

## Degree Works FAQs

**Note:** There are tutorial handouts posted at [registrar.msstate.edu](http://registrar.msstate.edu) that will help you navigate Degree Works and may answer additional questions not listed below.

### General FAQs

#### What is Degree Works?

*A: Degree Works is an online advising tool to help you and your advisor monitor your progress toward degree completion. Degree Works matches your coursework (completed, currently enrolled, or pre-registered for a future semester) to your degree requirements in an easy-to-read worksheet that shows how the courses count toward degree requirements.*

#### Who can use Degree Works?

*Degree Works is available to all degree-seeking undergraduate students. Advisors, faculty, and selected staff also have access for the purpose of supporting your progress through your academic career.*

#### How do I log in to Degree Works?

*Once you log in to MyState, you can select Degree Works from the Academic Records menu. You do not have to log in again.*

#### Can I register for classes in Degree Works?

*No, you may register online only through the MyState portal.*

#### Is my information in Degree Works current?

*The information in Degree Works is refreshed each night. Any changes made today (e.g., change of major, grade changes or classes added/dropped) will show in Degree Works tomorrow.*

### Audit FAQs

#### What is a Degree Works audit?

*A Degree Works audit is a curriculum evaluation separated into different blocks of requirements, such as general education, major, concentration, and other requirements. Each block within the audit works as a checklist with boxes that are automatically checked when a requirement is met.*

#### What if information in Degree Works is not up to date?

*There could be several reasons why information in Degree Works is not up to date. One is that Degree Works may not have been refreshed since a change was made (information is refreshed nightly) to a student record. Second, there could be pending paperwork that has not been processed (course substitution, change of major, etc.) If you have recently submitted an academic form, check with your academic department.*

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### Are grades visible in Degree Works?

*Yes. Once final grades have been posted at the end of the term, they are visible in Degree Works. Progress grades are NOT visible in Degree Works.*

### Can users see a list of all classes that have been taken?

*Yes. On the Audits tab, click on the Course History link at the top for a list of courses taken at MSU, as well as transfer and advanced placement courses.*

### Can a student change major/concentration through Degree Works?

*No. Students should submit a Change of Major eForm. The eForm can be accessed through the MyState portal by clicking on eForms in the left-hand column. The eForm includes instructions and further information.*

### Does Degree Works include AP credit and transfer work?

*Once AP scores are received from the College Board and credit is granted, they are posted to the student's record and will appear on the audit. All received transfer work that has been entered into Banner will appear on the audit. If courses are a direct equivalent to the required course, Degree Works will apply the transfer course to the requirement. Transfer work appearing in USABLE or Program Restricted may be applied using an Exception, if approved by your advisor, department, and college dean's office.*

### How do users know what classes need to be taken?

*The audit will outline courses needed to meet degree, major and/or concentration requirements within each block. Any requirement showing a red circle is incomplete. Green checkmarks appear when a requirement is complete, and a blue half-circle appears when a course is in progress. In-progress notations change to completed once the term is complete.*

*Users can also see a consolidated list of courses not yet completed by selecting Registration Checklist from the Worksheets menu. Students may then use this information to discuss a plan with an academic advisor.*

### When should a student/advisor review a degree audit?

- *Before registering for an upcoming semester.*
- *After you register to ensure that the courses apply to your program requirements.*
- *After grades are posted for each semester.*
- *Any time changes are made to your schedule or major.*
- *A degree audit can be reviewed at any time.*

### How is my degree audit different from my transcript?

*Your degree audit is a tool to provide you with academic information related to your degree progress. It displays courses required and completed in your degree program. Your transcript is your official university academic record and provides a chronological list of courses completed and other academic information.*

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### **I've seen the @ symbol in several places on my audit. What does this mean?**

*This is a wild card in Degree Works. For example, if the @ sign is followed by course numbers (@1000:4999), it means that you may take a course in any subject area within the specified course number range. In this case, any 1000- 4000-level course in any subject area is allowed.*

### **I think my audit is incorrect. What should I do?**

Please ask your academic advisor for assistance. The first step is to clarify what information you believe is incorrect. Below are the most common problems and courses of action.

#### **My major is incorrect on my audit.**

*If you have not officially changed your major, submit a Change of Major eForm. (The eForm can be accessed through the MyState portal by clicking on eForms in the left-hand column.) If you have officially changed your major, the Degree Works audit will display only your active degree audit. Remember, student information such as major changes and course drops are updated nightly and will reflect the next business day. If the major change is effective for a future term, the change will not reflect until that term.*

#### **My transfer courses do not appear in the right place.**

*If there is concern about a transfer course that should be applying in the audit, contact your advisor in your academic department.*

#### **Classes are not applying in the right place.**

*Degree Works uses a "best fit" approach to meet requirements, so classes may apply to different sections as you take more courses. If there are questions, please contact your academic advisor.*

#### **My advisor discussed an approved course exception, but it's not showing on my audit.**

*Check with your advisor to be sure the proper paperwork has been completed and submitted. Once substitutions are entered and a new audit has been run, the change will appear on the audit.*

#### **My concentration is missing from my audit.**

*If you have not officially declared a concentration, contact your academic advisor and submit a Change of Major eForm. This form is used for changing/adding concentrations in addition to changing majors. (The eForm can be accessed through the myState portal by clicking on eForms in the left-hand column.)*

### **Who should I contact if I still have questions about the audit?**

*Please contact your academic advisor.*

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### What-If Audit FAQs

**I am thinking of changing my major. How can I see what would be required if I made this change?**

*You can use the "What-If" option on the Audits tab to create an audit based on requirements for the program you are interested in. Be sure to select a Degree, Catalog term and Major along with any corresponding Concentrations. What-If audits do not guarantee that you will be able to major in the area you select. If you decide you'd like to change your major, contact the academic advisor of the new major for information and instructions.*