



# **Degree Works Training Manual**

Student



## **TABLE OF CONTENTS**

<b>Degree Works – Getting Started .....</b>	<b>3-4</b>
Degree Works Overview .....	3
View Audit .....	4
<b>Degree Works – Worksheets .....</b>	<b>5-25</b>
Main Header Bar .....	5
Audit Header .....	6
Worksheet Bar .....	7
Student View .....	8-25
Class History .....	9
Dual Major .....	10
Academic / Demographic Summary .....	11
Direct E-Mail .....	12
Legend .....	13-14
Blocks .....	15-17
Course Link .....	18
Optional Blocks .....	19-20
Look Ahead .....	21-22
What-If Audits .....	23
Registration Checklist .....	24
Printing an Audit .....	25
<b>Degree Works – Plans .....</b>	<b>26</b>
<b>Degree Works - Ending Your Session .....</b>	<b>27</b>

## **DEGREEWORKS –GETTING STARTED**

### **DEGREEWORKS OVERVIEW**

#### **What is Degree Works?**

Degree Works is a web-based degree audit tool designed to help you and your advisor monitor your progress toward receiving your degree.

#### **How does Degree Works work?**

Degree Works looks at the requirements for a program of study as well as the coursework you have completed to create an easy-to-read degree audit. The audit is separated into blocks based on degree, major, minor, and concentration requirements. The requirements for your program of study, as determined by the Murray State *Bulletin*, are outlined in those blocks. Any classes you have taken or are currently registered for are used to fill the block requirements. Completed classes are indicated by a checkmark while in-progress courses are indicated by a blue box with a tilde (~) inside. Any requirements still remaining will have an open red box beside them. Degree Works can also be used to help you and your advisor outline a plan for classes you should take in the future.

#### **What is a degree audit?**

A Degree Works degree audit is an easy-to-read view of your requirements for your program of study. The audit is essentially a checklist of requirements for a degree through Murray State University. Completed and in-progress classes are used to fill spots within the audit showing which requirements have been completed, which are in progress, and what classes/requirements still remain.

#### **How do I know if I can use Degree Works?**

Undergraduate, first-time degree seeking students are able to view an audit within Degree Works. If you are a student who has already earned a bachelor's degree and are returning for a second undergraduate degree or graduate program, you will need to meet with your advisor for assistance determining your degree requirements.

#### **When should I look at my degree audit?**

You should review your audit:

1. Before you meet with your advisor to register for classes for the next semester.
2. After registration to determine that the courses you registered for applied to your audit like you thought they would.
3. After your grades for each semester are posted.
4. Any time you make a change to your schedule or program of study.

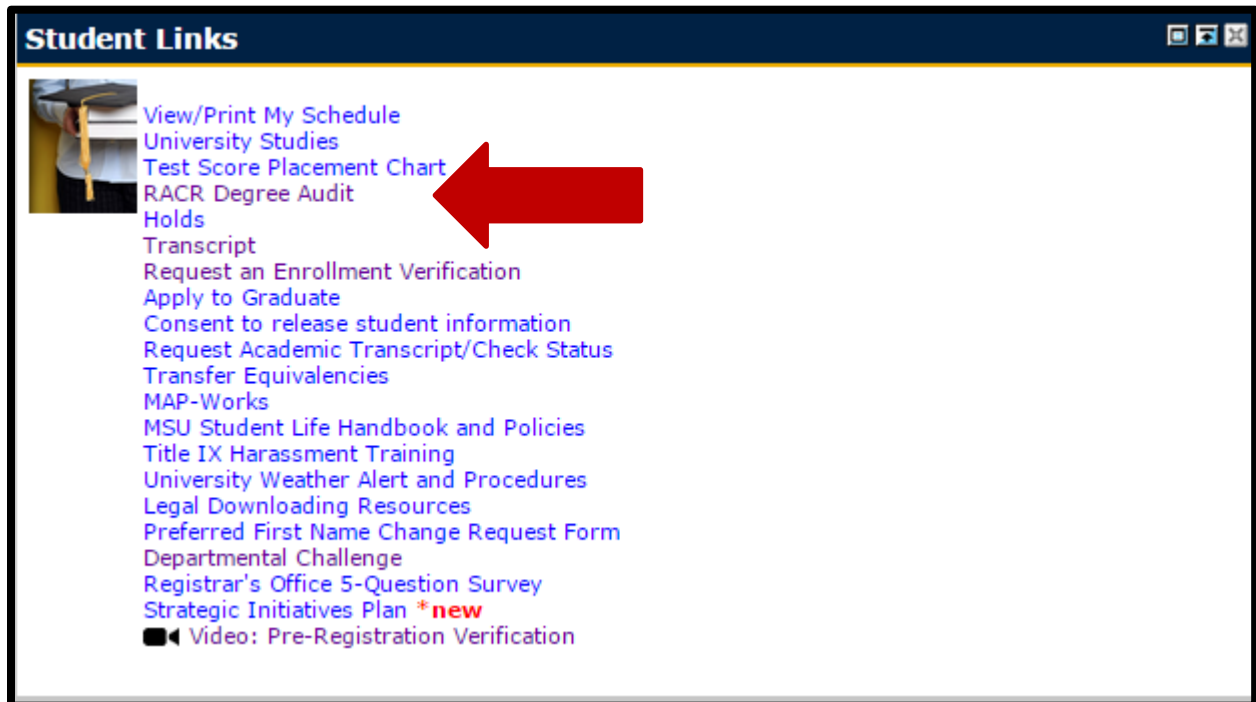
#### **How do I know which classes I need to take?**

