



# Student Introduction to MaloneXpress

Office of the Registrar  
Malone University

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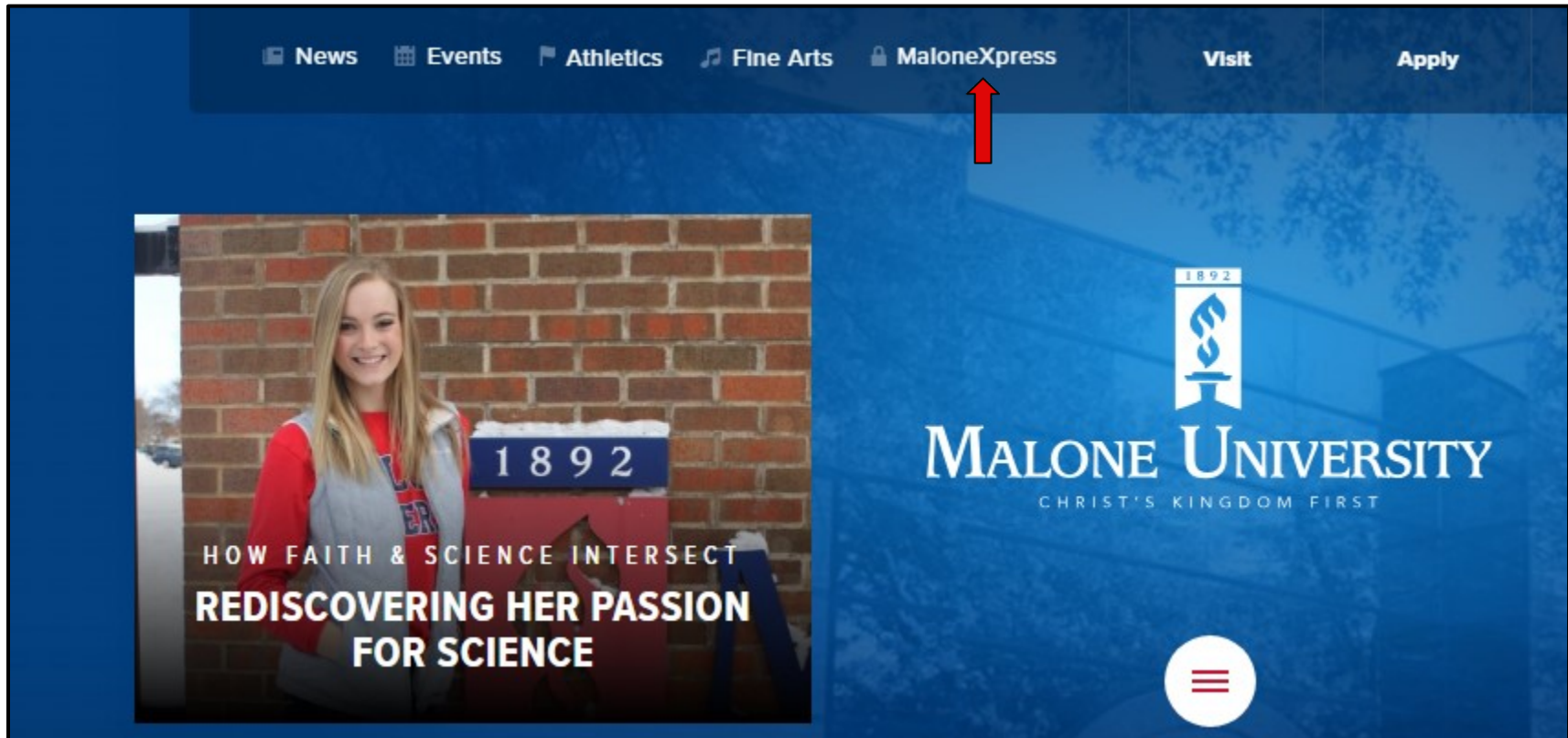
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## Introduction

Log in to **MaloneXpress** using the link found at the top of Malone University's homepage at [www.malone.edu](http://www.malone.edu).



