

Using the Racer Academic Completion Report or RACR Degree Audit or Really Awesome & Cool Resource



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Overview

- Background Information on RACR
- Accessing the RACR
- Searching for Students
- RACR and Banner
- Reading the RACR
- Functions and Features
- Additional Information (coming soon)
- Contact Information

What is RACR?

- RACR stands for Racer Academic Completion Report
- The Degree Works software is a powerful tool that fully integrates with the Banner student system to offer students and advisors the ability to track degree progress, prepare for registration, and plan for graduation
- RACR is designed to aid and facilitate academic advising
- Students must have a complete RACR in order to graduate

Accessing the RACR

- Students: Currently enrolled undergraduate, first-time degree seeking students
- Coming soon: graduate students!
- Faculty/Staff: All Murray State personnel who are listed as Faculty or Advisor in Banner may have access to RACR
- Please contact the RACR Office (msu.racr@) to obtain access to RACR/Degree Works

Accessing the RACR

Student Search

OR

 All Active
 Advisees



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 M00104716
 arogers17@murraystate.edu
 Graduate / P20 & Community Ldrshp/Postsec
 Teresa Clark - tclark24@murraystate.edu

Info. Release Consent: **yes**
 Holds (0)
 Overrides (1)
 Courses (2)
 Advisor Holds: **none**

[Transcript](#)
[Test Scores](#)
[RACR Audit](#) ←
[Last term: FA 17](#)

Student Search:

- Current students
- Shows other helpful information
- Directly links to that student's RACR

Links (under Teaching/Advising tab):

- Helpful when looking for non-current students
- Directs to user information/error; use "Find" icon
- Alternative ways to search for students

Links (TA)

Teaching:

[Course Rosters](#)
[Grade History](#)
[IASystem Faculty Portal](#)
[IASystem Administrators \(Deans and Chairs\) Portal](#)
[Registration Overrides](#)
[Troubled Students - Intervention Team](#)
[Faculty Development Center](#)

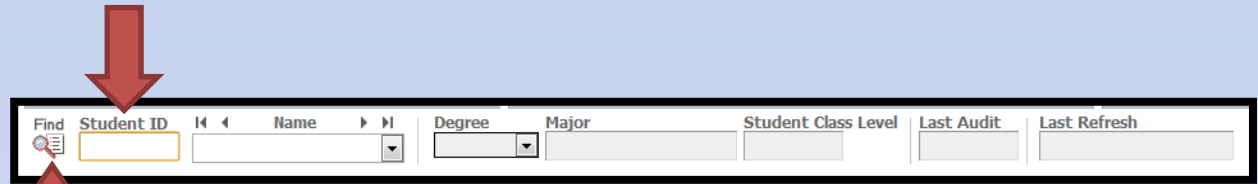
Advising:

[Information for Academic Advisors](#)
[Advisee Listing](#)
[Schedule of Classes](#)
[Course Catalog](#)
[RACR Degree Audit](#)
[Test Score Placement Chart](#)
[Test Score Placement Information](#)
[Transfer Equivalencies](#)
[Registrar Forms](#)
[Graduate Student Forms](#)
[University Bulletin](#)
[University Studies](#)

