

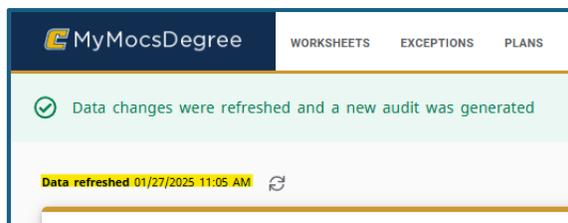
# How to Refresh a Student's MyMocsDegree

- **Refreshing MyMocsDegree (MMD) should not be standard practice.**
  - The refresh function should only be used if/when advisor is aware of a substantial change to the student's academic record that needs to be viewed immediately.
  - The system should automatically refresh every night around 2:00am.
- **There are peak seasons when advisors should not use this function.**
  - **AIQ** – dates announced by CASA through Advisor's Council (AC) listserv.
  - **EOT** – dates announced by the Registrar's Office through AC listserv.

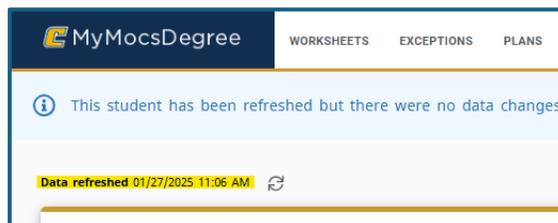
1. **SEARCH** – Add the student's UTCID into the top left **Student ID field** & search.
2. **REFRESH** – Click the **refresh arrows** to the right of the **most recent refresh timestamp**.
3. **SAVE** – Click the **Process** button on the right side of the page to **save** the newly generated audit.

The screenshot shows the 'Worksheets' page in MyMocsDegree. At the top, it says 'Data refreshed 02/15/2025 2:25 AM' with a refresh icon. Below is a search form with fields for Student ID, Name, and Degree. There are also advanced search filters for Level, Classification, Major, College, Primary Advisor, Overall Hours Earned (UG), Overall GPA (UG), Institutional Hours Earned (UG), Institutional GPA (UG), Graduation Information, UTCID, and Official Degree Name. At the bottom, there are tabs for 'Academic' and 'What-If', a 'View historic audit' dropdown, a 'Format' dropdown set to 'Student View', 'Degree progress' indicators for Requirements (82%) and Credits (86%), an 'Overall GPA' field, and checkboxes for 'In-progress classes' and 'Preregistered classes' with a pink 'PROCESS' button.

After refreshing, the **timestamp** will update. At the top of the screen, MMD will display one of two messages:



**Light green bar with text that reads:**  
"Data changes were refreshed and a new audit was generated"



**Light blue bar with text that reads:**  
"This student has been refreshed but there were no data changes"