







**Mississippi
College**
A CHRISTIAN UNIVERSITY

DegreeWorks Undergraduate Student Guide

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What is DegreeWorks?

DegreeWorks is a web-based tool designed to help monitor progress toward degree completion and graduation requirements. This evaluation is used to compare your completed and in-progress coursework against degree requirements published in our college catalog (catalog.mc.edu). You should never use a degree evaluation to replace meeting with your academic advisor or knowing the requirements in the college catalog, but it can be a powerful tool to help you and your advisor keep track of your progress to degree completion.

The evaluation is divided into blocks to show all of the necessary requirements and how courses taken, transferred or in-progress count toward those requirements. Each block contains checkboxes to easily identify what courses/requirements are complete, almost complete, or still outstanding. Degree Works can be used as part of advising sessions to determine courses needed for registration and review graduation requirements.

Why Use DegreeWorks?

DegreeWorks can help you know what is required to graduate and will help you make sure all your classes are helping you get to your graduation goals. We strongly recommend that you check your DegreeWorks evaluation before registration begins (determine what classes you need), and after you have registered for classes (determine how your registered classes will count). You also need to check your evaluation any time you plan to speak with your advisor about your classes or registration. Staying informed will help you and your advisor make sure you are working toward your goals.

If your degree evaluation is not in DegreeWorks:

DegreeWorks will also display the following information on your degree evaluation if your catalog year is prior to 2016-2017:

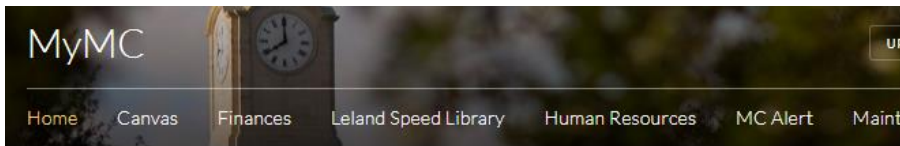
Bachelor of Science Bus Adm- No Degree Works Audit		Catalog Year: Academic Year 2014-2015
		GPA: 0.00
<input type="checkbox"/> No Degree Works Audit Available	Still Needed:	Please go to Banner Web to run your degree evaluation. If you would like to explore a new major, click on the the Degree Works What If audit to left. You may use the GPA Calculator by clicking on the GPA Calc tab above.

But know that you can still use the “What-If” Analysis (see contents for page number) to look at your coursework in an updated catalog year.

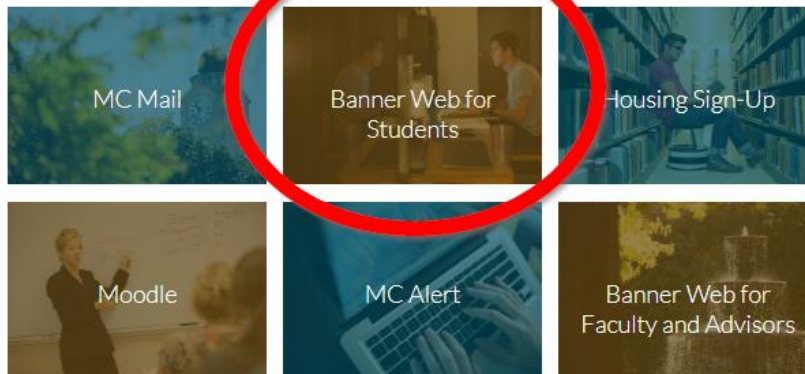
Contact the Registrar’s Office for more information on your Degree Evaluation.

Getting Started

1. You will log into DegreeWorks through MyMC. Log into your MyMC account and click Banner Web for Students.



Launch Pad



- This will pull up your Student Profile. Within the menu under your photo, click on the link titled "Degree Works Degree Evaluation"

- Once logged into DegreeWorks, the top of the screen will show fields for your 700# (MC ID), Name, Degree, Level, Classification as well as the last time the evaluation was run will be populated in these boxes.

