

# Understanding Degree Works

**Step 1:** Log in to MyState/Banner.

**Step 2:** Select DEGREE WORKS from the Academic Records menu.

1. **Student Card** block. This block contains information from your Banner student record related to your enrollment. This information is updated nightly.

Student ID 929018030	Name Sample, Samantha S.	Program BBA-Marketing		
Level Undergraduate	Campus Starkville	Primary College College of Business	Primary Degree Bachelor of Business Adm	
Primary Major Marketing	Classification Sophomore	NetID sss162	Catalog Term Fall Semester 2020	Academic Standing Good Standing MSU
Last Enrolled Term n/a	Advisor Bowering, Sawyer	Attributes Academic Common Mkt. Recipient, Athlete, Co-Op Prospect		

## 2. Progress Bar.

- a. **Academic or What-If.** Academic is the default option here and shows you the degree audit for your current major. By choosing the What-If option, you may explore other majors. Please see the “Understanding What-If Audits” training page for more information.
- b. **Format.** Student View is the preferred, most-detailed view for audits. In addition to course requirements, this view shows GPA requirements, exceptions (substitutions), policy notes and other important information. The Registration checklist is an abbreviated view that only shows missing course requirements. Relying on the registration view may cause you and your advisor to miss key information.
- c. **Degree Progress.** The [Requirements Chart](#) summarizes progress on course, GPA and policy requirements. When you apply for graduation, this chart will continue to show less than 100 percent until all In-Progress courses are complete. The [Credits Chart](#) notes the number of credits you have compared to the total needed to complete the degree. Note: In cases of double majors, the Credits Chart may overestimate how close you are 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.
- d. **Process.** Click this button when you need to create a new audit. Remember – things like major changes will update overnight, so you may need to give Degree Works some time to reflect your change. You can also use the historic drop down list to view past audits that were created previously by you or your advisor.

3. **Degree Works Legend.** As you review your audit, understanding the symbols used will be helpful. A legend of these symbols is always at the bottom of your audit. 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.

Legend	
 Complete	 Not complete
 Complete (with classes in-progress)	 Nearly complete - see advisor
 Prerequisite	 Any course number
(R) Repeated class	

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4. If you see the **Block** below, it means your catalog term pre-dates Degree Works. (Degree Works begins with the Fall 2020 catalog term.) If you chose your major before Fall 2020, you can still see your degree audit in CAPP.

**Pre-Fall 2020 Catalog Term - UG** INCOMPLETE

Credits applied: 119   Catalog Term: FALL 2019   GPA: 3.96

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○ Pre-Fall 2020 Catalog Term      **Still needed:**      Our records indicate that your Catalog Term is Pre-Fall 2020 so an audit cannot be produced for you. You may use the What-If functionality of Degree Works to explore various options. You may also use the GPA calculators and the Planner functionality of Degree Works. To see an audit, students with a Pre-Fall 2020 Catalog Term can view a CAPP compliance in MyState.

[Click here to access MyState.](#)

5. **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 your GPA. In the list of requirements, Minimum 2.0 MSU GPA and Minimum 2.0 Overall GPA are including all coursework and should be used to evaluate your readiness for graduation.

**Communication - 04-BA-CO** INCOMPLETE

Credits required: 124   Credits applied: 125   Catalog Term: FALL 2018   GPA: 2.91

A grade of 'C' or better is required in all CO subject area courses. You are limited to 50% community/junior college transfer credits; 25% AP/CLEP/Military/IB credits; 12 credits in Directed Individual Study. The last 25% of your credits are to be taken in residence and be taken in 3000:4999 level courses.

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ⓘ Minimum Total Credit Hours Required

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○ Minimum Credit Hours taken at Mississippi State      **Still needed:**      25% of your last credits are required to be taken at Mississippi State. You have 30 credit hours; you still need a minimum of 1 more credit hour(s).

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✔ Minimum Credit Hours in Upper-Level Coursework

- c. The Community College Transfer Credits check simply tells how many hours you have on your record. These hours may or may not be applied to degree requirements. Transfer credits from 4-yr schools are NOT counted here. See 14. **Program Restricted** for more information.
6. **General Education Block** – This block includes the 36-38 hours that satisfy the University General Education Core. If your major requires specific courses, those are listed. If the major allows for a choice in courses, options are listed for you.
- a. Course lists are dynamic and “Still Needed” will adjust or disappear as you take courses.
  - b. Each untaken course is a live link to the course description and schedule of future offerings.
    - a. A blue clipboard icon next to a course number indicates the course has prerequisites.
    - b. When a choice is offered for Lab Sciences, Degree Works requires you to take both the lecture and lab before the requirements are marked Complete. (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.)

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<input type="radio"/>	PHYSICAL SCIENCE LABORATORY	<b>Still needed:</b>	Choose from 1 of the following:		
<input type="radio"/>	Survey of Chemistry I & Experimental Chemistry		2 Classes in <a href="#">CH 1043</a> and <a href="#">1051</a>		
<input type="radio"/>	Survey of Chemistry II & Experimental Chemistry		2 Classes in <a href="#">CH 1053</a> and <a href="#">1051</a>		
<input type="radio"/>	Chemistry I & Investigations in Chemistry I	CH 1211	Invst In Chemistry I	C	1
			1 Class in <a href="#">CH 1213</a>		

- Additional Requirements** – If applicable to your major, this block contains course requirements that complete other competencies outside the Gen Ed core and the Major core. Examples include foreign language requirements in A&S programs, higher-level math in Engineering programs, or public speaking in various majors. \*Not all students will see an Additional Requirements block.
- Major Core** – Courses required by your specific major are found here. If your 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.
- Concentration Block** – If you have a concentration on your 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		
<input type="radio"/>	Minimum Concentration Credit Hours Required	<b>Still needed:</b> 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.
<input type="radio"/>	Tv Production	<b>Still needed:</b> 1 Class in <a href="#">CO 2333</a>
<input type="radio"/>	Intro News Writ-Repo	<b>Still needed:</b> 1 Class in <a href="#">CO 2413</a>
<input type="radio"/>	News Writing for Elec Media	<b>Still needed:</b> 1 Class in <a href="#">CO 3313</a>
<input type="radio"/>	Adv Television Prd	<b>Still needed:</b> 1 Class in <a href="#">CO 3333</a>
<input type="radio"/>	Photographic Communication	<b>Still needed:</b> 1 Class in <a href="#">CO 3403</a>

- Free Electives** – If a program of study allows for Free Electives, a **Free Electives** block will show, 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 count down to show how many credits still need to be taken.

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11. **Usable** – Just like in CAPP, the Usable block holds courses in which you performed well but that do not fulfill a requirement in the program. Also in Usable are transfer courses that do not have a direct equivalent at MSU (XXXX). Courses in Usable can be applied to a degree requirement, if approved as an Exception (substitution) through the proper approval chain in your academic college.
  
12. **Unusable** – Again like CAPP, in this block are courses in which the student has a grade of F, W, \*S (forgiveness), or \*R/-R (repeat). These courses may NOT be applied to any degree requirements.
  
13. **In-progress and Preregistered/Planned** – If you are registered in the current term, this block will show all “in-progress” courses and the credits that will be earned. If you have pre-registered in a future term, those courses will also be listed here.
  
14. **Program Restricted Courses** – This block holds courses that are hard-coded to NOT apply to a degree program: FYE 1000 Maroon U, any developmental 0000-level courses, co-op, and possibly others in specific programs. Also, if you transfer 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.

