# MONTCLAIR STATE UNIVERSITY

# Degree Works User Guide

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## What is Degree Works?

Degree Works is a web-based tool designed for students and academic advisors to assist in monitoring a student's academic progress toward degree completion. Degree Works also allows students and their academic advisors to plan for future academic coursework.

The degree audit is a review of a student's past, current, and planned coursework that provides information on completed and outstanding requirements necessary to complete a degree/major/minor/ concentration and other additional curricular requirements. The audit is divided into block requirements such as Degree, General Education, and Major Requirements. Each block works like a checklist with boxes that are automatically checked when a requirement is met.

When using Degree Works, advisors and students will be able to:

- View academic requirements for a degree program
- Determine how completed courses apply to degree requirements
- Identify courses needed to complete degree
- View grades and academic standing
- View cumulative grade point average (GPA)
- View transfer credit earned
- Forecast a GPA based on presumed academic performance
- Plan for registration for future semesters
- Create what-if audits to process speculative degree requirements

Important note: Students are encouraged to use the degree audit report as a guide when planning registration and long-term progress toward degree completion. It is not a substitute for academic advising. Students are encouraged, and at times required, to meet with an advisor prior to course registration. Students should review their degree audit prior to meeting with their academic advisor. The audit is not an official academic transcript or certification of degree completion.

# Access to Degree Works

## Faculty and Advisors
Available through NEST

## Single Sign-On
Degree Works is available to all Montclair State students through NEST

# Navigation in Degree Works

## Navigation Toolbar
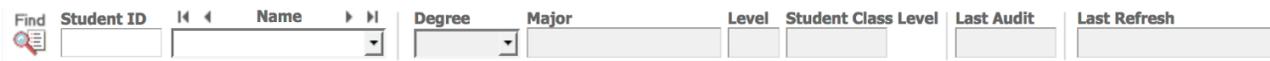The navigation toolbar is located on the top of the screen under the Montclair State University logo.



Functionalities

| Tab | Description |
| --- | --- |
| FAQ | Retrieves the Frequently Asked Questions page |
| Help | Links to the Registrar's Office home page for more Information |
| Print | Prints audits in a plain text format |
| Log Out | Logs out and closes the Degree Works window |

## Audit Toolbar

The audit toolbar is located under the Navigation toolbar. Here, you will find academic information for a student.



## Functionalities

| Field | Description |
|---|---|
| Student ID | Shows the Banner ID Number for the student |
| Name | Shows student name |
| Degree | Current degree will be displayed here. The drop down menu can be used to switch between primary and secondary degrees if student is pursuing more than one degree. |
| Major | Current major will be displayed here. |
| Level | Undergraduate or Graduate |
| Student Class Level | Shows academic class: freshmen, sophomore, junior, or senior |
| Last Audit | Shows the last date an audit was updated in Degree Works. |

## Searching for Students

Single Student Search
To select a single student from the "Find Students Menu":

1. Enter the student's Banner ID number in the Student ID field OR enter the student's first or last name in the corresponding Name field
2. Press Enter



3. Student will appear below
4. Click OK to access student audit

---

| Students Found: 1 | | | |
|---|---|---|---|
| ID | Name ▲ | Degree | Major |
| ☑ | | | |

**OK**   **Cancel**

Or when in the audit:

1. Enter student number in Student ID field
2. Press Enter
3. Audit will display

Find 🔍 **Student ID** ⏮ ◀ **Name** ▶ ⏭ ▼

**Note**: The First and Last Name fields are not case sensitive. Typing in the first letters of a first or last name will produce a list of all names starting with those letters.

**Note**: Wildcards (@) can be used in any of these fields. Entering "@west@" in the Last Name field will produce a list of all students whose last names contain the letters "WEST".

**Student ID**   **First Name**   **Last Name**
                                  @west@

Group Student Search
To search for a group of students, use one or multiple fields to build your search criteria. You can choose one field or multiple fields.

