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 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.
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 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.

- **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.
- GPA
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.
• 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.
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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101</td>
<td>COMMUNICATION ARTS/DRAWING</td>
<td>A</td>
<td>3</td>
<td>Summer 2016</td>
</tr>
<tr>
<td>ENGL 210</td>
<td>INTRO TO LITERATURE</td>
<td>B</td>
<td>3</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>ENGL 3220</td>
<td>TECHNICAL COMPOSITION</td>
<td>D</td>
<td>6</td>
<td>Fall 2020</td>
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<tr>
<td>ENGL 4590</td>
<td>SHAKESPEARE</td>
<td>B</td>
<td>3</td>
<td>Spring 2019</td>
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<tr>
<td>FA 1050</td>
<td>INTRO TO THE ARTS</td>
<td>A</td>
<td>3</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>THEA 2320</td>
<td>ACTING TECHNIQUE 1</td>
<td>C</td>
<td>3</td>
<td>Fall 2017</td>
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<td>THEA 3220</td>
<td>ACTING TECHNIQUE II</td>
<td>C</td>
<td>3</td>
<td>Fall 2017</td>
</tr>
<tr>
<td>THEA 3550</td>
<td>MAKEUP FOR STAGE</td>
<td>C</td>
<td>3</td>
<td>Spring 2019</td>
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<tr>
<td>THEA 4320</td>
<td>AUDITIONS</td>
<td>B</td>
<td>3</td>
<td>Fall 2018</td>
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<tr>
<td>THEA 4500</td>
<td>SPEC PROB- THEATRE LIT</td>
<td>B</td>
<td>3</td>
<td>Spring 2019</td>
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</table>

<table>
<thead>
<tr>
<th>Course</th>
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<th>Credits</th>
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<td>C</td>
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<td>THEA 3320</td>
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<td>3</td>
<td>Fall 2018</td>
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<td>THEA 3410</td>
<td>THEATRE TECHNIQUE</td>
<td>C</td>
<td>3</td>
<td>Fall 2018</td>
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<tr>
<td>THEA 4200</td>
<td>SPEC PROB- PER &amp; DIRECT</td>
<td>B</td>
<td>3</td>
<td>Fall 2019</td>
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</table>
• 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.
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
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.
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALHE 1010</td>
<td>ALLIED HEALTH ORient</td>
<td>B</td>
<td>1</td>
<td>Summer 2000</td>
</tr>
<tr>
<td></td>
<td>Satisfied by: AUMT100 - MEDICAL ETHICS &amp; LAW - Bossier Parish Community Col</td>
<td></td>
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</tr>
<tr>
<td>ALHE 1099</td>
<td>MEDICAL ETHICS &amp; LAW</td>
<td>B</td>
<td>2</td>
<td>Summer 2000</td>
</tr>
<tr>
<td></td>
<td>Satisfied by: AUMT100 - MEDICAL ETHICS &amp; LAW - Bossier Parish Community Col</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ALHE 1099</td>
<td>HEALTH CARE SAFETY</td>
<td>B</td>
<td>1</td>
<td>Spring 2000</td>
</tr>
<tr>
<td></td>
<td>Satisfied by: AUMT100 - MEDICAL ETHICS &amp; LAW - Bossier Parish Community Col</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>ALHE 1099</td>
<td>INTRO PATIENT CARE SKLS</td>
<td>B</td>
<td>1</td>
<td>Summer 2000</td>
</tr>
<tr>
<td></td>
<td>Satisfied by: AUMT106 - INTRO PATIENT CARE SKLS - Bossier Parish Community Col</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>ALHE 1099</td>
<td>HEALTH CARE SYSTEMS</td>
<td>B</td>
<td>1</td>
<td>Summer 2000</td>
</tr>
<tr>
<td></td>
<td>Satisfied by: AUMT100 - HEALTH CARE SYSTEMS - Bossier Parish Community Col</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NDCD 1000</td>
<td>GEN MICROBIOLOGY</td>
<td>B</td>
<td>3</td>
<td>Spring 2000</td>
</tr>
<tr>
<td></td>
<td>Satisfied by: MIRC100 - GEN MICROBIOLOGY - Bossier Parish Community Col</td>
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<tr>
<td>NDCD 1000</td>
<td>GENERAL MICROBIOLOGY</td>
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<td>NDCD 1000</td>
<td>SURVEY OF MICRO LAB</td>
<td>B</td>
<td>1</td>
<td>Summer 2000</td>
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<td></td>
<td>Satisfied by: MIRC100 - SURVEY OF MICRO LAB - Bossier Parish Community Col</td>
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<tr>
<td>PSRC 1010</td>
<td>GENERAL PSYCHOLOGY</td>
<td>B</td>
<td>3</td>
<td>Fall 1999</td>
</tr>
<tr>
<td></td>
<td>Satisfied by: PSYCH101 - INTRO TO PSYCHOLOGY - Bossier Parish Community Col</td>
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</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
<th>Repeated</th>
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</thead>
<tbody>
<tr>
<td>LATN 1010</td>
<td>INTRODUCTION TO LATIN</td>
<td>W</td>
<td>0</td>
<td>Fall 2022</td>
<td></td>
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<tr>
<td>SOC 1010</td>
<td>PRIN OF SOCIOLOGY</td>
<td>D</td>
<td>3</td>
<td>Fall 2015</td>
<td>(R)</td>
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<tr>
<td>SPAN 1010</td>
<td>INTROD TO SPANISH</td>
<td>C</td>
<td>3</td>
<td>Spring 2018</td>
<td>(R)</td>
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<tr>
<td>SPAN 1020</td>
<td>ELEMENTARY SPANISH</td>
<td>W</td>
<td>0</td>
<td>Fall 2021</td>
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<tr>
<td>UNIV 1000</td>
<td>THE UNIV EXPERIENCE</td>
<td>A</td>
<td>1</td>
<td>Fall 2015</td>
<td>(R)</td>
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</tbody>
</table>

Satisfied by: SOC101 - INTRO SOCIOLOGY - McNeese State University

Satisfied by: SPA111 - ELEMENTARY SPANISH 1 - Coastal Carolina Comm Coll

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

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

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
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
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.

Not an official transcript
• 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.
• **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
CONTACT INFORMATION:

Office of the University Registrar
318-357-6171
registrar@nsula.edu
Dashboard (nsula.edu)