INTRODUCTION TO DEGREE WORKS

Northwestern State University

Office of the University Registrar

TRAINING CONTENTS

- Objectives
- Background information on Degree Works
- Degree Works and Banner
- Accessing Degree Works
- Searching for students
- Block Explanations
- Reading an audit
- Additional Features
  - Class History
  - Subject History
  - Plans
  - Notes
  - GPA Calculator
  - What If
- Possible Irregularities

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.

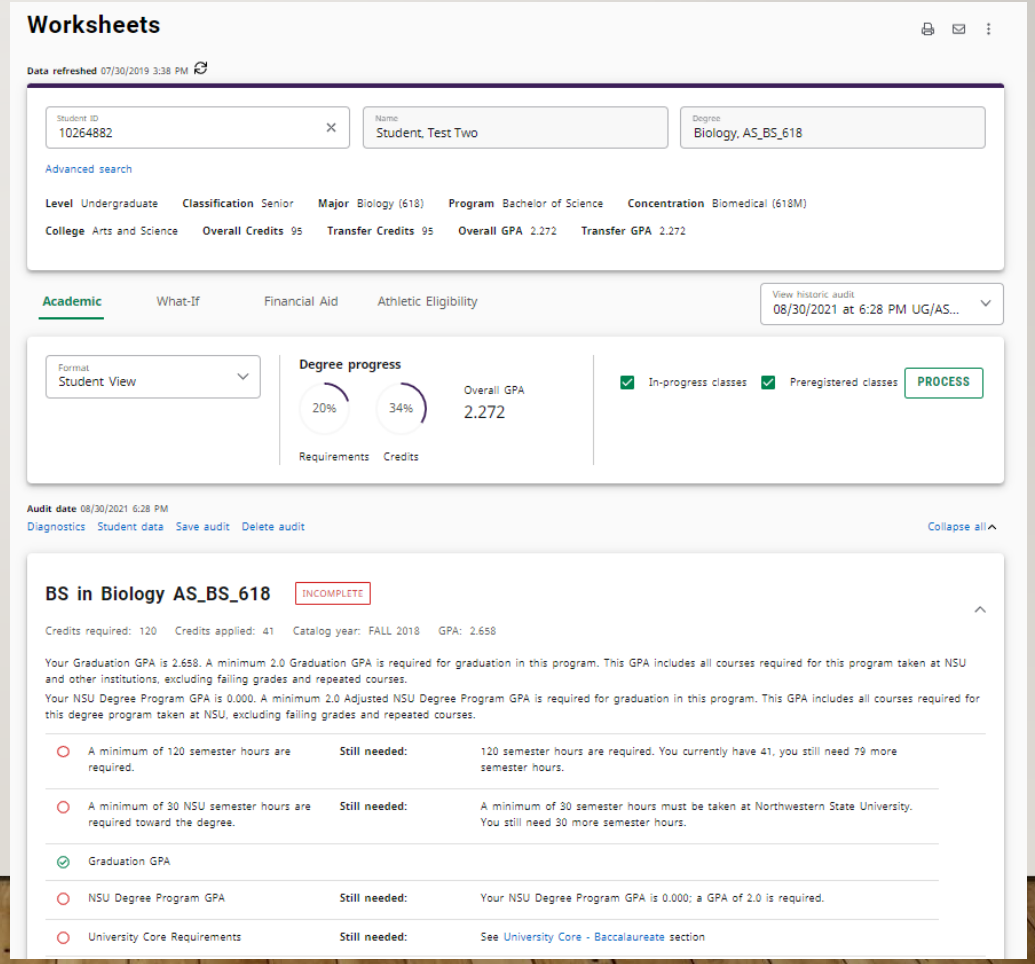
WHO CAN USE DEGREE WORKS?

- 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

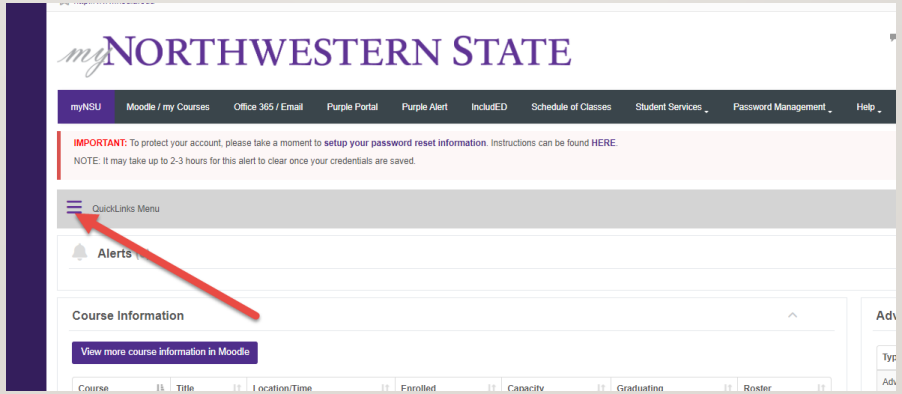
Degree Works gets its student information directly from Banner.

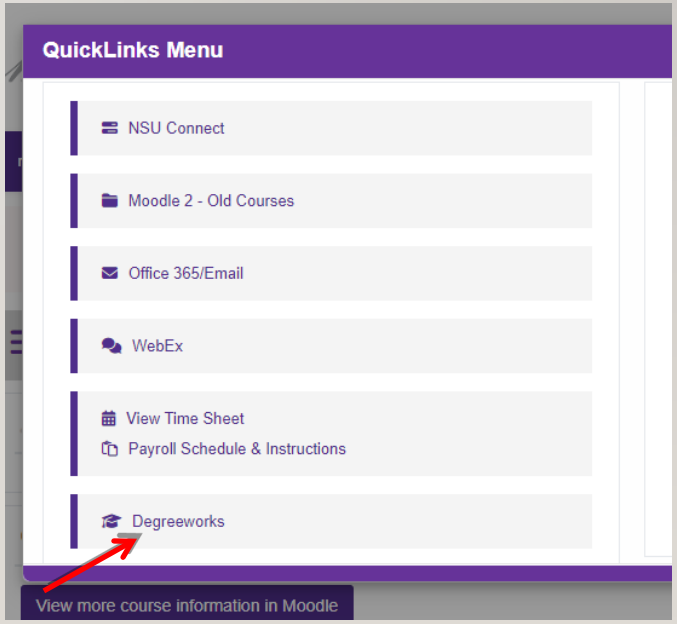
- Catalog/ Academic Year
- Academic Program
- GPA
- Classification
- Transfer coursework
- Advisor
- Holds



ACCESSING DEGREE WORKS - STUDENTS

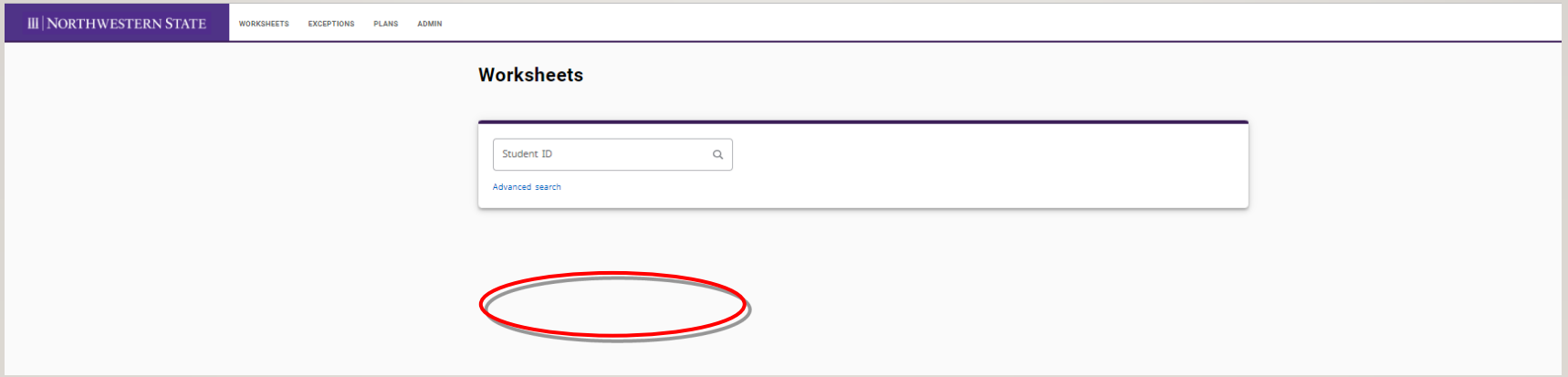
- Log into the myNSU Portal with your NSU CWID
- Open the QuickLinks Menu and click on Degreeworks
- Degree Works will open in a new window





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.



