



# **Degree Works Student Quick Reference Sheet**

Degree Works is an easy-to-use, web-based, degree audit and academic advising software designed to enhance the advisement planning process. Degree Works is a powerful tool that allows you to view your academic program at any time and confirm how your course choices fulfill degree/certificate requirements. It is designed to aid and facilitate academic advising, but *is not* intended to replace face-to-face advising sessions with your academic advisor.

## Steps to Access the Tool via MyNSCC:

- 1) Login to http://my.nscc.edu/
- 2) Click on "MY SELF SERVICE"
- 3) Click on the "Student" tab
- 4) Click on "Degree Works"

## **Reviewing the Audit:**

1) Degree Works should open in a new window or tab. Under *Student View,* you should see:

Student	Degree	Academic Standing
"A" Number ID	Major	Confidentiality
Advisor	Concentration	Max Registration Hours
Overall GPA	Campus	Holds

If the information is incorrect, please contact either Admissions or Records for review and update.

2) The following will show in the audit:

## Degree Works Legend:

Legend		
🗹 Complete	Complete except for classes in-progress	(T) Transfer Class
Not Complete	Missing Requirements - See Advisor	Wildcard-See FAQ
REG Registered		

a. Degree or Certificate Summary: (Example)



b. General Education Requirements (this will vary from program-to-program). Each general education area will be broken down further displaying course requirements. (Example)



c. Major/Concentration Requirements: (Example)

🔀 Area of Emphasis in English					
Each Tennessee Transfer Pathway's prescribed curriculum must be followed exactly to ensure all hours transfer.					
English Electives	ENGL 2120 ENGL 2320	Survey of American Lit II Survey of World Lit II			
Intermediate Foreign Language	SPAN 2010 SPAN 2020	Intermediate Spanish I Intermediate Spanish II			
Students must complete a two year sequence in the SAME foreign language through the intermediate level or equivalent. T General Education portion of this audit report.					
Elective	ENGL 2110	Survey of American Lit I			

d. **"Courses Taken Not Applied**" will list all courses not used toward your degree program. If you have questions, please contact your academic advisor.

Courses	Taken	Not Ap	plied

HIST 2030 Tennessee History

e. "Failed/Withdrawn/Excluded" course section lists all courses that fall within this criteria.



f. "Preparatory Course Not Counted" – English as a Second Language courses will be displayed here.

#### **Degree Works Navigation Links:**

## Worksheets

History What If What If History

Look Ahead

- 1) Worksheets: This is the actual student audit.
- 2) **History:** Allows you to view the history of previous audits ran.
  - a. Select the historical report from the "Historic Report" drop-down and then click "View" to view the historic audit.

3) What If: Allows you to run a "What-If" audit if you want to see how your credits apply toward another major.

Format: Student View Select your p	Process What-If	Save as PDF	<ul> <li>✓ Include in-progress classes</li> <li>✓ Include preregistered classes</li> </ul>		
Catalog Year	pick a Catalog Year	~			
Program	(pick a Program)	$\checkmark$	Major	(pick a Major)	$\sim$
Level	(pick a Level)	$\checkmark$	Concentration	(pick a Concentration)	$\sim$
Degree	(pick a Degree)	$\checkmark$			

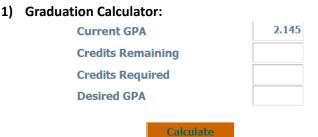
- a. Select a catalog year.
- b. Select the program, major, and concentration (if applicable).
  - i. You must select a program first, which should match the major. For transfer degrees, the program will be Tennessee Transfer Pathway or University Parallel.
- c. Click "Process What-If" at the top.
- What If History Allows you to view all what If audits r
- 5) What If History: Allows you to view all what-If audits previously ran.
   6) Look Ahead: Allows you to predict future registrations and have those courses slot into the
  - audit.

7) Academic History: Allows you to view your unofficial transcript (top of audit).

Format:					Include in-progress classes	×
Student View	$\checkmark$	View	Save as PDF	Process New		Academic History
7					Include preregistered classes	

# Degree Works Calculator Tab:

**GPA Calculator** – there are two calculators available:



- Current GPA: Your overall GPA.
- **Credits Remaining:** If it's a 60 hour degree and you have completed 45, you would enter 15 credits here.
- **Credits Required:** This is where you enter the overall credits required for the degree; for example, 60 credits.
- **Desired GPA:** This is where you would enter your desired GPA upon completion of the program.

Note: The results returned may not be realistic. For example, if it returns a GPA above a 4.0 then that would not be possible for you to attain.

## 2) Term Calculator:

Current GPA	2.145
Credits Earned So Far	55

	Credits	Grade
Class 1		A [4.000 -
Class 2		A [4.000 -
Class 3		A [4.000 -

- Registered courses will automatically be listed and you can simply select a grade value from the drop-down.
- You can add courses, credits, and grades to this to calculate a GPA.

## **Helpful Hints:**

- If you have a dual major, you will have multiple degrees to select from the "Degree" drop-down field.
- If the audit doesn't look correct, click "Process New". If it's still not correct, notify • your academic advisor for review.
- Course requirements in the audit do allow you to click on them and see the course • description from the catalog and the most current course schedule for that particular course.
- Degree Works is refreshed nightly; you can click the refresh button and then **Process** • *New* if your information has changed since the last audit was run. For example, you registered for a class that day.



Refresh button Icon: •

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