1. Choose the desired field(s) from the drop-down arrow.

| Degree | Major | Sport |
|---|---|---|
| All Degree Codes | All Major Codes | No Sport selected |
| **Level** | **Minor** | **Academic Standing** |
| All Level Codes | All Minor Codes | All Academic Standings |
| **Student Class Level** | **College** | **Student Attribute** |
| All Student Class Level Codes | All College Codes | No Attribute selected |
| **Academic Catalog Yr.** | **Concentration** | |
| All Academic Catalog Yr.values | All Concentration Codes | |
| **Degree Source** | **Program** | |
| All Degree Source Codes | All Program Codes | |
| | **Student Type** | |
| | All Student Type Codes | |

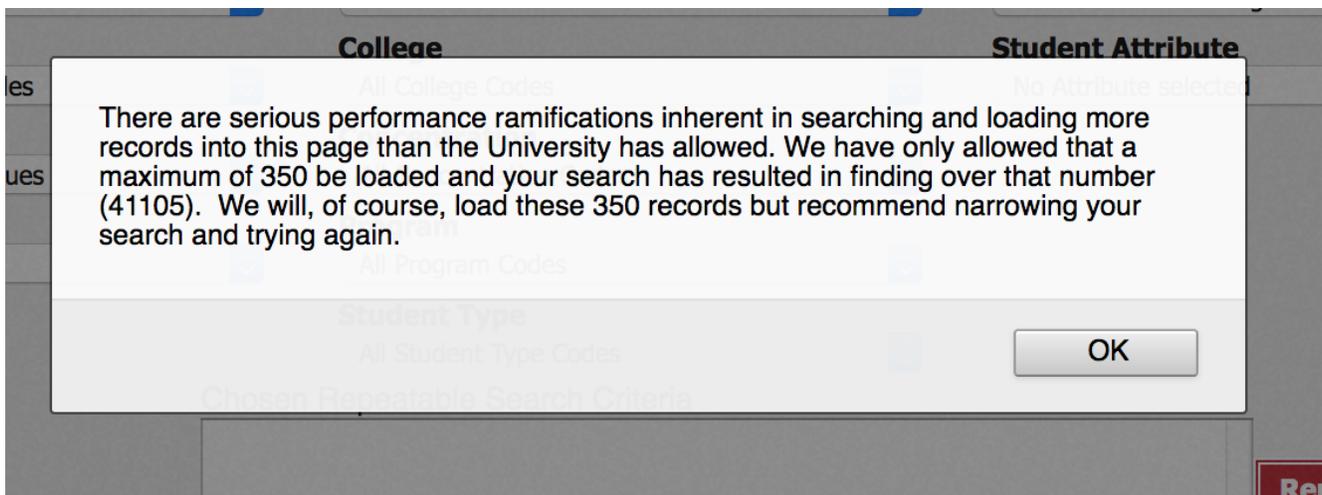2.  Click Search to execute the search.

**Chosen Repeatable Search Criteria**

```
MAJOR: Biology
ATTRIBUTE: Honors Program
```

**Search**   **Clear**

Note:
- Only valid combinations of search criteria will produce search results.
- Find results are limited to 350 students and, based on your criteria, you may receive a warning message if the results produce a list of more than 350 students.

**College**                                          **Student Attribute**

les                    All College Codes                    No Attribute selected

There are serious performance ramifications inherent in searching and loading more records into this page than the University has allowed. We have only allowed that a maximum of 350 be loaded and your search has resulted in finding over that number (41105). We will, of course, load these 350 records but recommend narrowing your search and trying again.

