

INTRODUCTION TO DEGREE WORKS

Northwestern State University

Office of the University Registrar

TRAINING CONTENTS

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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

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.

DEGREE WORKS AND BANNER

Degree Works gets its student information directly from Banner.

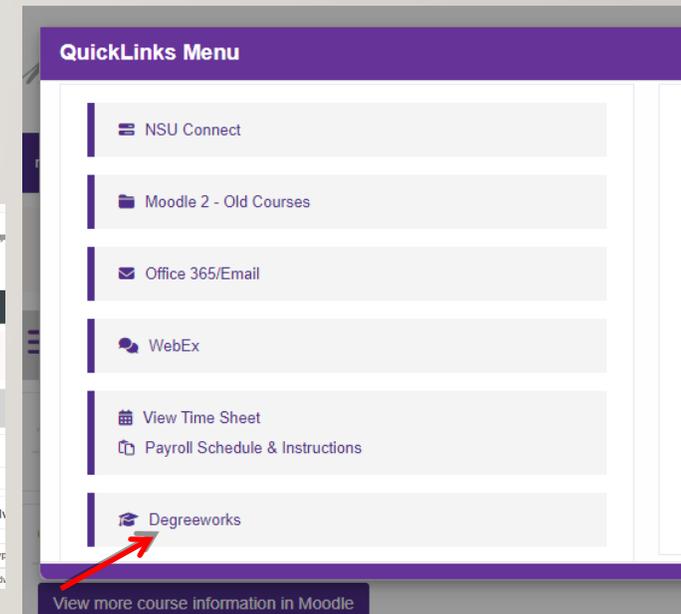
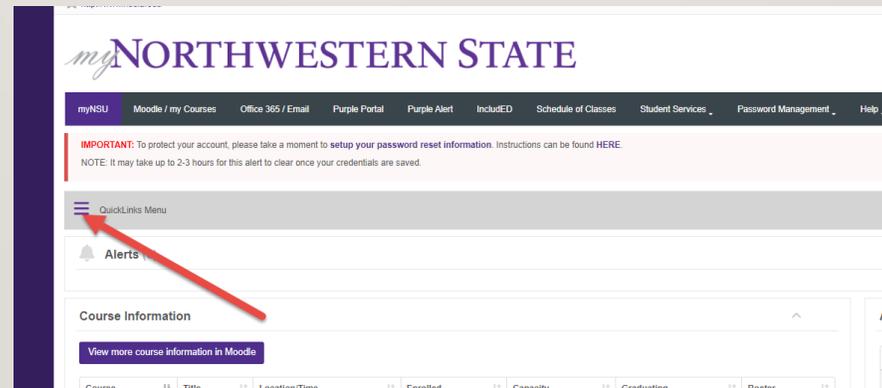
- Catalog/ Academic Year
- Academic Program
- GPA
- Classification
- Transfer coursework
- Advisor
- Holds

The screenshot displays the Degree Works interface for a student. At the top, the title "Worksheets" is visible. Below it, the student's information is shown: Student ID 10264882, Name Student, Test Two, and Degree Biology, AS_BS_618. The interface includes a search bar and a table of filters for Level (Undergraduate), Classification (Senior), Major (Biology (618)), Program (Bachelor of Science), Concentration (Biomedical (618M)), College (Arts and Science), Overall Credits (95), Transfer Credits (95), Overall GPA (2.272), and Transfer GPA (2.272). The "Academic" tab is selected, showing a "View historic audit" dropdown set to 08/30/2021 at 6:28 PM UG/AS... The "Degree progress" section shows a "Format Student View" dropdown, a "Degree progress" gauge at 20% (Requirements) and 34% (Credits), and an "Overall GPA" of 2.272. There are checkboxes for "In-progress classes" and "Preregistered classes", both checked, and a "PROCESS" button. The "Audit date" is 08/30/2021 6:28 PM. The "BS in Biology AS_BS_618" program is shown as "INCOMPLETE". The audit details include: Credits required: 120, Credits applied: 41, Catalog year: FALL 2018, GPA: 2.658. The audit text states: "Your Graduation GPA is 2.658. A minimum 2.0 Graduation GPA is required for graduation in this program. This GPA includes all courses required for this program taken at NSU and other institutions, excluding failing grades and repeated courses. Your NSU Degree Program GPA is 0.000. A minimum 2.0 Adjusted NSU Degree Program GPA is required for graduation in this program. This GPA includes all courses required for this degree program taken at NSU, excluding failing grades and repeated courses." The audit items are:

- A minimum of 120 semester hours are required. **Still needed:** 120 semester hours are required. You currently have 41, you still need 79 more semester hours.
- A minimum of 30 NSU semester hours are required toward the degree. **Still needed:** A minimum of 30 semester hours must be taken at Northwestern State University. You still need 30 more semester hours.
- Graduation GPA **Still needed:** Your NSU Degree Program GPA is 0.000; a GPA of 2.0 is required.
- NSU Degree Program GPA **Still needed:** Your NSU Degree Program GPA is 0.000; a GPA of 2.0 is required.
- University Core Requirements **Still needed:** See University Core - Baccalaureate section

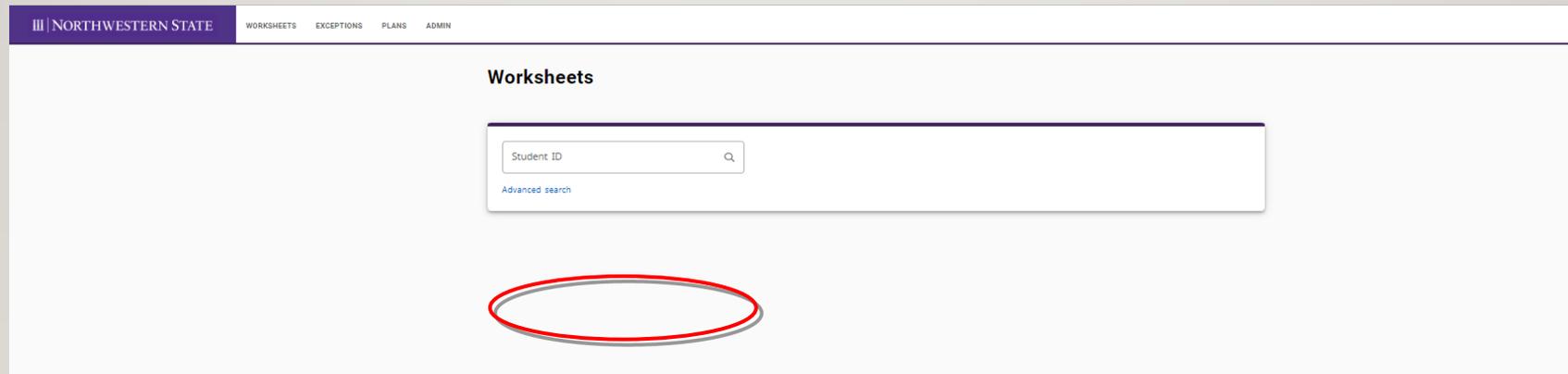
ACCESSING DEGREE WORKS - STUDENTS

- 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.