## First-Time User Login Credentials

Your username can be determined by using the following formula:

**Username** = first initial, middle initial, last name, and the number 1

Sample name: John Q. Public

Username: jqpublic1

## Resetting Your Password

First-time users are required to set up and use our new Self Service Password Reset System before you can use Malone University technology resources. You should have received a letter from Admissions which included your default password. If you are unable to locate this letter, please go to <https://userid.malone.edu/assistant> to find your username or password.

## View and Print Your Schedule

Select the **Student** tab. Choose the link titled **Schedule and Grades** located in the left-side navigation bar and then select **Student Schedule**.

The screenshot shows a university website interface. At the top, there is a navigation bar with tabs: Home, Retention, Student, Graduate Programs, Admissions, and Campus Life. The 'Student' tab is highlighted. Below the navigation bar, a breadcrumb trail reads 'You are here: Student > Schedule and Grades'. On the left side, there is a vertical navigation menu with the following items: Student, Intro Page, Academic Advising, Financial Aid, Schedule and Grades, Student Accounts, Phiz, Work Study, and Early Alert Messages. The 'Schedule and Grades' item is highlighted with a red arrow. The main content area is titled 'Schedule and Grades' and contains a sub-section 'Student Schedule' with a red arrow pointing to it. Below this, there is a 'Course Schedule' section with a table of courses. A 'View Details' link is visible on the right side of the course schedule section.

**Home** **Retention** **Student** **Graduate Programs** **Admissions** **Campus Life**

You are here: [Student](#) > [Schedule and Grades](#)

*Student*

- Intro Page
- Academic Advising
- Financial Aid
- Schedule and Grades
- Student Accounts
- Phiz
- Work Study
- Early Alert Messages

## Schedule and Grades

**Student Schedule**

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### Course Schedule

[View Details](#)

Fall Semester, 2018 - All Divisions		
Course	Title	Meets
<a href="#">BIOL 220.02 OP A</a>	Environmental Sciences	On Line Course -
<a href="#">ENG 200.05 OP B</a>	Literature in Society	On Line Course -

Select a term from the drop-down menu and then click **Search**. Once you are able to view the details of your schedule, select the **Printer** icon to print a copy.

## Schedule and Grades






### Student Schedule - Schedule Details

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### Course Schedule

Term Data is only available for current or pre-registered courses.

Term:        Division:



Fall Semester, 2018 - All Divisions									
Textbooks	Course	Title	Credits	Status	Grading Type	Faculty	Meets	Dates	
⊕	<a href="#">BIOL 220 02 OP A</a>	Environmental Sciences	3.00	Current	AF	Courter, Dr Jason R	On Line Course	8/27/2018 - 10/12/2018	
⊕	<a href="#">ENG 200 05 OP B</a>	Literature in Society	3.00	Current	AF	Pahlau, Dr Randi C	On Line Course	10/22/2018 - 12/7/2018	



## View and Print Your Grade Report

Select the **Student** tab. Choose the link titled **Schedule and Grades** located in the left-side navigation bar and then select **View Final Grade Report** or **View Midterm Grade Report**.

The screenshot shows a web interface with a top navigation bar containing tabs: Home, Retention, Student, Graduate Programs, Admissions, and Campus Life. The 'Student' tab is highlighted. Below the navigation bar, a breadcrumb trail reads 'You are here: Student > Schedule and Grades'. On the left is a navigation menu with items: Student, Intro Page, Academic Advising, Financial Aid, Schedule and Grades (highlighted with a red arrow), Student Accounts, Phiz, Work Study, Counseling and Human Development Department, Early Alert Messages, Quick Links, My Pages, and The Aviso. The main content area is titled 'Schedule and Grades' and contains sections for 'Student Schedule' and 'Course Schedule'. Under 'Course Schedule', a dropdown menu is set to 'Summer Semester, 2018 - All Divisions', and a message states 'No Courses to display.'. Below this is a 'Grade Report' section with the instruction 'Select a term from the dropdown to see the grades for that term.' A 'Term:' dropdown menu is set to 'Spring Semester, 2018' (highlighted with a red arrow). At the bottom of the page, there are two links: 'View Final Grade Report' (highlighted with a red arrow) and 'View Midterm Grade Report'.

Once you are able to view your grade report, select **Printer Friendly Grade Report** to print or save a copy of your grades in PDF format.