OK

3.  Once you have created a list of students who meet your selection criteria, you can sort the list by clicking on any of the field headers in the Students Found window.
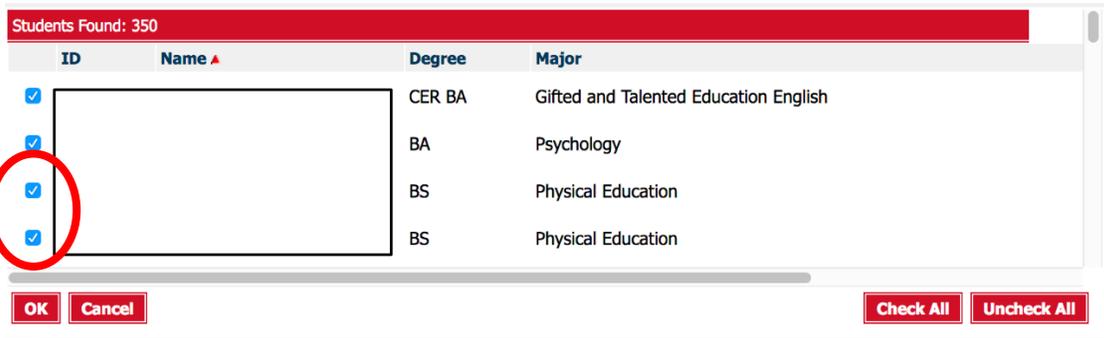
4.	Select student(s) with check in checkbox field
   a. Remove or alter the list of students from the selection list by un-checking the checkboxes to the left of the students.

5.	Click OK to close the search window and load the list of students into Degree Works.
6.	Once loaded, the audit for the first student in your list will automatically display. The drop down list will give the option to select a different student. Only the data for one student at a time can be viewed.

## Worksheets

The Worksheets are located under the toolbars mentioned above.

# Degree Works Functionality Summary

| Field | Description |
|---|---|
| Student View (default) | Provides general information about the student's complete and incomplete requirements, in progress and pre-registered courses, grouped into logical sections/blocks. |
| Registrar Report | Displays the same information as the Student View, is used primarily by the Registrar's Office and DW super users. |
| Registration Checklist | Shows only the unfulfilled requirements that are "Still Needed" on the checklist. |
| Graduation Checklist | Condensed and less-detailed view of the degree audit. |
| View | Click on the View button every time you switch to a different audit format. |
| Save as PDF | Allows you to save an audit as it appears on the screen. This is the preferred view for printing. |
| What-If | Allows you to process speculative degree audits for a student using their current class history if a student wants to change their major. Does not change a student's major. |
| Look Ahead | Allows the display of an audit which includes courses which are still to be taken. Does not enroll students in courses. |
| Class History | Provides a listing of all of the courses taken by the student, with grades and credits, grouped by the term taken. Transfer courses are also listed. |
| Test Scores | Displays test scores and placement information for a student. Test Score Interpretation document is linked within. |

Notes

| Field | Description |
|---|---|
| Add/View Notes | Use the add function to enter notes regarding status of graduation. The add function will be utilized only by the Registrar's Office. Advisors and students will be able to view notes. |

GPA

| Field | Description |
|---|---|
| Graduation Calculator | Use the graduation calculator to determine the average grade required to reach a desired GPA. |

| Field | Description |
|---|---|
| Term Calculator | Use the term calculator to determine the term GPA based on courses and anticipated grades. |

## Format Types

Each audit consists of a series of blocks from general to more specific requirements (e.g., degree, general education, major, minor, etc.).

Symbols
- **Green checkmarks**: requirement is satisfied
- **Blue waves:** requirement is in progress; letters REG will appear in the grade column.  TIP will appear for transfer work in progress.
- **Red check boxes**: requirement has not been satisfied

Student View
The student view is the default worksheet format. It contains specific information, grouped into blocks, about course requirements for the degree. It shows which requirements a student has completed and what courses still have to be taken.

Registration Checklist
The Registration Checklist shows what coursework the student has remaining.

1. Choose Registration Checklist from the Format drop down menu in Format field.
2. Click View to display the Registration Checklist.

Graduation Checklist
The Graduation Checklist is a condensed version of the student view (what is completed and what is remaining).

1. Choose Registration Checklist from Format drop down menu in Format field.
2. Click View to display the Registration Checklist.