The screenshot shows the 'Worksheets' page in the Degree Works system. The page has a purple header with the Northwestern State logo and navigation links for 'WORKSHEETS', 'EXCEPTIONS', 'PLANS', and 'ADMIN'. Below the header, the title 'Worksheets' is displayed. A search bar is present with the placeholder text 'Student ID' and a magnifying glass icon. Below the search bar, there is a link for 'Advanced search'. A red oval is drawn around the search bar, highlighting it.

SEARCHING FOR STUDENTS

Click **“Search”** to execute the search. All students who meet the search criteria will be displayed in the bottom window of the Find Students search dialog. The list of students is sorted by name in descending order as a default but can be sorted by clicking on any of the column headers in the results grid. By default, all students in the results list are selected; unchecking the check box to the left of the student will deselect them.

Click **“Select”** to close the search window and load the list of students into Degree Works. You may then select any student from the list to process a degree audit, apply an exception or manage a plan.

Click **“Cancel”** to discard your search and go back to the originating page.

Some institutions may limit advisors to having access only to their list of advisees or department heads to having access only to students in their department. In this case, a preselected list of students will appear in the “Select student” dropdown and the “Advanced search” functionality will not be available.

Please refer to the “Additional Advisee Filtering” section of the *Degree Works Technical Guide* for additional information.

The screenshot shows a 'Worksheets' window containing a 'Find Students' search dialog. The dialog has a title bar with a close button (X) and a search area with three input fields: 'Student ID', 'First/middle name', and 'Last name'. Below these is a 'Curriculum' section with an expand/collapse arrow (^). The search criteria are organized into a grid of dropdown menus:

Degree	Level	Classification
Catalog year	Degree source	Major (0/332)
Minor (0/59)	College (0/22)	Specialization (0/0)
Concentration (0/336)	Liberal learning (0/0)	Program (0/38)
Student type (0/7)		

At the bottom right of the dialog are three buttons: 'Clear', 'Cancel', and 'Search' (which is highlighted in green).

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 black heading.

The screenshot displays the 'Worksheets' interface for a student. At the top, it shows the student ID (10264882), name (Student, Test Two), and degree (Biology, AS_BS_618). Below this, there are filters for 'Advanced search' including Level (Undergraduate), Classification (Senior), Major (Biology (618)), Program (Bachelor of Science), and Concentration (Biomedical (618M)). The overall GPA is 2.272. The interface is divided into sections: 'Academic' (selected), 'What-If', 'Financial Aid', and 'Athletic Eligibility'. A 'View historic audit' dropdown shows the date 08/30/2021 at 6:28 PM UG/AS... The 'Degree progress' section shows 20% progress for Requirements and 34% for Credits, with an overall GPA of 2.272. There are checkboxes for 'In-progress classes' and 'Preregistered classes', both checked, and a 'PROCESS' button. The 'Audit date' is 08/30/2021 6:28 PM. Below this, there are links for 'Diagnostics', 'Student data', 'Save audit', and 'Delete audit'. The main section is titled 'BS in Biology AS_BS_618' with an 'INCOMPLETE' status. It shows 'Credits required: 120', 'Credits applied: 41', 'Catalog year: FALL 2018', and 'GPA: 2.658'. The text explains that the graduation GPA is 2.658 and the NSU Degree Program GPA is 0.000. A table lists requirements and their status:

Requirement	Status	Details
A minimum of 120 semester hours are required.	Still needed:	120 semester hours are required. You currently have 41, you still need 79 more semester hours.
A minimum of 30 NSU semester hours are required toward the degree.	Still needed:	A minimum of 30 semester hours must be taken at Northwestern State University. You still need 30 more semester hours.
Graduation GPA	Completed:	
NSU Degree Program GPA	Still needed:	Your NSU Degree Program GPA is 0.000; a GPA of 2.0 is required.
University Core Requirements	Still needed:	See University Core - Baccalaureate section

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)

STUDENT BLOCK

- 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.
 - ▶ GPA

The screenshot shows a student block with the following information:

Student ID	200014598	Name	Wright, Ryan P	Degree	Student Affairs in Higher Educ (574)						
Advanced search											
Level	Graduate	Classification	Graduate	Major	Student Affairs in Higher Educ	Program	Master of Arts	College	Education & Human Development		
Academic Standing	Good Standing	Advisor	Danny Seymour, Erik Braun, Paula Christensen			NSU Credits	36	Overall Credits	36	NSU GPA	3.666
Overall GPA	3.666										

DEGREE BLOCK

BS in Biology AS_BS_618 INCOMPLETE

Credits required: 120 Credits applied: 41 Catalog year: FALL 2018 GPA: 2.658

Your Graduation GPA is 2.658. A minimum 2.0 Graduation GPA is required for graduation in this program. This GPA includes all courses required for this program taken at NSU and other institutions, excluding failing grades and repeated courses.

Your NSU Degree Program GPA is 0.000. A minimum 2.0 Adjusted NSU Degree Program GPA is required for graduation in this program. This GPA includes all courses required for this degree program taken at NSU, excluding failing grades and repeated courses.

<input type="radio"/> A minimum of 120 semester hours are required.	Still needed:	120 semester hours are required. You currently have 41, you still need 79 more semester hours.
<input type="radio"/> A minimum of 30 NSU semester hours are required toward the degree.	Still needed:	A minimum of 30 semester hours must be taken at Northwestern State University. You still need 30 more semester hours.
<input checked="" type="radio"/> Graduation GPA		
<input type="radio"/> NSU Degree Program GPA	Still needed:	Your NSU Degree Program GPA is 0.000; a GPA of 2.0 is required.
<input type="radio"/> University Core Requirements	Still needed:	See University Core - Baccalaureate section
<input type="radio"/> Major Requirements	Still needed:	See Major in Biology (618) section
<input type="radio"/> Biology Support Area	Still needed:	See Biology Support (618) section
<input type="radio"/> Academic Electives	Still needed:	See Academic Electives (618) section

- The degree block is directly below the student block and contains all requirements for that specific degree including but not limited to:
 - Semester Hours applied and needed
 - GPA
 - University Core
 - Major
 - Concentration (if applicable)
 - 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.