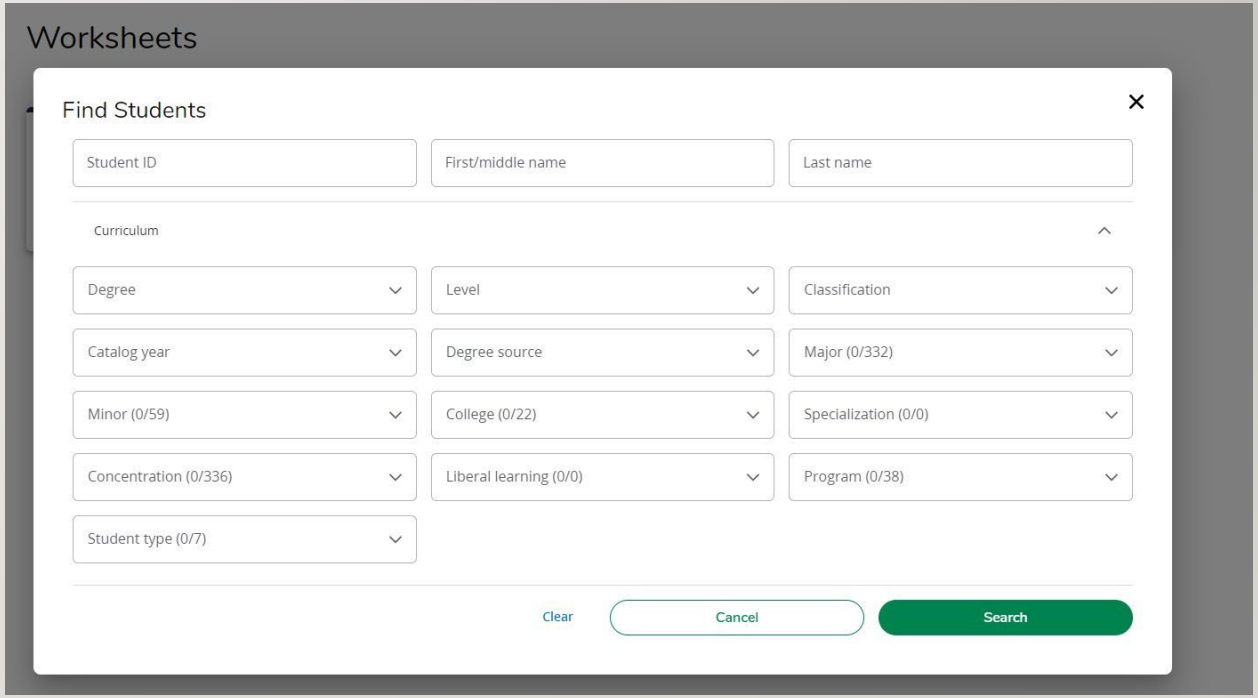
SEARCHING FOR STUDENTS

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.

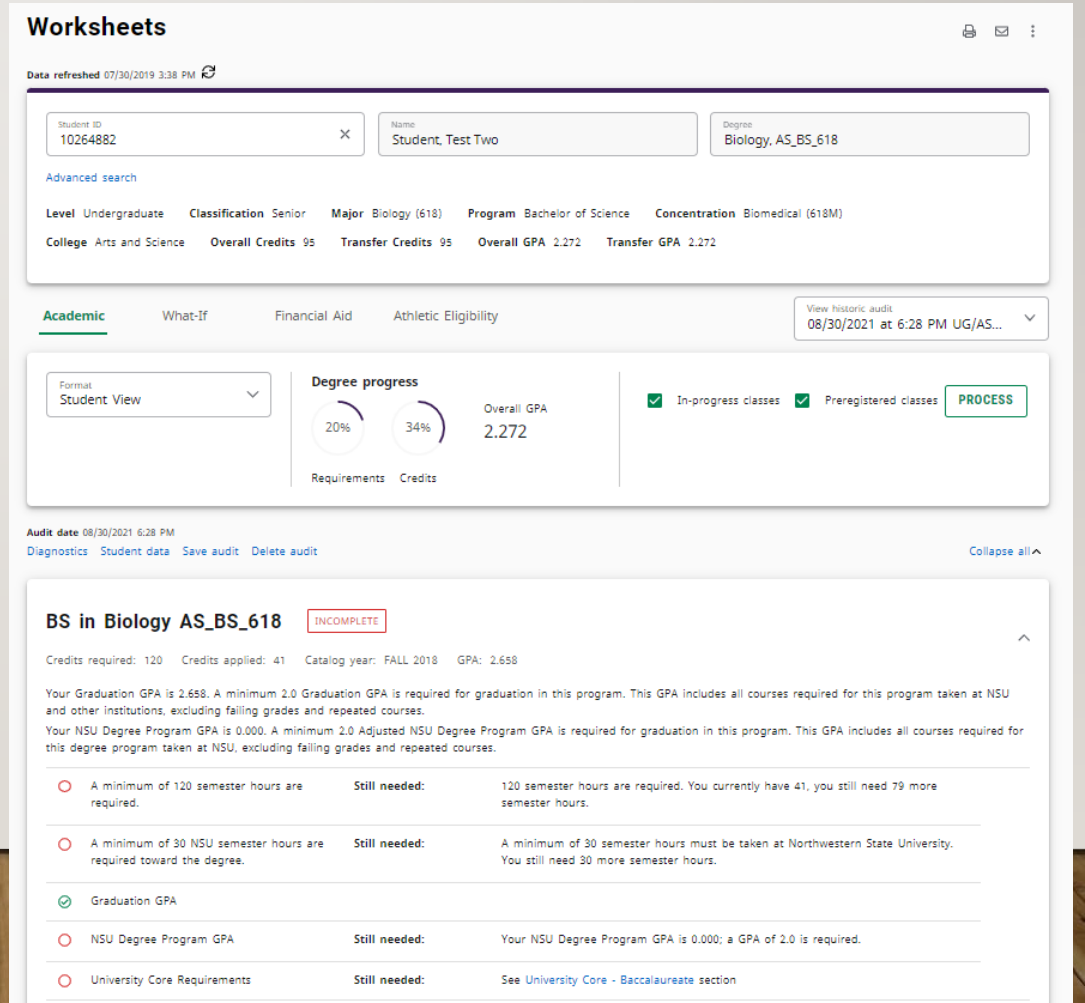
Click **"Cancel"** to discard your search and go back to the originating page.

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.



WORKSHEET OVERVIEW

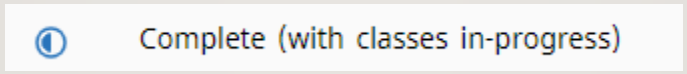
- The main view after searching for a student
- This view allows for audit analysis and access to additional tools
- The worksheet is divided into blocks or sections. Each of these has a bold black heading.



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.

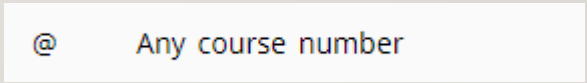
Indicates that the requirement has been satisfied.



Indicates that the requirement is in-progress.

Indicates that the requirement has not yet been satisfied.

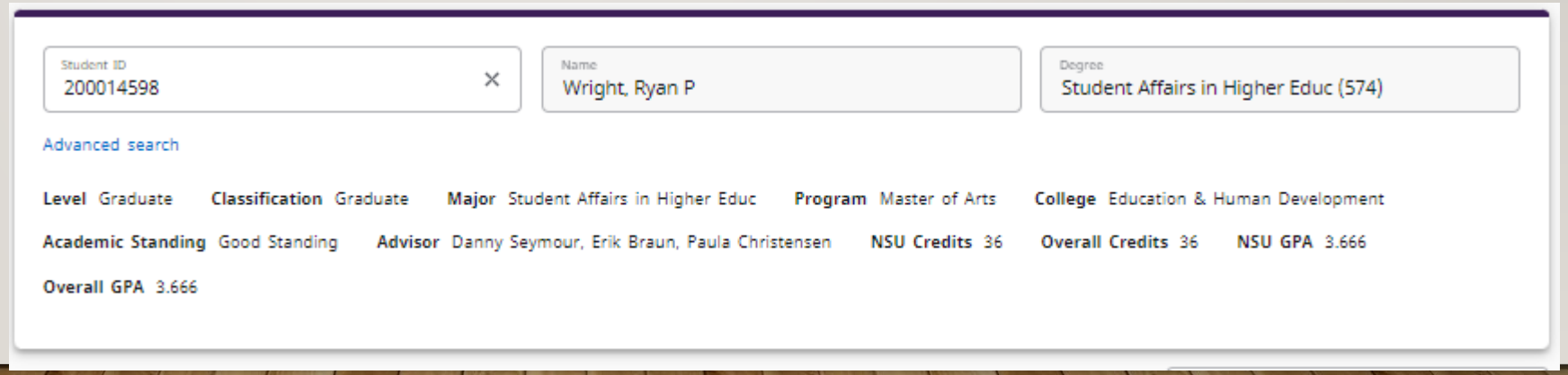
Indicates a "nearly complete" status. (Ex. Course requirements complete, but other requirements are still outstanding.