Student ID	Name	Degree	Level	Classification	Last Audit
			01	04	Today

Reading the Evaluation

DegreeWorks generates an evaluation which displays courses taken, courses in-progress, transfer credits, and courses still needed to meet degree/graduation requirements. The evaluation is arranged in a hierarchy of sections similar to the catalog, called "blocks", which list the various requirements to complete a degree program.

Evaluation View Options

Degree evaluations can be viewed in two different formats when you click on the "Worksheets" tab. The view can be changed by selecting the desired view from the drop-down menu and clicking "View":

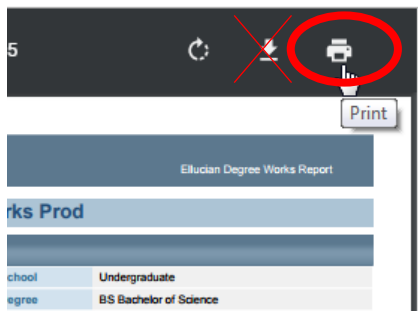
1. [Student View](#): The default view providing a complete and detailed evaluation of your academic record.
2. [Registration Checklist](#): Provides only the courses “still needed” to meet degree requirements.

3. Other Options:

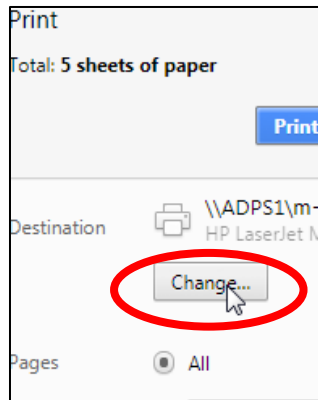


1. **Save as PDF:** this will generate a PDF of the currently selected view which can then be printed or saved. As of October 20, 2017, there is an error with the “Save as PDF” button and Google Chrome. I wish browsers would all place nice. We are working with our support to find a resolution. Until then you can take the following steps to save a pdf.

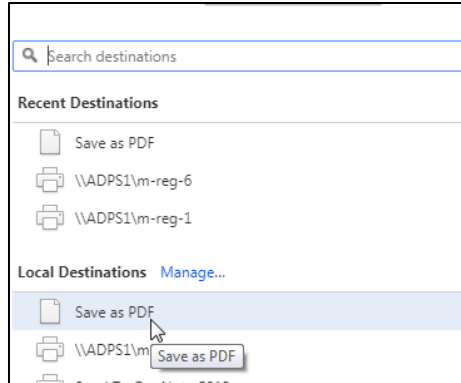
- Click the “Save as PDF” button and wait a moment for the PDF to load.
- Do NOT click the download button. Click the “Print” Button to the right.



- In your print menu, choose “Change”.



- Change the printer destination to “Save as PDF”



- Click Save. Follow your computers prompts to name the document and select its location.



2. **Class History:** Similar to the unofficial transcript, this is a quick reference for all of your coursework, listed by term.

Student Information

Student View		as of 02/19/2018 at 11:16			
Student		Department	Education Department	Alternate PIN	See Advisor
ID		Degree	BSED Bachelor Science Education	Applied to Graduate?	No
Level	Undergraduate	Program	Elementary Education	Athlete	No
Classification	SENIOR	Minor	None Declared	Veteran	No
Academic Standing	Good Standing	Program GPA	Elementary Education Major GPA Calculation:	Gender	Female
Institutional GPA		Advisor	Sheppard, Cheryl P	Registration Holds	No Registration Holds

This section gives you a brief description of your standing within the college, along with information regarding:

- Academic Standing
- Degree, Program/Major, Minor
- Institutional (overall) GPA and Program (Major) GPA
- Advisors Name (click on your advisors name to contact them by email)
- Information on any holds that will disable registration access

What if My Degree/Program/Minor is incorrect?

