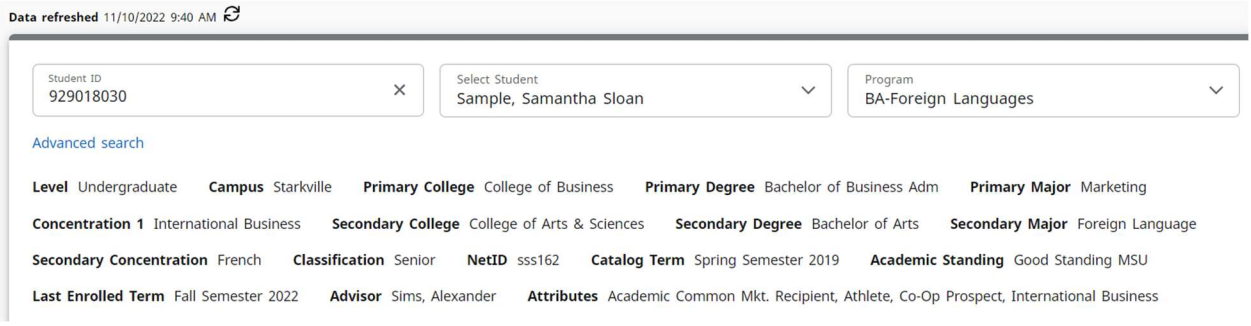
Understanding Degree Works (for Advisors)

Audit Tab

1. **Student Card** (top block) – contains all the relevant information you would find in CAPP and General Student in MyBanner all in one place. Some new, helpful items: academic standing, last enrolled term, and student attributes. From the Student Card, you can also search for additional students or populations.
    a. Enter a 9-digit ID in the box
    b. Use Advanced Search to pull a population by searching the Student Card fields.



2. Below the Student Card, you can run **What-If** audits and view **previous audits** for the student. "**Academic**" refers to the academic audit for the selected student's current major.

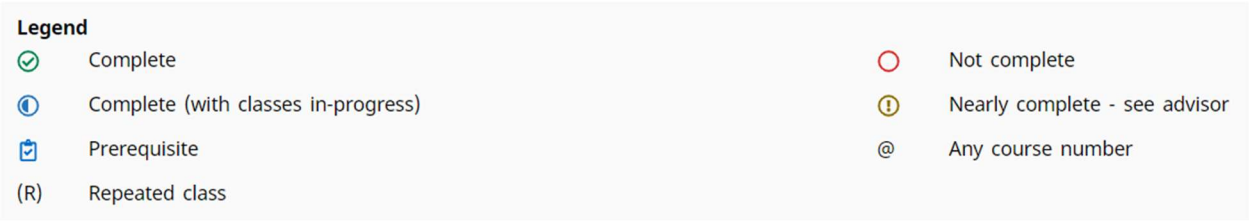
3. **Progress Bar** – **Format**. Student View is the preferred format for most of what you will need as advisors. In addition to course requirements, this view shows GPA requirements, exceptions, policy notes and other important information. The Registration checklist is an abbreviated view that only shows missing course requirements. Relying on this view may cause the student and advisor to miss key information.

    Degree Progress. The <u>Requirements Chart</u> summarizes progress on course, GPA and any policy requirements. When a student has applied for graduation, this chart will continue to show less than 100 percent until all In-Progress courses are complete. The <u>Credits Chart</u> notes the number of credits a student has compared to the total needed to complete the degree. Note: In cases of double majors, the Credits Chart may overestimate how close a student is to completion. It will show more total credits than actually apply to the selected program of study. MSU GPA noted here is the cumulative GPA of all courses taken at MSU.

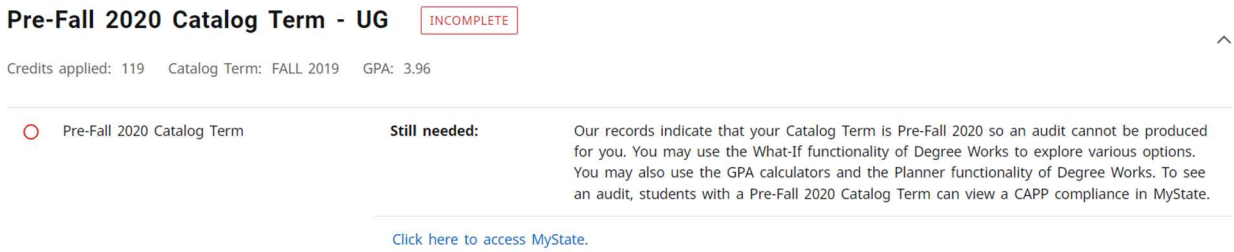
    Process. Click here to create a new audit. (In CAPP we said "generate;" in DW we say "process.")

Understanding Degree Works (for Advisors)

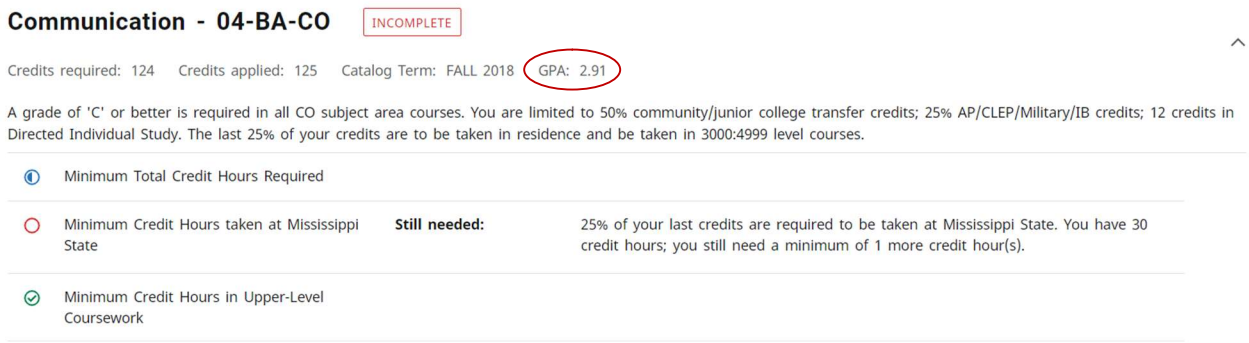
4. **Degree Works Legend**. A legend is included at the bottom of each audit to guide the user. The "Nearly Complete" icon indicates that something slightly odd is going on. The most common example is that students have the required hours in a block but have not taken all the required courses. This can happen when a student chooses higher-credit courses in the lab sciences or an elective list.



