

The background features a white central area with decorative geometric shapes in yellow, green, and blue. A large yellow diagonal band runs from the top-left to the bottom-right. In the top-right corner, there is a green triangle pointing down and a blue triangle pointing up. In the bottom-left corner, there is a blue triangle pointing down and a green triangle pointing up.

How To Check If You're On Track for Graduation

Step 1

Access your Student Center

The screenshot shows the myMOODY website interface. At the top, the logo "myMOODY" is displayed. Below it, a navigation bar includes "Staff", "Students" (highlighted), "Chicago Campus", "Michigan Campus", "Spokane Campus", "Online Students", and "Alumni" with a gear icon. The main content area is divided into two columns. The left column contains links for "Office 365 Student Email", "Employee / Student Directory", and "Departmental Directory". Below these are three sections: "Student Employees" with links for "Student Emp Time Entry Aid", "Student Emp Time - Mobile App", and "Account Details"; "Student Form" with links for "Grade or Tuition Appeal Form" and "Student Grievance Form"; and "Special Offers for Students" with links for "Special Pricing" and "Ethics Point". The right column is titled "Academic Self-Service" and contains several links: "Student Center" (highlighted), "Canvas", "Registration Help", "ITS Support", "MOODYCENTRAL", "Academic Advising", "Academic Records and Registrar", "Career Development", "Financial Aid", "International Students", and "Student Accounts".

My.Moody.edu > "Students" tab > Student Center

Step 2

Open Your Academic Requirements Report (ARR)

The screenshot displays a student center dashboard with several main sections:

- Academics:** Includes links for Search, Plan, Enroll, and My Academics. A dropdown menu for "Other Academic Information" is highlighted in yellow. A "This Week's Schedule" table is shown with columns for Class and Schedule. The table contains one row with "TBA" in the Class column and "TBA Room TBA" in the Schedule column. Below the table are links for "Weekly Schedule" and "Enrollment Shopping Cart".
- Finances:** Includes sections for Nelnet, PayMyTuition, My Account, and Financial Aid, each with sub-links. A dropdown menu for "Other Finance Information" is also present.
- Personal Information:** Includes Demographic Data, Emergency Contact, Names, and User Preferences. A dropdown menu for "Other Profile Information" is also present.
- Contact Information:** A table showing Permanent Address, Billing Address, Primary Phone, and Home E-mail, all marked as "Withheld".
- Search and Tools:** Includes a "Search for Classes" button, a "Share My information" button, and a "Holds" section showing "No Holds".
- Other Features:** Includes a "To Do List" section with a "More" link, "Enrollment Dates" with a link to "Open Enrollment Dates", and "Academic Resources" with a link to "Catalogs and Program Plans".

Student Center > "Other Academic Information" dropdown menu > Academic Requirements

(Tip: While you're viewing your Student Center, check to see if you have any holds on your account. You'll need to resolve these holds before you graduate.)

Step 3

Check your Expected Graduation Date (EGT)

My Academic Requirements

Select Institution / Career Moody Bible Institute > Graduate Change

This report last generated on 05/04/2023 10:43AM

Collapse All Expand All View Report as PDF

✓ Taken ◆ In Progress ★ Planned

▼ **ACADEMIC REQUIREMENTS REPORT INFORMATION (RG 444)**

The academic requirements report displays the requirements for your program and your progress in fulfilling these requirements. If courses taken to meet these requirements are not successfully completed, they will no longer appear as fulfilling those requirements.

This is not an official transcript. Final confirmation that you have met all requirements is subject to the Registrar's approval.

LEGEND: AS (Advanced Standing Credit), TR (Transfer Credit), and VAL (Validation Exam Credit).

NOTES: Any special approvals or instructions will be indicated by a numbered note.

If you find any discrepancies or your academic requirements report does not appear below, please contact Academic Records (arecords@moody.edu).