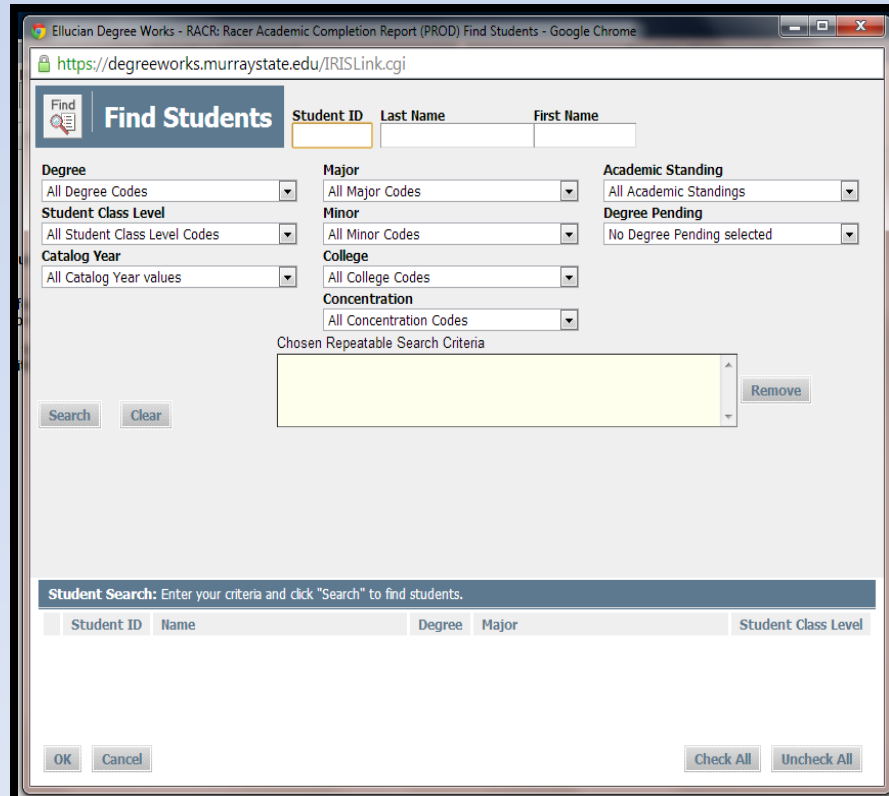
Searching for Students

There are 2 ways to search for students:

1. Use the Find button to select criteria to search for groups of students.
2. Enter a student's M# into the Student ID field and press enter on your keyboard.



Find Name Degree Major Student Class Level Last Audit Last Refresh



Ellucian Degree Works - RACR: Racer Academic Completion Report (PROD) Find Students - Google Chrome
<https://degreeworks.murraystate.edu/IRISLink.cgi>

Find Students Last Name First Name

Degree All Degree Codes **Major** All Major Codes **Academic Standing** All Academic Standings
Student Class Level All Student Class Level Codes **Minor** Degree Pending No Degree Pending selected
Catalog Year All Catalog Year values **College** All College Codes **Concentration** All Concentration Codes

Chosen Repeatable Search Criteria

Remove

Search Clear

Student Search: Enter your criteria and click "Search" to find students.

Student ID	Name	Degree	Major	Student Class Level
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OK Cancel Check All Uncheck All

RACR and Banner

RACR gets almost ALL of its information directly from Banner.

- Catalog Term
- Student Level
- Area/Major
- Minor
- Concentration/Field
- Advisor
- GPA
- Course Schedule
- Curriculum Revisions
- Course Descriptions

Student View AA285025 as of 08/22/2013 at 20:53			
Student	McTesterson, Student	Degree	Bachelor of Science
ID	M00195008	College	Science Engineering & Tech
Classification	Sophomore	Majors	Mathematics Journalism
Advisor	Thome, Edward L	Concentration	
GPA	3.09	Minor	




Degree in Bachelor of Science		Catalog Year: 2009-2010	Credits Required: 120
		GPA: 3.09	Credits Applied: 86.96
Unmet conditions for this set of requirements: 120 credits are required. You currently have 86.96, you still need 33.04 more credits. A minimum of 42 upper-level credits are required. You have taken 21 but need 21 more credits.			
Your MSU resident GPA is 3.44.			
<input checked="" type="checkbox"/> 2.0 Cumulative GPA Requirement Met.			
<input checked="" type="checkbox"/> 2.0 Institutional GPA Requirement Met.			
<input checked="" type="checkbox"/> Transition Requirement Satisfied.			
<input type="checkbox"/> University Studies Required.	Still Needed: See University Studies section		
<input type="checkbox"/> Major Required.	Still Needed: See Major in Organizational Communication section See Major in Business Administration section		
<input type="checkbox"/> 2nd Area or Major Required.	Still Needed: See Major in Organizational Communication section See Major in Business Administration section		

