DegreeWorks User Guide



DegreeWorks Overview

What is DegreeWorks?

DegreeWorks is a comprehensive web-based academic advising, transfer articulation, and degree audit tool designed for students and advisors to monitor academic progress towards degree completion. DegreeWorks allows students to stay on track and plan coursework for future terms.

How does DegreeWorks work?

DegreeWorks reviews the degree requirements for a program of study and uses academic coursework completed, enrolled, and registered courses to create the degree audit. In addition, DegreeWorks will show any outstanding requirements.

What will I find within the academic degree evaluation audit?

The degree evaluation/audit is set up in block format and consists of:

- Degree Requirements
- Learning Support (if applicable)
- Candidacy Requirements (if applicable)
- Undergraduate Pre-requisites (if applicable)
- General Education
- Major
- Auxiliary/Major Support Courses
- Minor
- Additional Courses (that may be used as electives)
- Insufficient Courses
- In-Progress Courses

Once a requirement has been completed, a green circle with a green check will appear next to the course. In-Progress courses will have a half-colored blue circle. If there is a requirement not met, there will be a red circle and will read still needed. Refer to the Legend section of this document for additional details.

What is the Progress Circle?

The Progress Circle looks at <u>all</u> requirements in the Degree block, <u>not</u> just coursework.

What catalog years are built in DegreeWorks?

The most recent, seven years of Undergraduate and ten years of Graduate Studies. Example: Undergraduate 2016-Present.

Accessing DegreeWorks and Navigation

DegreeWorks is the academic degree audit that is designed to help facilitate comprehensive academic advising and will be used for Course Program of Study (CPoS) to help the Financial Aid Office determine which courses can be paid using Federal Aid. The audit compares a student's academic history to degree requirements for academic programs offered at Middle Tennessee State University. Please note, DegreeWorks is not an official transcript nor official verification of degree completion. The graduation analyst will determine when the student meets college requirements for graduation.

How to access DegreeWorks

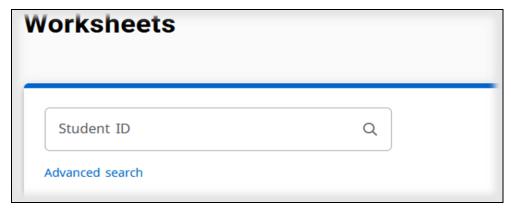
- Log in to Pipeline MT
- Click on Registration & Students Records on the left side of page
- Scroll down to Academic Records and click on DegreeWorks (undergraduate students only) or click on the DegreeWorks icon to view your academic audit.

How to access DegreeWorks (Advisors)

- Log in to PipelineMT
- Click Advisors
- Under Student Details, click DegreeWorks for Undergraduate Students
- Select Term and Click Submit
- Enter M#, press enter, click Submit

DegreeWorks Navigation Links

The Worksheet is the student's degree audit/evaluation and will display when the M# is entered.



The What-If, when clicked, allows students and advisors reviewing the student's audit to learn how credits earned apply towards a different major.



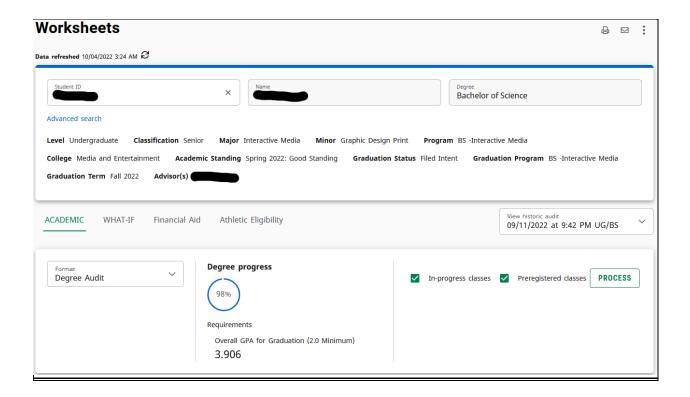
DegreeWorks Evaluation/Audit Layout

DegreeWorks will display your Program of Study with all the degree requirements listed. Please verify your major is consistent with your educational goals. If you need to change your Program of Study, please see your Academic Advisor.

