Introduction to Degree works
NORTHWESTERN STATE UNIVERSITY
OFFICE OF THE UNIVERSITY REGISTRAR
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Training Objectives

- How to use criteria for identifying populations
- Understand and interpret an audit
- Understand how the University Catalogs and Degree Works are tied together
- Utilize additional audit and student analytic tools

Spring 2023
What is Degree Works?

A web-based tool that will provide a clear and convenient method for students and advisors to track degree progress, prepare for registration, and plan for graduation.

Degree Works is designed to aid and facilitate academic advising and degree completion.

Degree Works is used by undergraduate, graduate, and professional students for graduation certification. All undergraduates must have a complete degree works audit in order to graduate.
Who can use Degree Works?

- All currently enrolled students can access Degree Works through myNSU.
- All NSU personnel who are listed as Advisor in Banner have access to Degree Works.

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Degree Works and Banner

Degree Works gets its student information directly from Banner.

- Catalog/ Academic Year
- Academic Program
- GPA
- Classification
- WVU/Transfer coursework
- Advisor
- Holds

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Accessing Degree Works - Students

- Log into the myNSU Portal with your NSU CWID
- Open the QuickLinks Menu and click on Degreeworks
- Degree Works will open in a new window
Searching for Students

Once you access Degree Works, you will be presented with a Student ID search bar. Enter the relevant student’s CWID, hit enter, and from there you will have access to the student’s degree audit.
Worksheet Overview

- The main view after searching for a student
- This view allows for audit analysis and access to additional tools
- The worksheet is divided into blocks or sections. Each of these has a bold blue heading.
Understanding an Audit

Each audit consists of a series of Blocks (identified by the bold, black heading). These blocks are tailored to meet the specific needs of each college, degree, and major. Check boxes give at-a-glance indication of their status.

- **Complete**: Indicates that the requirement has been satisfied.
- **Complete (with classes in-progress)**: Indicates that the requirement is in-progress.
- **Not complete**: Indicates that the requirement has not yet been satisfied.
- **Nearly complete - see advisor**: Indicates a “nearly complete” status. (Ex. Course requirements complete, but other requirements are still outstanding.)
- **Any course number**: A wild card that can represent any number. (Ex. ENGL 3@ is any 3000 level English class)
The student block is located at the top of the audit and lists important student information such as:

- Name
- Level
- Classification
- College
- Degree
- Major
- Advisor(s)
- Credit Info.
- Credit Info.
The degree block is directly below the student block and contains all requirements for that specific degree including but not limited to:

- Semester Hours
- GPA
- University Core
- Major
- Minor (if applicable)

Note the information at the top detailing Credits Required & Applied, Catalog Year, and GPA that can be found in each block.
University Core Block

- Lists all University Core requirements
- Transfer credits will display here if they fulfill any requirements
- Tip: Clicking a blue course in an unfulfilled requirement will bring up all classes in that course for the current and upcoming semesters.
The major block lists all major coursework requirements as well as GPA and semester hours.
The in-progress block is located towards the bottom of the audit. It displays courses currently happening and classes registered for in the next term.
Unused Courses Block

The Unused Courses block displays coursework that does not fit into one of the other blocks. Ex. Transfer courses that don’t meet major or core requirements, electives, courses taken before a major change.

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<th>Term</th>
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Additional Functions and Features

- **PDF** – SAVE AN AUDIT AS A PDF
- **CLASS HISTORY** – VIEW A SEMESTER BY SEMESTER BREAKDOWN OF COURSES
- **SUBJECT HISTORY** – VIEW BREAKDOWN OF CLASSES ORGANIZED BY SUBJECT
- **PLANS** – ENSURE PROPER COURSE SEQUENCING BY PLANNING A SEMESTER BY SEMESTER SCHEDULE
- **NOTES** – KEEP TRACK OF CORRESPONDENCE AND IMPORTANT INFORMATION
- **GPA CALCULATOR** – HELP STUDENTS CONCEPTUALIZE THEIR SEMESTER AND OVERALL GPA
- **WHAT IF** – CREATE A HYPOTHETICAL CHECK SHEET
Save as PDF

- Use the PDF feature via the print screen to save or view a PDF copy of the student’s degree audit.
The Class History tool allows the user to view a list of classes organized by term. This shows previous and current classes in progress.
Plans

- Plans allows students and advisors to create sequenced plans of study.

- Once a plan is created, you can modify the courses and requirements. This will allow a customized plan to ensure that the plan will lead successfully to graduation.
The Notes feature is a great way to keep track of information that pertains to a student’s degree audit or record.

You can use the Notes tab or the Notes Icon to enter notes.

Be sure to click **Process New** after entering a note. This will allow the note to display at the bottom of the student’s audit.

Notes are visible to all Degree Works users including students.
**GPA Calculator**

- **Term Calculator:** How will grades achieved this term affect a student’s cumulative GPA?
- **Advice Calculator:** How many credit hours with certain grades will achieve a desired GPA?
What If

- Allows us to hypothesize how a change in academic program (Degree, Major, Minor) affects previous coursework.

- **NOTE**: You must select ALL of the criteria you want to change in the audit (Degree, Academic Year, Major, Minor).
POSSIBLE IRREGULARITIES

- Incorrect curriculum
  - Academic/Catalog year
- Misplaced courses
  - Pre Banner Courses
  - Missing attributes
- No audit displayed
  - Pre-2012 students
  - Students inactive for more than semester
- Dual Degree/Double Major
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