Your audit is set up to display the requirements for your program of study in separate blocks for your area/major, minor, and/or concentration. Each block will list the requirements you will need to complete that block. Meet with your advisor to discuss your audit and any questions you have about the requirements listed for your program of study.

## Degree Works – Getting Started

### View Audit

1. Click the Degree Works link under the Student tab in your myGate account.
2. Your audit will display



## Degree Works – Worksheets

### Main Header Bar



#### FAQ/Help

This link will direct you to the external support page for Murray State Degree Works. Clicking this button should open a pop up window. Close the pop up window to return to your Degree Works session.

#### Log Out

The Log Out link will sign you out from your Degree Works session. It DOES NOT log you out of myGate. Be sure to exit both systems when signing off of your work station.

## Degree Works – Worksheets

### Audit Header

Student ID	◀ ▶	Name	▶ ▶	Degree	Major	Student Class Level	Last Audit	Last Refresh
M00195008		McTesterson, Student	▼	BSB	▼ Management	Freshman	Today	Today at 10:38 am

Student ID	Displays your student ID number.
Name	Your full name will display here.
Degree	Your current degree program will display here.
Major	Your current major will display here. If you are a double major, only the primary (first) major will display.
Student Class Level	Your student level will be displayed here (freshman, sophomore, etc.).
Last Audit	Displays the last date your audit was refreshed.
Last Refresh	Displays the time and date your audit was refreshed.

## Degree Works – Worksheets

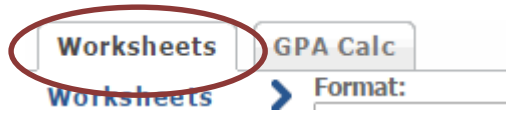
### Worksheet Bar

<b>Format:</b> Student View ▼	<a href="#">View</a>	<a href="#">Print/Save as PDF</a>	<a href="#">Class History</a>
----------------------------------	----------------------	-----------------------------------	-------------------------------

Format: Student View	This drop down box lists the different types of audits that are available. The student view is the typical type of audit; all available options will be displayed further in this training manual.
View	If you want to view a different type of audit, select the option from the drop-down and then click the “View” button.
Print/Save as PDF	Will allow you to either save or print the audit while retaining the formatting.
Class History	Lists of completed coursework by term, similar to the unofficial transcript displayed through myGate.

## Degree Works - Worksheets

### Student View



The Student View is the default worksheet format type. It provides general information about your completed and remaining degree requirements, grouped into logical sections or blocks.

**RACR: Racer Academic Completion Report (TEST)**

**Student View** AA221843 as of 05/17/2013 at 10:40

Student	McTesterson, Student	Degree	Bachelor of Science in Business
ID	M00195008	College	Business
Classification	Freshman	Major	Management
Advisor	Johnsonius, Linda Florence	Concentration	
GPA	3.11	Minor	Spanish

**Requirements** 30% **Degree Progress**

☐ **Degree in Bachelor of Science in Business** Catalog Year: 2011-2013 Credits Required: 120  
GPA: 3.11 Credits Applied: 27

120 credits are required. You currently have 27, you still need 93 more credits.  
A minimum of 42 upper-level credits are required. You have taken 27 but need 15 more credits.  
A minimum of 32 credits must be taken at Murray State Univ.