## Schedule and Grades

### Grade Report - Final Grade Report ?

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#### Final Grade Report

**Term:** Spring Semester, 2018 [View Midterm Grade Report](#)

**Undergraduate School**

**Advisor:** Dr Laura S Foote

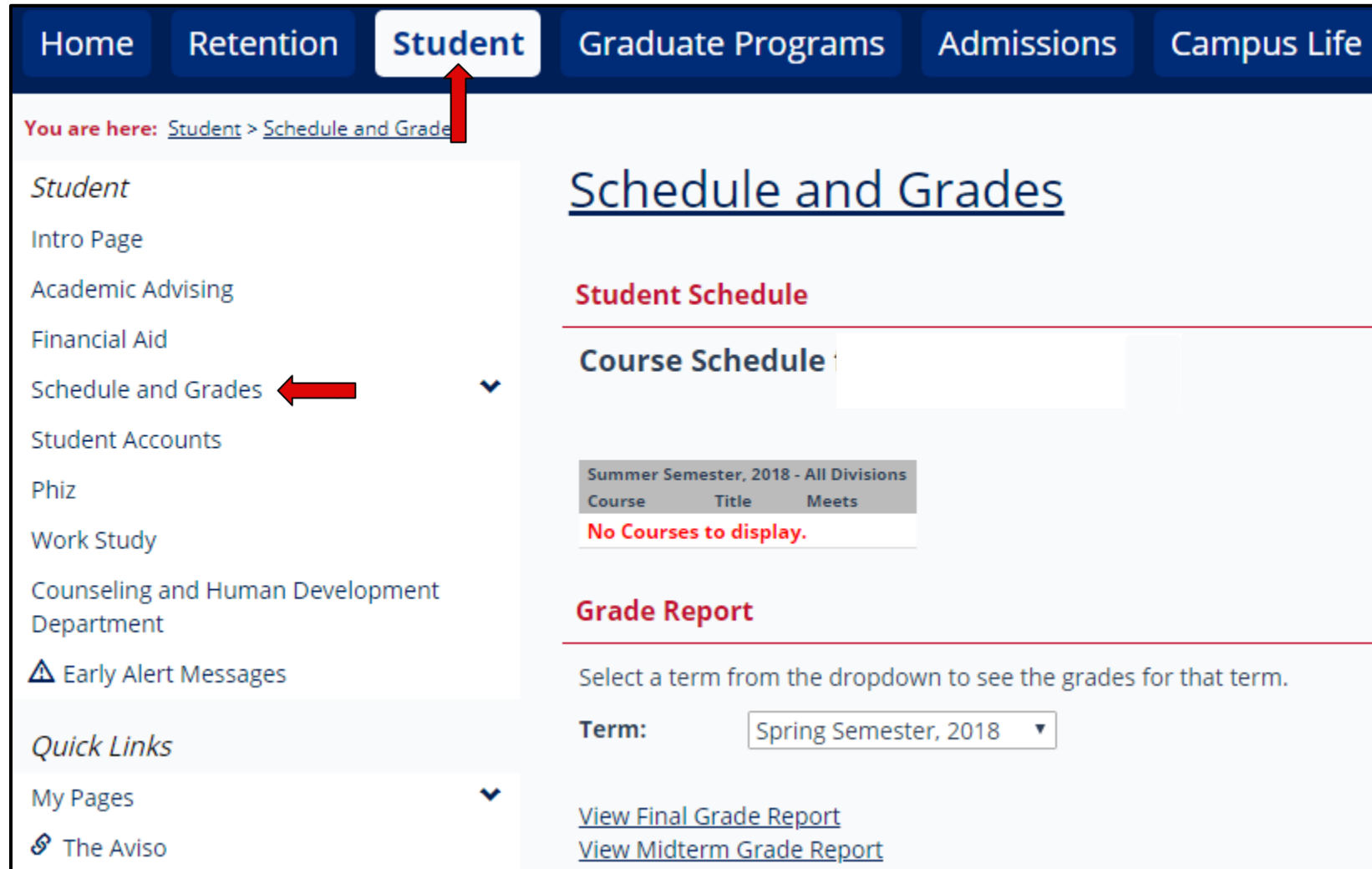
Course	Title	Final Grade	Repeat	Attempted Credits	Earned Credits	GPA Credits	Quality Points	GPA
MGMT 409 01 OLA	Personal Values and Business Ethics	A	-	3.00	3.00	3.00	12.00	
<b>Term Totals:</b>				<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>12.00</b>	<b>4.0000</b>
<b>Career:</b>				<b>27.00</b>	<b>95.00</b>	<b>27.00</b>		