University Core - Baccalaureate INCOMPLETE

Credits required: 40 Credits applied: 15 Catalog year: FALL 2018 GPA: 2.400

Unmet conditions for this set of requirements: 40 to 43 semester hours are required. You currently have 15, you still need 25 more semester hours.
If specific University Core courses are required for your major, those courses will be listed in the Support Area. It is important that you look in the support area for your major (if a support area exists for your major) before you choose core courses that have multiple course options.

	Course	Title	Grade	Credits	Term	Repeated
<input checked="" type="checkbox"/>	Composition & Rhetoric I	ENGL 1010	COMP & RHETORIC I	B	3	Spring 1997
	Satisfied by:	ENGL101 - COMPOSITION & RHETORIC I - Bossier Parish Community Coll				
<input checked="" type="checkbox"/>	Composition & Rhetoric II	ENGL 1020	COMP & RHETORIC II	B	3	Fall 1997
	Satisfied by:	ENGL102 - COMP & RHETORIC II - Bossier Parish Community Coll				
<input type="checkbox"/>	MATHEMATICS	Still needed:	Choose from 1 of the following:			
<input type="checkbox"/>	College Algebra & Finite Mathematics	2 Classes and 6 Credits in MATH 1060				
<input type="checkbox"/>	College Algebra & Trigonometry	MATH 1020	COLLEGE ALGEBRA	D	3	Fall 1998
	Satisfied by:	MATH102 - COLLEGE ALGEBRA - Bossier Parish Community Coll				
		1 Class and 3 Credits in MATH 1090				
<input type="checkbox"/>	College Algebra & Survey of Calculus	2 Classes and 6 Credits in MATH 2010				
<input type="checkbox"/>	Contemporary Mathematics & Finite Mathematics	2 Classes and 6 Credits in MATH 1035 or 1060				
<input type="checkbox"/>	PreCalculus Mathematics	6 Credits in MATH 1100				
<input type="checkbox"/>	Technical Mathematics	6 Credits in MATH 1810				
<input type="checkbox"/>	College Algebra & Survey of Calculus	2 Classes in MATH 2010				
<input type="checkbox"/>	Contemporary Mathematics & Finite Mathematics	2 Classes in MATH 1035 or 1060				
<input type="checkbox"/>	Analytical Geometry & Calculus I & II	2 Classes in MATH 2100 or 2110				
<input type="checkbox"/>	General Chemistry & Lab	Still needed:	2 Classes and 4 Credits in CHEM 1030 or 1031			
<input type="checkbox"/>	Biological Principles I & Lab	Still needed:	4 Credits in BIOL 1010 or 1011			
<input type="checkbox"/>	General Chemistry & Lab	Still needed:	2 Classes and 4 Credits in CHEM 1040 or 1041			

Students may not receive credit for both BIOL 1010 and SCI 1020. Also students may not receive credit for more than one of the following: SCI 1010 or CHEM 1030 or CHEM 1070. In addition, students may not receive credit for both SCI 2010 and CHEM 1040.

MAJOR BLOCK

Major in Biology (618) INCOMPLETE

Credits required: 56 Credits applied: 6 Catalog year: FALL 2018 GPA: 2.000

	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/>	A minimum of 56 semester hours are required.		Still needed:	56 semester hours are required. You currently have 6, you still need 50 more semester hours.		
<input type="radio"/>	A minimum of 12 NSU upper-level hours are required in your major.		Still needed:	Minimum Credits unsatisfied		
<input checked="" type="radio"/>	A minimum 2.0 GPA is required in your major.					
<input type="radio"/>	A minimum 2.0 NSU GPA is required in your major.		Still needed:	A minimum GPA of 2.0 is required in all Major courses taken at Northwestern State University. Your GPA is 0.000.		
<input type="radio"/>	Biological Principles I	Still needed:	1 Class in BIOL 1010			
<input type="radio"/>	Biological Principles Laboratory I	Still needed:	1 Class in BIOL 1011			
<input type="radio"/>	Biological Principles II	Still needed:	1 Class in BIOL 1020			
<input type="radio"/>	Biological Principles Laboratory II	Still needed:	1 Class in BIOL 1021			
<input type="radio"/>	Biological Principles III	Still needed:	1 Class in BIOL 2020			
<input type="radio"/>	Biological Principles Laboratory III	Still needed:	1 Class in BIOL 2021			
<input type="radio"/>	Undergraduate Seminar or Critical Reading	Still needed:	1 Class in BIOL 4900 or 4910			
<input type="radio"/>	Biology Electives	MBIO 1100	MICRO IN HLTH & DISEAS	D	3	Spring 1998
		Satisfied by:	MICR110A - GEN MICROBIOLOGY - Bossier Parish Community Coll			
		MBIO 1100	MICRO IN HLTH & DISEAS	B	3	Spring 2000
		Satisfied by:	MICR110 - GENERAL MICROBIOLOGY - Bossier Parish Community Coll			
		Still needed:	Take 11 semester hours in any Biology course not within your concentration area.			
<input type="radio"/>	Concentration Requirements	Still needed:	See Conc in Biomedical (618M) section			

- The major block lists all major coursework requirements as well as GPA and semester hours.

MINOR OR CONCENTRATION BLOCK

- The Minor or Double Concentration Block list the Credits required, Credits applied, Catalog Year and GPA for the Minor or Double Concentration. It also will list the Credits Applied and if the students have completed the conditions for the Minor or Concentration.

Conc in Arts & Communication (734H) IN-PROGRESS

Credits required: 36 Credits applied: 36 Catalog year: FALL 2020 GPA: 2.727

Your Concentration GPA is 2.727. A minimum 2.0 Concentration GPA is required for graduation in this major. This GPA includes all courses required for this concentration taken at NSU and other institutions, excluding failing grades and repeated courses.

	Course	Title	Grade	Credits	Term	Repeated
ⓘ	A minimum of 36 semester hours are required.					
✅	Concentration GPA (includes transfer and NSU courses)					
ⓘ	Arts & Communication					
	COMM 4910	COMMUNICATION INTERN/SEMINAR	A	3	Summer 2019	
	ENGL 2110	INTRO TO LITERATURE	B	3	Fall 2018	
	ENGL 3230	TECHNICAL COMPOSITION	REG	(3)	Fall 2020	
	ENGL 3540	SCREENWRITING	B	3	Spring 2019	
	FA 1040	EXPLORING THE ARTS	A	3	Spring 2018	
	THEA 2320	ACTING TECHNIQUE I	C	3	Fall 2017	
	THEA 3320	ACTING TECHNIQUE II	C	3	Fall 2018	
	THEA 3350	MAKE-UP FOR STAGE	C	3	Spring 2018	
	THEA 4250	AUDITIONS	C	3	Fall 2018	
	THEA 4260	SPEC PROB - THEATRE LIT	B	3	Spring 2019	

Minor in Theatre (MI90) INCOMPLETE

Credits required: 24 Credits applied: 21 Catalog year: FALL 2020 GPA: 2.571

A minimum of 24 semester hours are required. **Still needed:** 24 semester hours are required. You currently have 21, you still need 3 more semester hours.

