Advising Worksheet and Graduation Reports

Both of these documents are available to you on MyMAC once you begin your first semester at the College. They are meant to be tools to assist you in successfully completing your degree at Mount Aloysius. You should be familiar with both of these reports and take them with you when you go to advising meetings. Ultimately, it is a student’s responsibility to ensure that he or she has met all requirements for graduation. Listed below are requirements for graduation to keep in mind:

1. You must successfully complete, with the appropriate grade required, ALL of the courses in which you were enrolled on the date of this audit.
2. A minimum of 60 credits is required for an associate degree. Please note that some associate degree programs require more than 60 credits.
3. A minimum of 120 credits are required for a bachelor degree.
4. Graduate programs require either 36 or 60 credits depending on the program of study.
5. Educational Enrichment credits do not count towards graduation.
6. If you are in a bachelor degree program, you must earn a minimum of 30 credits at the upper level from the College with 18 of those credits in the major.
7. A minimum cumulative grade point average of 2.0 is required.
8. All majors, minors, specialization, concentrations, and certificates require a 2.0 grade point average.
Understanding Your Advising Worksheet

The advising worksheet shows the course requirements that you need to complete your program of study at that College. If you have transferred in coursework, it will indicate how those credits have been applied towards your degree.

The catalog year is assigned to students when they enroll at the College. If a student changes majors, they are kept within the same catalog year. If you are a student in a 2+2 program, the junior and senior year catalog year will remain the same. This area also indicates the major of the student. It will indicate minors if one is declared.

The only time a catalog year may be considered for change is when a student declares a new major that has significant curriculum changes. The aim of the change is to allow the student to have the clearest route to graduation.

This portion of the report indicates the number of credits earned and the career GPA. This total of credits does not include credits earned from Educational Enrichment courses, so it is a true reflection of the total number of credits earned towards graduation.

The report also indicates the number of credits earned at the upper level. Note: That does count Upper Level Credits in progress, but it double counts if the course is being applied for two requirements, so it is best to manually count them.

The student’s advisor is also indicated on the report. If the student has is on the Dean’s List, Probation, or Good Standing it will be indicated as well.

This report also indicates if a student has any type of hold. It is important to address holds prior to registration period of the next semester because many of the holds prevent future registration.
Courses which are in progress are noted in gold. They indicate the credits in progress and the term they are scheduled.

Transfer courses are noted in blue and indicate the name of the course at the other institution and the course equivalent at MAC. This course is in the brackets. Students are awarded credits for transferred courses, but they do not bring in a grade, so they have no impact on a student’s GPA.

The report indicates the status of each course.

- Green indicates a course is complete
- A red X indicates the course or requirement is not yet complete.
- A gold circle indicates that the course is currently scheduled.
The report indicates progress made toward Core and Major requirements, as well as, the total of free electives earned towards the degree.

The report applies courses that can meet two requires in two place of a major, but only counts the credits one time in the total. If you look at the first page of this document, EN 260 was applied to the lower level Humanities requirement and it is applied to the lower level requirement in the major.

The administrative Buckets holds courses which cannot be applied to graduation. If a student repeats a course, the original course with grade will be listed in this area as well. All EE courses are placed here once completed.

At the bottom of the report, cumulative credits totals are reported again with the CGPA. If an academic advisor entered advising notes from an appointment, they will appear here as well.
Understanding Your Graduation Audit

The Graduation Audit is essentially a condensed version of the Advising Worksheet. The Registrar’s Office uses this document to complete audits. Students have access to this document through MyMAC as well.

The top of this report reports much of the same information, but in a more concise manner. However, there is one very important difference. The credit totals on this report do not remove EE courses from the total. It indicates that Forrest has earned 46 total credits. However, if we look at the Advising Report, it only indicates 43.

When using this report, students and advisors must subtract the EE credits listed in the Administrative Bucket. This will ensure the total is accurate for graduation planning.

The report also provides clear listing of the GPA for the Core, Major, Electives, or any minor or specialization that is declared. The total line is GPA for all degree components put together.
This report provides columns to indicate the status of the course. The important columns to focus on are the Hours Needed, Hours Earned, Status, and Grade. The status column indicates if the course is required, or met, not met – in progress. A key is provided at the bottom of the report to assist in understanding what each letter means.

- **M** = Met – Course has been complete at MAC or thru transfer.
- **R** = Required – The course or requirement still needs to be completed.
- **N** = Not Met – Applies to courses in a group which students selects a course from. If a course is scheduled it will have an N until a grade is earned.
- **I** = In Progress – Appears next to courses with a designation of R or N.
- **L** = Local Detail – Indicates the course was complete locally at MAC.
- **T** = Transfer – Indicates a course was transferred into MAC and awarded a grade of T.
- **O** = Override – Indicates that the Registrar’s Office has waived or overridden a requirement in the major or degree.
- **S** = Substitution – Indicates that the Department has approved the substitution of a required course with another course within the department.