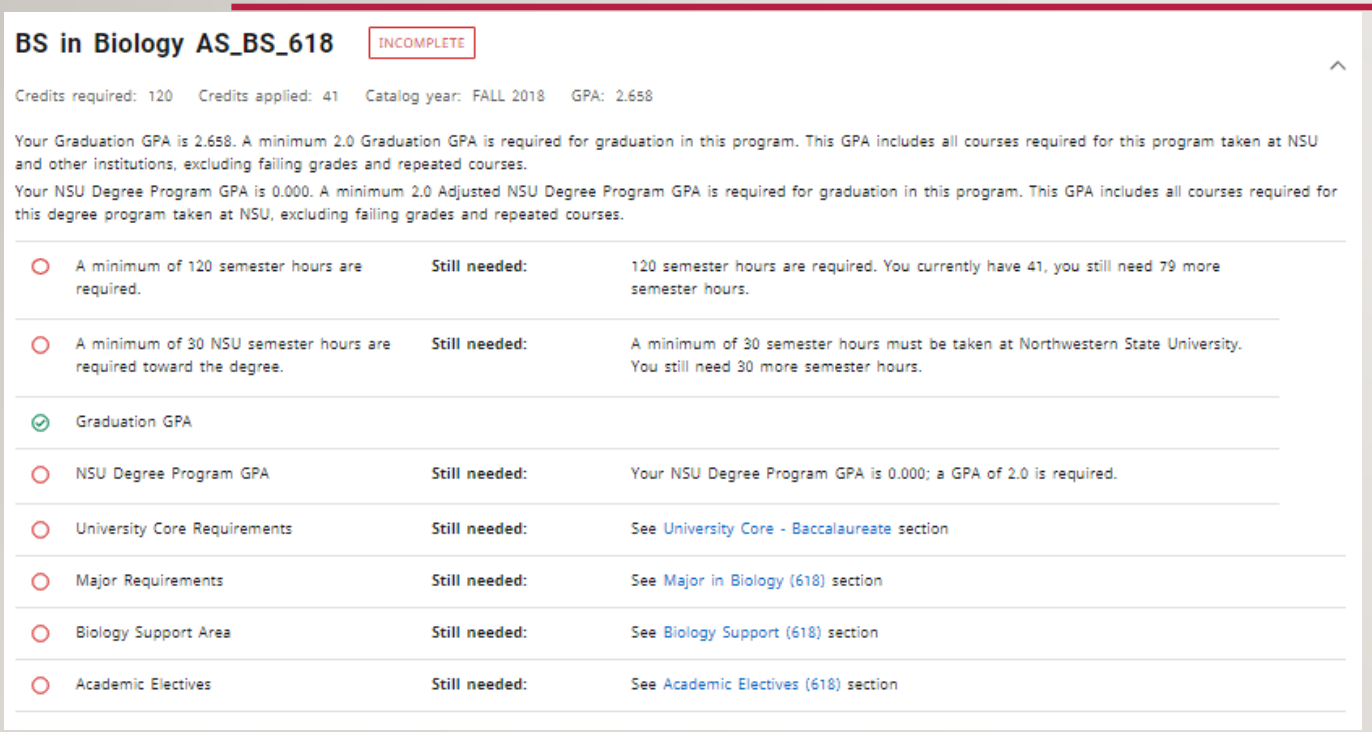
A wild card that can represent any number. (Ex. ENGL 3@ is any 3000 level English class)

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



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.

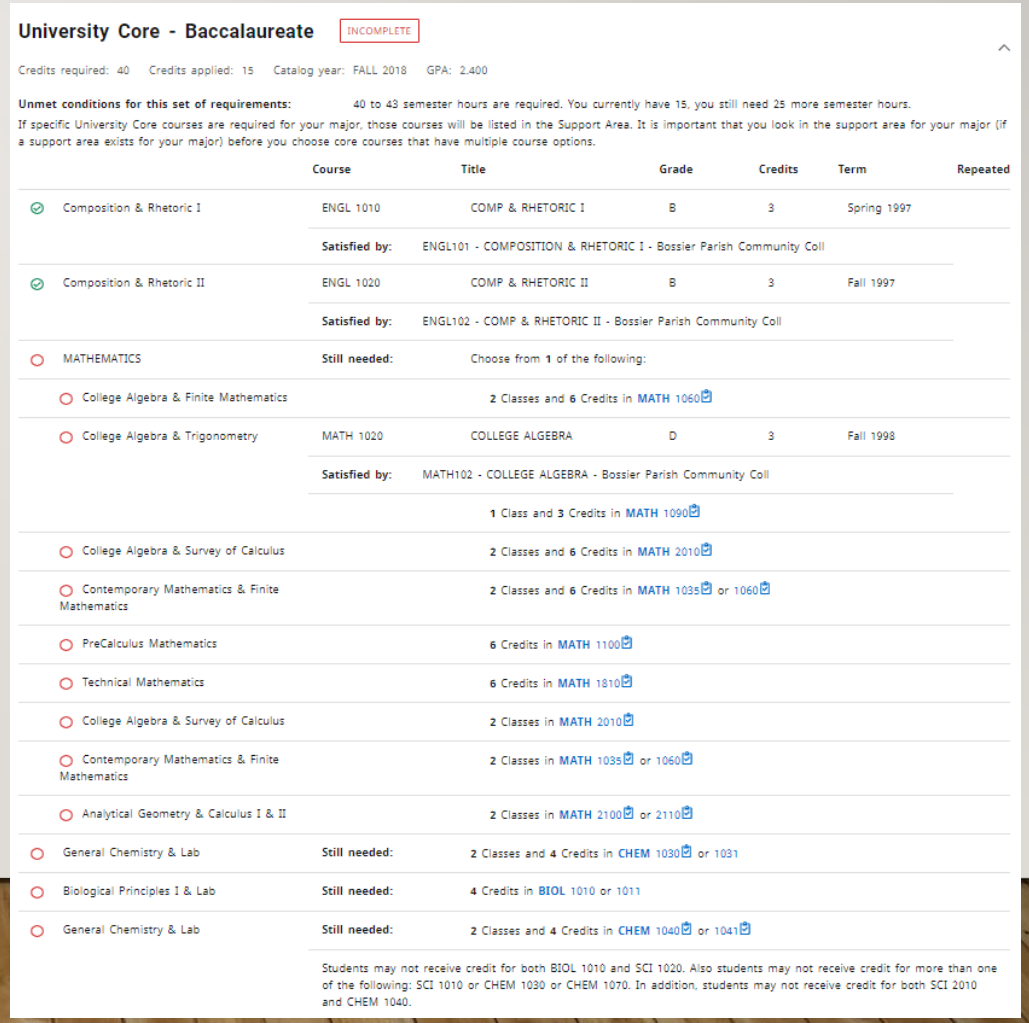
A minimum of 120 semester hours are required.	**Still needed:**	120 semester hours are required. You currently have 41, you still need 79 more semester hours.
A minimum of 30 NSU semester hours are required toward the degree.	**Still needed:**	A minimum of 30 semester hours must be taken at Northwestern State University. You still need 30 more semester hours.
Graduation GPA		
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
Major Requirements	**Still needed:**	See Major in Biology (618) section
Biology Support Area	**Still needed:**	See Biology Support (618) section
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

