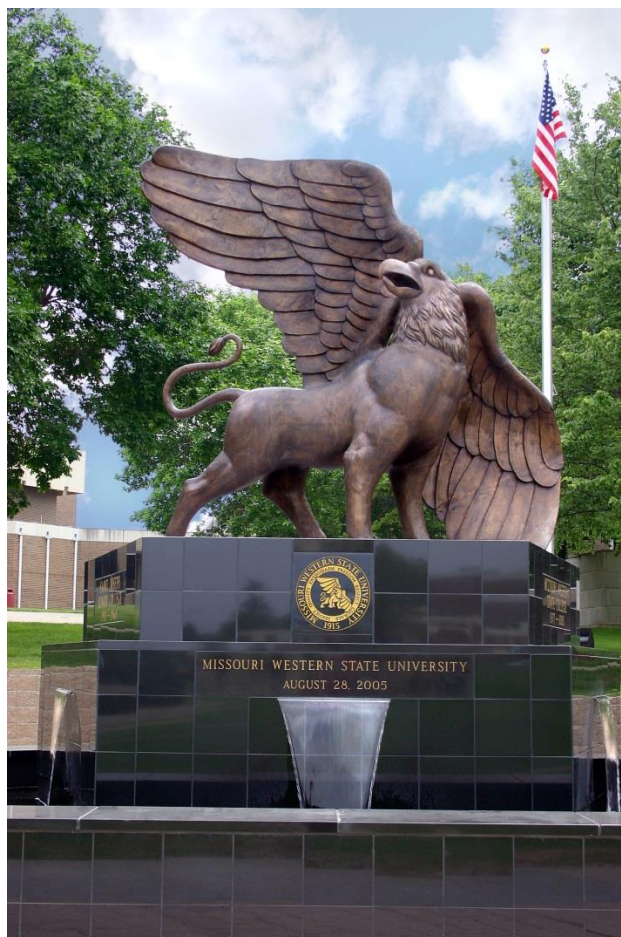




Student Griffon GPS

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 Records card.

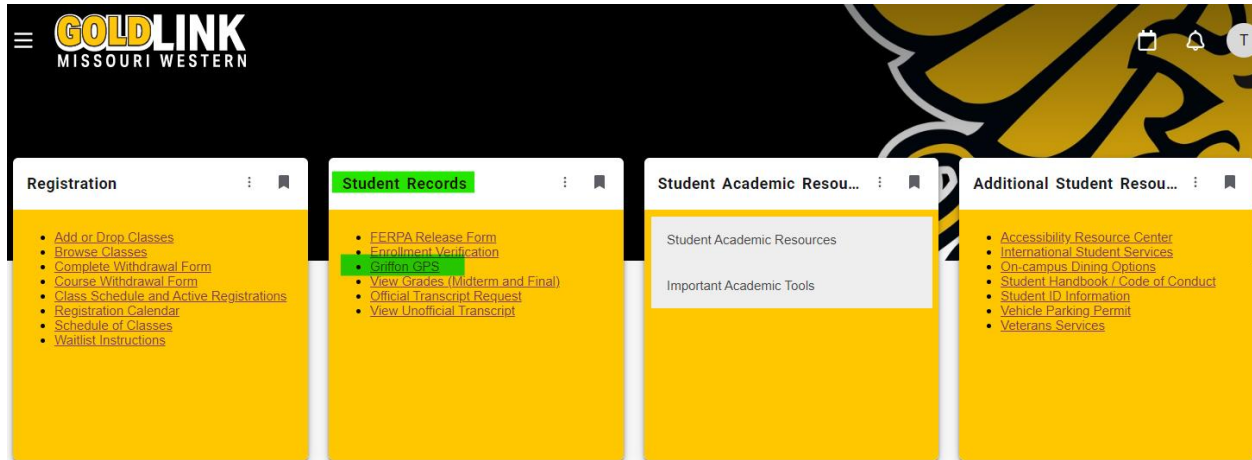
What are the benefits of Griffon GPS?