✅ A minimum 2.0 Minor GPA is required.

	Course	Title	Grade	Credits	Term	Repeated
ⓘ	A minimum of 24 semester hours are required. Still needed: 24 semester hours are required. You currently have 21, you still need 3 more semester hours.					
✅	A minimum 2.0 Minor GPA is required.					
✅	Concepts of Design	THEA 2140	CONCEPTS OF DESIGN	B	3	Spring 2018
✅	Introduction to Theatre Arts	THEA 2300	INTRO TO THEATRE ARTS	B	3	Fall 2017
ⓘ	Stagecraft I		Still needed: 1 Class in THEA 2310			
✅	Theatre Minor Directed Electives	THEA 4260	SPEC PROB - THEATRE LIT	B	3	Spring 2019
		THEA 4330	THEATRE HISTORY & LIT III	C	3	Fall 2018
✅	Advisor Approved Electives	THEA 3320	ACTING TECHNIQUE II	C	3	Fall 2018
		THEA 4250	AUDITIONS	C	3	Fall 2018
		THEA 4280	SPEC PROBLEMS PERF & DIRECT	B	3	Fall 2019

SUPPORT BLOCK

- If specific University Core courses are required for your major, those courses will be listed in the Support Area. It is important that you look in the support area for your major (if a support area exists for your major) before you choose core courses that have multiple course options.

Criminal Justice Support (250) COMPLETE

Credits required: 24 Credits applied: 24 Catalog year: FALL 2020 GPA: 3.375

	Course	Title	Grade	Credits	Term	Repeated
✓	Principles of Sociology	SOC 1010 PRIN OF SOCIOLOGY	B	3	Spring 2018	(R)
	Satisfied by:	SOC210 - INTRO SOCIOLOGY - Coastal Carolina Comm Coll				
✓	Government of the United States	PSCI 2010 GOVT UNITED STATES	A	3	Fall 2017	
	Satisfied by:	POL120 - AMERICAN GOVERNMENT - Coastal Carolina Comm Coll				
✓	General Psychology	PSYC 1010 GENERAL PSYCHOLOGY	A	3	Fall 2020	
✓	Technical Composition or Organization Communication	ENGL 3230 TECHNICAL COMPOSITION	A	3	Spring 2021	
✓	Personal Adjustment & Development	PSYC 2450 PERSONAL ADJ & DEVELOP	A	3	Summer 2021	
✓	Constitutional Law	PSCI 3090 CONSTITUTIONAL LAW	B	3	Fall 2021	
✓	Interpersonal Communication	COMM 2500 INTERPERSONAL COMMUNICAT	C	3	Fall 2015	
	Satisfied by:	COMM205 - INTERPERSONAL COMMUNI - McNeese State University				
✓	English	ENGL 2110 INTRO TO LITERATURE	B	3	Spring 2018	
	Satisfied by:	ENG231 - AMERICAN LITERATURE - Coastal Carolina Comm Coll				



ACADEMIC ELECTIVE BLOCK

Shows coursework that is not applied to a specific area of the degree. (may be used for minors)

The **Electives** block list the free elective courses that count toward the degree

Academic Electives (392) IN-PROGRESS

Credits required: 30 Credits applied: 30 Catalog year: FALL 2020 GPA: 4.000

	Course	Title	Grade	Credits	Term	Repeated
① Academic Electives	BIOL 2250	ANATOMY/PHYSIOLOGY I NURS/ALHE	A	3	Fall 2021	
	BIOL 4130	NEUROSCIENCE	A	3	Spring 2021	
	BIOL 4340	BIOETHICS	A	3	Fall 2021	
	CFS 3020	PARENTING	REG	(3)	Spring 2023	
	HED 4500	SEXUALITY EDUCATION	REG	(3)	Spring 2023	
	NUTR 1030	HUMAN NUTRITION	REG	(3)	Spring 2023	
	SOWK 4240	HUMAN SEXUALITY	A	3	Fall 2022	
	SOWK 4260	UNDERSTANDING CHILD ABUSE AND	A	3	Spring 2022	
	SOWK 4370	STRESS MANAGEMENT	REG	(3)	Spring 2023	
	SOC 3230	SOCIOLOGY OF DEVIANCE	REG	(3)	Spring 2023	
	Exception by:	Durr, Linda C	On: 02/28/2023	Apply Here:	Apply SOWK 4370 here.	
	Exception by:	Durr, Linda C	On: 02/28/2023	Apply Here:	Apply SOC 3230 here.	

IN-PROGRESS BLOCK

In-progress Credits applied: 6 Classes applied: 2 ^

Course	Title	Grade	Credits	Term	Repeated
COMM 1010	ORAL COMMUNICATION	REG	(3)	Spring 2023	
ENGL 2110	INTRO TO LITERATURE	REG	(3)	Spring 2023	

- 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.

Unused Courses					
Credits applied: 33		Classes applied: 18			
Course	Title	Grade	Credits	Term	Repeated
ALHE 1010	ALLIED HEALTH ORIENT	B	1	Summer 1999	
Satisfied by: ALHT105 - MEDICAL ETHICS & LAW - Bossier Parish Community Coll					
ALHE 1899	MEDICAL ETHICS & LAW	B	2	Summer 1999	
Satisfied by: ALHT105 - MEDICAL ETHICS & LAW - Bossier Parish Community Coll					
ALHE 1999	HEALTH CARE SAFETY	B	1	Spring 1999	
Satisfied by: ALHT104 - HEALTH CARE SAFETY - Bossier Parish Community Coll					
ALHE 1999	INTRO PATIENT CARE SKILS	B	1	Summer 2000	
Satisfied by: ALHT106 - INTRO PATIENT CARE SKILS - Bossier Parish Community Coll					
ALHE 1999	HEALTH CARE SYSTEMS	B	1	Summer 2000	
Satisfied by: ALHT103 - HEALTH CARE SYSTEMS - Bossier Parish Community Coll					
MBIO 1999	GEN MICROBIOLOGY	D	3	Spring 1998	
Satisfied by: MICR110A - GEN MICROBIOLOGY - Bossier Parish Community Coll					
MBIO 1999	GENERAL MICROBIOLOGY	B	0	Spring 2000	
Satisfied by: MICR110 - GENERAL MICROBIOLOGY - Bossier Parish Community Coll					
MBIO 1999	SURVEY OF MICRO LAB	B	1	Summer 2000	
Satisfied by: MICR110L - SURVEY OF MICRO LAB - Bossier Parish Community Coll					
PSYC 1010	GENERAL PSYCHOLOGY	D	3	Fall 1996	
Satisfied by: PSYC201A - INTRO TO PSYCHOLOGY - Bossier Parish Community Coll					