Insufficient		Credits Applied: 0	Classes Applied: 7
ACC 200	Principles of Financial Acct	W	0
ACC 201	Principles of Managerial Acct	C	0
CIS 243	Business Statistics I	W	0
CIS 543	Data Analysis and Modeling	W	0
LST 250	XMock Trial	W	0
MGT 440	Entre Innovation & Creativity	W	0
REC 105	Volleyball	W	0

Reading the RACR

Each audit consists of a series of blocks

- Green check marks mean that a requirement is satisfied
- Blue tildes mean that the requirement is in progress and should be satisfied after course work is successfully completed
- Open red check boxes mean that the requirement has not yet been satisfied
- Unmet conditions

Area in OSH/Safety		Catalog Year:	2016-2017 <th>Minimum Credits Required:</th> <td>80 </td>	Minimum Credits Required:	80
		GPA:	2.55	Credits Applied (Includes In Progress):	42
Unmet conditions for this set of requirements: 80 credits are required. You currently have 42.					
	Manufacturing Processes & Materials	ITD 120	Processes and Materials	INPR	(3) Fall 2017
	Fundamentals of Management	Still Needed: 1 Class in MGT 350			
	Introduction to Occupational Safety & Health	OSH 192	Intro Occupational Safety/Hea	B	3 Fall 2016

Reading the RACR: Transfer Credit

Direct Equivalent

MAT 135	Intro to Probability/Statistic	B	3	Fall 2015
Satisfied by	MTH130 - Elem Statistics - Campbellsville University			

General Transfer Credit

TRN 100	ELE: Enjoyment of Drama	B	3	Spring 2014
Satisfied by:	FAR2301 - Texas Wesleyan University			

TRN 300	ELE: Electronic Spreadsheet Ap	C	3	Spring 2004
Satisfied by:	CIS365 - University of No Alabama			

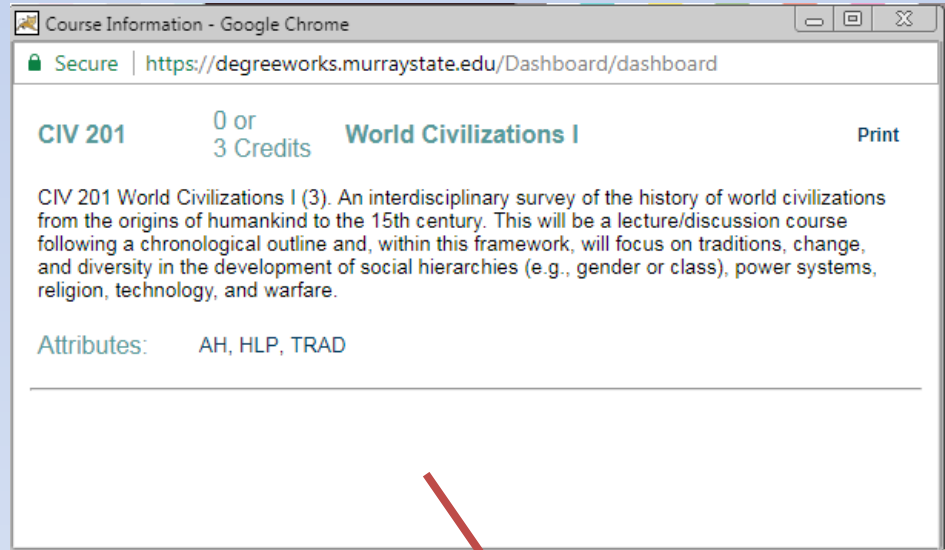
TRN 300	ELE: Military Credit Upper Lev	CR	37	Spring 2003
Satisfied by:	MIL300 - Military Credit UL - Military Service			

TRN 100	ELE: LL International Transfer	A	27.5	Spring 2004
Satisfied by:	INTL100 - LL International Transfer - Royal Jordanian Air Academy			

TRN 100	ELE: LL International Transfer	B	36.5	Spring 2004
Satisfied by:	INTL100 - LL International Transfer - Royal Jordanian Air Academy			

Course Link

Click the course links to display a pop up window with a full course description and any prerequisites.