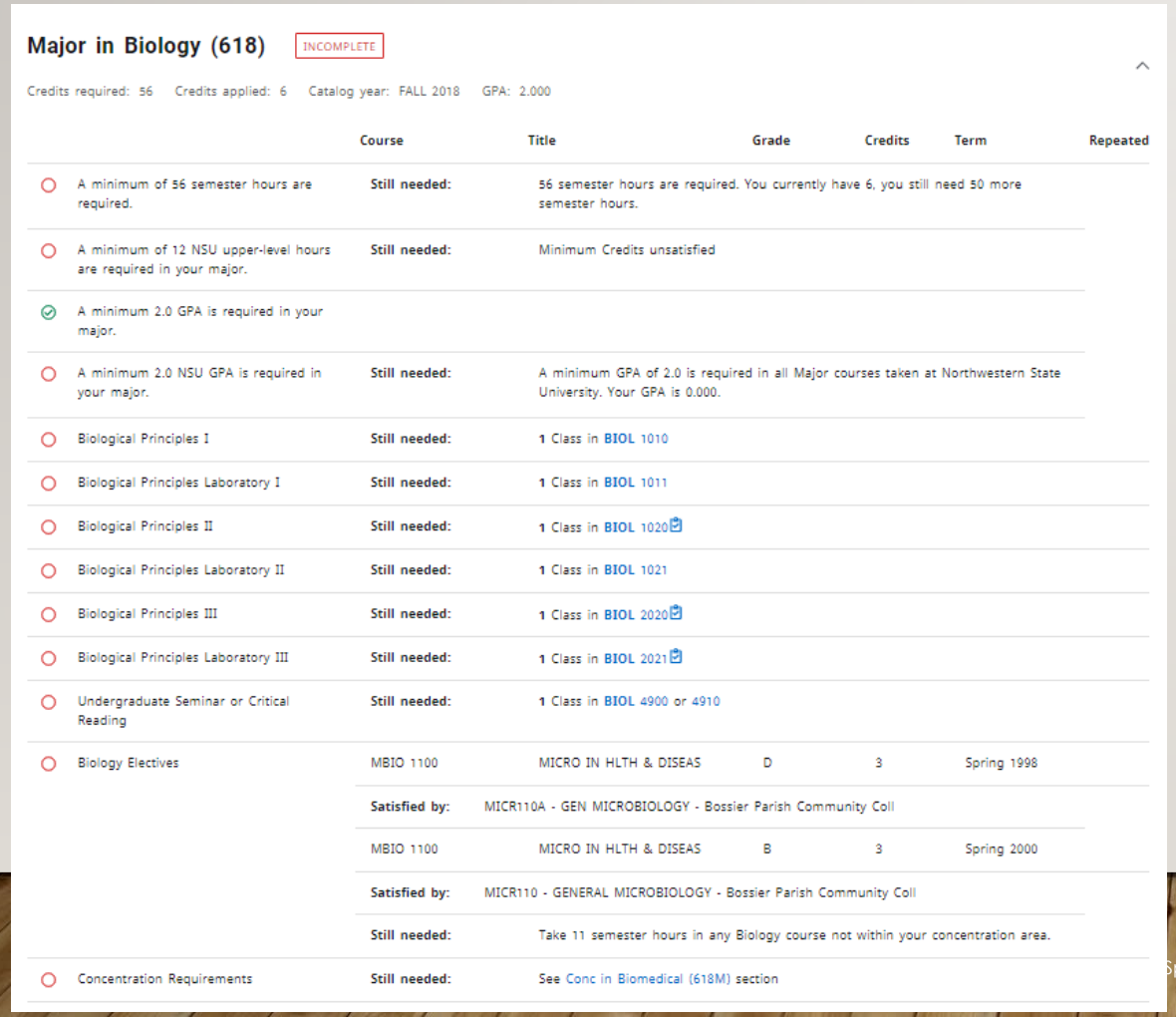
Unmet conditions for this set of requirements: 40 to 43 semester hours are required. You currently have 15, you still need 25 more semester hours.

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
Composition & Rhetoric I	ENGL 1010	COMP & RHETORIC I	B	3	Spring 1997	
Satisfied by:	ENGL101 - COMPOSITION & RHETORIC I - Bossier Parish Community Coll					
Composition & Rhetoric II	ENGL 1020	COMP & RHETORIC II	B	3	Fall 1997	
Satisfied by:	ENGL102 - COMP & RHETORIC II - Bossier Parish Community Coll					
MATHEMATICS	**Still needed:**	Choose from **1** of the following:				
College Algebra & Finite Mathematics		**2** Classes and **6** Credits in **MATH** 1060				
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				
College Algebra & Survey of Calculus		**2** Classes and **6** Credits in **MATH** 2010				
Contemporary Mathematics & Finite Mathematics		**2** Classes and **6** Credits in **MATH** 1035 or 1060				
PreCalculus Mathematics		**6** Credits in **MATH** 1100				
Technical Mathematics		**6** Credits in **MATH** 1810				
College Algebra & Survey of Calculus		**2** Classes in **MATH** 2010				
Contemporary Mathematics & Finite Mathematics		**2** Classes in **MATH** 1035 or 1060				
Analytical Geometry & Calculus I & II		**2** Classes in **MATH** 2100 or 2110				
General Chemistry & Lab	**Still needed:**	**2** Classes and **4** Credits in **CHEM** 1030 or 1031				
Biological Principles I & Lab	**Still needed:**	**4** Credits in **BIOL** 1010 or 1011				
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

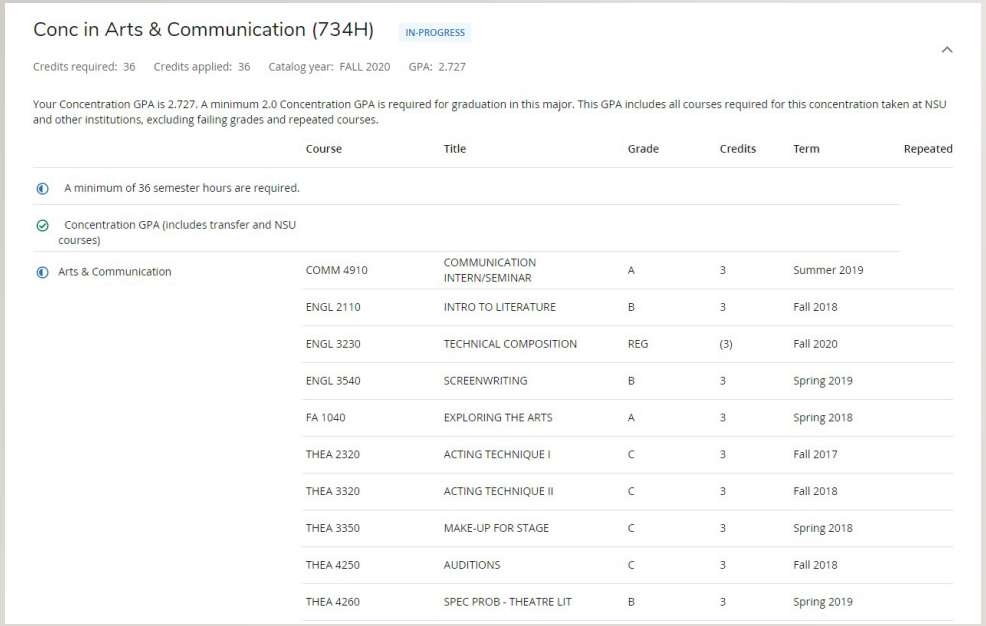
Credits required: 56 Credits applied: 6 Catalog year: FALL 2018 GPA: 2.000

	Course	Title	Grade	Credits	Term	Repeated
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.				
A minimum of 12 NSU upper-level hours are required in your major.	**Still needed:**	Minimum Credits unsatisfied				
A minimum 2.0 GPA is required in your major.						
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.				
Biological Principles I	**Still needed:**	**1** Class in **BIOL** 1010				
Biological Principles Laboratory I	**Still needed:**	**1** Class in **BIOL** 1011				
Biological Principles II	**Still needed:**	**1** Class in **BIOL** 1020				
Biological Principles Laboratory II	**Still needed:**	**1** Class in **BIOL** 1021				
Biological Principles III	**Still needed:**	**1** Class in **BIOL** 2020				
Biological Principles Laboratory III	**Still needed:**	**1** Class in **BIOL** 2021				
Undergraduate Seminar or Critical Reading	**Still needed:**	**1** Class in **BIOL** 4900 or 4910				
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.				
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.