COURSES NOT APPLICABLE TO THE PROGRAM

(Insufficient Block)

- Shows coursework with grades below the minimum required grade
- Shows withdrawn coursework
- Shows courses that are repeated

Courses Not Applicable To The Program

Credits applied: 7 Classes applied: 5

Course	Title	Grade	Credits	Term	Repeated
LATN 1010	INTRODUCTION TO LATIN	W	0	Fall 2022	
SOC 1010	PRIN OF SOCIOLOGY	D	3	Fall 2015	(R)
Satisfied by: SOCL201 - INTRO SOCIOLOGY - McNeese State University					
SPAN 1010	INTROD TO SPANISH	C	3	Spring 2018	(R)
Satisfied by: SPA111 - ELEMENTARY SPANISH I - Coastal Carolina Comm Coll					
SPAN 1020	ELEMENTARY SPANISH	W	0	Fall 2021	
UNIV 1000	THE UNIV EXPERIENCE	A	1	Fall 2015	(R)
Satisfied by: FFND101 - FRESHMAN FOUNDATIONS - McNeese State University					

COURSES NOT COUNTED

- Shows developmental coursework
- Shows transfer work from 2-year institutions in excess of 60 hours
- Shows coursework that has a “F” grade

Courses Not Counted

Credits applied: 2 Classes applied: 4

Course	Title	Reason	Grade	Credits	Term	Repeated
CJ 1100	INTROD TO CRIMINAL JUST	Max of zero classes/credits exceeded	F	0	Fall 2015	(R)
	Satisfied by: CJUS111 - INTRO TO CRIMINAL JUSTIC - McNeese State University					
HP 1999	HUMAN PERFORM ACTIVITY ELECTIV	Max of zero classes/credits exceeded	B	2	Fall 2015	
	Satisfied by: HHP168 - CONDITIONING - McNeese State University					
MATH 1020	COLLEGE ALGEBRA	Max of zero classes/credits exceeded	F	0	Spring 2018	(R)
	Satisfied by: MAT171 - PRE CALCULUS - Coastal Carolina Comm Coll					
MATH 1299	MATH ELECTIVE	Max of zero classes/credits exceeded	F	0	Spring 2018	
	Satisfied by: MAT171 - PRE CALCULUS - Coastal Carolina Comm Coll					

PETITIONS

Petitions ✕

Petition status
All petitions ∨

Created on 11/02/2020

By Biscoe, Joseph D **Status** Applied as exception

Replacement for 392: 1) BIOL 2250 with BIOL 1020, and 2) BIOL 2251 with BIOL 1021. Approve. STB

- View petition
- Edit petition ∨
- Delete petition

ADD A NEW PETITION

PETITIONS

- Located under the More menu, Petitions allows users to enter requests for exceptions. A petition can be a request to have a particular requirement modified or waived for a particular student. A preview of all petitions that have been entered for the student displays initially. The list can be filtered by the petition status – either waiting for approval, approved, applied as exceptions, or rejected. The date the petition was created, the author of the petition and the petition status will display for each petition.
- Click “Add a new petition” to add a new petition. Once you have entered the text for the petition, click “Save petition” to save the petition to the database. A message will appear telling you your petition was added successfully. All new petitions have a default status of waiting for approval when first created. Once a petition is created, it can be acted upon by registrar-class users or users having access to Exceptions Management.
- To see all the text of a petition, select “View petition” from the action menu in the right corner of a petition. Click “Back” to go back to the petition list. From this dialog, you can also edit or delete the petition.
- To modify a petition, select “Edit petition” from the action menu in the right corner of a petition. Click “Save petition” to save your changes. Click “Cancel” to discard your changes and go back to the petition list. From this dialog, you can also delete the petition.
- To delete a petition, select “Delete petition” from the action menu in the right corner of a petition. Click “Delete petition” to delete the petition. Click “Cancel” to keep the petition and go back to the petition list.
- Petitions can be configured to display on an audit. If enabled, they will be in the Notes section.

EXCEPTIONS

- College approved courses for degree requirements

Exceptions ^					
Type	Description	Created on	Created by	Block	Enforced
Substitute	Replace MATH 1060 with MATH 1090	06/15/2020	Durr, Linda C	Global exception	No
Substitute	Replace NUTR 1050 with NUTR.	09/29/2021	Durr, Linda C	Conc in Child Dvlpmnt & Family Relations (137E)	Yes
Substitute	Use CFS 3700 to sub for CFS 2060.	10/12/2022	Durr, Linda C	Conc in Child Dvlpmnt & Family Relations (137E)	Yes
Apply Here	Take 1 hr. of NUTR 1070 for Conc. Electives	01/30/2023	Wright, Ryan P	Conc in Child Dvlpmnt & Family Relations (137E)	Yes
Apply Here	Allow 2 hrs. of NUTRU 1070 for NUTR 1050	01/30/2023	Wright, Ryan P	Conc in Child Dvlpmnt & Family Relations (137E)	Yes

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** – 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.

Print ?
Total: 7 pages

Printer
Save as PDF ▼

Layout
 Portrait
 Landscape

Pages
 All
 Odd pages only
 Even pages only

[Fewer settings ^](#)

Paper size
Letter ▼

Scale (%)
60 ↕

Pages per sheet
1 ▼

Margins

Save Cancel

Worksheets

Data refreshed 07/30/2019 3:38 PM ↻

Name: Student, Test Two Degree: Biology, AS_BS_618

Level: Undergraduate Classification: Senior Major: Biology (618) Program: Bachelor of Science Concentration: Biomedical (618M) College: Arts and Science

Overall Credits: 95 Transfer Credits: 95 Overall GPA: 2.272 Transfer GPA: 2.272

Degree progress

20% 34% Overall GPA: 2.272

Requirements Credits

Audit date 08/30/2021 6:28 PM

BS in Biology AS_BS_618 INCOMPLETE

Credits required: 120 Credits applied: 41 Catalog year: FALL 2018 GPA: 2.658

Your Graduation GPA is 2.658. A minimum 2.0 Graduation GPA is required for graduation in this program. This GPA includes all courses required for this program taken at NSU and other institutions, excluding failing grades and repeated courses.

