRIPT DETAI - - CLEP Credit By Examination			
		On: 04/12/2023	**Substitute:**	Substitution approved by dept	

Griffon GPS – Reading the Audit

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 Force Compete," the date in which the waiver was entered by the Registrar's Office and a brief description of the allowed waiver.

BUSINESS FOUNDATION COURSES

⊘ Introductory Financial Accounting   **On:** 04/12/2023   **Force Complete:**   Dept approved waiving this 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 (271-4231) 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: 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 (271-4231).

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).