

Office of the Registrar

How to run (and interpret) a degree audit

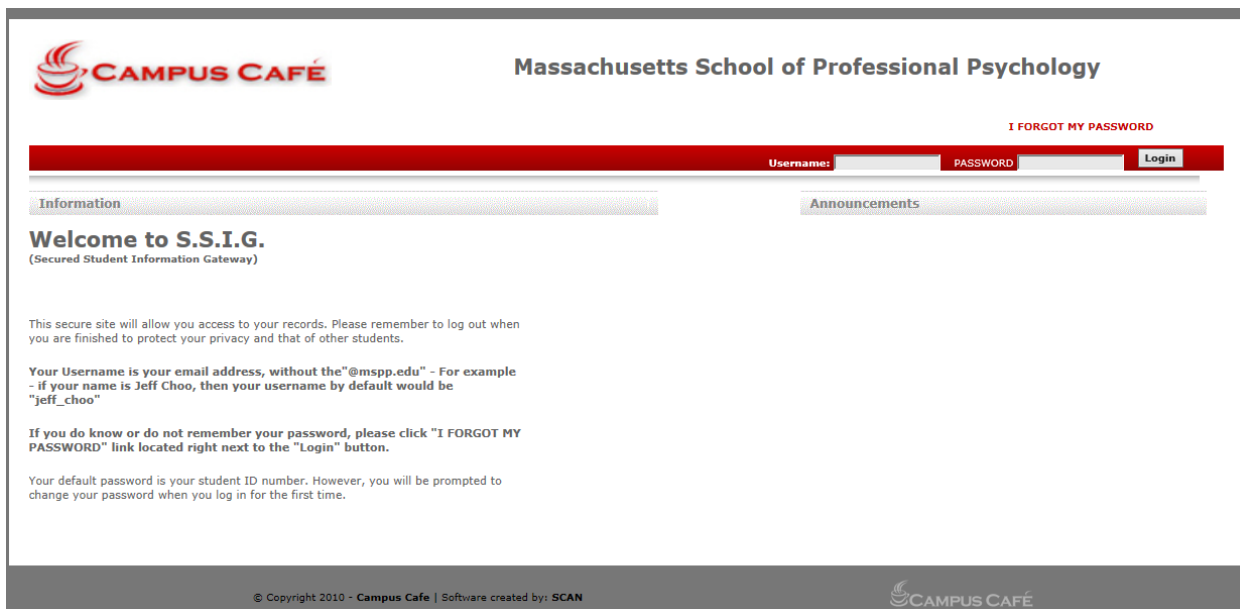
1. Log into SSIG
 - A. (<https://ssig.mspp.edu/cafeweb/login>)
 - or
 - B. www.mspp.edu → MyCampus Log-In → SSIG



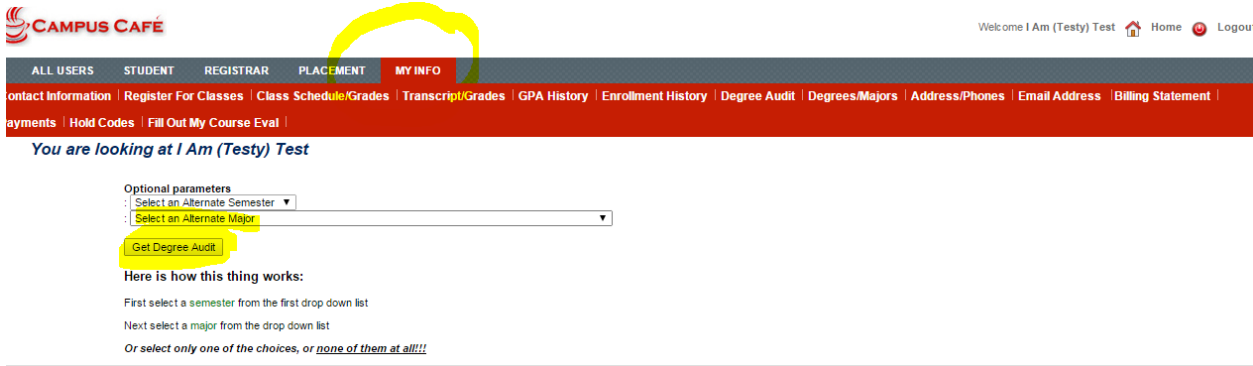
Then



2. Enter your username and password



- Click on 'MY INFO'; then 'get Degree Audit'. To confirm requirements for a declared concentration, you must 'select an alternate major' and run that degree audit separately.



Courses taken are listed as:

- YES - Requirement met (passing grade; transferred in (T); or waived (WV)
- NO – registered, but no grade assigned (IP); or still outstanding

Please note that courses can be reassigned by the system (alpha or by semester taken) each time you run the degree audit.

'Courses not used'

- A grade of 'I', 'W', or failing has been assigned
- Courses not falling into a specific category; in excess of required # of electives listed. For example, any waived courses (not transferred in) must be made up with other coursework.

End of Degree Audit (see below) - # credits required for degree; # credits for which a passing grade has been assigned; and # credits (cumulative) for which you have registered.

```

*****                               End of Degree Audit                               *****
SUMMARY of Course Work:
Required Catalog Credits: 134.00
Credits earned: 117.00
Credits taken: 135.00
    Points: 62.40
    GPA Credits: 17.00
    Degree Level GPA: 3.67

& = multiple usage
# = credits substitution
^ = cross referenced course
% = waiver course
D = duplicate course
L = leftover
    
```



Massachusetts School of Professional Psychology
One Wells Avenue | Newton, MA 02459
Tel: 617.327.6777 | Fax: 617.327.4447 | www.mspp.edu