# Student Header Information

| Accuracy of degree audit depends upon receipt of all final official transcripts from other institutions. | | | | | |
|---|---|---|---|---|---|
| **Graduation Checklist**  A000O9nl as of 07/19/2018 at 15:41 | | | | | |
| **Student** | | **College** | UC | **Registration Pin** | |
| **ID** | | **Program** | UNIV_BAC | **Holds** | |
| **Classification** | Freshman | **Degree** | Bachelor's (UNDE) | **Sports** | |
| **Advisor** | | **Major** | Undeclared | **Student Attributes** | Athlete |
| **Overall GPA** | 1.781 | **Concentration** | | **Degree Requirements** | See Policies |
| **Graduation Application Status** | | **Additional Curriculum** | | **Undergraduate Transfer Policies** | See Policies |
| **Academic Standing** | Probation | **Minor** | | **Confidential Flag** | |

| Field | Information |
|---|---|
| Student | Displays student's Last and First name. Provides the ability to email student directly. |
| ID | Displays student's Banner ID |
| Classification | Displays student's class level |
| Advisor | Displays all advisors for a student with the primary advisor being listed first. Provides students the ability to email advisor directly. |
| GPA | Displays student's cumulative GPA (extracted from Banner} |
| Graduation Application Status | Provides information on student's status with respect to filing for graduation. |
| Academic Standing | Displays student's current academic standing |
| College | Displays student's college/school affiliation for primary major |
| Program | Displays student's program ( College and Degree) |
| Degree | Displays degree that corresponds with primary major |
| Major | Displays student's major(s) with the primary being listed first |
| Concentration | Displays concentration that corresponds to primary major (not applicable to all majors) |
| Additional Curriculum | Displays the additional curricular requirements for student's program (e.g., teacher certification requirements, musical instrument) |
| Minor | Displays student's minor(s) with the primary being listed first |
| Student | Displays student's Last and First name. Provides the ability to email student directly. |
| ID | Displays student's Banner ID |

| Field | Information |
|---|---|
| Classification | Displays student's class level |
| Advisor | Displays all advisors for a student with the primary advisor being listed first. Provides students the ability to email advisor directly. |
| Registration PIN | Displays student's registration PIN (to advisors only) if applicable |
| Holds | Indicates if a student has an active hold |
| Sports | Indicates if student is a member of a University (Varsity) athletic team |
| Student Attributes | Indicates all attributes associated with the student (e.g., EOF, ATC, HLC, VET, CAL, etc.) |
| Degree Requirements | Link to policies for UG and GR degrees |
| Undergraduate Transfer Policies | Link to policies for UG transfer coursework |
| Confidentiality Flag | Indicates if a student has requested their academic record to remain confidential |

## Requirements (Blocks)

Each section in a Degree Works audit is called a block. Each block header will contain a title for the block and will also display specific course information for that block such as credits applied and classes applied. Like individual requirements, the block header will also contain a symbol stating the status of all requirements within the block. The Major block header will include the major GPA for the program.

Required blocks:
- Degree block
- General Education block
- World Languages and Cultures block
- Major block

Other Blocks – Additional blocks maybe displayed depending on the program. These blocks will show only if you have courses that fall into these categories.
- Major Core block
- Concentration block
- Minor block

Free Electives; Credits allowed – Courses that do not fulfill other program requirements and fall within the number of free elective credits allowed for the major.

Courses not being used for this Program– The credits from the courses falling in this block are counting toward the total amount of credits on your transcript. However, those credits are usually over and above the credit total required for graduation. The courses falling in this block are not fulfilling any requirements for your program. Some Undergraduate students who earned an associate's degree from a New Jersey Community College and had their General Education waived may see some of their transfer work falling here.

Work Not Applicable to Program – coursework that does not meet minimum required grade (e.g., developmental coursework, WD, AU, repeated coursework).

Not Counted block - coursework that is not counting as part of the program requirements (e.g., developmental coursework, coursework beyond the maximum allowed from a 2-year/community college, etc. will be here or in Work Not Applicable to Program block).

## Course Look Up within the Audit

A course look-up option is available from the audit. Courses that are still needed are highlighted in light red and the subject code(s) and course number(s) are in blue.

Clicking on the course will open more detailed information about it in a separate window showing description, pre-requisites and co-requisites, and sections offered for the upcoming term.

Choosing courses via the "look-up" function in the audit does not enroll students in selected courses.

| WRIT 106 | 3-4 Credits | College Writing II | | | Print |
|---|---|---|---|---|---|

Prerequisite(s): WRIT 105 or HONP 100. The second semester of the intensive first-year writing sequence. Emphasis on the writing process continues as students learn to study the literature of a variety of fields in order to improve their writing and their understanding and appreciation of complex texts. Formal writing, including at least one documented essay. Meets Gen Ed - Communication:Literature. 3 hours lecture. Previous course ENWR 106 effective through Winter 2017.

