

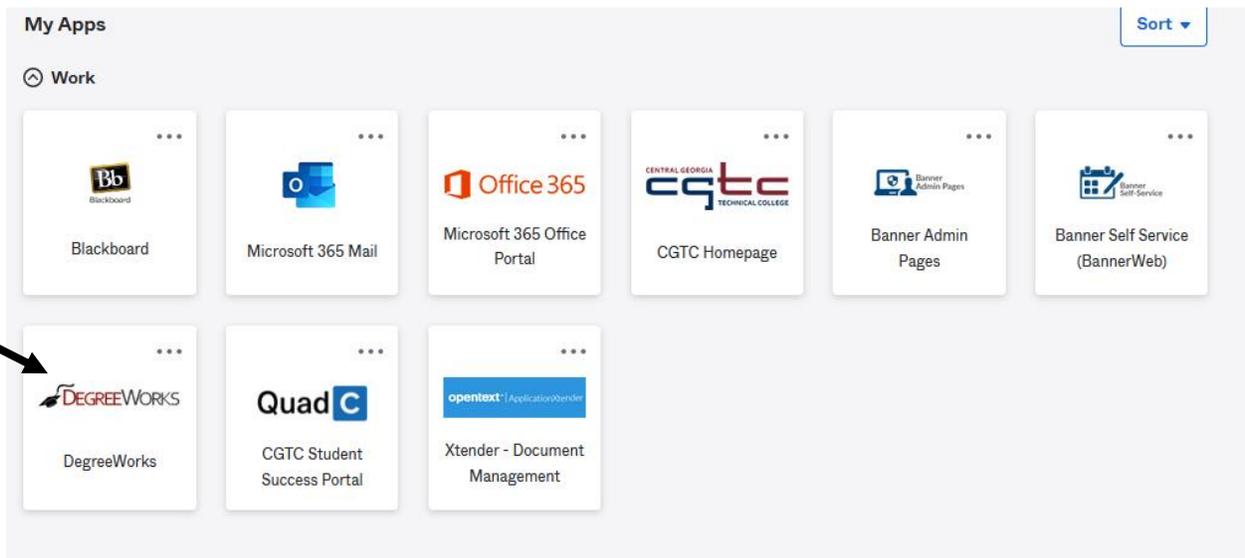
# Student's Guide for Accessing DegreeWorks

DegreeWorks is a Web-based tool for students to monitor their academic progress toward program completion. DegreeWorks allows students and their advisors to plan future academic course work. Access using **Mozilla Firefox browser**, click the Single Sign On link located on the college's homepage.

## Login into the DegreeWorks System



Once you have logged into the Single Sign On, Click the DegreeWorks tile (SHOWN BELOW).



Enter Student ID and press Enter.



**For students, Degree Works:**

- Provides real-time advice and counsel
- Speeds time to graduation
- Provides intuitive web access to self-service capabilities
- Streamlines the graduation process
- Allows direct access to multiple related services and advice through hyperlinks to catalog information, class schedules, transcripts, help desk services, and FAQs

**For advisors, Degree Works:**

- Supports real-time delivery of academic advice through intuitive web interfaces
- Minimizes errors through consistent degree plans
- Supports more timely degree certification
- Reduces paperwork and manual program check sheets
- Supports and monitors unique program changes

## DegreeWorks Student Report Navigation

- The Student information will automatically display the student's current program of study.

## Degree Audit

## Worksheet Bar

- **Format:** The student view is the default view of the audit.
- **Save as PDF:** Will allow you to either save or print the audit while retaining the formatting.
- **Process New:** This will run a new audit and apply the information that was recently refreshed to the student's declared program. **Always** click this button the first time you bring up the audit information to ensure everything is current.

## The Worksheet – Student View

The student view is the typical display format which shows all of the requirements and applies the courses the student has taken in the most advantageous manner.

- **Legend:** Displays an interpretation of the most commonly used symbols in the audit.

Legend		
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	<b>(T)</b> Transfer Class
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	<b>@</b> Any course number
<b>*</b> Prerequisites Required		

- **Student View Section:** Presents the basic student information as well as the advisor assigned to the student in Banner. Student and advisor names are hyperlinked, emails can be sent directly from this page. The overall GPA is extracted from Banner.

Student View AA194695 as of 05/13/2011 at 10:09			
Student		Degree	Diploma
ID		College	CGTC Credit Program
Academic Standing	Good Standing	Major	Internet Spec - Web Site Dev D (1564 )
Advisor	Turner, Jackie	Minor	
Overall GPA	3.88		

#### Degree Progress

Requirements	17%
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- **Degree Progress Bar:** The total presented by the bar is based on the number of completed and in-progress courses counted in the audit. Use this graph as a guide, but do not consider it the final word.
- **Requirement Section:** Presents all requirements for General Education and declared major. In the section header, the area and Academic Year are displayed. Completed requirements are noted with a green box and checkmark, in-progress with a blue box and a single tilde, and still needed by a red, empty box.