Course Information - Google Chrome
Secure | <https://degreeworks.murraystate.edu/Dashboard/dashboard>

CIV 201 0 or 3 Credits **World Civilizations I** Print

CIV 201 World Civilizations I (3). An interdisciplinary survey of the history of world civilizations from the origins of humankind to the 15th century. This will be a lecture/discussion course following a chronological outline and, within this framework, will focus on traditions, change, and diversity in the development of social hierarchies (e.g., gender or class), power systems, religion, technology, and warfare.

Attributes: AH, HLP, TRAD

WRLD'S HIST, LIT, & PHIL TRADITIONS

Wrl'd Civ I, II, or Hnrs Sem in Soc Science I,II

Still Needed: 1 Class in **CIV 201** or 202 or **HON 201** or 202

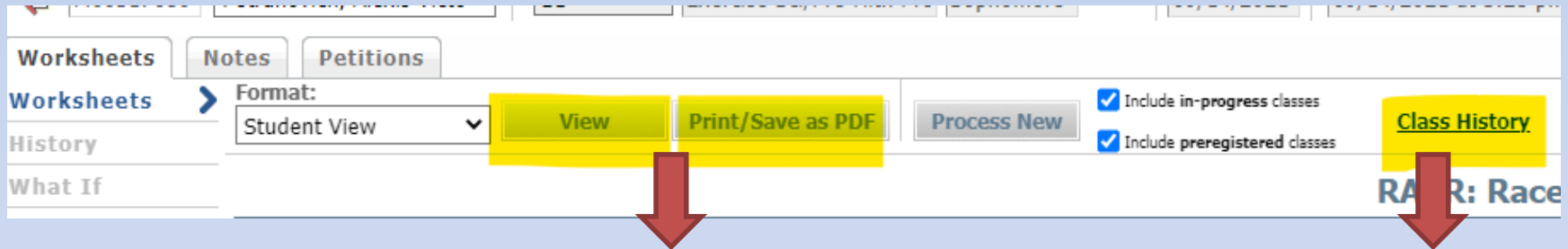
Notes

Notes	Entered by	Date
For F.17 take AGR 100, AGR 130, FIN 330 and round out schedule with AGR 240, Challenge Exam for AGR 133, AGR 170, AGR 199, AGR 345, AGR 399.		03/31/2017

- Use to record information from advising sessions
- Visible to all users
- To remove notes from a RACR, email msu.racr@

The screenshot shows a web browser window titled "Ellician Degree Works - RACR: Racer Academic Completion Report Add Note - Google Chrome". The address bar shows the URL "https://degreeworks.murraystate.edu/Dashboard/dashboard". The main content area is titled "Add New Note" and contains the instruction "Enter your note and click the Save Note button". Below this is a dropdown menu with the text "Choose a predefined note from the list below" and a large text input area. At the bottom of the form are two buttons: "Save Note" and "Clear".