[Printer Friendly Grade Report](#)  



## View and Print Your Unofficial Transcript

Select the **Student** tab. Choose the link titled **Schedule and Grades** located in the left sidebar.





The screenshot shows a navigation bar with tabs: Home, Retention, Student, Graduate Programs, Admissions, and Campus Life. The 'Student' tab is highlighted. Below the navigation bar, a breadcrumb trail reads 'You are here: Student > Schedule and Grades'. The left sidebar contains a list of links: Student, Intro Page, Academic Advising, Financial Aid, Schedule and Grades (highlighted with a red arrow), Student Accounts, Phiz, Work Study, Counseling and Human Development Department, Early Alert Messages, Quick Links, My Pages, and The Aviso. The main content area is titled 'Schedule and Grades' and contains sections for 'Student Schedule', 'Course Schedule', and 'Grade Report'. The 'Course Schedule' section shows a table header for 'Summer Semester, 2018 - All Divisions' with columns for 'Course', 'Title', and 'Meets', and a message 'No Courses to display.' The 'Grade Report' section includes a dropdown menu for 'Term' set to 'Spring Semester, 2018' and links for 'View Final Grade Report' and 'View Midterm Grade Report'.



Home Retention **Student** Graduate Programs Admissions Campus Life

You are here: [Student](#) > [Schedule and Grades](#)

*Student*

- Intro Page
- Academic Advising
- Financial Aid
- Schedule and Grades 
- Student Accounts
- Phiz
- Work Study
- Counseling and Human Development Department
-  Early Alert Messages

*Quick Links*

- My Pages 
-  The Aviso

## Schedule and Grades

### Student Schedule

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### Course Schedule

Summer Semester, 2018 - All Divisions		
Course	Title	Meets
<b>No Courses to display.</b>		

### Grade Report

Select a term from the dropdown to see the grades for that term.

Term:

[View Final Grade Report](#)

[View Midterm Grade Report](#)

Select **View Unofficial Transcript** located on the right side on the page.

### Course History ?

To view your complete course history, click the View Course History link

[View Course History](#)


### GPA Projection ?

Please select a Division for which to calculate your projected GPA.

Division:

### My Unofficial Transcript ?

Division: Graduate Programs

[View Unofficial Transcript](#) 

Once you are able to view the details of your unofficial transcript, scroll to the bottom of the page and select **Unofficial Transcript** to print or save a copy of your unofficial transcript in PDF format.

## Schedule and Grades

### My Unofficial Transcript

#### Unofficial Transcript


Division: Graduate Programs

End of Transcript for this Academic Division

	Attempted Credits	Earned Credits	GPA Credits	Quality Points	GPA
<b>Transfer</b>	0.00	0.00	0.00	0.00	
<b>Local</b>	72.00	72.00	72.00		
<b>Career</b>	72.00	72.00	72.00		

#### Fall Semester, 2018

Course	Title	Grade	Repeat	Attempted Credits
COUN 503 01 OC B	Multicultural Counseling & Advocacy	WIP	R	3.00
COUN 549 01 OC A	Human Growth & Development	WIP	R	3.00

[Unofficial Transcript](#) 

## Advising Worksheet: Track Your Progress towards Graduation

Select the **Student** tab. Choose the link titled **Academic Advising** located in the left-side navigation bar. Under Course Needs, select the link titled '**Click here** to view the course needs.'

