Degree Works – Student Instructions

Degree Works is an easy-to-use, web-based, degree audit and academic advising software designed to enhance the advisement and academic planning process at CSCC (e.g., track degree progress, prepare for registration, and plan for graduation). Degree Works has powerful tools that allow you to view your academic progress 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 advising sessions with your academic advisor.

Accessing Degree Works
Log into CougarNet. Select the “My Account” tab, then click “Log in to Degree Works.” You will be signed in automatically.

Viewing Degree Audits
Degree audits are individualized, printable degree reports displaying courses taken, transfer credits, courses still needed to meet your degree/certificate requirements, and courses in-progress. Audits may be viewed in three different formats:

- Audit Worksheet – provides a complete and detailed audit of your academic record (default upon login).
- Graduation Checklist – provides a condensed view of your academic record.
- Registration Checklist – provides only the courses still needed to meet degree/certificate requirements.

To process and view an audit, choose one of the three options above from the drop-down menu under “Format” (top left) and click “View.” Degree Works defaults to the “Audit Worksheet” format upon login.

Note: Students have access to their own academic records ONLY. Advisors also have access to student records in order to support student progress through their academic careers.

Reviewing Your Worksheet

The top part (header) of your “Audit Worksheet” will contain basic information about your degree/certificate program, GPA, classification, holds, Learning Support requirements, advisor’s name, etc.

The Degree Progress Bar shows an estimation of your progress toward degree/certificate completion. This estimation is based on the number of requirements that have been “checked off.”
The next part of your worksheet shows any unmet conditions for a degree/certificate. This block checks total credits applied (excluding Learning Support courses), credits required, cumulative GPA and major requirements. Other important advice will be displayed in this block (e.g., if your GPA falls below 2.0, you will be directed to your academic advisor).

The next section contains specific major/certificate requirements. Requirements that have been completed are noted by checked off (green) boxes to the left. When a requirement has not been met, the box is red and unchecked.

Several sections may be recorded at the end of your audit. Any electives will be listed in the “Electives” section. Any courses you have failed, repeated or withdrawn from will be displayed in the “Insufficient” section. These courses do not count toward your total credits. An “In Progress” section includes a complete list of courses in which you are currently registered. They are also noted in the main section in blue. The “Notes” section contains notes which advisors have entered about advising sessions, phone conversations, course selection, etc.

Additional Features

Click on the “FAQ” link for a list of questions to help you troubleshoot common problems and issues. Click on the “Help” link for information on how to report problems. Please report any issues to the Records Office at 423.478.6214 or records@clevelandstatecc.edu.
What-If Audits

What-If audits can simulate a change of major and show how the courses you have already completed will be re-distributed against the requirements for a different program. Students and advisors can instantly view how a change of major affects the time to degree/certificate completion. To view or process a “What-If” audit:

1) Click “What-If” on the Degree Works function bar to the left.
2) Select a program from the drop-down menu. It will appear to the box on the right “Chosen Area of Study.”
3) Click the “Process What-If” button to view your What-If audit report.

Note: You must click “Process What-If” each time after you select new criteria to refresh and view the latest version of an audit.
Look Ahead
The Look Ahead function is a planning tool that allows you to see an audit showing courses for which you plan to register in future semesters. To process a Look Ahead audit:

1) Click “Look Ahead” on the Degree Works function bar to the left.
2) Enter the discipline code (e.g., ENGL, MATH, BIOL) and complete course number in the respective fields.
3) Click “Add Course” to create your list of “Courses you are considering.” You may use the “Find” feature to perform an extended search for courses and their descriptions. To de-select a course, click on the course you want to remove and click “Remove Course.”
4) Once you have created your list of “Courses you are considering,” click “Process New” to view your Look Ahead audit. Planned courses used in the Look Ahead function will appear in blue under the appropriate section.
5) Click “Back” to return to the “Look Ahead” screen.

GPA Calculators
The GPA Calculator function allows you to determine the number of courses and grades needed to improve your Grade Point Average. There are three different functions:

- Graduation calculator – helps you determine how you need to perform to reach your desired GPA upon graduation.
- Term calculator – helps you set specific goals for the classes in your current term.
- Advice calculator – helps you determine how many credits of a specific grade average you need to reach your desired GPA.

Using the GPA Calculator Functions
To use the GPA Calculator functions, click “GPA calc” on the Degree Works function bar at the top. Select a GPA Calculator type from the left menu by clicking on it.

Graduation Calculator

1) Enter the total number of “Credits Remaining” for your degree, as well as the “Credits Required.” This information can be found on your audit worksheet. Your current GPA will auto-fill.
2) Enter your “Desired GPA.”
3) Click “Calculate.” The calculator will provide you with the GPA that you must average over the remaining credits in order to achieve the desired GPA.
5) Click “Recalculate” to change the criteria.

**Term Calculator**
- “Current GPA,” “Credits Earned So Far” and the classes for which you are currently enrolled should auto-fill.
  1) If the classes do not auto-fill, enter class name and number (e.g., ENGL 1010). This field is optional.
  2) Enter number of credits (mandatory).
  3) Select grade for class from drop-down menu (mandatory).
  4) Click “Calculate” to view calculated GPA based on the grades provided.
  5) Click “Recalculate” to change the criteria.

**Advice Calculator**
  1) Enter “Desired GPA,” “Current GPA” and “Credits Earned” fields will auto-fill.
  2) Click “Calculate.”
  3) The Advice Calculator returns different scenarios in terms of number of credits and average grade necessary to achieve the desired GPA.
  4) Click “Recalculate” to change the criteria.

**Notes** - To view notes entered by your academic advisor or other administrator, click on the “Notes” tab, then “View notes.” Notes may include advice on course selection, referrals to other campus offices, etc. Notes will also be viewable at the bottom of the audit worksheet.

**Plans - Creating A Plan**
  1) Click on the “Plans” tab. You will be asked if you would like to start with a blank plan or create a plan based on a template.
  2) Click “Blank Plan.” (We are not currently offering templates.)
  3) In the box for “Description,” enter “The Plan,” “Plan A,” “Path to... (enter transfer school), etc.
  4) Check the “Active” checkbox in order to activate the plan.
  5) To add a term, click on the blank in the right or left corner of the gray box (location varies by computer). Select the appropriate term. You can have multiple terms within a plan.
  6) To add a class, click the blue arrow next to the desired subject under the “Courses” tab on the vertical menu to the right.
  7) Click and drag the desired course to the bar of the desired term. When you see a checkmark next to the cursor, “drop” it.
  8) Repeat steps 6 & 7 to add additional courses for that term.
  9) **Don't forget to click the “Save” button to the bottom right when you have finished adding classes.**
  10) Click “Delete a Term” to delete the current term. Click “Delete” at the bottom to delete the entire plan.