



How To Check If You're On Track for Graduation

Step 1: Access your Student Center

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

The screenshot shows the My.Moody.edu website interface. At the top left is the logo "myMOODY". Below it is a navigation bar with tabs for "Staff", "Students" (highlighted in yellow), "Chicago Campus", "Michigan Campus", "Spokane Campus", "Online Students", and "Alumni" with a gear icon. On the left side, there is a vertical menu with links for "Office 365 Student Email", "Employee / Student Directory", and "Departmental Directory". Below this is a dark blue header for "Student Employees" with three items: "Student Emp Time Entry Aid" (Time entry job aid for Student employees), "Student Emp Time - Mobile App" (Mobile app for use with student employee time entry), and "Account Details" (View and update account information related to address and time benefit accruals). On the right side, there is a dark blue header for "Academic Self-Service" with three items: "Student Center" (Manage all aspects of your student account, including course registration, billing, and contact information.), "Canvas" (Access course content online.), and "Registration Help" (Tips and instructions for class registration and bill payment for all students. If you have additional questions, please call 312-329-2020.). Below these is "ITS Support" (Articles with instructions and answers to common questions regarding our information technology systems.).

myMOODY





Staff **Students** Chicago Campus Michigan Campus Spokane Campus Online Students Alumni ⚙️

Office 365 Student Email
Employee / Student Directory
Departmental Directory

Student Employees

- ▶ **Student Emp Time Entry Aid**
Time entry job aid for Student employees
- ▶ **Student Emp Time - Mobile App**
Mobile app for use with student employee time entry
- ▶ **Account Details**
View and update account information related to address and time benefit accruals.

Academic Self-Service

-  **Student Center**
Manage all aspects of your student account, including course registration, billing, and contact information.
-  **Canvas**
Access course content online.
-  **Registration Help**
Tips and instructions for class registration and bill payment for all students. If you have additional questions, please call 312-329-2020.
-  **ITS Support**
Articles with instructions and answers to common questions regarding our information technology systems.

Step 2: Open Your Academic Requirements Report (ARR)

Student Center > "Other Academic Information" drop-down menu > Academic Requirements

The screenshot shows the Student Center interface. At the top, there is a header for "Student Center". Below it, there are several navigation and utility sections:

- Academics**: A dropdown menu with options: Search, Plan, Enroll, My Academics. Below this is a search bar with "Deadlines" and "URL" filters.
- Other Academic Information**: A dropdown menu is highlighted in yellow, with a yellow arrow pointing to the right. Below it is a search bar.
- Finances**: A dropdown menu with options: Nelnet, Finances / Payment Plans / Refunds, PayMyTuition, International Payments / Refund, My Account, Payment Profile, Financial Aid.
- Search for Classes**: A button.
- Share My information**: A button.
- Holds**: A dropdown menu showing "No Holds" in a yellow box.
- To Do List**: A dropdown menu with a "More" link.
- Enrollment Dates**: A dropdown menu with "Open Enrollment Dates" link.

In the center, there is a "This Week's Schedule" table:

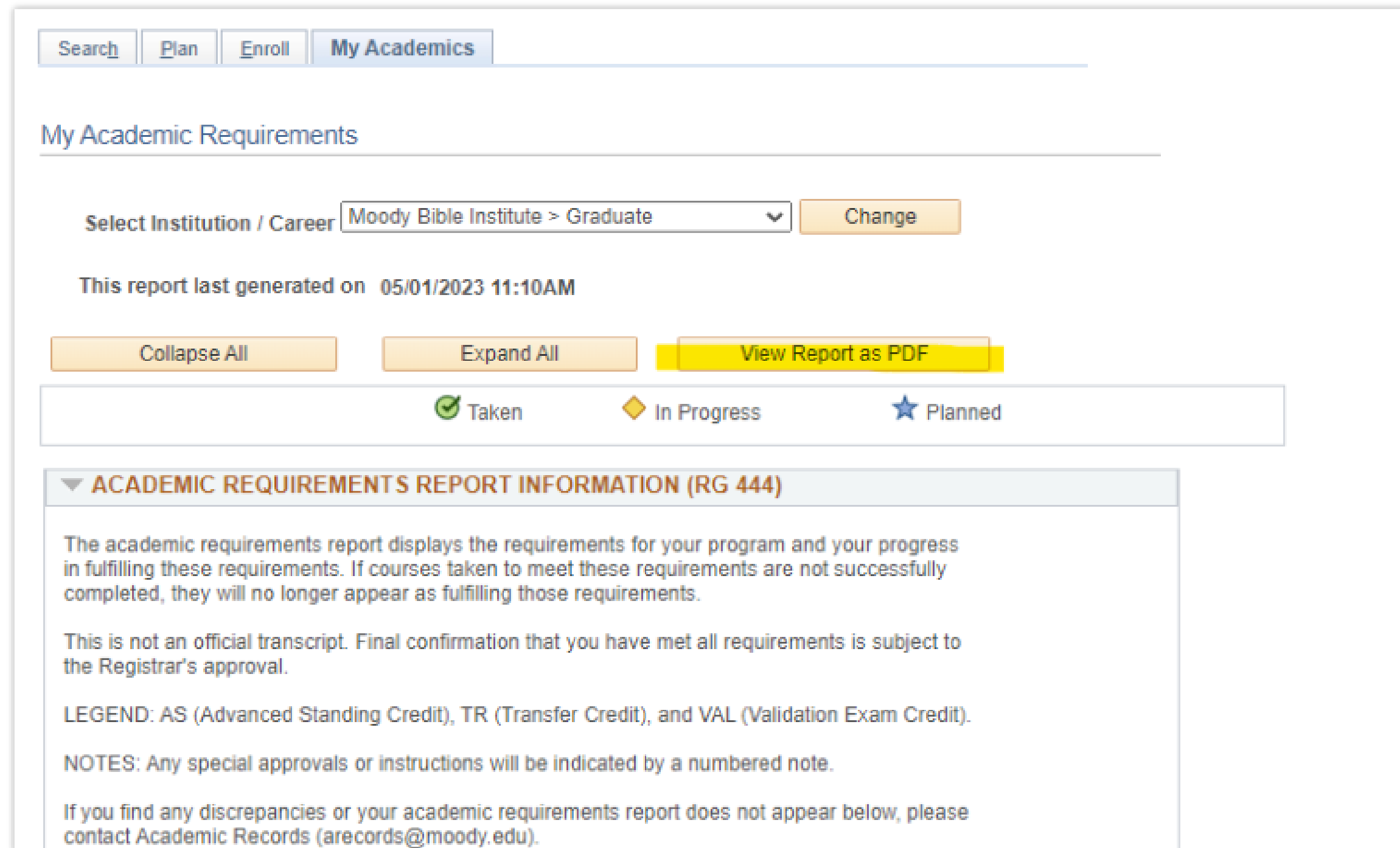
	Class	Schedule
		TBA Room TBA

Below the table are links for "Weekly Schedule" and "Enrollment Shopping Cart".

(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



The screenshot shows a web interface for 'My Academic Requirements'. At the top, there are navigation tabs: 'Search', 'Plan', 'Enroll', and 'My Academics'. Below the tabs, the page title 'My Academic Requirements' is displayed. A dropdown menu for 'Select Institution / Career' is set to 'Moody Bible Institute > Graduate', with a 'Change' button next to it. Below this, a timestamp indicates 'This report last generated on 05/01/2023 11:10AM'. There are three buttons: 'Collapse All', 'Expand All', and 'View Report as PDF', which is highlighted in yellow. Below the buttons is a legend with three items: 'Taken' (green checkmark), 'In Progress' (yellow diamond), and 'Planned' (blue star). The main content area is titled 'ACADEMIC REQUIREMENTS REPORT INFORMATION (RG 444)' and contains several paragraphs of text explaining the report's purpose, its non-official status, and providing contact information for Academic Records.

Search Plan Enroll My Academics

My Academic Requirements

Select Institution / Career Moody Bible Institute > Graduate Change

This report last generated on 05/01/2023 11:10AM

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).

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

<u>Program</u>	<u>Catalog Year</u>
Biblical Spiritual Form/Discip Major	Fall 2021
<i>Expected Grad Date:</i> Fall 2023	

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 not 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".

▼ 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 [2]					
First 1 of 1 Last					
Course	Description	Units	When	Grade	Status
FE6670	Ministry Internship I	3.00			

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