- 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

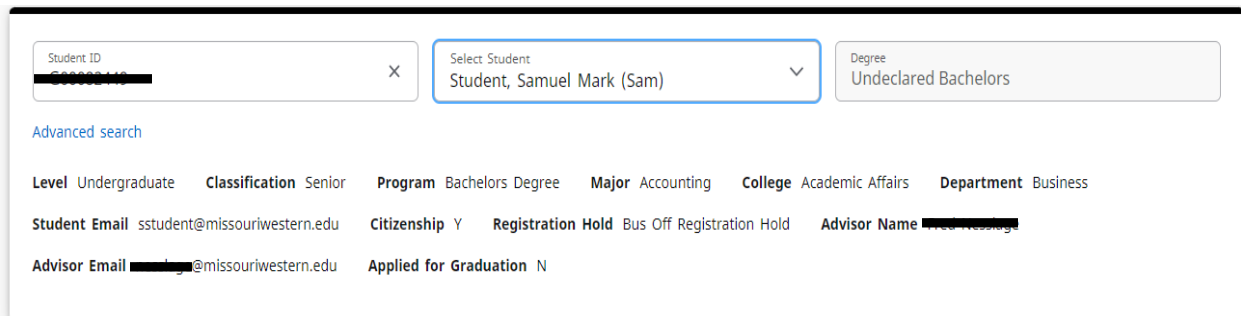
1. Login to your Goldlink account and on the Student Records card click on Griffon GPS.



Student Header

The Student Header includes general student information and advisor contact information. This header also provides important degree information. Some information will disappear if it does not apply to the student.

- Level
- Classification
- Program
- Major
- Minor
- College
- Department
- Student email
- Sport
- Citizenship
- Advisor name and email
- Holds
- Graduation application status



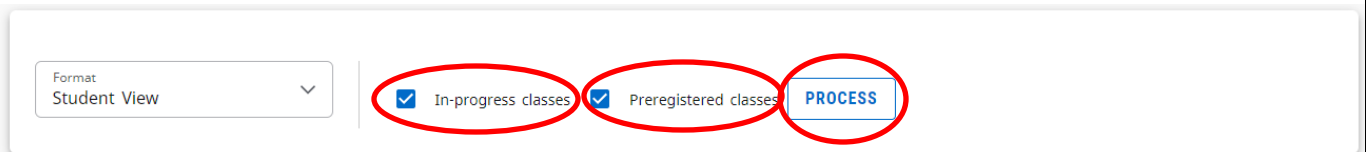
Student ID [REDACTED]	Select Student Student, Samuel Mark (Sam)	Degree Undeclared Bachelors
Advanced search		
Level Undergraduate	Classification Senior	Program Bachelors Degree
Major Accounting	College Academic Affairs	Department Business
Student Email sstudent@missouriwestern.edu	Citizenship Y	Registration Hold Bus Off Registration Hold
Advisor Name [REDACTED]	Advisor Email [REDACTED]	Applied for Graduation N

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.

To quickly review what you still need to complete, look in the middle section of the page for the “**Still Needed**” requirements listed in bold black.

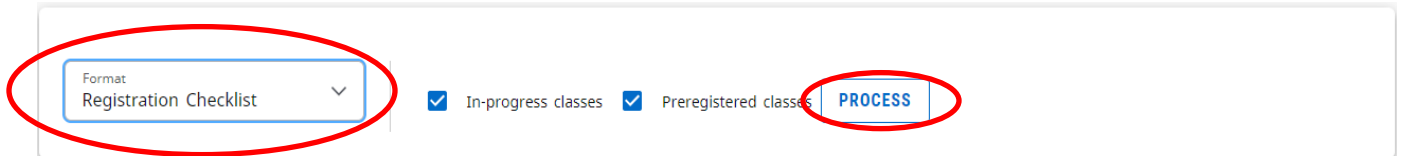
The screenshot shows a student's degree requirements page for 'Major in Accounting, BSBA'. The status is 'INCOMPLETE'. The page displays credit hours required (73) and applied (0), along with the catalog year (2022-2023) and GPA (0.00). It lists unmet conditions, stating that 73 credits are required and 0 have been applied. A table of requirements follows, with the 'Still needed' section circled in red. The requirements listed are:

Requirement	Still needed:	Action
Business Core and Additional BSBA Req	Still needed:	See Business Core and Additional BSBA Requirements section
MAJOR IN ACCOUNTING		
Accounting Techniques	Still needed:	1 Class in ACC 230
Intermediate Accounting I	Still needed:	1 Class in ACC 330
Intermediate Accounting II	Still needed:	1 Class in ACC 331
Cost Accounting	Still needed:	1 Class in ACC 333

Griffon GPS – Worksheets

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.