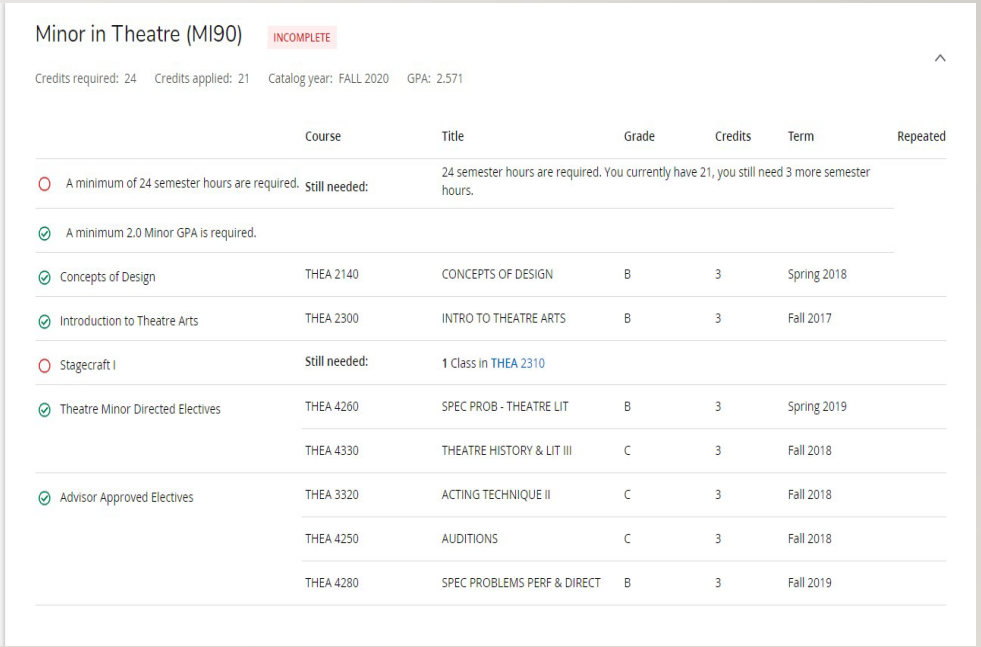


Conc in Arts & Communication (734H) IN-PROGRESS

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	



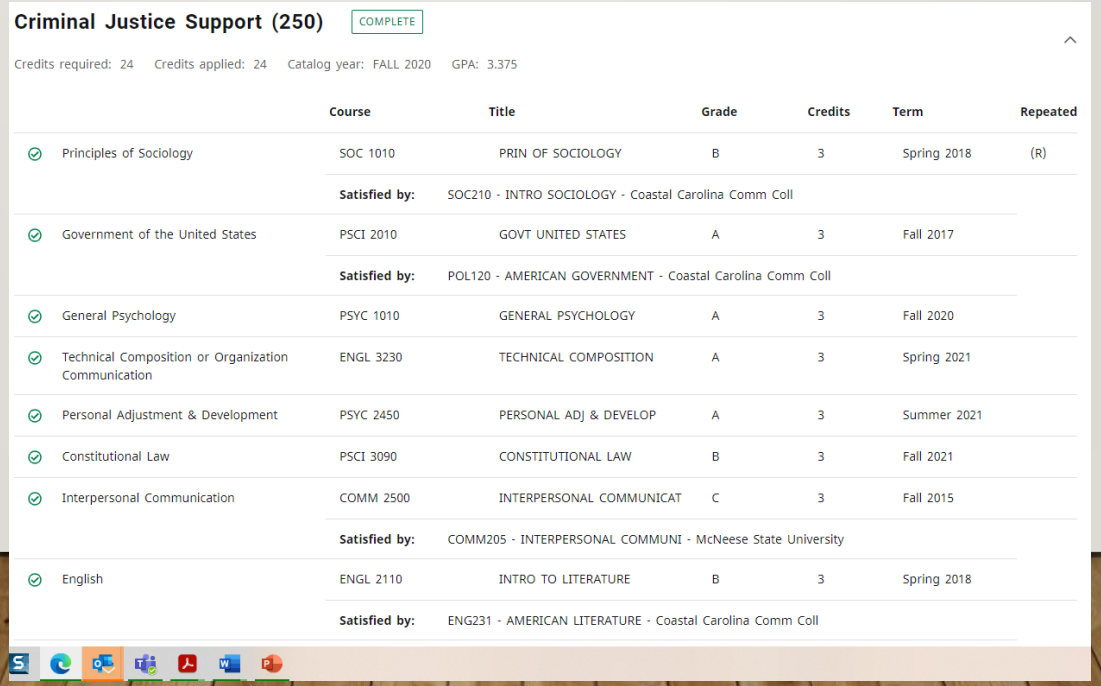
Minor in Theatre (MI90) INCOMPLETE

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

	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.



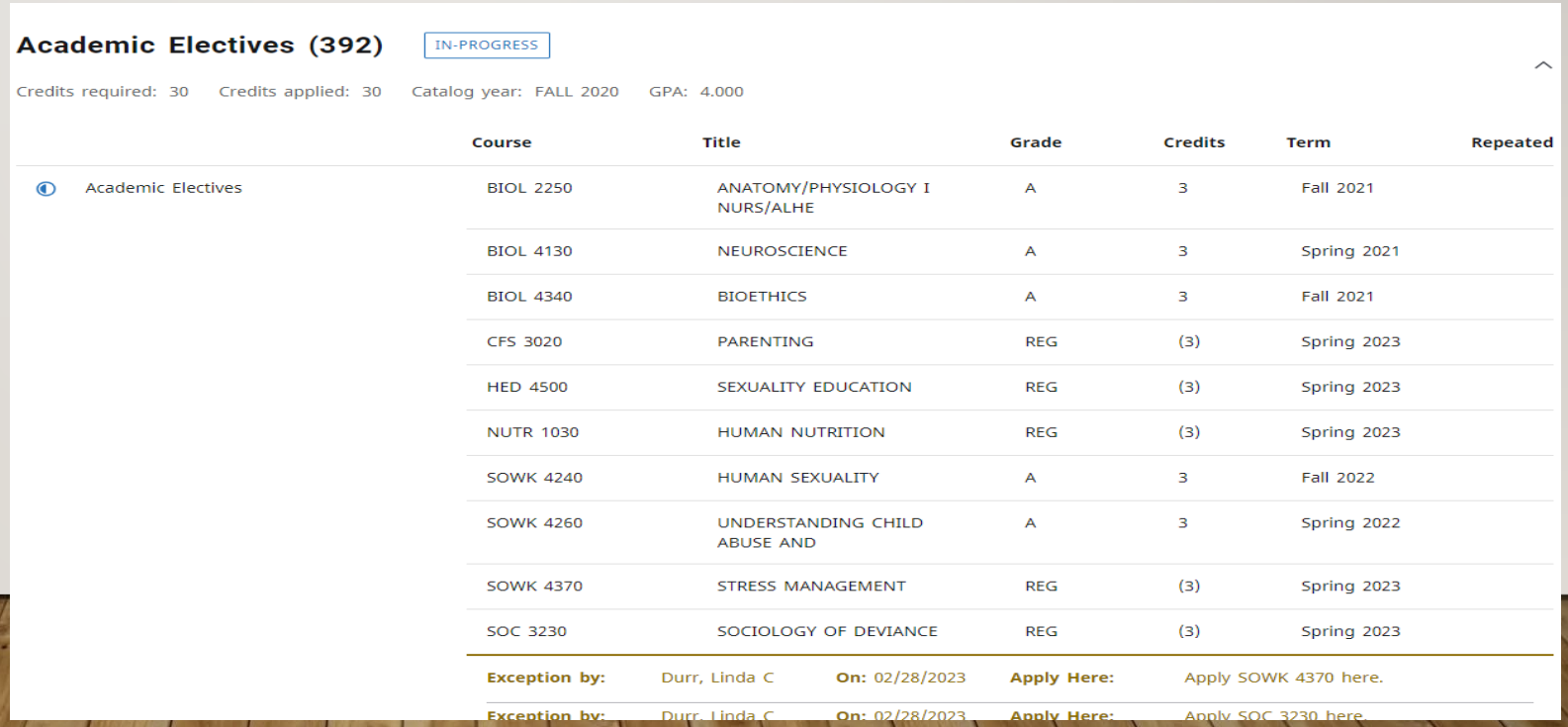
Criminal Justice Support (250) COMPLETE

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

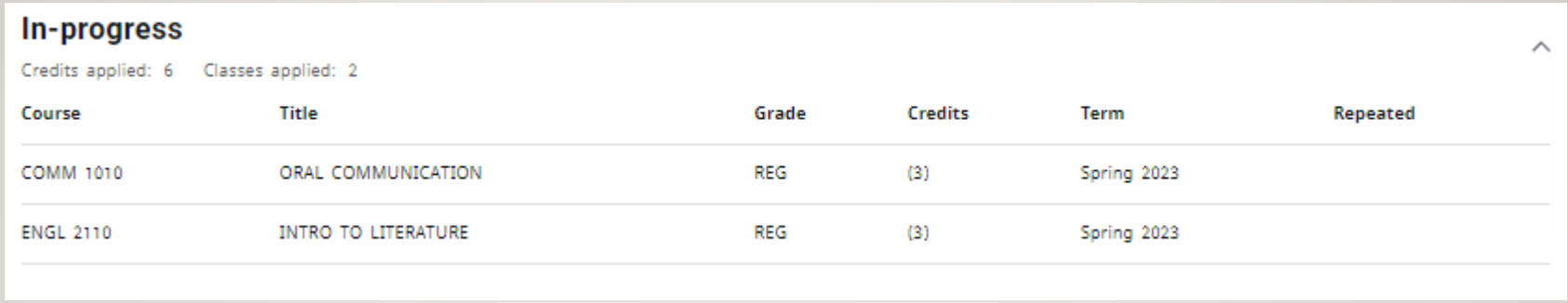
Credits required: 30 Credits applied: 30 Catalog year: FALL 2020 GPA: 4.000

