How To Check If You're On Track for Graduation
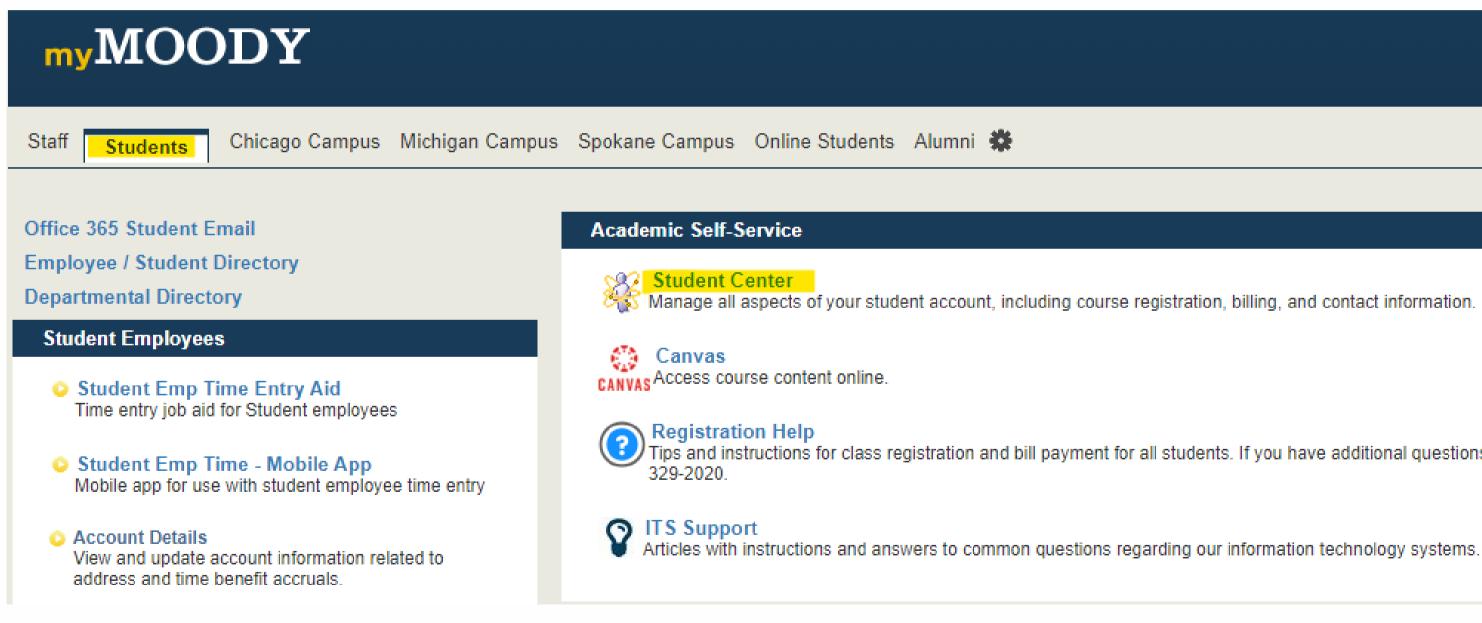
Step 1: Access your Student Center

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

Step 2: Open Your Academic Requirements Report (ARR)

Student Center > "Other Academic Information" drop-down 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)

ARR > View Report as PDF

Step 3: Check your Expected Graduation Date (EGT) cont.

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

Academic Advisement Report

prepared on **05/01/2023**

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

Catalog Year
Fall 2021

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

Collapse All	Expand All	View Report as PDF

⊘ Taken   ◆ In Progress   ★ Planned

▼ ACADEMIC REQUIREMENTS REPORT INFORMATION (RG 446)

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: AP (Advanced Placement Credit), CBE (Credit-by-Exam), CLE (CLEP 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).

UNDERGRADUATE CUMULATIVE GPA (RQ 496)

Satisfied: Undergraduate Cumulative GPA

▶ UNDERGRADUATE CUMULATIVE GPA (RQ 496; LN 10)

▶ BACHELOR OF ARTS IN CHILDREN AND FAMILY MINISTRY (RG 229)

▶ BACHELOR OF ARTS IN CHILDREN AND FAMILY MINISTRY GENERAL CORE (RG 510)

▼ EXTRA COURSES (RG 741)

If you have extra courses listed below, please review.

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.

<- This is an example of an ARR indicating 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.

This is an example of an ARR indicating the student is <u>not</u> on track for graduation. [(Click here for video)](#) -›

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".

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

Follow the graduation application link provided by Academic Records

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

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