**Home** **Retention** **Student** **Graduate Programs** **Admissions** **Campus Life**

You are here: [Student](#) > [Academic Advising](#)

*Student*

- Intro Page
- Academic Advising
- Financial Aid
- Schedule and Grades
- Student Accounts
- Phiz
- Work Study
- Early Alert Messages

*Quick Links*

- My Pages
- The Aviso
- Malone Bookstore

## Academic Advising

**Degree Audit Portlet**

**Course Needs**

Requirements Summary	
Name	Status
MMP General Ed Core	✗ Not Met
MP Orgnztnl Mgmt Maj	✗ Not Met
39 Hours Req Upper Lvl	✗ Not Met
Total UG Crs 124 NonTeach	✗ Not Met

[Click here](#) to view the course needs

**Undergraduate Students:** A summary will appear with an outline of your general education requirement status, major status, upper-level hours status, and total hours. Choose **Recalculate Student Progress** for the most up-to-date information and then select **Custom Advising Worksheet** to view or save your worksheet in PDF format.

## Course Needs - Program Requirements

Listed below are the requirements which must be satisfied for successful completion of the Organizational Management program. To view the specific course needs for each program requirement, click on the requirement.

Requirement	Description	Needed	Earned
<a href="#">MMPGEN</a>	MMP General Ed Core	2.0000 GPA	68.00 Credit Hours;2 Requirements
<a href="#">MPOMMAJ1</a>	MP Orgnztnl Mgmt Maj	36.00 Credit Hours;2.2500 GPA	32.00 Credit Hours;11 Requirements
<a href="#">UPLEVREQ</a>	39 Hours Req Upper Lvl	39.00 Credit Hours;	3.00 Credit Hours
TC124	Total UG Crs 124 NonTeach	124.00 Credit Hours;2.0000 GPA	100.00 Credit Hours;37 Requirements

[Custom Advising Worksheet](#) 



[Recalculate Student Progress](#)



**Graduate Students:** A summary will appear with an outline of your program requirement status and total hours. Choose **Recalculate Student Progress** for the most up-to-date information and then select **Custom Advising Worksheet** to view or save your worksheet in PDF format.

### Course Needs - Program Requirements

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Listed below are the requirements which must be satisfied for successful completion of the School Counseling program. To view the specific course needs for each program requirement, click on the requirement.














Requirement	Description	Needed	Earned
<a href="#">MEDCOU01</a>	MAED School Counseling	48.00 Credit Hours;3.0000 GPA	72.00 Credit Hours;1 Requirements
TC48	Total Credits 48	<b>All Requirements Met!</b>	72.00 Credit Hours;25 Requirements

[Custom Advising Worksheet](#)

[Recalculate Student Progress](#)

Use the Advising Worksheet as a reference to track the courses and hours needed to meet all graduation requirements. Review this electronic document each semester with your academic advisor and bring any discrepancies to the attention of the Office of the Registrar.

When reviewing your Advising Worksheet, please note the following: 1) Requirement is met =  2) Requirement is NOT met =  3) Course is in progress =  4) Requirement has been completed unsatisfactorily (UN) = RED 5) Transfer work (TR) = BLUE

<b>Malone University Advising Worksheet</b>	
 <b>39 Hours Req Upper Lvl (NOT MET)</b>	<b>39.00 Hours Needed</b>
<b>39 Hours Req Upper Lvl:.....16.00 Hours Earned</b>	
<i>For graduation, every student is required to complete 39 hours of course work at the 300 and/or 400 level. This section tracks the number of hours completed at those levels.</i>	
 <b>Upper Level Courses</b>	
 <b>COM 131 Photography (ART314)</b>	<b>CR 1.33 (TR) Calif St Poly Univ Pomona</b>
 <b>BIBL 325-01 The Historical Books</b>	<b>(3.00 In Progress Fall Semester, 2018)</b>
 <b>GEN 460-03 Fth Wrld: 7 Deadly Sins</b>	<b>(3.00 In Progress Fall Semester, 2018)</b>
 <b>MIN 323-01 Evangelism &amp; Discipleship in NT</b>	<b>(3.00 In Progress Fall Semester, 2018)</b>
 <b>MIN 340-01 Pastoral Care</b>	<b>A 3.00</b>
 <b>MIN 421-01 Communicating Christian Faith</b>	<b>(3.00 In Progress Fall Semester, 2018)</b>
 <b>MIN 424-01 Leadership and Staff Dynamics</b>	<b>A 3.00</b>
 <b>PLS 204 Intro to Political Thought (POL301)</b>	<b>CR 2.67 (TR) Calif St Poly Univ Pomona</b>
 <b>THEO 331-01 Christian Theology I</b>	<b>A 3.00</b>
 <b>THEO 332-01 Christian Theology II</b>	<b>A 3.00</b>
 <b>THEO 342-01 Spiritual Formation</b>	<b>(3.00 In Progress Fall Semester, 2018)</b>