	Course	Title	Grade	Credits	Term	Repeated
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
View petition
Edit petition
Delete petition
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 withBIOL 1021. Approve. STB
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

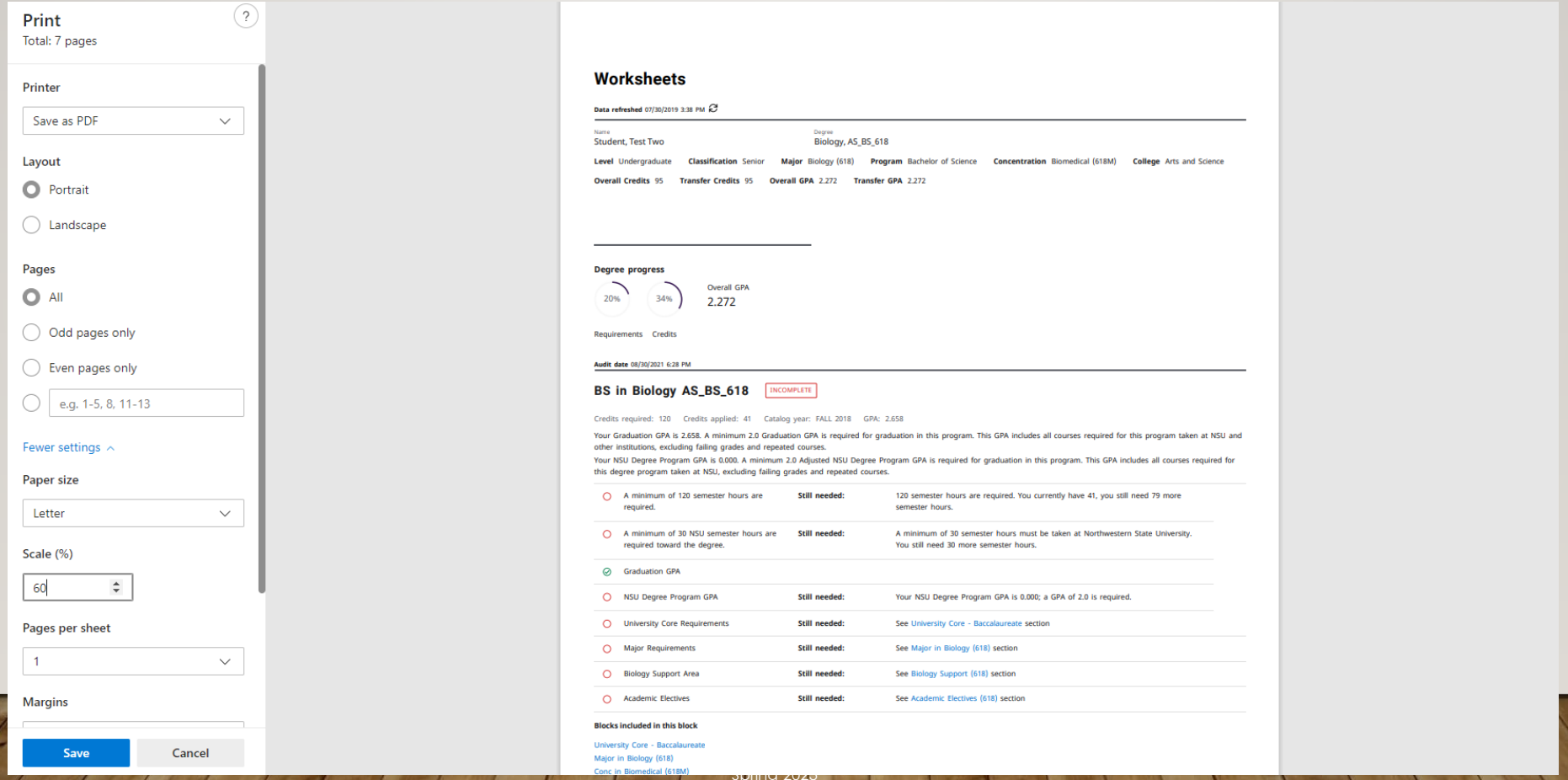
Type	Description	Created on	Created by	Block	Enforced
Substitute	Replace MATH 1060 with MATH 1090	06/15/2020	Durr, Linda C	Global exception	No
Substitute	Replace NUTR 1050 with NUTR.	09/29/2021	Durr, Linda C	Conc in Child Dvlpmnt & Family Relations (137E)	Yes
Substitute	Use CFS 3700 to sub for CFS 2060.	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