Attributes: GEC2

| Sections: | Term | Crn | Section | Seats Open | Meeting Times | |
|---|---|---|---|---|---|---|
| | FALL 2018 | 44922 | 01 | 0 (out of 19) | M W | 08:30 - 09:45 |
| | | 44923 | 02 | -1 (out of 19) | Tu | 10:00 - 11:15 |
| | | | | | F | 10:00 - 11:15 |
| | | 44924 | 03 | 0 (out of 19) | Tu Th | 08:30 - 09:45 |
| | | 44925 | 04 | 0 (out of 19) | Tu F | 11:30 - 12:45 |
| | | 44926 | 05 | 0 (out of 19) | M W | 13:00 - 14:15 |
| | | 44927 | 06 | 0 (out of 19) | Tu | 10:00 - 11:15 |
| | | | | | Th | 10:00 - 11:15 |
| | | 44928 | 07 | 0 (out of 19) | Tu | 13:00 - 14:15 |
| | | 44929 | 08 | 0 (out of 19) | Th | 11:30 - 12:45 |
| | | 44930 | 09 | 2 (out of 19) | Tu Th | 20:15 - 21:30 |
| | | 44931 | 10 | 0 (out of 19) | | TBA |
| | | 44932 | 11 | 0 (out of 19) | | TBA |
| | | 44933 | 12 | 2 (out of 19) | M | 16:00 - 18:05 |
| | | | | | Th | 16:00 - 18:05 |
| | | 44934 | 13 | 0 (out of 19) | M Th | 10:00 - 12:05 |
| | | 44935 | 14 | 0 (out of 19) | M Th | 13:00 - 15:05 |
| | | 44936 | 15 | 0 (out of 19) | M Th | 13:00 - 15:05 |
| | | 45666 | 16 | 9 (out of 19) | W F | 10:00 - 11:15 |
| | | 45667 | 17 | 0 (out of 19) | Tu F | 08:30 - 09:45 |
| | | 45668 | 18 | 0 (out of 19) | Tu | 16:00 - 17:15 |
| | | | | | Th | 16:00 - 17:15 |
| | | 45669 | 19 | 8 (out of 19) | M Th | 08:30 - 09:45 |
| | | 45670 | 20 | 1 (out of 19) | W | 08:30 - 09:45 |
| | | | | | F | 08:30 - 09:45 |
| | | 45673 | 23 | 0 (out of 19) | Tu | 13:00 - 14:15 |
| | | | | | F | 13:00 - 14:15 |
| | | 45674 | 24 | 0 (out of 19) | Tu F | 14:30 - 15:45 |
| | | 45676 | 26 | 0 (out of 19) | Tu Th | 11:30 - 12:45 |
| | | 45677 | 27 | 0 (out of 19) | Tu Th | 14:30 - 15:45 |
| | | 45841 | 28 | 0 (out of 19) | M Th | 13:00 - 14:15 |

## Legend

The legend is located on the bottom of each worksheet and contains the unique symbols essential for interpreting the audit. In addition to the symbols, Degree Works uses different colors to reflect complete/incomplete/in-progress requirements.

**Legend**

| | | |
|---|---|---|
| ✅ Complete | ▣ Complete except for classes in-progress | (T) Transfer Class |
| ☐ Not Complete | ▣ Nearly complete - see advisor | @ Any course number |

## Disclaimer

A disclaimer 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.

## What-If Audit

The What-If option allows advisors and students to:

- Process a speculative degree audit using current class history and analyze how a change of major would affect progress towards graduation.
- Temporarily compensate for data not yet entered in Banner (for example, a minor or concentration that has not been declared) and offers an opportunity to view how the new minor/concentration will affect progress towards graduation.

Once on the What-If tab, select a valid combination of:

- Degree
- Major
- Concentration
- Additional curriculum
- Minor

These populate the Chosen Areas of Study box and can be removed as needed.