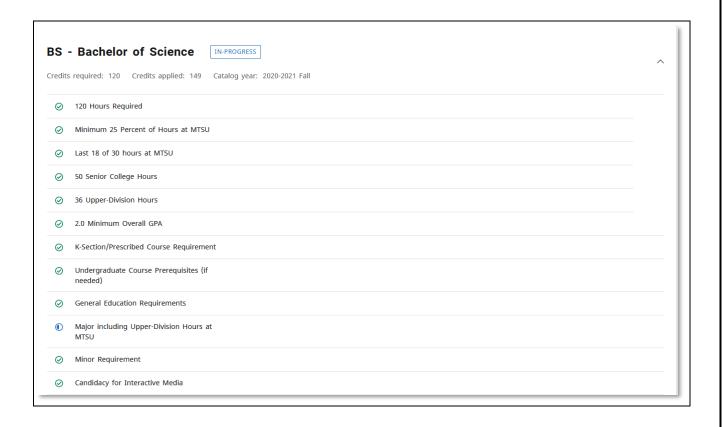
Reviewing the Audit

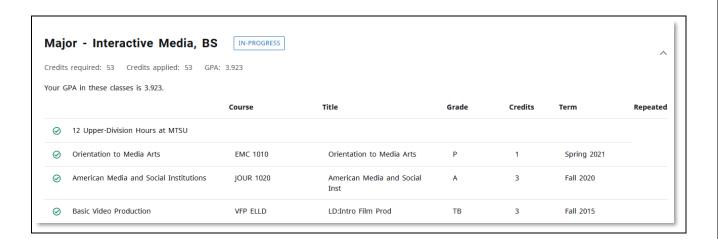
The Degree Audit contains general information including overall GPA, assigned advisor, and program, major, minor, concentration (if applicable), registration holds, graduation status, graduation program, and graduation term. Some items such as graduation status and graduation term will only be displayed once the completed paperwork has been filed.

The Degree Progress Circle reads all requirements listed in the block, not just courses completed. Once all requirements are complete, the Degree Progress Circle will display 100%.

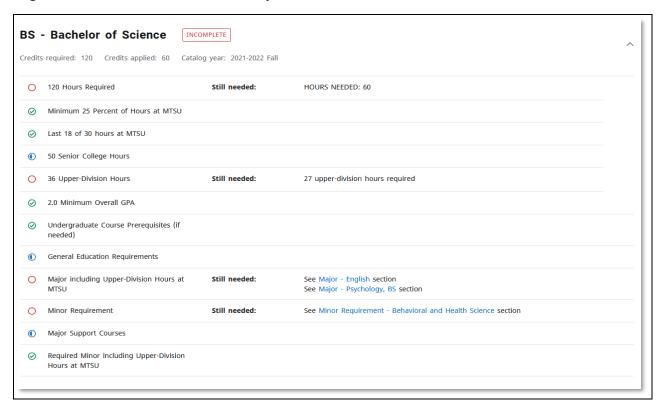


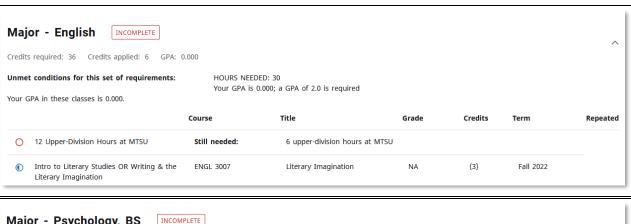
Degree Block - Student with One Major





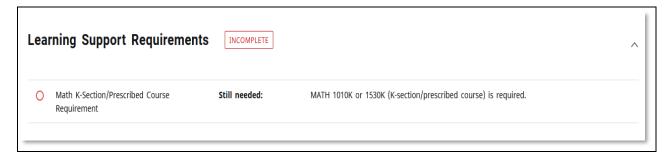
Degree Block - Student with a Double Major



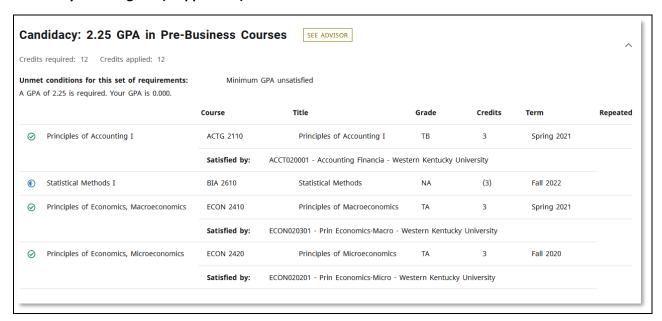




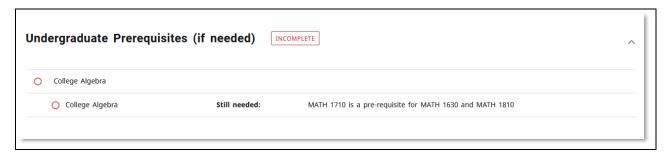
Learning Support – Display K Sections



Candidacy to a Program (if applicable)