Your NSU Degree Program GPA is 0.000. A minimum 2.0 Adjusted NSU Degree Program GPA is required for graduation in this program. This GPA includes all courses required for this degree program taken at NSU, excluding failing grades and repeated courses.

<input type="radio"/> A minimum of 120 semester hours are required.	Still needed:	120 semester hours are required. You currently have 41, you still need 79 more semester hours.
<input type="radio"/> A minimum of 30 NSU semester hours are required toward the degree.	Still needed:	A minimum of 30 semester hours must be taken at Northwestern State University. You still need 30 more semester hours.
<input checked="" type="radio"/> Graduation GPA		
<input type="radio"/> NSU Degree Program GPA	Still needed:	Your NSU Degree Program GPA is 0.000; a GPA of 2.0 is required.
<input type="radio"/> University Core Requirements	Still needed:	See University Core - Baccalaureate section
<input type="radio"/> Major Requirements	Still needed:	See Major in Biology (618) section
<input type="radio"/> Biology Support Area	Still needed:	See Biology Support (618) section
<input type="radio"/> Academic Electives	Still needed:	See Academic Electives (618) section

Blocks included in this block

[University Core - Baccalaureate](#)
[Major in Biology \(618\)](#)
[Conc in Biomedical \(618M\)](#)

Spring 2025

CLASS HISTORY

- ▶ The Class History tool allows the user to view a list of classes organized by term. This shows previous and current classes in progress.
- ▶ Not an official transcript

Worksheets

Data refreshed 07/30/2019 3:38 PM

Student ID: 10264882 | Name: Student, Test Two | Degree: Biology, AS_BS_618

Advanced search

Level Undergraduate | Classification Senior | Major Biology (618) | Program Bachelor of Science | Concentration Biomedical (618M)

College Arts and Science | Overall Credits 95 | Transfer Credits 95 | Overall GPA 2.272 | Transfer GPA 2.272

Academic | What-If | Financial Aid | Athletic Eligibility

View historic audit 08/30/2021 at 6:28 PM UG/AS...

Format: Student View

Degree progress

Overall GPA: 2.272

Requirements: 20% | Credits: 34%

In-progress classes | Preregistered classes | **PROCESS**

Class History

Course	Title	Grade	Credits
Fall 1996			
ACSK 1010	ACADEMIC SKILLS	A	3
	Satisfied by: EDUC100 - COLLEGE SUCCESS - Bossier Parish Community Coll		
ENGL 0920	BASIC COMP AND GRAMMAR	B	3
	Satisfied by: ENGL100 - FUND GRAMMAR/COMPOSITION - Bossier Parish Community Coll		
GENL 0000	COLLEGE SUCCESS	A	6
	Satisfied by: EDUC100 - COLLEGE SUCCESS - Bossier Parish Community Coll		
MATH 0910	INTRO BASIC MATH LEVEL I	D	3
	Satisfied by: MATH100A - ELEM ALG I - Bossier Parish Community Coll		
PSYC 1010	GENERAL PSYCHOLOGY	D	3
	Satisfied by: PSYC201A - INTRO TO PSYCHOLOGY - Bossier Parish Community Coll		
Spring 1997			
ENGL 1010	COMP & RHETORIC I	B	3
	Satisfied by: ENGL101 - COMPOSITION & RHETORIC I - Bossier Parish Community Coll		
MATH 0910	INTRO BASIC MATH LEVEL I	F	3
	Satisfied by: MATH100B - ELEMENTARY ALGEBRA I - Bossier Parish Community Coll		
VTEC 1020	MEDICAL TERMINOLOGY	B	2
	Satisfied by: ZLGY110 - MEDICAL TERMINOLOGY - Bossier Parish Community Coll		
VTEC 1999	MEDICAL TERMINOLOGY	B	1
	Satisfied by: ZLGY110 - MEDICAL TERMINOLOGY - Bossier Parish Community Coll		
ZOOL 1220	HUMAN ANATOMY	D	3
	Satisfied by: ZLGY124A - HUMAN ANATOMY - Bossier Parish Community Coll		
ZOOL 1221	HUMAN ANATOMY LAB	C	1
	Satisfied by: ZLGY124L - HUMAN ANATOMY LAB - Bossier Parish Community Coll		
Summer 1997			

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.

III | NORTHWESTERN STATE

WORKSHEETS EXCEPTIONS PLANS ADMIN

Plans

Data refreshed 03/01/2023 7:50 AM

Student ID
10264882

Advanced search

Level Undergraduate Classification S
College Arts and Science Overall Credits

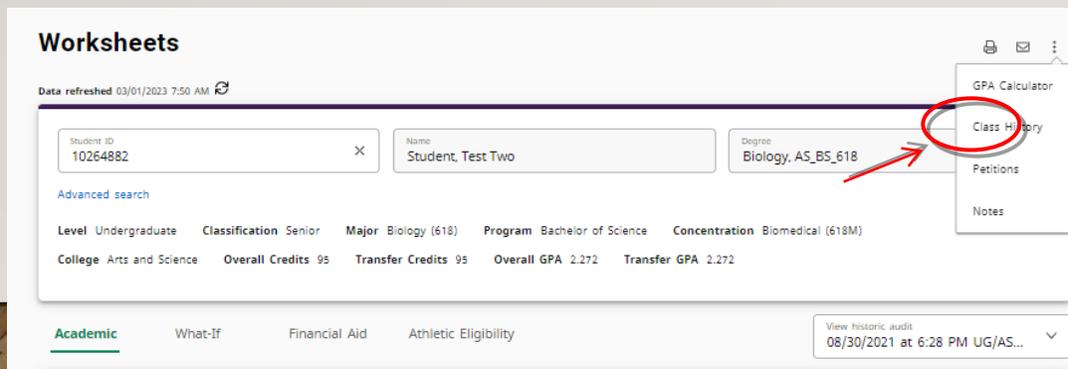
Plan List

ADD TERM

Fall 2021 Credits: 17.0	Spring 2022 Credits: 17.0	Fall 2029 Credits: 12.0	SPRING 2030 Credits: 12.0
CHEM 1070 Credits: 3.0	ENGL 1020 Credits: 3.0	NURA 1500 Credits: 4.0	NURA 2100 Credits: 5.0
ENGL 1010 Credits: 3.0	BIOL 2260 Credits: 3.0	NURA 1510 Credits: 3.0	NURA 2110 Credits: 4.0
BIOL 2250 Credits: 3.0 ANATOMY/PHYSIOLOGY I/NURS/ALHE	NURA 1100 Credits: 4.0	BIOL 2210 Credits: 3.0	PSYC 2050 Credits: 3.0
UNIV 1000 Credits: 1.0	NURA 1110 Credits: 3.0	NURA 1550 Credits: 2.0	
COMM 1010 Credits: 3.0	NURA 1160 Credits: 1.0		
NURA 1050 Credits: 1.0	MATH 1050 or MATH 1090 or MATH 2010 or MATH 2110 or MATH 1810 or MATH 1100 Credits: 3.0		
MATH 1020 or MATH 1035 or MATH 1100 or MATH 1810 or MATH 2100 Credits: 3.0			