GRADUATE CUMULATIVE GPA (RQ 495)

Graduate Students' Cumulative GPA

▶ **GRADUATE CUMULATIVE GPA (RQ 495; LN 10)**

▼ **MASTER OF ARTS IN BIBLICAL SPIRITUAL FORMATION AND DISCIPLESHIP (RG 2)**

Not Satisfied: Master of Arts in Biblical Spiritual Formation and Discipleship

▶ **MASTER OF ARTS FOUNDATION CORE (RQ 585; LN 10)**

▶ **MASTER OF ARTS FOUNDATION CORE II (RQ 585; LN 12)**

▶ **EMPHASIS CORE (RQ 585; LN 15)**

ARR > View Report as PDF

Step 3

Check your Expected Graduation Date (EGT) cont.

Academic Advisement Report

prepared on 05/01/2023

Program
Biblical Spiritual Form/Discip Major
Expected Grad Date: **Fall 2023**

Catalog Year
Fall 2021

Your expected graduation date will be listed on the PDF report.

NOTE: If the date listed on this PDF report is different than your intended graduation date, please submit [this form](#) to update it. This will ensure you are receiving the most up-to-date graduation information.

Step 4: Check your ARR

Exit the PDF report to return to your ARR

Your ARR is composed of several rows of course requirements. These rows close as you enroll in/complete the courses within.

The goal is to see all of the rows on your ARR closed.

Above is an example of an ARR showing the student is on track for graduation. All of the rows are closed, and there is a note indicating all requirements have been "Satisfied".

[Click here to watch a video walking through an on-track ARR.](#)

Step 4: Check your ARR, cont.

▼ MASTER OF ARTS IN BIBLICAL SPIRITUAL FORMATION AND DISCIPLESHIP (RG 275)

Not Satisfied: Master of Arts in Biblical Spiritual Formation and Discipleship

- ▶ MASTER OF ARTS FOUNDATION CORE (RQ 585; LN 10)
- ▶ MASTER OF ARTS FOUNDATION CORE II (RQ 585; LN 12)
- ▶ EMPHASIS CORE (RQ 585; LN 15)
- ▼ FE-6670 MINISTRY INTERNSHIP I (RQ 585; LN 20)

Not Satisfied: FE-6670 Ministry Internship I

- Units: 3.00 required, 0.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

Personalize View All [3] First 1 of 1 Last					
Course	Description	Units	When	Grade	Status
FE6670	Ministry Internship I	3.00			

This is an example of an ARR indicating the student is not on track for graduation.

They have at least one row open, showing they have not yet enrolled in Ministry Internship I.

Since there is still an outstanding course requirement, the ARR is "Not Satisfied".

[Click here for a video walking through an ARR that is not on track.](#)

Troubleshooting

There are a few common reasons why your ARR may show as "Not Satisfied":

Problem

- GPA does not meet minimum requirement

- PCM/Orientation not passed

- A course substitution or interdisciplinary elective have not yet been directed to the proper place in your ARR

- You need to get enrolled in an internship*

Solution

- Contact Academic Records (see last slide)

- For PCM: pcm@moody.edu
- Orientation: brett.mitchell2@moody.edu

- Contact your Academic Advisor

- Undergraduate students who need FE-4400: [Submit this form](#). If your program requires an internship course other than FE-4400, contact your program head.

- Graduate students: [Submit this form](#).

*After you submit the internship request form, Academic Records will inform you when you are enrolled in your internship. Make sure to submit the request form early enough to get enrolled and apply for graduation before the deadline.

Step 5

Apply For Graduation

Graduation Application

First Name **Last Name**

Full name as you would like it to appear on your diploma (eg. John E Smith III)

Student ID Number

My final degree requirements will be completed:

AT THE END OF THE _____ SEMESTER.

From what academic career will you be graduating?

UNDERGRADUATE
 GRADUATE

*Follow the graduation application link
provided by Academic Records*

**Once you have checked to make sure you are enrolled in
all your final requirements, applying for graduation is
quick and easy!**

**Make sure to complete your application by the deadline
for your graduation semester:**

**Fall: August 1
Summer: March 1
Spring: January 1**

**Have more questions about Graduation and/or
Commencement?**

Contact Academic Records!

Email: arecords@moody.edu

Phone: 312-329-4469