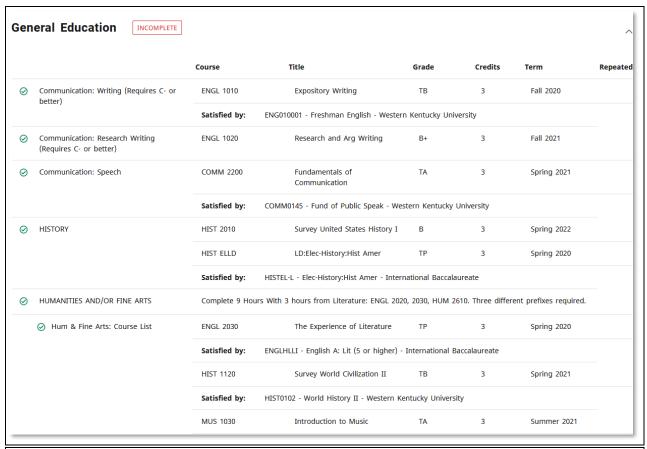
Undergraduate Prerequisites



General Education Requirements – Complete

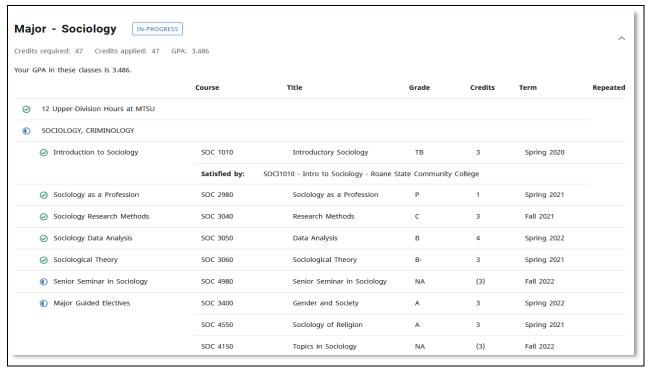
		_				_			
		Course	Title	Grade	Credits	Term	Repeate		
0	Communication: Writing (Requires C- or better)	ENGL 1010	Expository Writing	TB-	3	Fall 2015			
		Satisfied by:	ENGL0101 - College Comp I - Southrn /	Adventist Univers	ity				
\otimes	Communication: Research Writing (Requires C- or better)	ENGL 1020	Research & Arg Writing	TB-	3	Spring 2017	(R)		
		Satisfied by:	ENGL0110 - English Comp - Lee Univers	sity					
0	Communication: Speech	COMM 2200	Fundamentals of Communication	TB+	3	Spring 2017			
		Satisfied by:	Satisfied by: COMM0211 - Public Speaking - Lee University						
0	HISTORY	HIST 2010	Survey United States Hist I	TA	3	Spring 2016			
		Satisfied by:	Satisfied by: HIST2010 - Surv Am History - Volunteer State Community Coll						
		HIST 2020	Survey United States Hist II	Α	3	Spring 2019			
9	HUMANITIES AND/OR FINE ARTS	Complete 9 Hou	rs With 3 hours from Literature: ENGL 202	20, 2030, HUM 26	510. Three differ	ent prefixes required.			
	O Hum & Fine Arts: Course List	ENGL 2030	The Experience of Literature	Α	3	Fall 2020			
		HIST 1010	Survey Western Civilization I	TC	3	Spring 2017			
		Satisfied by: HUMN0201 - Foundations of Western Culture - Lee University							
		MUS 1030	Introduction to Music	TD	3	Fall 2017			
		Satisfied by:	MUS1110 - Intro to Music - Univ of Ten	nessee-Chattanoo	oga				
9	MATHEMATICS								
		MATH 1010	Math for General Studies	Α	3	Fall 2020			
9	NATURAL SCIENCES	Complete 2 natural sciences (lecture & lab sets) with different prefixes.							
	Natural Sciences: MTSU or Transfer	GEOL 3010	Oceanography	TC	3	Fall 2017			
	Courses	Satisfied by: GEOL2250 - Oceanography - Univ of Tennessee-Chattanooga							
		PGEO 1030	Physical Geography	Α	4	Fall 2020			
		Exception by:	Billingsley, Janet E On: 08/04/2022	Remove Cou and/or Chan Limit:		hour of Natural Science	!		
9	SOCIAL/BEHAVIORAL SCIENCES	Complete 6 Hours. Two different prefixes required.							
	Soc/Beh Sci: Course List	ANTH 2010	Cultural Anthropology	TA	3	Fall 2017			
		Satisfied by: ANTH1200 - Cultural Anthropology - Univ of Tennessee-Chattanoo			hattanooga				