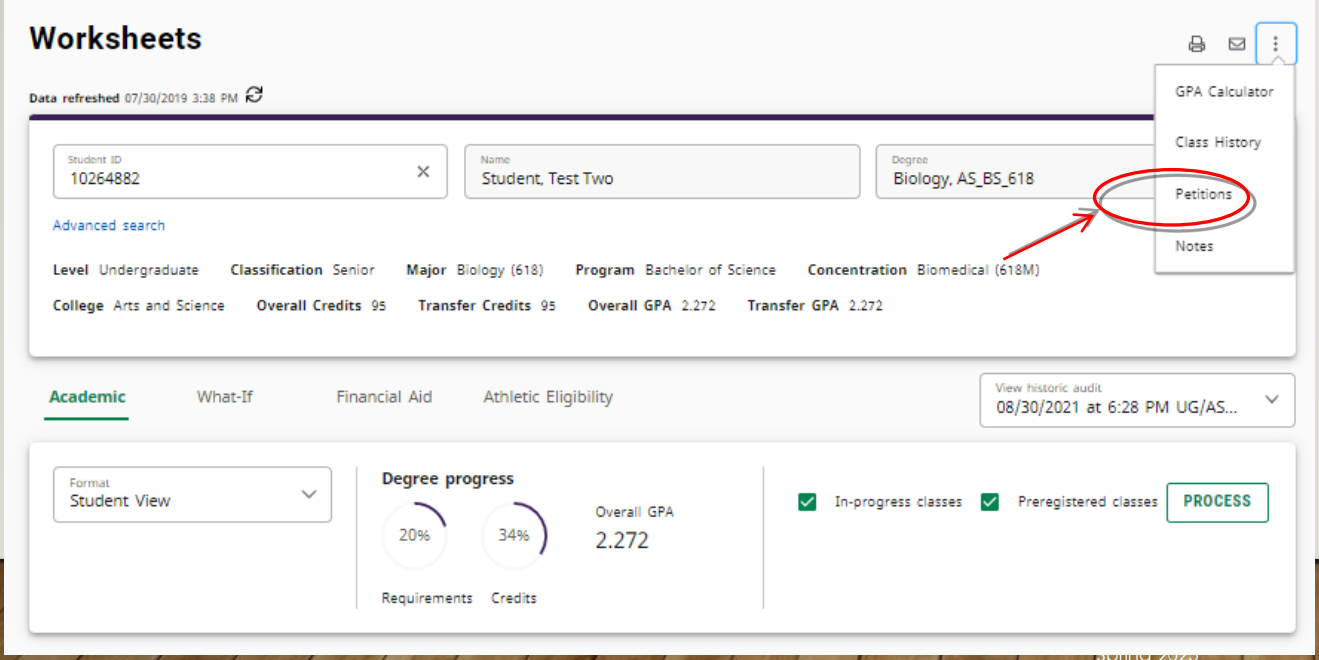
SAVE AS PDF

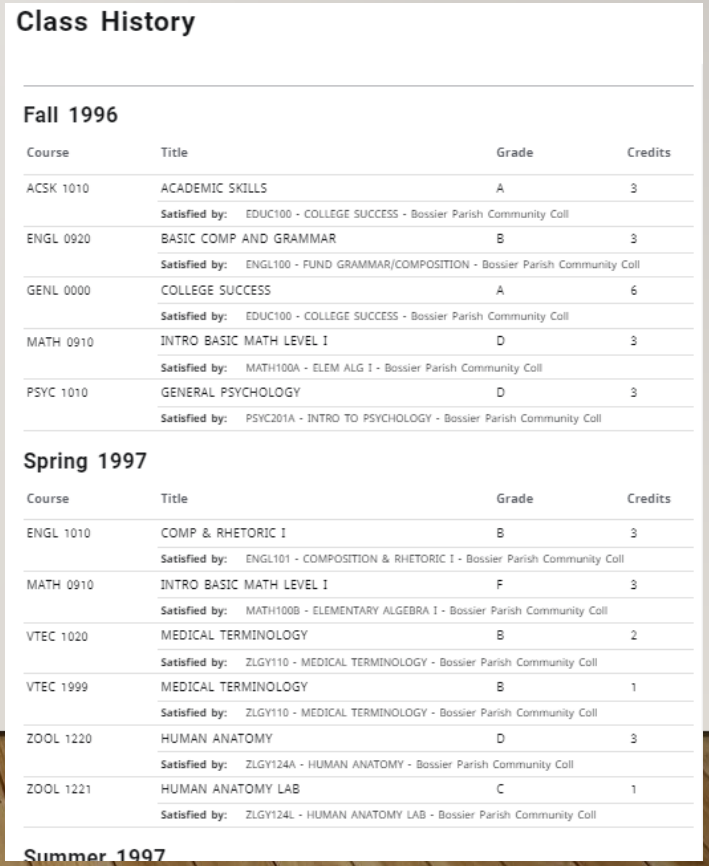
- Use the PDF feature via the print screen to save or view a PDF copy of the student's degree audit.



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





Class History

Fall 1996

Course	Title	Grade	Credits
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		

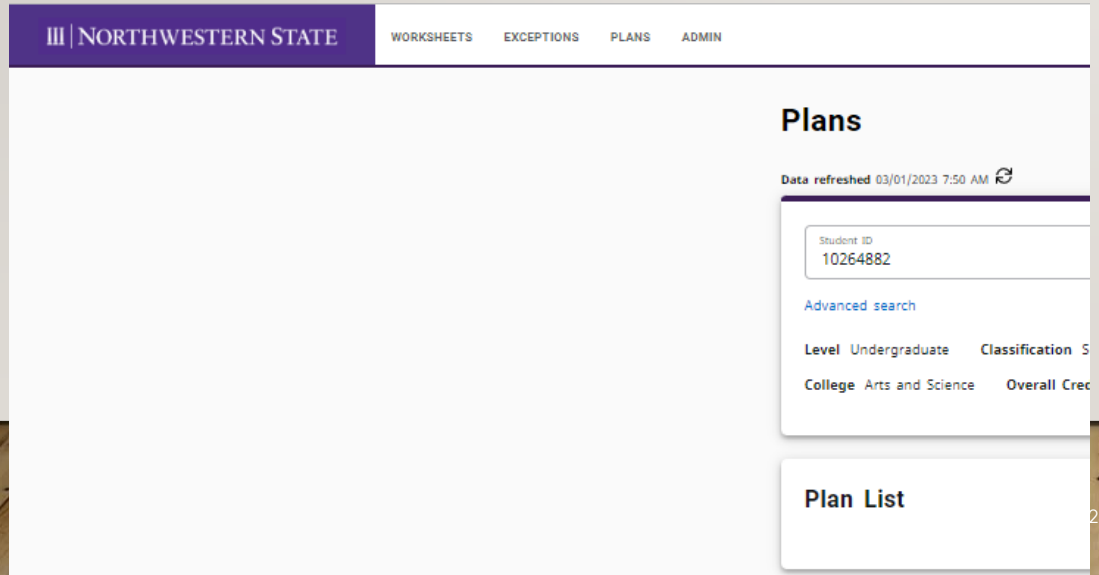
Spring 1997

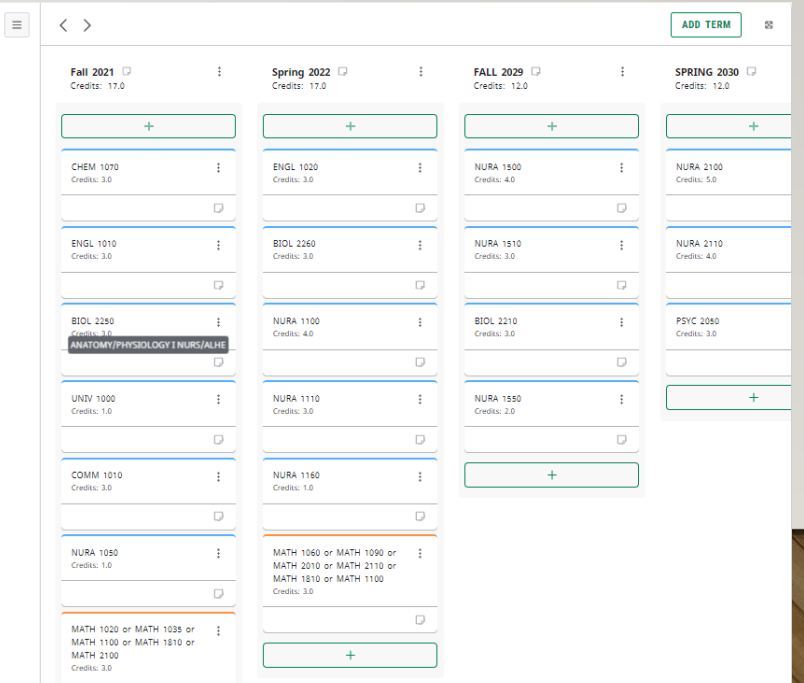
Course	Title	Grade	Credits
ENGL 1010	COMP & RHETORIC I	B	3
	Satisfied by: ENGL101 - COMPOSITION & RHETORIC I - Bossier Parish Community Coll		
MATH 0910	INTRO BASIC MATH LEVEL I	F	3
	Satisfied by: MATH100B - ELEMENTARY ALGEBRA I - Bossier Parish Community Coll		
VTEC 1020	MEDICAL TERMINOLOGY	B	2
	Satisfied 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

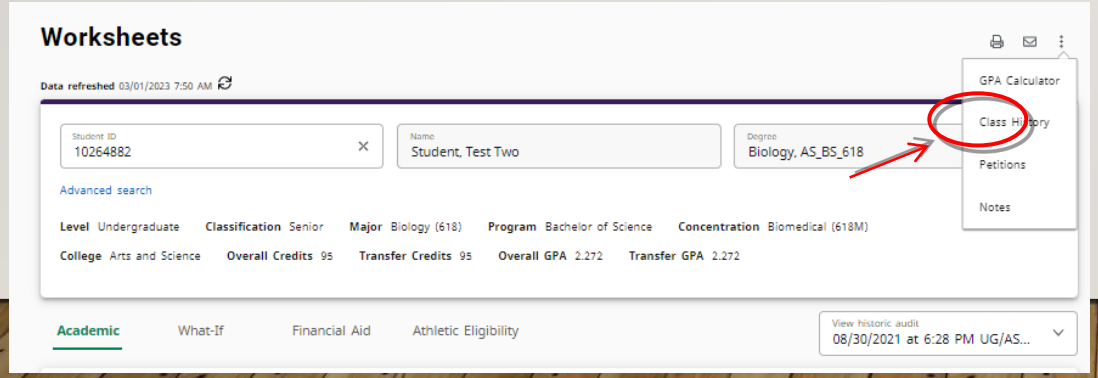
- Plans allows students and advisors to create sequenced plans of study.
- Once a plan is created, you can modify the courses and requirements. This will allow a customized plan to ensure that the plan will lead successfully to graduation.