NOTES

- ▶ 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



Worksheets

Data refreshed 03/01/2023 7:50 AM

Student ID: 10264882 | Name: Student, Test Two | Degree: Biology, AS_BS_618

Advanced search

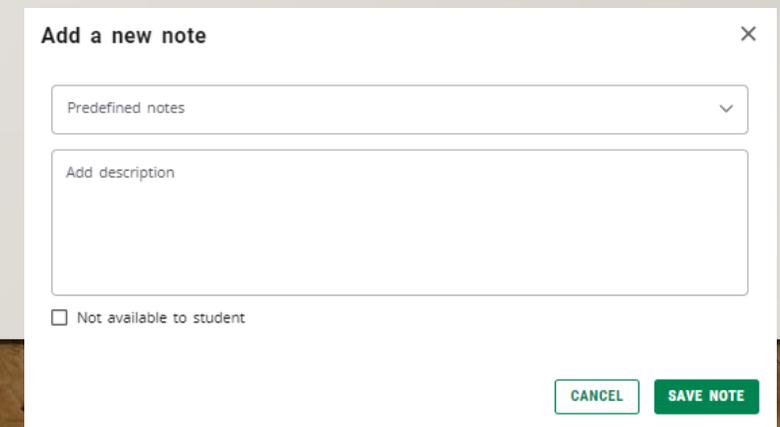
Level: Undergraduate | Classification: Senior | Major: Biology (618) | Program: Bachelor of Science | Concentration: Biomedical (618M)

College: Arts and Science | Overall Credits: 95 | Transfer Credits: 95 | Overall GPA: 2.272 | Transfer GPA: 2.272

Academic | What-If | Financial Aid | Athletic Eligibility

View historic audit: 08/30/2021 at 6:28 PM UG/AS...

The 'Notes' option in the dropdown menu is circled in red.



Add a new note

Predefined notes

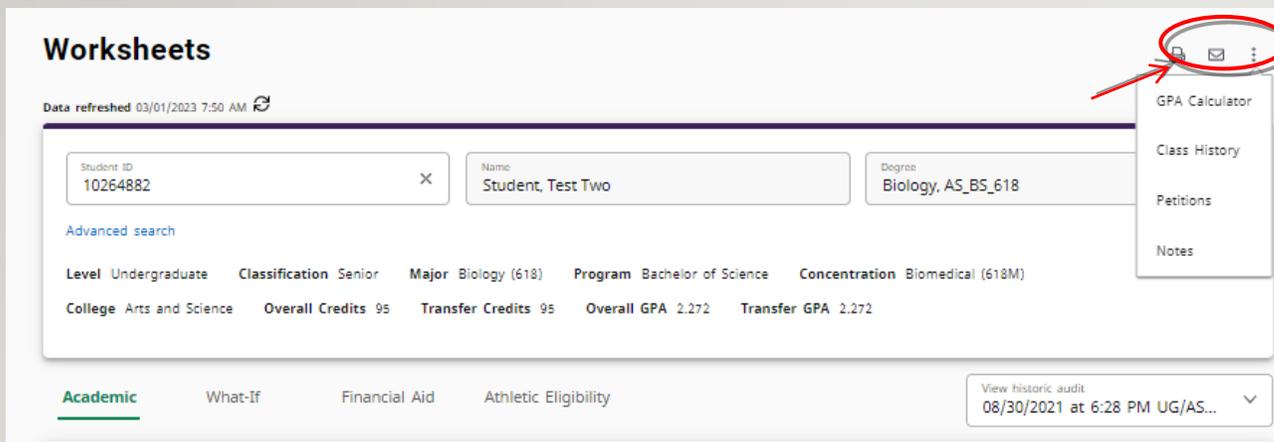
Add description

Not available to student

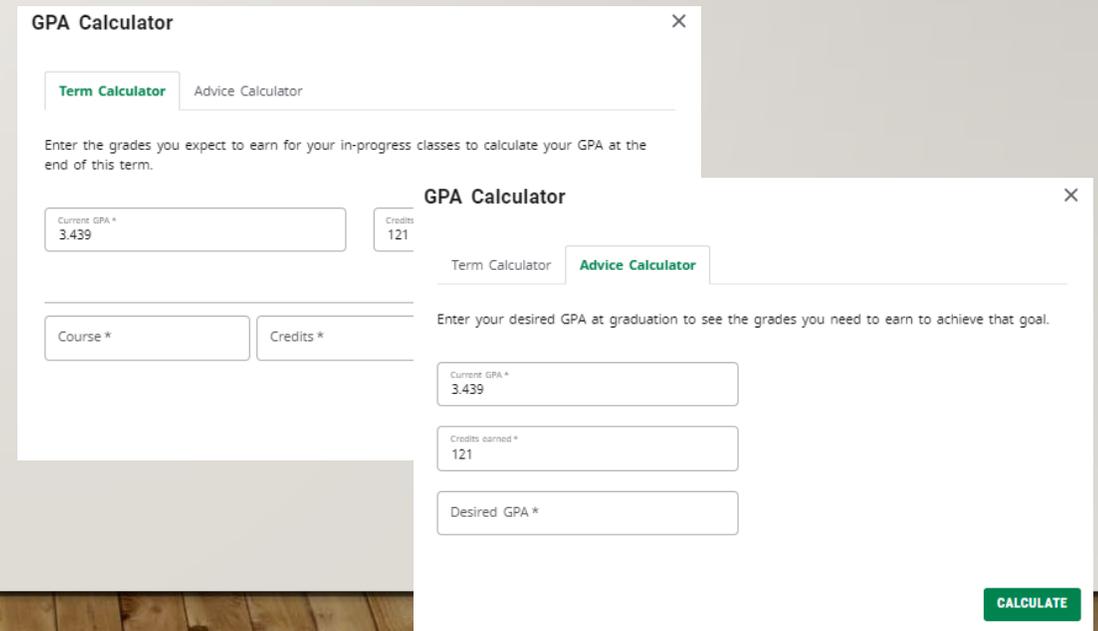
CANCEL SAVE NOTE

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?