General Education Requirements Incomplete

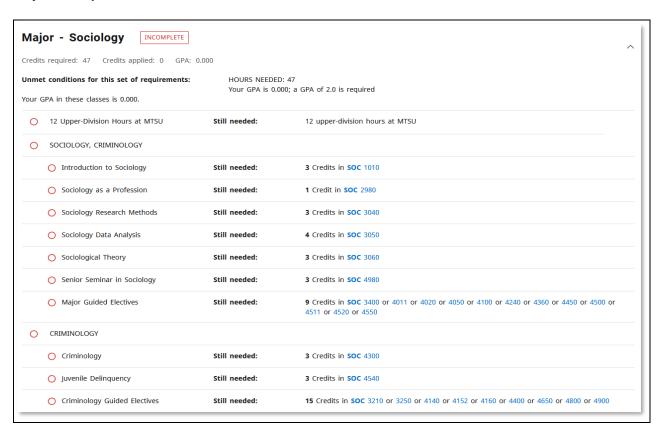


)	NATURAL SCIENCES	Still needed:						
		Complete 2 natural sciences (lecture & lab sets) with different prefixes.						
	O Natural Sciences: Course List	8 Credits in ASTR 1030 or 1031 or BIOL 1030 or 1110 or 2010 or 2020 or CHEM 1010 or or 1110 or GEOL 1030 or 1031 or 1040 or PGEO 1030 or PHYS 1110 or 2010 or 2110 or PSCI 1030 or 1130						
•	Natural Sciences: MTSU or Transfer	BIOL 1030	Exploring Life	Exploring Life TB				
	Courses	Satisfied by: BIOL0113 - General Biology - Western Kentucky University						
		BIOL 1030	Exploring Life	TA	1	Spring 2021		
		Satisfied by: BIOL0114 - Gen Biology Lab - Western Kentucky University						
		GEOG ELLD	LD:Our Dynamic Planet	D:Our Dynamic Planet TA 3		Fall 2020		
		Satisfied by: GEOG0103 - Our Dynamic Planet - Western Kentucky University						
		Need a total of 8 credits; see course list above.						

Major In-Progress. Student enrolled in SOC 4980 and SOC 4150 but has not received grades