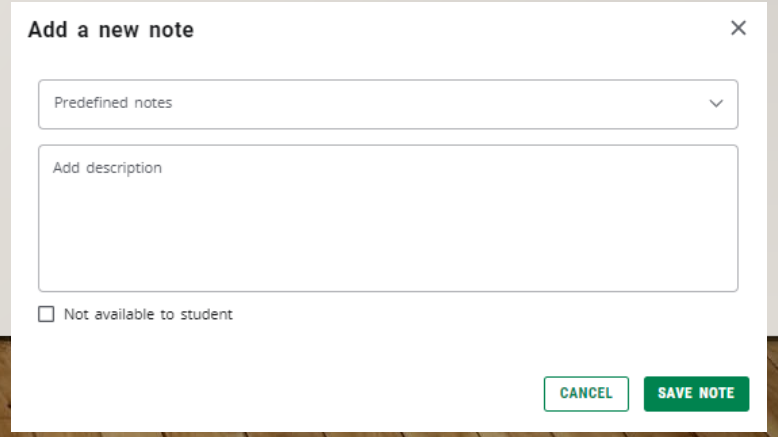




NOTES

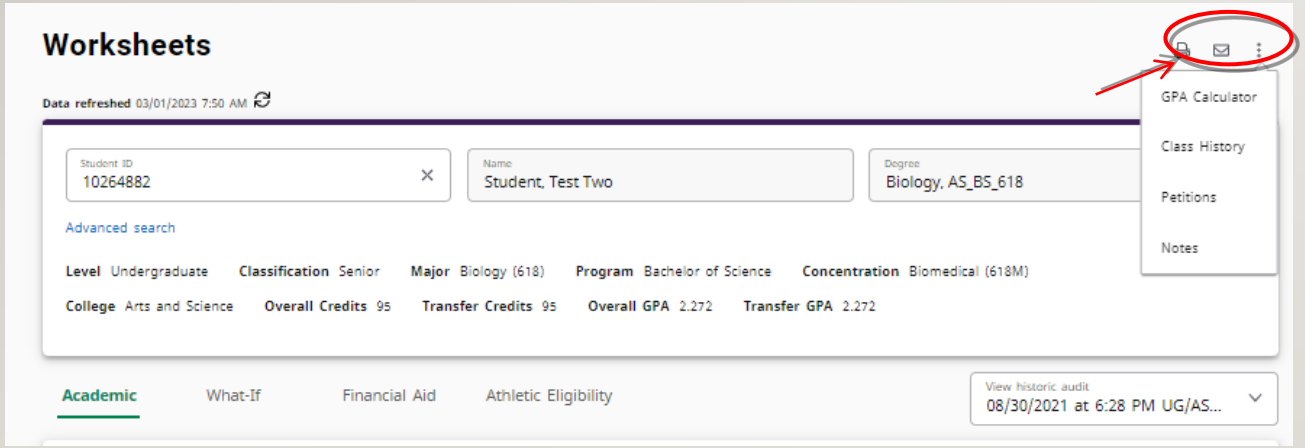
- The Notes feature is a great way to keep track of information that pertains to a student's degree audit or record.
- You can use the Notes tab or the Notes Icon to enter notes
- Be sure to click **Process New** after entering a note. This will allow the note to display at the bottom of the student's audit.
- Notes are visible to all Degree Works users including students

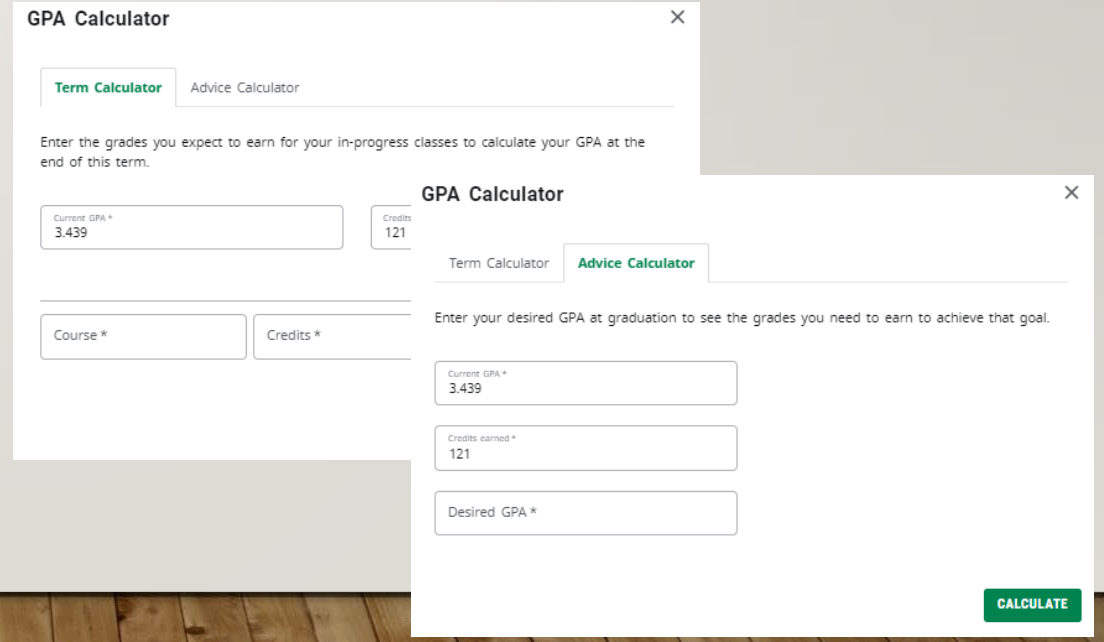




GPA CALCULATOR

- **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?

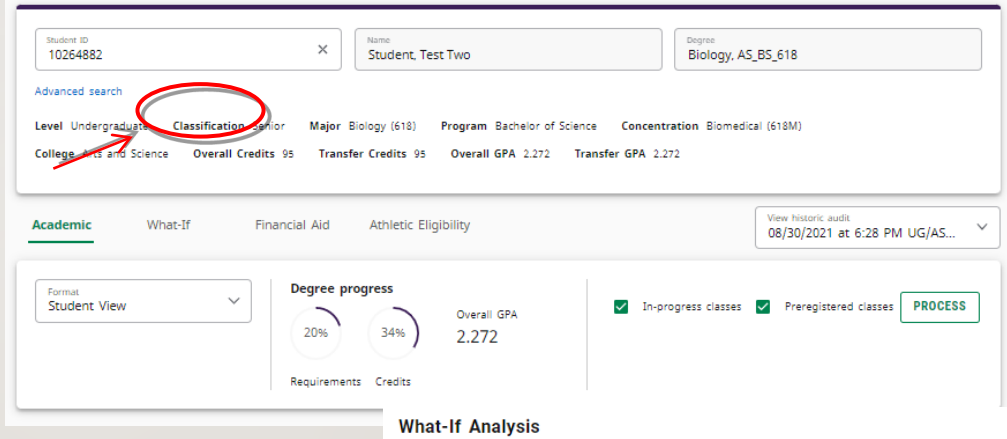


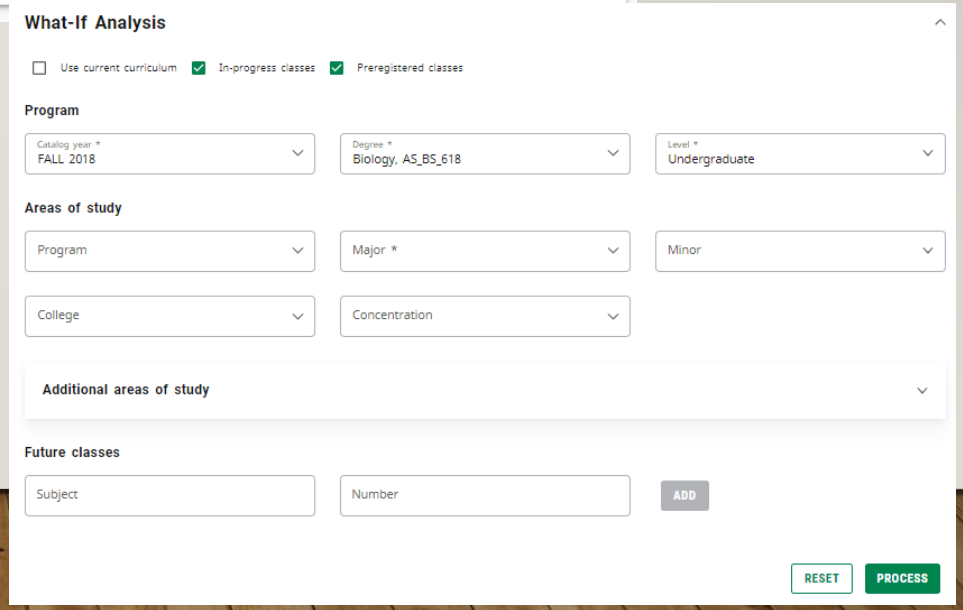


WHAT IF

- Allows us 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 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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