If the degree, program or minor information you see listed on your evaluation is incorrect OR you would like to change your major, you will need to do so through the Registrar's Office.

Program (also called Major) Changes:

Undergraduate students can change their major through their MyMC Account. On the MyMC Launch Pad, look to the right-hand side of the screen under "Academic & Registration" for a link titled "Undergraduate Major Change". Follow this link to change your program/major. Be sure to check your MC email for confirmation this has been received and follow up confirmation when the change has been completed.

Minor Changes:

You will need to fill out a "Request to Add/Change/Drop the Minor" in the Registrar's Office. The form can be found here:

https://www.mc.edu/offices/registrar/application/files/9815/0876/9471/Request_for_Change_of_Minor_form_02072014.pdf

Legend

Legend

<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Complete except for classes in-progress	(T) Transfer Class
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Nearly complete - see advisor	@ Any course number

The legend is a reference guide to help identify the completion status of each requirement in the degree evaluation. The Legend is located at the left-hand side and bottom of each evaluation.

- **Complete**: Any requirement that has been completed by the student will have a green checkbox.

Classes completed at MC will look like the following indicating the grade earned, credit hours and the semester in which it was completed:

<input checked="" type="checkbox"/> FINE ARTS REQUIREMENT - 3 HOURS	THE 125	Introduction to Theatre	B	3	Fall 2016
---	---------	-------------------------	---	---	-----------

Classes transferred to MC will look like the following indicating the transfer grade, credit hours, the college from which it was transferred (in most cases) and the course number from the transfer institution (in most cases). The semester indicated here typically indicates when the student transferred to MC.

<input checked="" type="checkbox"/> English Composition I	ENG 101 Satisfied by	English Composition ENG1113 - English Composition I - PEARL RIVER COMMUNITY COLLEGE	TB	3	Fall 2016
---	-------------------------	--	----	---	-----------

- **Not Complete**: Any requirements that have not been met will be indicated by a red box.
- **Complete except for classes in-progress**: This indicates a student's current registration or in-progress classes. In-progress classes will look like the following indication "REG" instead of a grade, credit hours and the semester of registration:

<input type="checkbox"/> SOCIAL SCIENCE REQUIREMENT - 3 HOURS	PSY 201	Introduction to Psychology	REG	(3)	Fall 2017
---	---------	----------------------------	-----	-----	-----------

- **Nearly complete – see advisor**: Please contact your advisor to find out more information.
- **@ Any Course Number**: This is a wildcard for requirements which can accept a wide range of courses. For example, a major may require 9 credits or hours of upper-level coursework which might appear as "ENG 3@, 4@", meaning any ENG course beginning with 3 or 4.
- **Course Range**: Course numbers separated by a colon indicate a range of acceptable courses. For example, "100:200" is a range that includes 100, 101, 150, 199 etc.

Reading Blocks

Information in the degree evaluation is organized into “Blocks” which can contain specific course requirements or refer to other blocks.

BACHELOR OF ARTS		Catalog Year:	Academic Year 2016-2017	Credits Required:	130
		GPA:	0.00	Credits Applied:	0
<input type="checkbox"/> Residency Requirements	Still Needed:	MC Institutional Residency Requirement: The last 33 hours must be taken in residence at MC. You have 0 but need 33 more hours.			
<input type="checkbox"/> Upper Level Course Requirements	Still Needed:	MC Upper Level Course Requirements: You must take one-third of your academic coursework in 300- or 400-level coursework. You have 0 but need 39 more hours.			
<input type="checkbox"/> Degree Credit Requirements	Still Needed:	130 hours are required. You currently have 0, you still need 130 more hours.			
<input type="checkbox"/> INSTITUTIONAL MC GPA must equal a 2.0 or Higher	Still Needed:	Your MC GPA is below 2.0 - Please see an advisor. Note - This GPA does not apply to students who have not completed their 1st semester of enrollment at MC.			
<input type="checkbox"/> University Core Requirement	Still Needed:	See UNIVERSITY CORE REQUIREMENTS section			
<input type="checkbox"/> Modern Language Requirement	Still Needed:	See University Core Modern Languages section			
<input type="checkbox"/> Major Requirements	Still Needed:	See SOCIOLOGY MAJOR section			
<input type="checkbox"/> Minor Requirements	Still Needed:	MINOR block was not found but is required			

