

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.

Data refreshed 11/10/2022 9:40 AM 

Student ID
929018030

Select Student
Sample, Samantha Sloan

Program
BA-Foreign Languages

[Advanced search](#)

Level Undergraduate **Campus** Starkville **Primary College** College of Business **Primary Degree** Bachelor of Business Adm **Primary Major** Marketing

Concentration 1 International Business **Secondary College** College of Arts & Sciences **Secondary Degree** Bachelor of Arts **Secondary Major** Foreign Language

Secondary Concentration French **Classification** Senior **NetID** sss162 **Catalog Term** Spring Semester 2019 **Academic Standing** Good Standing MSU

Last Enrolled Term Fall Semester 2022 **Advisor** Sims, Alexander **Attributes** Academic Common Mkt. Recipient, Athlete, Co-Op Prospect, International Business

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 [Requirements Chart](#) 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 [Credits Chart](#) 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.”)

Format
Student View

Degree progress

30%

25%

Requirements Credits

MSU GPA
0.00

☒ In-progress classes

☒ Preregistered classes

PROCESS

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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.

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

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.

Pre-Fall 2020 Catalog Term - UG

INCOMPLETE

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



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.](#)

6. **Degree Block** – This block details the overall (policy-type) degree requirements: total hours, residency requirement, MSU and overall GPA, etc.
- When a requirement is NOT met, additional information will appear. When a requirement IS met, a green check mark appears but no additional information.

Ag Ed/Leadership/Communications - 02-BS-AELC

INCOMPLETE

Credits required: 124 Credits applied: 118 Catalog Term: FALL 2020

Degree programs allow up to 25% from AP/CLEP/Military/IB credits and 12 credits in Directed Individual Study. At least 25% of credits must be taken in upper-level (3000:4999) courses. The last 25% of your credits are to be taken in residence at MSU.



Minimum Total Credit Hours Required

Still needed:

You currently have 118 credit hours including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 6 additional credit hours and all graduation requirements.



Last Credits taken at Mississippi State



Your MSU GPA is 3.84. Minimum 2.0
MSU GPA is met.



Your Overall GPA is 3.78. Minimum 2.0
Overall GPA is met.



Degree Requirements

Still needed:

See [Degree Req. - Ag Ed/Leadership/Communications](#) section

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7. **Degree Requirement Block** – This block tracks the APPLIED upper-level courses taken at MSU and calls in the remaining blocks of specific course requirements (Gen. Ed., Major Core, etc.) A statement at the top of the block indicates how many community college transfer courses a student has and how many of those have been applied to degree requirements.

Degree Req. - Ag Ed/Leadership/Communications
INCOMPLETE

Credits applied: 118 Catalog Term: FALL 2020 GPA: 3.76

TRANSFER HOURS: You have a total of 0 community/junior college transfer credits. Of these, 0 are applied. You are limited to 50% community/junior college transfer credits, so this program allows a maximum of 62 applied credits.

☒	Minimum Credit Hours in Upper-Level Coursework at Mississippi State	
☒	General Education Requirements	
☒	Major Core Requirements	
☐	Agricultural Communication Concentration	Still needed: See Agricultural Communication Concentration section
☒	Free Electives	

8. **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.
- Course lists are dynamic and “Still Needed” will adjust as the student progresses.
 - Each untaken course is a live link to the course description and schedule of future offerings.
 - A blue clipboard icon next to a course number indicates the course has prerequisites.
 - 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	Invest In Chemistry I C 1 1 Class in CH 1213

9. **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.

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10. **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.
11. **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	

12. **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.
13. **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.
14. **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.
15. **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.

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16. **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.