Unmet conditions for this set of requirements:

Your MSU resident GPA is 3.11.

- ☒ 2.0 Cumulative GPA Requirement Met.
- ☒ 2.0 Institutional GPA Requirement Met.
- ☐ Transition Orientation Required. **Still Needed:** See [Transition Requirements](#) section
- ☐ University Studies Required. **Still Needed:** See [University Studies](#) section
- ☐ Admission to Business Requirements. **Still Needed:** See [Admission Requirements](#) section

ilucian Company L.P. and its affiliates.

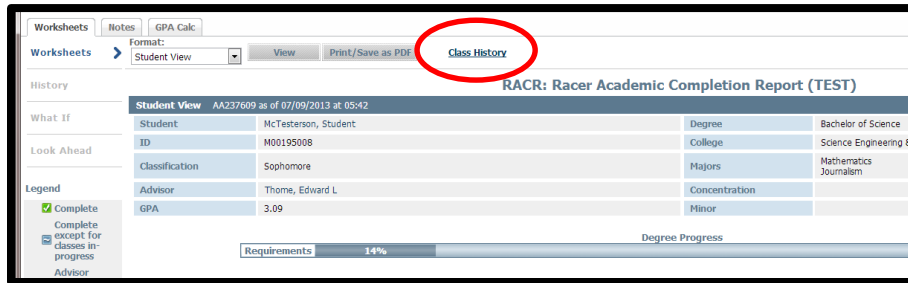


## Degree Works – Worksheets

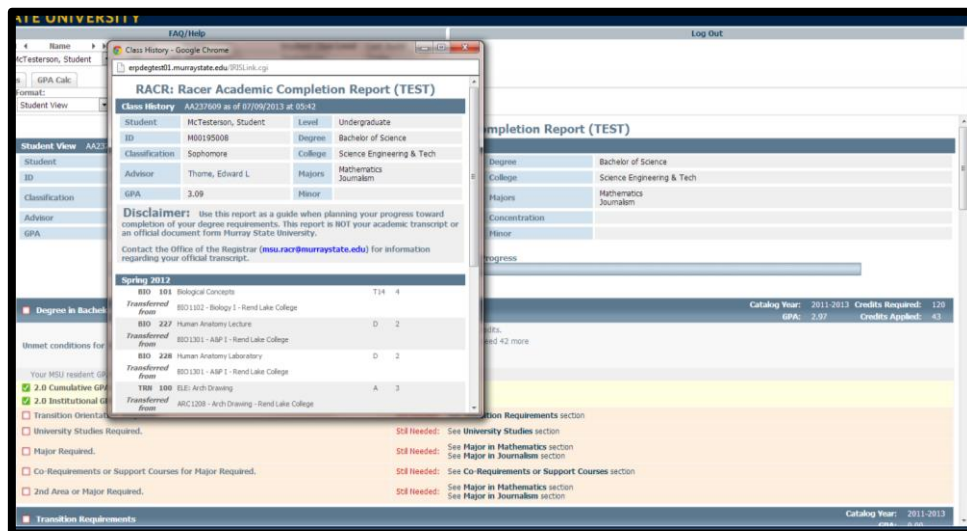
### Student View – Class History

#### Class History

1. Display your audit.
2. Click on the “Class History” link.



3. “Class History” will display in a pop-up box. Courses are broken down by term, similar to an unofficial transcript.



4. Both term and cumulative GPA as well as other information can be found after each semester listed in “Class History.” This unofficial information is based on GPA calculations completed within Degree Works and may differ from the official GPA listed on your transcript and myGate.

<b>Term Attempted</b>	6	<b>Cumulative Attempted</b>	6
<b>Term Earned</b>	6	<b>Cumulative Earned</b>	6
<b>Term Quality Points</b>	24	<b>Cumulative GPA Quality Points</b>	24
<b>Term Graded Attempted</b>	6	<b>Cumulative Graded Attempted</b>	6
<b>Term GPA</b>	4.00	<b>Cumulative GPA</b>	4.00

## Degree Works – Worksheets

### Student View – Dual Major

*Note: Dual Majors are different than Dual Degrees. Dual Majors refer specifically to students with a second major. These students will not receive two diplomas or two separate degrees. Both majors will fall under the primary degree type.*

#### Dual Major

1. Display your audit.
2. Dual majors fall under the same degree. The majors will display within a single audit in the order they appear in the Majors field on your demographic/academic summary area.