- **The Degree Block:** This is the first block that appears in the body of the degree evaluation, and it contains all of the requirements for a degree program by referring to each individual block. The degree block also contains several university requirements in the header such as minimum total credits, upper-level credits, and resident credits. In addition to the degree block, other blocks may have their own set of header requirements.
- **Catalog Year:** The student’s catalog year is displayed in the upper right of each individual block.
- **Prerequisites:** Courses marked with an asterisk denote courses which have a prerequisite.

Still Needed: 1 Class in PSY 435*

Clicking on the course will display a course information page which will identify the prerequisite.

PSY 435	3 Credits	Psy of Exceptional Children	Print
Prerequisite: PSY 201 or EDU 300. An overview of exceptional children is presented and study is made of those children who do not profit readily by the methods usually employed in teaching normal individuals. Emphasis is placed on identification, diagnosis, and etiology of exceptionality. Organization, administration, and objectives of special education courses also are covered.			
Prerequisites: PSY 201 minimum grade of D or EDU 300^{CC} minimum grade of D			
^{CC} indicates the class may be taken concurrently with PSY 435			

During active registration periods, clicking on a course to bring up the course information page will also bring up information about current sections including CRNs, section, available seats, and meeting times.

PSY 435	3 Credits	Psy of Exceptional Children	Print		
Prerequisite: PSY 201 or EDU 300. An overview of exceptional children is presented and study is made of those children who do not profit readily by the methods usually employed in teaching normal individuals. Emphasis is placed on identification, diagnosis, and etiology of exceptionality. Organization, administration, and objectives of special education courses also are covered.					
Prerequisites: PSY 201 minimum grade of D or EDU 300^{CC} minimum grade of D					
^{CC} indicates the class may be taken concurrently with PSY 435					
Sections:	Term	Crn	Section Seats Open	Course Title	Meeting Times
	Spring 2018	21982 A	25 (out of 25)	Psy of Exceptional Children	Tu Th 16:30 - 17:45
		25989 B	25 (out of 25)	Psy of Exceptional Children	W 15:30 - 17:45

- **Other Blocks:** Your University Core Requirements, Modern language requirements (if required for your program), Major Requirements, and Minor Requirements will be listed below the Degree Block. Be sure to check all the Blocks for completion.
- **Miscellaneous Blocks:** Electives, Insufficient, In-Progress, Not Counted
 - **Elective classes applied toward Degree:** This serves as a collection bin for any additional coursework on a student's record that is not used for core or major requirements. These courses count toward the total required degree but do not fulfill any specific requirements.

All students will need a certain amount of classes to reach the minimum 130* hours required for graduation. Any classes counted toward your overall degree credit requirements will display here:

Elective classes applied towards Degree					Credits Applied: 4	Classes Applied: 3
IDS XXX	Orientation	CR	2	Fall 2016		
Satisfied by: LLS1312 - HINDS COMMUNITY COLLEGE						
PED XXX	P.E. Activity	CR	1	Fall 2016		
Satisfied by: HPR1121 - HINDS COMMUNITY COLLEGE						
PHY XXX	Phy Sci Surv Lab I	TA	1	Fall 2016		
Satisfied by: PHY2241 - HINDS COMMUNITY COLLEGE						

**some programs require more than 130 hours so be sure to check "Degree Credit Requirements" in your Degree Block for more information*