Top of the Audit

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-

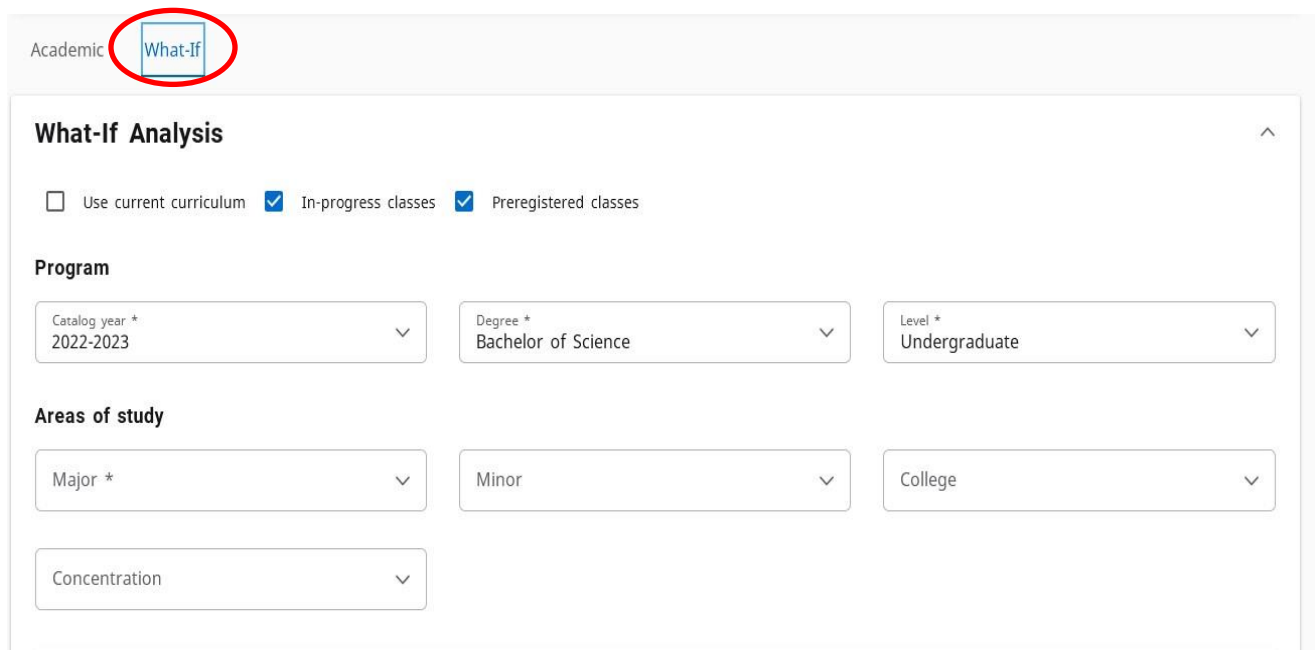
- **GPA Calculator-** The GPA Calculator will give a potential Overall GPA after entering anticipated grades you will receive for the term. The results displayed are unofficial. Please note that in most cases, the last attempt of a course is what is calculated into the Overall GPA. If a course is being 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.”
- **Class History-** Class history is a chronological listing of courses, including transfer courses that have been evaluated.
- **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.



Griffon GPS – Worksheets

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 the blue “Process” button at the bottom of the page.



Academic **What-If**

What-If Analysis

Use current curriculum In-progress classes Preregistered classes

Program

Catalog year *
2022-2023

Degree *
Bachelor of Science

Level *
Undergraduate

Areas of study

Major *

Minor

College

Concentration

Griffon GPS – Important Features

Notes

Notes is used by advisors and occasionally other staff to write brief notes regarding advising appointments, etc. 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	[REDACTED]	
	Alternate PIN: 1235	04/11/2023	[REDACTED]	

Griffon GPS – Important Features

GPA Calculator

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.”



GPA Calculator

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 your Overall GPA. If you are repeating a course which you previously received a passing grade (A-D), the GPA calculation will differ from what is displayed. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report.

Current GPA *
4.00

GPA credits attempted *
60

[Add Course](#)

Course * MAT110E	Credits * 4	Grade * A	
Course * EXS 159	Credits * 1	Grade * A	

CALCULATE

Griffon GPS – Important Features

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.

GPA Calculator ×

[Term Calculator](#)

Calculated GPA

By achieving the grades listed here, your GPA at the end of the term will be **4.000**







Current GPA	4.00
GPA credits attempted	60

Course	Credits	Grade
MAT110E	4	A
EXS 159	1	A

RECALCULATE

Griffon GPS – Worksheet Legend

Legend

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 you are 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

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

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.**

Degree in Bachelor of Science

INCOMPLETE

Credit hours required: 120 Credit hours applied: 142 Catalog year: 2020-2021 GPA: 3.50

Note: Earn 30 of the last 45 credit hours at MWSU in institutional coursework (exclusive of credit by examination)

You meet the minimum GPA requirement

University exit exam complete

General Studies

Missouri Constitution requirement met

Missouri Higher Education Civics Achievement Exam passed

Major Requirements

Still needed:

See [Major in Medical Laboratory Science](#) section

Upper Division Coursework

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

General Studies - MWSU CORE 42

INCOMPLETE

Credit hours required: 42 Credit hours applied: 12

Unmet conditions for this set of requirements:

Minimum 42 credit hours required
Minimum Credit Hours unsatisfied

[CLICK HERE FOR MORE INFORMATION ON CORE 42](#)

	Course	Title	Grade	Credits	Term	Repeated
<input checked="" type="checkbox"/> AREA ONE	MATHEMATICAL SCIENCES - 3 credit hours.					
<input checked="" type="checkbox"/> Mathematical Sciences	MAT 132	COLLEGE ALGEBRA	CR	3	Spring 1991	
	Satisfied by: NO TRANSCRIPT DETAI - - CLEP Credit By Examination					
<input type="checkbox"/> AREA TWO	WRITTEN & ORAL COMMUNICATIONS - 6 credit hours in Written Communications and 3 credit hours in Oral Communications.					
<input type="checkbox"/> Written Communications	ENG 104	COLLEGE WRITING AND RHETORIC	CR	3	Spring 1991	
	Satisfied by: NO TRANSCRIPT DETAI - - CLEP Credit By Examination					
	Still needed: 3 Credits in @ @ with attribute = M021					

Griffon GPS – Block Review

Block Review 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
<input type="radio"/>	Business Core and Additional BSBA Req	Still needed:	See Business Core and Additional BSBA Requirements section			
<input type="radio"/>	MAJOR IN MARKETING					
<input type="radio"/>	Consumer Behavior	Still needed:	1 Class in MKT 311			
<input type="radio"/>	Professional Selling & Sales Mgt	Still needed:	1 Class in MKT 351			
<input type="radio"/>	Advertising and Promotion	Still needed:	1 Class in MKT 381			
<input type="radio"/>	Marketing Research	Still needed:	1 Class in MKT 401			
<input type="radio"/>	International Marketing and Trade	Still needed:	1 Class in MKT 451			
<input type="radio"/>	Marketing Management	Still needed:	1 Class in MKT 481			
<input checked="" type="radio"/>	General Psychology	PSY 101	General Psychology	IP	(3)	Spring 2023
<input type="radio"/>	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

<input type="radio"/>	Paralegal Studies	Still needed:	1 Class in LAT 115			
<input type="radio"/>	Legal Research	Still needed:	1 Class in LAT 220			
<input type="radio"/>	Litigation	Still needed:	1 Class in LAT 225			
<input type="radio"/>	Legal Computer Applications	Still needed:	1 Class in LAT 250			
<input type="radio"/>	Legal Drafting	Still needed:	1 Class in LAT 310			
<input type="radio"/>	Advanced Legal Research	Still needed:	1 Class in LAT 400			

Griffon GPS – Block Review

Block Review 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
<input checked="" type="radio"/>	General Psychology	PSY 101	General Psychology	IP	(3)	Spring 2023
<input type="radio"/>	Intermediate Psychology	Still needed:	1 Class in PSY 200			
<input type="radio"/>	Psychology Electives	Still needed:	1 Class in PSY 335 or 340 or 350 or 355 or 360			
<input type="radio"/>	Psychology Electives	Still needed:	1 Class in PSY 230 or 310 or 319 or 325 or 365			
<input type="radio"/>	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

<input type="radio"/>	Upper Division Coursework	Still needed:	30 Credits in @ 030 or 300:499
-----------------------	---------------------------	----------------------	--

Griffon GPS – Block Review

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 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

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						
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 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							
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					

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	[REDACTED]
	Alternate PIN: 1235	04/11/2023	[REDACTED]

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

General Studies Honors Requirements		INCOMPLETE ^	
<input checked="" type="checkbox"/>	You meet the minimum GPA requirement		
<input type="checkbox"/>	General Studies Honors	Still needed:	12 Credits in @ @ with attribute = HNRS Except HON 490
		Complete 12 hours of general studies honors credits.	
<input type="checkbox"/>	Honors Colloquia	Still needed:	2 Credits in HON 195
<input type="checkbox"/>	Honors Colloquia	Still needed:	2 Credits in HON 395
<input type="checkbox"/>	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		
<input type="radio"/> Introductory Financial Accounting	Still needed:	1 Class in ACC 201
<input type="radio"/> Introductory Managerial Accounting	Still needed:	1 Class in ACC 202
<input type="radio"/> Principles of Macroeconomics	Still needed:	1 Class in ECO 260
<input type="radio"/> Principles of Microeconomics	Still needed:	1 Class in ECO 261
<input type="radio"/> Financial Management	Still needed:	1 Class in FIN 301
<input type="radio"/> 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.

<input checked="" type="checkbox"/> 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 Complete," 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: 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.