## Degree Audit: Track Your Progress towards Graduation

Select the **Student** tab. Choose the link titled **Academic Advising** located in the left-side navigation bar. Under Degree Audit Portlet, select the link titled **View All Details**.

The screenshot shows a university website interface. At the top, there is a navigation bar with tabs: Home, Retention, Student, Graduate Programs, Admissions, and Campus Life. The 'Student' tab is highlighted. Below the navigation bar, there is a breadcrumb trail: **You are here:** [Student](#) > [Academic Advising](#). The left sidebar contains a list of links: Student, Intro Page, Academic Advising (highlighted with a red arrow), Financial Aid, Schedule and Grades, Student Accounts, Phiz, Work Study, and Early Alert Messages (with a triangle icon). Below these are 'Quick Links' and 'My Pages' (with a dropdown arrow), and 'The Aviso' (with a link icon). The main content area is titled 'Academic Advising' and features a 'Degree Audit Portlet' section. This section contains a table with the following data:

Requirements Summary	
Name	Status
MMP General Ed Core	✗ Not Met
MP Orgnztnl Mgmt Maj	✗ Not Met
39 Hours Req Upper Lvl	✗ Not Met
Total UG Crs 124 NonTeach	✗ Not Met

Below the table is a link 'View All Details' (highlighted with a red arrow). The 'Course Needs' section is partially visible below the portlet.



**Undergraduate Students:** A summary will appear with an outline of your general education requirement status, major status, upper-level hours status, and total hours. Choose **Recalculate Student Progress** for the most up-to-date information and then select **Degree Audit Custom Report** to view or save your audit in PDF format.

### Degree Audit Portlet - Degree Audit Summary

**Major 1: Organizational Management**

**Advisors**

Laura S Foote ⓘ - Faculty Advisor, Undergraduate School

Cynthia G Wilson ⓘ - Faculty Advisor, Undergraduate School

Michele L Williams ⓘ - Faculty Advisor, Undergraduate School

Requirements Summary	Year	Aim	Hours Needed	Hours Earned	Hrs. in Progress	Quality Points	GPA	Status
<a href="#">MMP General Ed Core</a>	2017	GENED	0.00	68.00	18.00			✗ Not Met
<a href="#">MP Orgnztnl Mgmt Maj</a>	2017	MAJOR	36.00	32.00	4.00			✗ Not Met
<a href="#">39 Hours Req Upper Lvl</a>	2017	ULREQ	39.00	3.00	3.00			✗ Not Met
Total UG Crs 124 NonTeach	2017	TOTCR	124.00	100.00	13.00			✗ Not Met

[Degree Audit Custom Report](#) ←

←

**Graduate Students:** A summary will appear with an outline of your program requirement status and total hours. Choose **Recalculate Student Progress** for the most up-to-date information and then select **Degree Audit Custom Report** to view or save your audit in PDF format.

### Degree Audit Portlet - Degree Audit Summary

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Major 1: **School Counseling**

**Advisors**  
 Kara A Kaelber - Faculty Advisor, Graduate Programs

Requirements Summary	Year	Aim	Hours Needed	Hours Earned	Hrs. in Progress	Quality Points	GPA	Status
<a href="#">MAED School Counseling</a>	2013	MAJOR	48.00	72.00	3.00			✗ Not Met
Total Credits 48	2013	TOTCR	48.00	72.00	3.00			✓ Met

[Degree Audit Custom Report](#)

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Use the Degree Audit as a reference to track the courses and hours needed to meet all graduation requirements. Review this electronic document each semester with your academic advisor and bring any discrepancies to the attention of the Office of the Registrar.