Print/Save as PDF and Class History

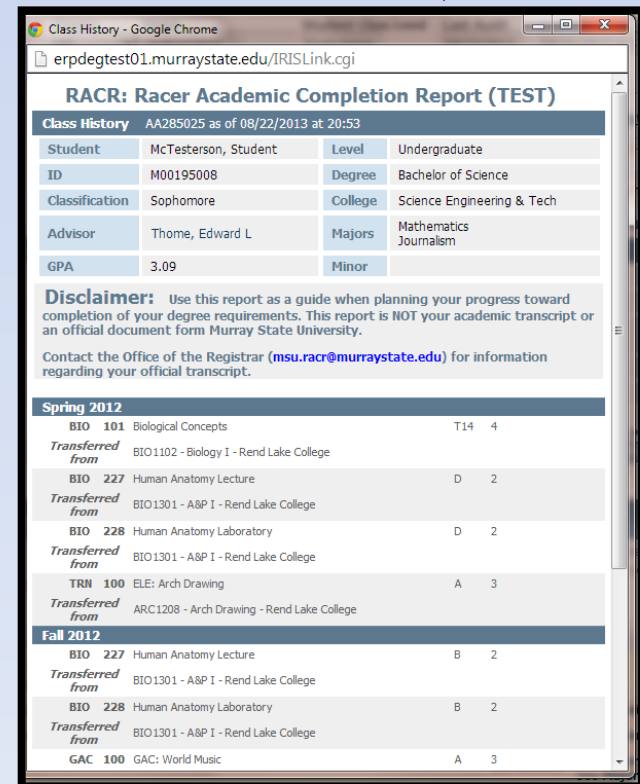


Use the PDF feature to save or print a PDF copy of the student's RACR.

Use the Class History feature to view a semester by semester breakdown of the student's course work.



The screenshot shows the 'RACR: Racer Academic Completion Report (TEST)' for student McTesterson, Student - M00195008. The page is titled 'Student View' and shows details for the student, including their ID, classification (Sophomore), advisor (Thome, Edward L), and GPA (3.09). It also displays the degree program (Bachelor of Science) and the college (Science Engineering & Tech). A section titled 'Unmet conditions for this set of requirements:' lists several requirements that are not yet met, such as 'Transition Orientation Required', 'University Studies Required', 'Major Required', 'Co-Requirements or Support Courses for Major Required', '2nd Area or Major Required', and 'TEST'. The page also shows the student's MSU resident GPA (3.11) and overall GPA (2.97).



The screenshot shows the 'Class History' page for the student, displaying a semester-by-semester breakdown of course work. The page is titled 'RACR: Racer Academic Completion Report (TEST)' and shows the student's class history for the Spring 2012 and Fall 2012 semesters. The table below shows the courses taken, the grade received, and the number of credits earned.

Class History	AA285025 as of 08/22/2013 at 20:53
Student	McTesterson, Student
Level	Undergraduate
ID	M00195008
Degree	Bachelor of Science
Classification	Sophomore
College	Science Engineering & Tech
Advisor	Thome, Edward L
Majors	Mathematics Journalism
GPA	3.09
Minor	
Disclaimer: Use this report as a guide when planning your progress toward completion of your degree requirements. This report is NOT your academic transcript or an official document from Murray State University.	
Contact the Office of the Registrar (msu.racr@murraystate.edu) for information regarding your official transcript.	
Spring 2012	
BIO 101	Biological Concepts T14 4
Transferred from	BIO1102 - Biology I - Rend Lake College
BIO 227	Human Anatomy Lecture D 2
Transferred from	BIO1301 - A&P I - Rend Lake College
BIO 228	Human Anatomy Laboratory D 2
Transferred from	BIO1301 - A&P I - Rend Lake College
TRN 100	ELE: Arch Drawing A 3
Transferred from	ARC1208 - Arch Drawing - Rend Lake College
Fall 2012	
BIO 227	Human Anatomy Lecture B 2
Transferred from	BIO1301 - A&P I - Rend Lake College
BIO 228	Human Anatomy Laboratory B 2
Transferred from	BIO1301 - A&P I - Rend Lake College
GAC 100	GAC: World Music A 3