The screenshot shows the 'Worksheets' page with a search bar containing 'Student ID 10264882', 'Name Student, Test Two', and 'Degree Biology, AS_BS_618'. A dropdown menu is open, with 'GPA Calculator' highlighted by a red circle and a red arrow. Other options in the menu include 'Class History', 'Petitions', and 'Notes'. The page also displays student statistics: Level Undergraduate, Classification Senior, Major Biology (618), Program Bachelor of Science, Concentration Biomedical (618M), College Arts and Science, Overall Credits 95, Transfer Credits 95, Overall GPA 2.272, and Transfer GPA 2.272. Navigation tabs for Academic, What-If, Financial Aid, and Athletic Eligibility are visible at the bottom.



The first screenshot shows the 'GPA Calculator' window with the 'Term Calculator' tab selected. It prompts the user to 'Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term.' The 'Current GPA' is 3.439 and 'Credits' is 121. The second screenshot shows the 'GPA Calculator' window with the 'Advice Calculator' tab selected. It prompts the user to 'Enter your desired GPA at graduation to see the grades you need to earn to achieve that goal.' The 'Current GPA' is 3.439, 'Credits earned' is 121, and there is a field for 'Desired GPA'. A green 'CALCULATE' button is located at the bottom right of the second window.

WHAT IF

- Allows us 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).

Student ID: 10264882 | Name: Student, Test Two | Degree: Biology, AS_BS_618

Advanced search

Level: Undergraduate | **Classification: Senior** | Major: Biology (618) | Program: Bachelor of Science | Concentration: Biomedical (618M)

College: Arts and Science | Overall Credits: 95 | Transfer Credits: 95 | Overall GPA: 2.272 | Transfer GPA: 2.272

Academic | What-If | Financial Aid | Athletic Eligibility

View historic audit: 08/30/2021 at 6:28 PM UG/AS...

Format: Student View

Degree progress: 20% Requirements | 34% Credits | Overall GPA: 2.272

In-progress classes | Preregistered classes | PROCESS

What-If Analysis

Use current curriculum | In-progress classes | Preregistered classes

Program

Catalog year *: FALL 2018 | Degree *: Biology, AS_BS_618 | Level *: Undergraduate

Areas of study

Program | Major * | Minor

College | Concentration

Additional areas of study

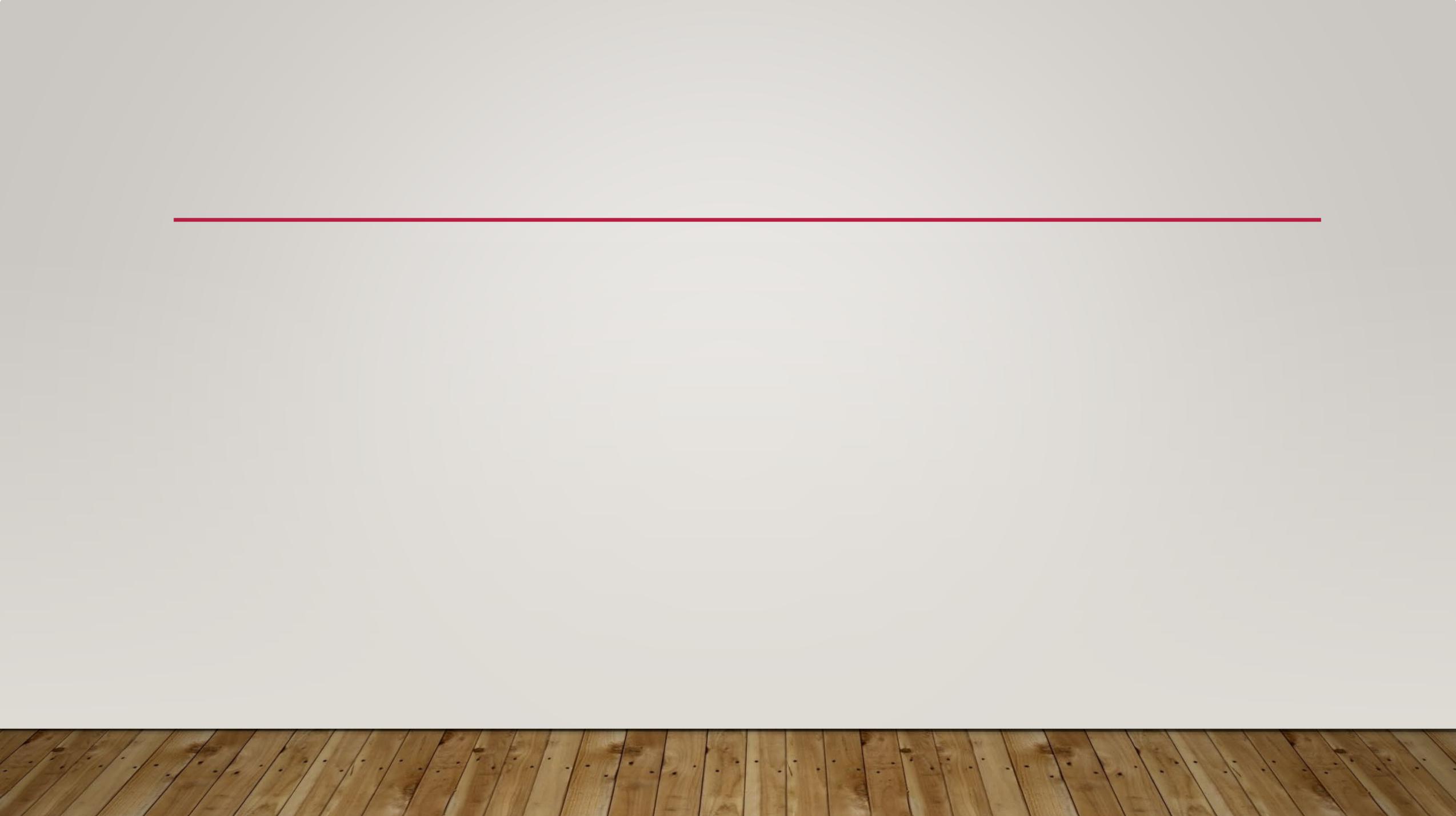
Future classes

Subject | Number | ADD

RESET | PROCESS

POSSIBLE IRREGULARITIES

- Incorrect curriculum
 - Academic/Catalog year
- Misplaced courses
 - Pre 2012 summer
 - Missing attributes
- No audit displayed
 - Pre-2016 students
 - Students inactive for more than 3 semesters
- Dual Degree/Double Major
 - Toggle for second audit
- Repeated Coursework
 - D/F Repeat
 - Non repeatable



PETITION



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[Dashboard \(nsula.edu\)](https://nsula.edu)