- **Elective classes NOT applied towards Degree:** This serves as a collection bin for any additional coursework on a student's record that is not used for core or major requirements, and is over the minimum 130* hours required for graduation. Any classes not counted toward your overall degree credit requirements will display here:

Elective classes NOT applied towards Degree					Credits Applied: 21	Classes Applied: 7
AJU 100	Intro to Criminal Justice	TA	3	Fall 2016		
Satisfied by: CRJ1313 - HINDS COMMUNITY COLLEGE						
AJU 301	Criminal Investigation	TA	3	Fall 2016		
Satisfied by: CRJ2333 - HINDS COMMUNITY COLLEGE						
AJU XXX	Criminal Law	TA	3	Fall 2016		
Satisfied by: CRJ2323 - HINDS COMMUNITY COLLEGE						
EDU XXX	Foundations in Education	TA	3	Fall 2016		
Satisfied by: EDU1613 - HINDS COMMUNITY COLLEGE						
MAT 100	Developmental Math	TB	3	Fall 2016		
Satisfied by: MAT1233 - HINDS COMMUNITY COLLEGE						
MAT 101	College Algebra	TB	3	Fall 2016		
Satisfied by: MAT1313 - HINDS COMMUNITY COLLEGE						
PLS 202	State & Local Govt	TA	3	Fall 2016		
Satisfied by: PSC1123 - HINDS COMMUNITY COLLEGE						

**some programs require more than 130 hours so be sure to check "Degree Credit Requirements" in your Degree Block for more information*

- **Insufficient:** Repeated courses, withdrawals, incomplete grades and courses with failed grades are collected here. Insufficient grades do not count toward the total required credits. NOTE: Failing grades are still calculated into your GPA.

Insufficient		Credits Applied: 25	Classes Applied: 14
AJU 432	SI: Criminal Profiling	I	3 Summer 2017
BIO 101	Biology for Today	F	3 Fall 2015
BIO 103	Human Biology	I	3 Summer 2017
BIO 104	Human Biology Laboratory	I	1 Summer 2017
BIO 106	Plants and People Laboratory	W	0 Fall 2015
CHE 111	Chemistry in American Life I	W	0 Fall 2015
ENG 099	Writing Proficiency Exam	NC	0 Fall 2014
ENG 101	English Composition	TF	3 Fall 2013
Satisfied by: ENG101 - Composition & Literature - JACKSON STATE UNIVERSITY			
HIS 103	World Civilization I	F	3 Spring 2016

- **In-Progress:** Courses for which you are currently registered. These courses appear in blue with the tilde symbol wherever they are in the evaluation, but a complete list is displayed here.

In-progress		Credits Applied: 10	Classes Applied: 4
AJU 432	SI: Criminal Profiling	REG	3 Summer 2017
BIO 101	Biology for Today	REG	3 Fall 2017
BIO 103	Human Biology	REG	3 Summer 2017
BIO 104	Human Biology Laboratory	REG	1 Summer 2017

- **Not counted:** This is a list of courses that cannot be applied to a degree. An example of courses collected here would be 2-year college coursework that exceeds our maximum of 65 hours. You can check with your advisor or the Registrar's Office for more information on why these classes will not count toward your degree.

Not Counted		Credits Applied: 9	Classes Applied: 3
ART 125	Art Appreciation	Maximum Credits exceeded	TC 3 Summer Term
Satisfied by: ART1113 - Art Appreciation - HINDS COMMUNITY COLLEGE			
HIS 102	History of Civilization	Maximum Credits exceeded	TC 3 Summer Term
Satisfied by: HIS1123 - Hist of Civilization II - HINDS COMMUNITY COLLEGE			
PSY 302	Adolescent Psychology	Maximum Credits exceeded	TD 3 Summer Term
Satisfied by: EPY2523 - Adolescent Psychology - HINDS COMMUNITY COLLEGE			

Notes

Notes can serve as a useful reference for both students and advisors to keep track of a student's progress. If your advisor or a member of the registrar's office puts a note on your degree evaluation, you can view it at the bottom of your evaluation under the "Student View" on the "Worksheets" tab. You may want to check your evaluation periodically to see if any new notes have been added as there is not notification.