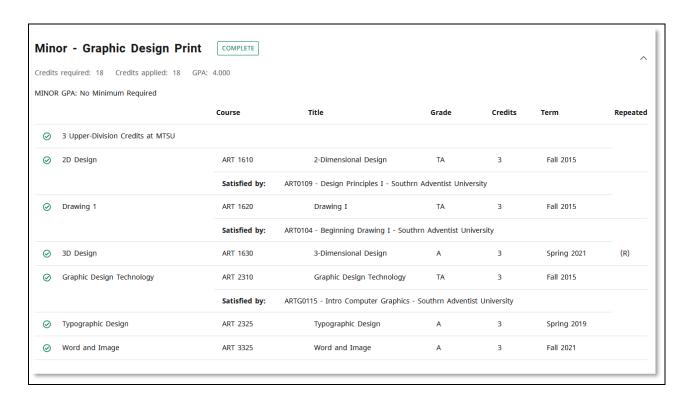


Major Incomplete



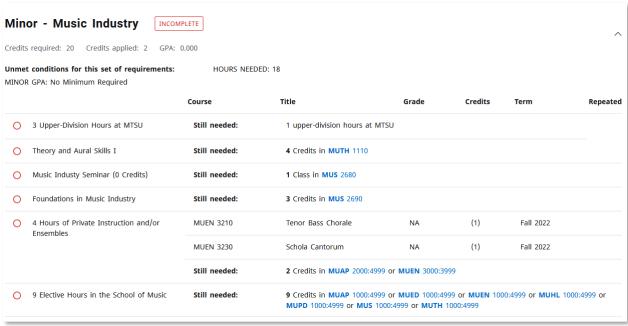
Minor Requirement





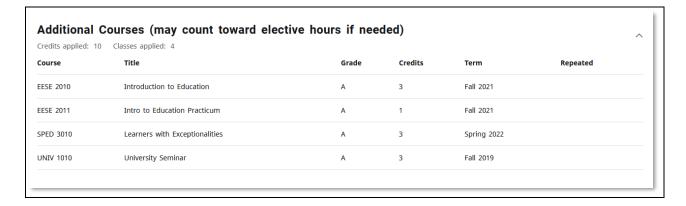
Minor - when two are required and have been declared



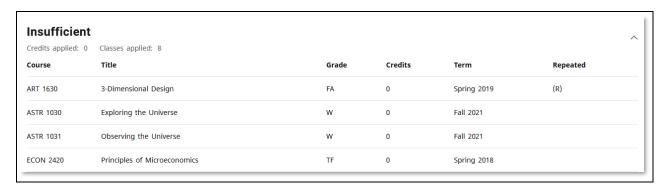


Minor - Secondary Education INCOMPLETE							
Credits	required: 30 Credits applied: 0 GPA: 0.	000					
	t conditions for this set of requirements:	HOURS NEEDED: 30 MINOR GPA: Not Mi					
0	3 Upper-Division Hours at MTSU	Still needed:	3 upper-division hours at MTSU				
0	Admission to Teacher Education Required	Still needed:	In order to obtain full admission to the program, you must complete all requirements for admissionClick for More Information				
			licensure, students must have a minimum GPA of 2.500 in the major and must successfully irements currently in effect. Students should meet with both their major and minor advisors				
0	SECONDARY EDUCATION						
	O Planning and Assessment	Still needed:	1 Class in YOED 2500				
	O Classroom Management	Still needed:	1 Class in YOED 3000				
	O Problem-Based Instructional Strategies	Still needed:	1 Class in YOED 3300				
	Residency I: Grades 7-12 or K-12	Still needed:	1 Class in YOED 4030 or 4020				
	O Residency II	Still needed:	1 Class in YOED 4400				

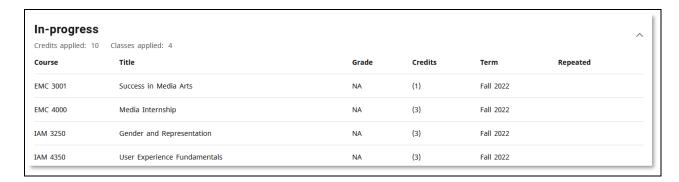
Additional Courses (may count toward elective hours if needed)



Insufficient will show courses that have been withdrawn, grade made below a passing grade, and repeated courses



In-progress shows courses the student is currently enrolled in and any pre-registered courses for the next term when applicable

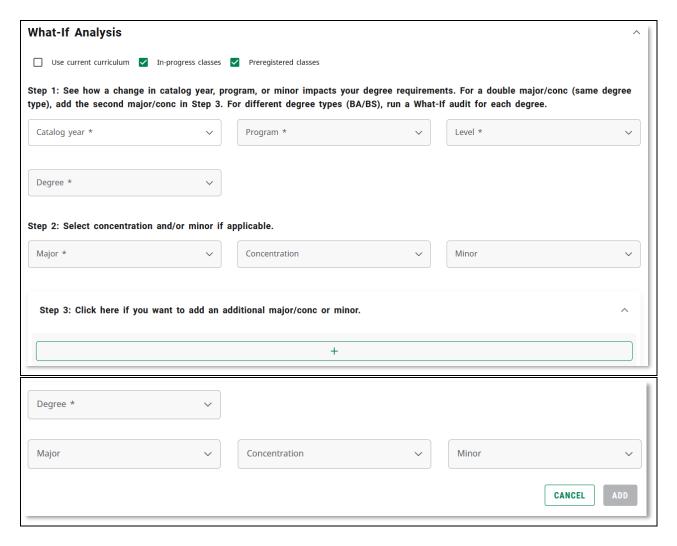


What-If Analysis

The "What-If" function allows students to explore other academic programs at the university. The "What-If" audit will show the required coursework for the degree, major, and/or concentration, courses completed that satisfy requirements for a different program of study, and courses required to complete the program. When generating the requirement criteria for a "What-If" audit, it is important to make sure that only valid combinations are entered in the requirement selection fields.