What If Audits

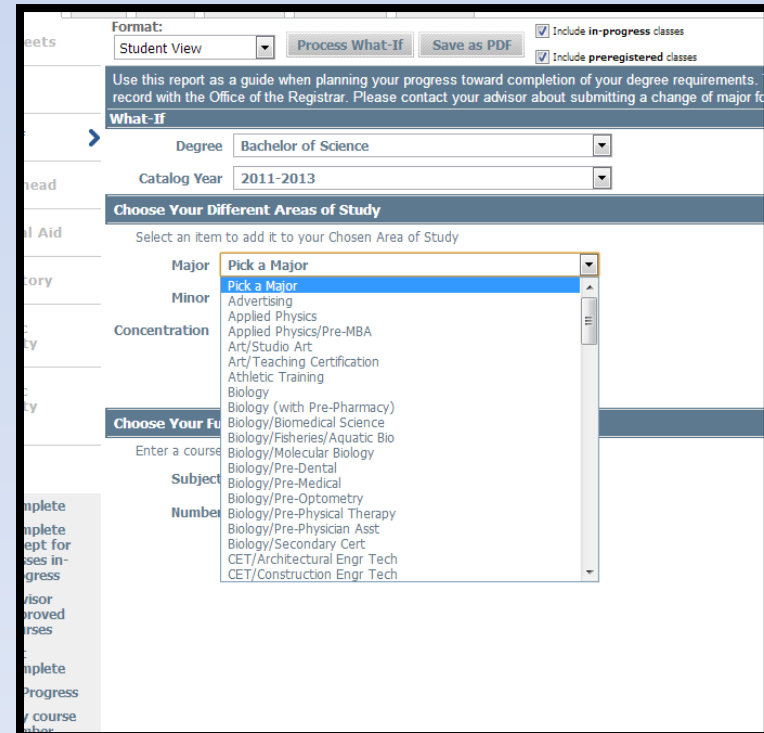
Why use the What If feature?

1. To hypothesize a change in major.
2. To temporarily compensate for data missing in Banner.
 - Viewing an audit what for a minor that had not yet been declared
 - Viewing an audit with a concentration that has not been declared

NOTE: You must select ALL the criteria you want to see in the What If audit (ie: Degree, Catalog Year, Major, Minor).



This screenshot shows the Banner system interface. The 'Worksheets' menu is open, and the 'What If' option is highlighted with a red rectangular box. Other options visible include 'History' and 'Look Ahead'. The top right corner shows 'Format: Student View' and buttons for 'View', 'Print/Save as PDF', and 'Process New'. There are also checkboxes for 'Include in-progress classes' and 'Include preregistered classes'. A 'Save' button is visible on the right side.