The screenshot shows the 'Student View' interface. At the top, there are buttons for 'View', 'Save as PDF', and 'Process New'. Below these are checkboxes for 'Include in-progress classes' and 'Include preregistered classes'. A table lists the following classes:

Class ID	Class Name	Term	Count	Term
BIO 104	Human Biology Laboratory	REG	1	Fall 2017
CHPL 0000	Freshman Chpl-Blue & Gold 101	REG	0	Fall 2017
ENG 099	Writing Proficiency Exam	REG	0	Fall 2017
ENG 101	English Comp	REG	3	Fall 2017
MAT 101	College Algebra	REG	3	Fall 2017

Below the class list is a 'Notes' section with a table:

Note Text	Entered by	Date
Student was advised to apply for graduation by the official deadline.		10/20/2017

Or, you can click on the "Notes" tab to view your notes:

The screenshot shows the 'Notes' tab selected in a navigation bar. Below the navigation bar, there is a 'View Notes' section with a 'Note Text' field containing the text: "Student was advised to apply for graduation by the official deadline."

Look Ahead

The Look Ahead is a useful tool for planning future coursework and seeing where it will fill in to the degree requirements.

Format:

 Include **in-progress** classes
 Include **preregistered** classes

Look Ahead

To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.

Enter a course and click Add Course

Subject

Number

Courses you are considering

Courses can be added by entering them into the “Subject” and “Number” fields and clicking “Add Course”. This will add the course to the “Courses you are considering” box on the right.

Once you have added all of the courses that you want, click “Process New” to run the evaluation with the Look Ahead courses.

Look Ahead coursework will be displayed in blue text as in-progress with a grade of PL (Planned).

<input type="checkbox"/> Cell Biology	Still Needed: 3 Credits in BIO 305*					
<input checked="" type="checkbox"/> Genetics	BIO 306	Genetics	C	3	Fall 2016	
<input checked="" type="checkbox"/> Cell and Genetics Laboratory	BIO 307	Cell Biology and Genetics Lab	REG	(2)	Fall 2017	
<input checked="" type="checkbox"/> Biology Seminar	BIO 431	Biology Seminar	PLAN	(1)	PLANNED	
<input checked="" type="checkbox"/> Biology Capstone	BIO 433	Biology Capstone	PLAN	(1)	PLANNED	

Please meet with your advisor to discuss options for courses you are considering in the future. Not all courses are offered every semester and many courses require you to complete the prerequisite(s) courses before you can register.

What-If

Degree evaluations are run based on the curriculum which is declared on your student record. The What-If can be used to run a degree evaluation based on manually-selected components. This is particularly useful if you are considering a change of major or catalog year. Additionally, anyone who has a catalog year prior to 2016-2017 can still run a What-If analysis in newer catalogs.

The screenshot shows a web interface for a 'What-If' analysis. At the top, there is a 'Format' dropdown set to 'Student View', and buttons for 'Process What-If' and 'Save as PDF'. Two checkboxes are checked: 'Include In-progress classes' and 'Include preregistered classes'. The interface is divided into three main sections:

- Select your primary area of study:** This section contains dropdown menus for 'Catalog Year' (Academic Year 2016-2017), 'Program' (Biology General-Option 1 (BS)), 'Level' (Undergraduate), 'Degree' (BS Bachelor of Science), and 'College' (School Science & Mathematics). It also includes 'Major' (General Biology Track: Option 1) and 'Minor' ((pick a Minor)) dropdowns.
- Select your additional areas of study:** This section has 'Major' and 'Minor' dropdowns set to '(pick a Major)' and '(pick a Minor)' respectively. An 'Add' button is next to these fields. To the right is a large empty box labeled 'Chosen Areas of study' with a vertical scrollbar. A 'Remove' button is located below this box.
- Choose Your Future Classes:** This section has a text input for 'Enter a course and click Add Course'. Below this are two input fields: 'Subject' and 'Number'. An 'Add Course' button is between these fields. To the right is a large empty box labeled 'Courses you are considering' with a vertical scrollbar. A 'Remove Course' button is located below this box.