<input type="checkbox"/> Diploma		Academic Year: Fall 2011			
A minimum of 25% of your curriculum must be completed at your home school.					
<input checked="" type="checkbox"/> You meet the minimum GPA requirement.					
<input type="checkbox"/> General Education Core		Still Needed: See <a href="#">General Education Core Diploma</a> section			
<input type="checkbox"/> Diploma Requirements		Still Needed: See <a href="#">Diploma in Internet Specialist-Web Site Designer</a> section			
<input type="checkbox"/> General Education Core Diploma		Academic Year: Fall 2011			
<input type="checkbox"/> GENERAL EDUCATION CORE					
<input type="checkbox"/> Area I: Language Arts/Humanities/Fine Arts		Still Needed: 1 Class in <b>ENGL</b> 1010* or 1012*			
<input type="checkbox"/> Area II: Social/Behavioral Sciences		Still Needed: 1 Class in <b>EMPL</b> 1000 or <b>PSYC</b> 1010			
<input type="checkbox"/> Area III: Natural Sciences/Mathematics		Still Needed: 1 Class in <b>ALHS</b> 1010 or 1011 or 1015 or 1126* or 1127* or <b>MATH</b> 1011* or 1012* or 1013* or 1015* or 1017*			
<input type="checkbox"/> Diploma in Internet Specialist-Web Site Designer		Academic Year: Fall 2011			
<input type="checkbox"/> Introduction to Computers		Still Needed: 1 Class in <b>COMP</b> 1000			
<input type="checkbox"/> Computer Concepts		Still Needed: 1 Class in <b>CIST</b> 1001			
<input type="checkbox"/> Program Design & Development		Still Needed: 1 Class in <b>CIST</b> 1305			
<input checked="" type="checkbox"/> Structured Query Language		<b>CIS 2161</b>	SQL STRUCTURED QUERY LANGUAGE	A 2	7 201002

- **Courses Not Applied to Program of Study:** Presents all courses successfully completed or in progress that were not used in the completion of the declared program of study.

Fallthrough Courses			Credits Applied: 21	Classes Applied: 5
<b>ENG 112</b>	BUSINESS COMMUNICATIONS	TRC	5	200304
Satisfied by: - MACON STATE COLLEGE				
<b>MAT 098</b>	PRE-ALGEBRA	S 3	5	200304
<b>MAT 103</b>	ALGEBRAIC CONCEPTS	C 2	5	200401
<b>MATH 0099</b>	INTERMEDIATE ALGEBRA	NA	3	201212
<b>READ 0098</b>	READING III	NA	3	201212

- **Insufficient:** Courses in which a student does not earn the minimum required grade.

Insufficient			Credits Applied: 7		Classes Applied: 2	
ACC 152	PAYROLL ACCOUNTING	F 0	4	200401		
EMP 100	INTER REL/PROF DEV	F 3	3	200401		

- **In-progress:** The courses the student is currently enrolled in are listed here. The courses also

In-progress			Credits Applied: 14		Classes Applied: 4	
ACC 1152	PAYROLL ACCOUNTING	NA	5	201104		
ACCT 1120	SPREADSHEET APPLICATIONS	NA	3	201212		
MATH 0099	INTERMEDIATE ALGEBRA	NA	3	201212		
READ 0098	READING III	NA	3	201212		

display in the audit.

- **Disclaimer:** This language will show at the bottom of most screens and is intended to counsel users of the limits of the information presented here and the sources that can provide official confirmation.

#### Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree audit report, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

## What-If Scenarios

If the student is considering other degrees, diplomas, or technical certificates the What-If function will display the courses the student has taken and where they apply into a new program of study. Because the system starts with a blank slate, you must select degree, diploma, or technical certificates. Current program declaration does not feed over from the audit worksheet.

Find Student ID Name Degree Major Last Audit Last Refresh  
AAS Accounting Deg 05/13/2011 Today at 6:33 am

Worksheets Notes

Worksheets Format: Student View Process What-If Save as PDF

What-If Academic Year Pick a Academic Year

Look Ahead Choose Your Different Areas of Study

Select an item to add it to your Chosen Area of Study

Major Pick a Major

Chosen Areas of study

Remove

Choose Your Future Classes

Enter a course and click Add Course

Subject Number Add Course

Courses you are considering

Remove Course

- Click What-IF
- Select the Academic Year
- Select the Major
- Click the Process What-If button

## Notes

The note section is located near the bottom of the Degree Audit. Information that advisors need to convey to student will be located here. Students should check the note section for advisement information.

### To View an added note

- Click the Worksheets tab
- Click Process New
- Scroll to the bottom of the Degree Audit and view the note.

Notes	Entered by	Date
Student was advised to...This is just a test note.	Turner, Jackie	05/31/2011

## FAQ – Frequently Asked Questions

The Frequently Asked Questions and Help Guide link is located at the top left section of the degree screen.



[FAQ](#)

[Print](#)

[Log Out](#)

### To View FAQ and Help Guide

- Click FAQ link
- Open DegreeWorksFAQ PDF document