To process a What-if, follow these steps:

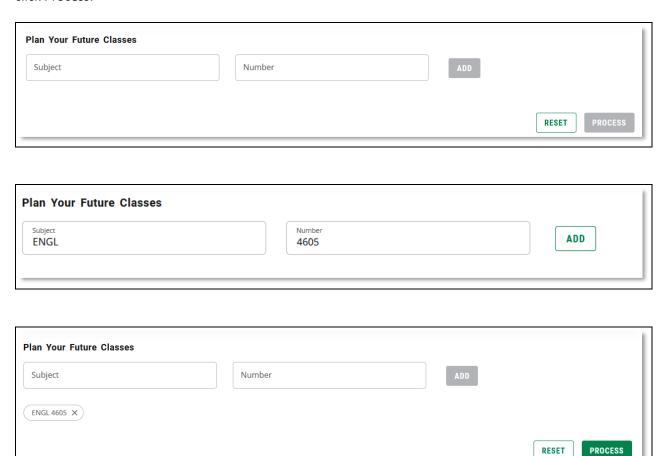
- Select a catalog year
- 2. Select a program, major, and concentration (if applicable)
- 3. Add an additional program, major, concentration, and/or minor (if applicable)
- 4. Click Add then Process as prompted
- 5. To save as a PDF While in What-If, click printer icon (top right), open PDF, printer icon again to save as PDF.



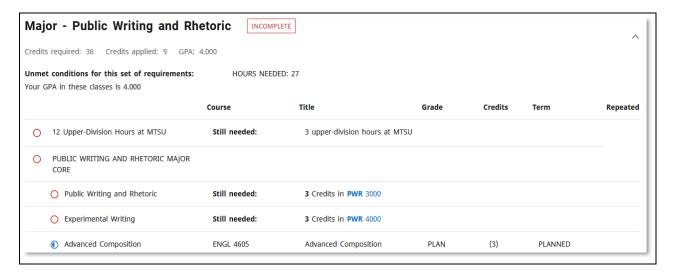
Plan Your Future Classes

Plan your future classes shows how remaining courses will apply towards the Program of Study on the DegreeWorks audit.

Use this feature to see an audit showing courses for which you plan to register in future terms. Enter the subject code and course number of each anticipated course. Once you have created your list of courses, click Process.



While still in What-If, scroll up through the audit and the course(s) you entered will appear in the DegreeWorks audit as a planned course.



Legend defines areas within the audit

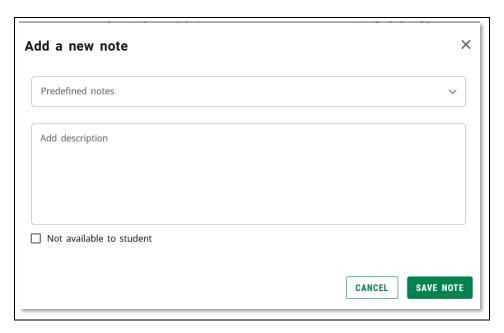
Legend								
\otimes	Complete	0	Not complete	ı				
•	Complete (with classes in-progress)	1	Nearly complete - see advisor	ı				
ø	Prerequisite	@	Any course number	ı				
(R)	Repeated class			ı				
Disclaimer								
You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Contact your academic advisor for assistance in interpreting this report or regarding your official degree/certificate completion status. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office to obtain a copy of your official academic transcript.								

Notes

Notes are predefined and are added by the advisor. Notes can be viewed by the student, staff, and advisor. Once the advisor creates and saves a predefined note, it will appear at the bottom of the page, along with the date and the full name of the person who entered the note. A free form note can be typed and viewed by the student, staff, and advisor unless indicated otherwise.

Add a note by clicking on the three vertical dots at the top right of the page. Click "add a new note" then type note and save.





For Assistance:

- Students contact your academic advisor regarding course substitutions, degree audit, and transfer work not reflected in DegreeWorks
- Faculty Contact academic advisors within your College
- Academic Advisors, Graduation Analysts, and Staff contact the Registrar's Office at degreeworks@mtsu.edu