5. If advisors or students see the **Friendly Block** below, it means the student's catalog term pre-dates Degree Works. (Degree Works begins with the Fall 2020 catalog term.) Audits for this student can still be seen in CAPP.



6. **Degree Block** – This block details the overall (policy-type) degree requirements: total hours, 25% upper-level, MSU and overall GPA, etc. Then it outlines the additional blocks of academic requirements.
   a. When a requirement is NOT met, additional information will appear. When a requirement IS met, a green check mark appears but no additional information.
   b. The GPA in the header row (circled below) only includes APPLIED courses and is NOT the best place to check a student's GPA. In the list, Minimum 2.0 MSU GPA and Minimum 2.0 Overall GPA are including all coursework and should be used to evaluate a student's readiness for graduation.



c. The Community College Transfer Credits check simply tells how many hours the student has on their record. These hours may or may not be applied to degree requirements. Transfer credits from 4-yr schools are NOT counted here. See 15. Program Restricted for more information.

7. **General Education Block** – This block includes the 36-38 hours dedicated to satisfying the University General Education Core. If a major requires specific courses, those are listed. If the major allows for a choice in courses, options are listed for the student.
   a. Course lists are dynamic and "Still Needed" will adjust as the student progresses.
   b. Each untaken course is a live link to the course description and schedule of future offerings.
   c. A blue clipboard icon next to a course number indicates the course has prerequisites.
   d. When a choice is offered for Lab Sciences, Degree Works requires the paired lecture and lab be completed before the requirements is marked satisfied. (In the example below, the CH 1211 lab was completed successfully but the CH 1213 lecture was not, so the requirement remains unmet. The student may complete CH 1213 or opt to change to a new lab science sequence, but they may not mix and match lectures and labs.)

PHYSICAL SCIENCE LABORATORY	**Still needed:**	Choose from **1** of the following:		
Survey of Chemistry I & Experimental Chemistry		**2** Classes in **CH** 1043 and 1051		
Survey of Chemistry II & Experimental Chemistry		**2** Classes in **CH** 1053 and 1051		
Chemistry I & Investigations in Chemistry I	CH 1211	Invst In Chemistry I	C	1
		1 Class in **CH** 1213		

8. **Additional Requirements** – If applicable to the major, this block contains course requirements that do not fit neatly into either the Gen Ed or the Major Core block. Examples include foreign language requirements in A&S programs and higher-level math in Engineering programs.

9. **Major Core** – Courses required by all students in the major are found here. If a major has concentrations, you also will find a concentration block for those unique requirements. Programs that require a minimum GPA or minimum grade on courses in the Major Core will find that noted and enforced here.

Understanding Degree Works (for Advisors)

10. **Concentration Block** – If a student has a concentration on the student record, Degree Works will pull in the appropriate concentration block.

Broadcast and Digital Journalism Concentration INCOMPLETE

Credits required: 37 Credits applied: 0 Catalog Term: FALL 2022 GPA: 0.00

Minimum Concentration Credit Hours Required	**Still needed:**	You currently have 0 credit hours including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 37 additional credit hours and all concentration requirements.
Tv Production	**Still needed:**	**1** Class in **CO** 2333
Intro News Writ-Repo	**Still needed:**	**1** Class in **CO** 2413
News Writing for Elec Media	**Still needed:**	**1** Class in **CO** 3313
Adv Television Prd	**Still needed:**	**1** Class in **CO** 3333
Photographic Communication	**Still needed:**	**1** Class in **CO** 3403

11. **Free Electives** – If a program of study allows for Free Electives, a **Free Electives** block will pull in, looking for the correct number of electives for that program. This block will apply usable courses, including transfer XXXX courses, not already applied to other requirements. As with other blocks, the dynamic "Still Needed" indicator will tell the student how many credits should be taken to satisfy the requirement.

12. **Usable** – Just like in CAPP, the Usable block holds courses in which the student performed well but simply do not fulfill a requirement in the program. Also in Usable are transfer courses that do not have a direct equivalent at MSU. Courses in Usable can be applied to a degree requirement, if approved as an Exception through the proper approval chain in your college.

13. **Unusable** – Again like CAPP, in this block are courses in which the student has a grade of F, W, *S, *R, or -R. These courses may NOT be used to apply to any degree requirements.

14. **In-progress and Preregistered/Planned** – If a student is registered in the current term, this block will show all "in-progress" courses and the credits that will be earned. If a student has pre-registered in a future term, those courses will also be listed here.

15. **Program Restricted Courses** – This block holds courses that are hard-coded to NOT apply to a degree program: FYE 1000, any developmental 0000-level courses, co-op, and possibly others in specific programs. Also, if a student transfers in more than 50% of the required hours from a 2-year college, some of these hours will be put in Program Restricted. These transfer courses *may* be applied to a requirement using an exception. When the exception is applied, DW will move another transfer course into the program restricted block.