When reviewing your Degree Audit, please note the following: 1) Requirement is met = **M (met)** (under Status); 2) Requirement is NOT met = **R (required)** (in front of course); 3) Course is in progress = **INPROG**; 4) Transfer work = **T** (under Status)

ULREQ		39 Hours Req Upper Lvl		Offer Date: 00/00/0000		Enter Date: 10/06/2017			
REQUIRED		TAKEN							
	<u>Requirement</u>	<u>Course</u>	<u>Title/Description</u>	<u>Hours Needed</u>	<u>Hours Earned</u>	<u>Count Needed</u>	<u>Actual Count</u>	<u>Status</u>	<u>Grade</u>
R	UPLVLGRP -- Upper Level Courses (HOURS)			39.00	16.00	0	6	R I	
	ART314 -- Digital Photography	COM 131	Photography	0.00	1.33	0	1	M T	A-
R	BIBL325 -- The Historical Books (INPROG)	BIBL 325 01	The Historical Books	0.00	0.00	0	0	N I	
R	GEN460 -- Faith in Wrld Seminar (INPROG)	GEN 460 03	Fth Wrld: 7 Deadly Sins	0.00	0.00	0	0	N I	
R	MIN323 -- Evg/Disclp in New Test (INPROG)	MIN 323 01	Evangelism & Discipleship ir	0.00	0.00	0	0	N I	
	MIN340 -- Pastoral Care	MIN 340 01	Pastoral Care	0.00	3.00	0	1	M L	A
R	MIN421 -- Comm the Christian Faith (INPROG)	MIN 421 01	Communicating Christian Fa	0.00	0.00	0	0	N I	
	MIN424 -- Lead & Staff Dynamics	MIN 424 01	Leadership and Staff Dynai	0.00	3.00	0	1	M L	A
	POL301 -- Political Philosophy	PLS 204	Intro to Political Thought	0.00	2.67	0	1	M T	B
	THEO331 -- Christian Theology I	THEO 331 01	Christian Theology I	0.00	3.00	0	1	M L	A
	THEO332 -- Christian Theology II	THEO 332 01	Christian Theology II	0.00	3.00	0	1	M L	A
R	THEO342 -- Spiritual Formation (INPROG)	THEO 342 01	Spiritual Formation	0.00	0.00	0	0	N I	

Please note if you are registered for a course, the requirement will still show an **R (required)**; however, you will also see **INPROG** following the course title. This indicates that the course is in progress.

See the BIBL 100 example below.

GENED		General Educ Requirements		Offer Date: 08/31/2015		Enter Date: 03/19/2018							
		REQUIRED		TAKEN									
		Requirement		Course		Title/Description		Hours Needed	Hours Earned	Count Needed	Actual Count	Status	Grade
R		GENFNDF2 -- Found Faith & Learning (COUNT)						0.00	4.00	4	2	RI	
R		BIBL100 -- Intro to Bible (INPROG)	BIBL 100 01	OL	B	Introduction to the Bible		0.00	0.00	1	0	RI	
		GEN100 -- The College Experience	GEN 100 09			The College Experience		0.00	1.00	1	1	M L	A

**Undergraduate Students:** Please note there are two common areas that will still show an **R (for required)** under the general education requirements:

1. **THEOAGEC – 3 course Theo option:** For non-Theology majors, this area will show as required at times. If the GENTHEO line shows as met, please disregard all other options still showing as required.

		GENTHEO -- Theology Group						0.00	3.00	1	1	M	
		THEO211 -- Intro to Theology	THEO 211 01	OL		Introduction to Theology		0.00	3.00	1	1	M L	A-
R		THEOAGEC -- 3 course Theo option						0.00	0.00	3	0	N	

2. **GENGLBL – Global Connections:** This area will show as required at times. Please note that if the student is not a nursing major, he/she does not need to take NURS 402 and NURS 432.

		GENGLBL -- Global Connections						0.00	3.00	1	1	M	
		ENG270 -- World Cinema	ENG 270 01			World Cinema		0.00	3.00	0	1	M L	A
R		NURCLT01 -- Cross-Cult Nurs Option						0.00	0.00	2	0	N	
R		NURS402 -- Health Focused Cultural T						0.00	0.00	0	0	R	
R		NURS432 -- Health Focused CulturalA						0.00	0.00	0	0	R	