The Choose Your Future Classes option allows you to see how planned courses would apply toward your prospective degree program. Enter the subject codes and course numbers in the appropriate fields and click on the Add Course button.

| Format: | | | | |
|---|---|---|---|---|
| Student View ▾ | Process What-If | Save as PDF | How to Process a What-If Audit | |

**Select your primary area of study**

| Academic Catalog Yr. | 2018-2019 ▾ | | Major | (pick a Major) ▾ |
|---|---|---|---|---|
| Program | (pick a Program) ▾ | | Concentration | (pick a Concentration) ▾ |
| Level | (pick a Level) ▾ | | Minor | (pick a Minor) ▾ |
| Degree | (pick a Degree) ▾ | | | |

**Select your additional areas of study**

Chosen Areas of study

| Major | (pick a Major) ▾ |
|---|---|
| Concentration | (pick a Concentration) ▾ |
| Minor | (pick a Minor) ▾ |
| Addt'l Curriculum | (pick a Addt'l Curriculum) ▾ |

Add

Remove

**Choose Your Future Classes**

Enter a course and click Add Course

| Subject | | Courses you are considering |
|---|---|---|
| Number | | |

Add Course

Remove Course

On the what-if audit, you can view which requirements are complete or incomplete in the student view format. These are not stored in the database but they can be saved as a PDF and printed if necessary. If you navigate away from this page, the what-if audit cannot be accessed again unless you repeat the process explained above.

Important note: Degree Works allows advisors and students to process any program, major, and concentration combination regardless of whether they are allowed by Montclair State University policies. Refer to the official Undergraduate or Graduate University Catalog for valid major/minor, major/concentration, and teacher certification combinations.

## Look Ahead

The Look Ahead function allows advisors and students to see how certain courses would apply toward program requirements. Choosing courses via the "look ahead" function in the audit does not enroll students in selected courses.

1. Enter a subject and a course number in the appropriate fields.
2. Click on the Add Course button. The course will appear in the box next to those fields.
3. Repeat these steps as needed.

---

**Format:**
Student View ▾     **Process New**

**Look Ahead**

**To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.**

**Enter a course and click Add Course**

**Subject** [            ]

**Number** [            ]

**Add Course**

**Courses you are considering**

```
HIST 301
PSYC 220
ARAN 190
BUGN 230
```

**Remove Course**

---

4. Click the Process New button to see the audit open with the prospective courses.

   • Scroll down to see where each course fits. Look Ahead courses are in blue and highlighted as planned. If the course(s) do not satisfy any requirements, you will see them under Elective classes not allowed or, Not Counted if an invalid course is entered.

NOTE: The Look Ahead audit is not stored. Make sure you save and/or print the audit before navigating away from the page.
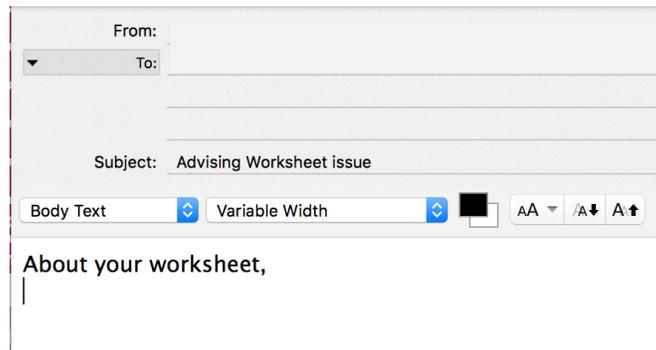
---

Exceptions

Any exceptions granted to the student are referenced both on the requirement where the exception is applied, in dark blue.

# Direct E-Mail

1. Click on Student name

| Student | |
|---|---|
| ID | |
| Classification | Freshman |
| Advisor | |
| Overall GPA | 1.781 |
| Graduation Application Status | |
| Academic Standing | Probation |

2. To: and Subject: fields are defaulted

From:
To:

Subject: Advising Worksheet issue

Body Text    Variable Width    AA ▾  A↓ A↑

About your worksheet,

Note: Students can click on the name of their Advisor(s) to email them directly. A cc: is automatically defaulted to the student.