* How to fill out MAIR degree map form:
* List approved IR courses on the degree map.
* Core courses can be listed in the approved core area or can be used as an elective
* Elective courses can only be used in the elective area
* All transfer credit should be listed in and counts toward the elective area (11 hours of elective required, subtract the amount of transfer credit awarded from that number to get total hours of elective you will need to complete)
* The form must show only the below items. Any additional information may make the form difficult to read and could result in a delay in approval:
	+ Course Title
		- Be sure to list the title of the course correctly
			* **Example:** Problems of International Relations: Politics of the Global Financial Crisis should be listed as Politics of Global Fin. Crisis
	+ Course Number
		- Listed departments as: COM, IAS, PSC, HIST…
	+ Semester Taken
	+ Professor’s Last Name
* Credit column for most students will be “R”
	+ Transfer credits should show “T”
	+ Course used for dual degree programs “R/S”

**NOTE TO MAC USERS**:

There is a known problem of compatibility between Preview (the default program for viewing PDF on the Mac operating system) and Acrobat forms. PDF forms filled out in Preview do not display all form data when opened in Acrobat. You MUST use Acrobat Reader to fill out forms when using a Mac computer. For more information, [visit our Mac Users page](http://cas.ou.edu/adobe-forms-for-mac-users)