1. Select your view: The student view is the default. The what-if only runs for the view you have selected, and cannot be changed once it has been run. A new what-if would need to be run for a different view.
2. Select your Catalog Year.
3. Select your Program: Once a program is selected, the Level, Degree and College will fill in automatically.
4. Select your Minor if one is needed or desired. Only minors that are available for the program will be available to choose.
5. Choose Future Classes (not required to run a what-if): You can combine the Look Ahead function with the What-If analysis. You can enter courses you are planning to take in the future and see where those fill in on your what-if evaluation. These classes are displayed in blue text in the What If evaluation with the grade of PL (Planned).
6. Once all of the degree components for the what-if have been selected, return to the top and click "Process What-if".
7. If you would like to utilize the "Look Ahead" function with your "What If" evaluation, courses can be added by entering them into the "Subject" and "Number" fields and clicking "Add Course". This will add the course to the "Courses you are considering" box on the right.

Once you have added all of the courses that you want, click "Process New" to run the evaluation with the Look Ahead courses.

GPA Calculators

There are three different GPA calculators to look at your Overall or Institutional GPA: Graduation, Term, and Advice Calculators. The GPA Calculators will advise you when a desired GPA is possible and help you set realistic GPA goals.

1. [Graduation Calculator](#): This will give you a general view of what average GPA you will need to achieve over remaining credits to achieve a desired Overall GPA. Your current GPA is listed by default.

Enter the credits remaining for the degree, the total number of credits required for the degree, and your desired GPA. Click “Calculate”.

Worksheets	Notes	GPA Calc
Graduation Calculator >		
Term Calculator		Current GPA <input type="text" value="3.00"/>
Advice Calculator		Credits Remaining <input type="text"/>
		Credits Required <input type="text"/>
		Desired GPA <input type="text"/>
		<input type="button" value="Calculate"/>

2. [Term Calculator](#): This will allow you to calculate a future Overall GPA based on currently enrolled classes. Classes are preloaded.

Select the grade you are expecting to receive for each class from the drop down box. Additional classes can be added. Click “Calculate” to view an updated GPA based on the grades entered.

Worksheets | Notes | GPA Calc

Graduation Calculator

Term Calculator >

Advice Calculator

Current GPA

Credits Earned So Far

	Credits	Grade
ART 125	3	A [4.00] ▾
ENG 212	3	A [4.00] ▾
PLS 201	3	A [4.00] ▾
ACC 202	3	A [4.00] ▾
CHPL 0000	0	A [4.00] ▾
COM 102	3	A [4.00] ▾
ENG 211	3	A [4.00] ▾
GBU 321	3	A [4.00] ▾
MGT 371	3	A [4.00] ▾
MIS 099	0	A [4.00] ▾

Calculate

3. [Advice Calculator](#): This calculator is used to figure out how you can raise/lower your GPA using actual grades as advice. Input the desired GPA and click “Calculate”.

Worksheets | Notes | GPA Calc

Graduation Calculator

Term Calculator

Advice Calculator >

Current GPA

Credits Earned

Desired GPA

Calculate

Worksheets | Notes | GPA Calc

Graduation Calculator

Term Calculator

Advice Calculator >

Current GPA 3.00

Credits Earned 14

Desired GPA 3.5

To achieve your desired GPA, you need one of the following:

14 Credits at 4.00 (A) grade average

Note: Results that would require you to take more than 150 Credits have been omitted.

Recalculate