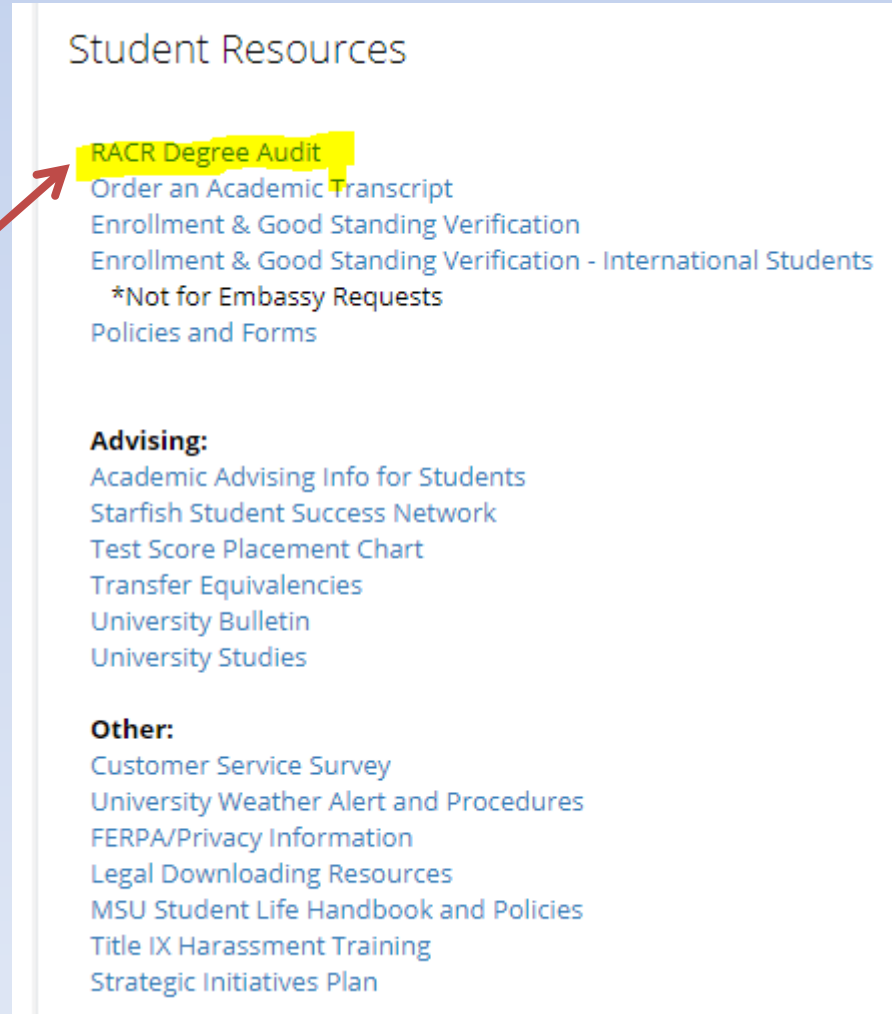


This screenshot shows the 'What If' audit configuration screen. The 'Format' is set to 'Student View'. There are buttons for 'Process What-If', 'Save as PDF', and 'Save'. A warning message states: 'Use this report as a guide when planning your progress toward completion of your degree requirements. Record with the Office of the Registrar. Please contact your advisor about submitting a change of major for a minor.' The 'What-If' section is expanded, showing 'Degree' as 'Bachelor of Science' and 'Catalog Year' as '2011-2013'. Below this is a section titled 'Choose Your Different Areas of Study' with the instruction 'Select an item to add it to your Chosen Area of Study'. A dropdown menu is open for 'Major', showing 'Pick a Major' as the selected option. Other options in the dropdown include 'Advertising', 'Applied Physics', 'Applied Physics/Pre-MBA', 'Art/Studio Art', 'Art/Teaching Certification', 'Athletic Training', 'Biology', 'Biology (with Pre-Pharmacy)', 'Biology/Biomedical Science', 'Biology/Fisheries/Aquatic Bio', 'Biology/Molecular Biology', 'Biology/Pre-Dental', 'Biology/Pre-Medical', 'Biology/Pre-Optometry', 'Biology/Pre-Physical Therapy', 'Biology/Pre-Physician Asst', 'Biology/Secondary Cert', 'CET/Architectural Engr Tech', and 'CET/Construction Engr Tech'. There are also fields for 'Minor', 'Concentration', 'Subject', and 'Number'.

Student Access

Students may access their RACR through myGate.

1. Login to myGate
2. Click on the Academics tab
3. Scroll to the Student Resources box
4. Click on RACR Degree Audit



Student Resources

- RACR Degree Audit**
- [Order an Academic Transcript](#)
- [Enrollment & Good Standing Verification](#)
- [Enrollment & Good Standing Verification - International Students](#)
*Not for Embassy Requests
- [Policies and Forms](#)

Advising:

- [Academic Advising Info for Students](#)
- [Starfish Student Success Network](#)
- [Test Score Placement Chart](#)
- [Transfer Equivalencies](#)
- [University Bulletin](#)
- [University Studies](#)

Other:

- [Customer Service Survey](#)
- [University Weather Alert and Procedures](#)
- [FERPA/Privacy Information](#)
- [Legal Downloading Resources](#)
- [MSU Student Life Handbook and Policies](#)
- [Title IX Harassment Training](#)
- [Strategic Initiatives Plan](#)

Additional Information

Things to Watch for:

- In-progress courses count in the number of credit applied
- Course substitutions and exceptions
- Advisor approved electives
- Audits update nightly

Additional Information

RACR for graduate students

- Allows students to track requirements
- Could replace the program form
- Course Substitutions/Exceptions

Degree in Master of Arts		Catalog Year:	2016-2017	Minimum Credits Required:	30
				Credits Applied (Includes In Progress):	24
<input type="checkbox"/> Minimum 30 Credits	Still Needed: 30 credits are required. You currently have 24, including INPR courses. You still need 6 more credits.				
<input type="checkbox"/> Major Required	Still Needed: See TESOL (MA) section				
TESOL (MA)		Catalog Year:	2016-2017	Minimum Credits Required:	33
		GPA:	3.20	Credits Applied (Includes In Progress):	24
Unmet conditions for this set of requirements: 33 credits are required. You currently have 24.					
<input checked="" type="checkbox"/> Methods & Materials for Teaching ESL/EFL	TSL 600	Methods/Materials Tch ESL/EFL	A	3	Fall 2016
<input checked="" type="checkbox"/> Teaching ESL/EFL Writing	TSL 605	Teaching ESL/EFL Writing	B	3	Fall 2016
<input checked="" type="checkbox"/> Foundations of Second Language Acquisition	TSL 609	Foundations of Sec Lang Acquis	C	3	Spring 2017
<input type="checkbox"/> Applied Linguistics & Professional Practices	TSL 610	Applied Linguistics/Prof Prac	INPR	(3)	Fall 2017
<input checked="" type="checkbox"/> Course & Syllabus Design in ESL/EFL	TSL 615	Crse/Syllabus Dsgn in ESL/EFL	B	3	Spring 2017
<input checked="" type="checkbox"/> Computer Assisted Language Learning	TSL 620	Cmptr Assisted Language Learn	A	3	Spring 2017
<input type="checkbox"/> Testing & Evaluation in Second Language Teaching	TSL 622	Testing/Evaluation in TSL	INPR	(2)	Fall 2017

Additional Information

Degree planning software

- Semester-by-semester overview
- Automatically identify “off-track” students

The screenshot displays a degree planning software interface. At the top, there are fields for 'Description: OSH/Safety Plan', 'Degree: Bachelor of Science', and 'Level: Undergraduate'. Below this, a table lists course requirements for 'Fall 2017' with a total of 10.0 credits. The table has columns for 'Critical', 'Course Requirement', 'Credits', 'Minimum Grade', 'Campus', 'Delivery', and 'Notes'. The 'Course Requirement' column contains 'MGT 350', 'OSH|387', and 'ITD 120'. The 'Credits' column shows '3.0' for each. The 'Minimum Grade' and 'Campus' columns are set to 'None'. The 'Delivery' column is also set to 'None'. To the right of the table, there is a 'Still Needed' panel with a 'Refresh' and 'Collapse All' button. The panel lists '1 Class in OSH 299 Hazardous Materials & Emergen Planning' and '1 Class in OSH 311 Environmental & Occup Health'. At the bottom of the interface, there are buttons for 'Audit', 'Delete', 'Save As...', and 'Save'.

Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
	MGT 350	3.0	None	None	None	
	OSH 387	3.0	None	None	None	
	ITD 120	3.0	None	None	None	

Additional Information

Check the RACR webpage:

<http://www.murraystate.edu/Academics/RegistrarsOffice/RACR.aspx>

Email msu.racr@murraystate.edu

Ashley Rogers, Assistant Registrar – Degree Audit

Rhonda Timmons, Degree Audit Specialist

Click the FAQ/Help link at the top of Degree Works.