Student View AA237602 as of 07/08/2013 at 09:52			
Student	McTesterson, Student	Degree	Bachelor of Science
ID	M00195008	College	Science Engineering & Tech
Classification	Sophomore	Majors	Mathematics Journalism
Advisor	Thome, Edward L	Concentration	
GPA	3.09	Minor	

3. Specifically required University Studies will be listed for each major on the audit. Students who are double majoring will be required to complete the specifically required University Studies for both majors.
4. If there is a Concentration associated with both Majors, they will display following both majors in the order they appear in the Concentrations field in your demographic/academic summary area.

## Degree Works – Worksheet

### Student View – Academic/Demographic Summary

Student View AA221843 as of 05/17/2013 at 10:40			
Student	McTesterson, Student	Degree	Bachelor of Science in Business
ID	M00195008	College	Business
Classification	Freshman	Major	Management
Advisor	Johnsonius, Linda Florence	Concentration	
GPA	3.11	Minor	Spanish

Student	Displays your full name. Provides your advisor with the ability to email you directly. See direct email section below.
ID	Displays your student ID number.
Classification	Displays your classification (freshman, sophomore, etc.).
Advisor	Displays your advisor(s). Provides you with the ability to email your advisor(s) directly. See direct email section below.
GPA	Displays your cumulative GPA. This is your official overall GPA.
Degree	Displays your current degree. If you are pursuing more than one degree, only the degree for the audit you are currently viewing will be displayed.
College	Displays your college.
Major	Displays your current major(s) with the primary being listed first.
Concentration	Displays your current concentration(s) (if applicable).
Minor	Displays your current minor(s) (if applicable).

## Degree Works – Worksheets

### Student View – Direct Email

#### Direct Email

1. Click on your advisor's name.
2. To: field and Subject: field are defaulted as well as the first sentence of the email. Make sure to enter your full name and Student ID in the spaces indicated.

Student View AA221843 as of 05/17/2013 at 10:40			
Student	McTesterson, Student	Degree	Bachelor of Science in Business
ID	M00195008	College	Business
Classification	Freshman	Major	Management
Advisor	Johnsonius, Linda Florence	Concentration	
GPA	3.11	Minor	Spanish

3. If you are not using a computer that is set up to connect with Microsoft Outlook, hover over your advisor's name and you will see their email address display in the bottom left-hand corner of the webpage.

Legend

☒ Complete  
Complete except for classes in-progress

Degree in Bachelor of Science in Business

Catalog Year: 2011-2013 Credits Required: 120  
GPA: 3.11 Credits Applied: 27

120 credits are required. You currently have 27, you still need 93 more credits.  
A minimum of 42 upper-level credits are required. You have taken 27 but need 15 more credits.  
A minimum of 32 credits must be taken at Murray State Univ.

Unmet conditions for this set of requirements:

Your MSU resident GPA is 3.11.

☒ 2.0 Cumulative GPA Requirement Met.

☒ 2.0 Institutional Credit Requirement Met.

mailto:ljohnsonius@murraystate.edu?cc=8&subject=


ask a question about my worksheet.

## Degree Works – Worksheets


### Student View – Legend

Legend				
 Complete	 Requirement in Progress	 AAPR Advisor approved courses	: Range of Courses	
 Not Complete	 INPR In Progress	 Does not meet requirement - please see advisor	@ Any course number	


**Complete:** This symbol will appear beside all requirements within the audit that have been completed. The row will be highlighted in yellow and will display the course(s) that fulfilled the requirement along with the grade and term the course was taken.

 Introduction to Public Speaking	COM 161	Intro to Public Speaking	A	3	Spring 2013
---	---------	--------------------------	---	---	-------------

**Not Complete:** This symbol will appear beside all requirements within the audit that have not been completed. The row will be highlighted in red and will indicate the course(s) that will complete the requirement.

 Introduction to Information Technology	Still Needed: 1 Class in CSC 199
--	----------------------------------

**Requirement in Progress and INPR:** This symbol will appear for requirements where you are currently registered for the class(es) needed to fulfill the requirement. The row will be highlighted in blue and will display the course(s) that will fulfill the requirement once completed, along with the grade “INPR” and the term that you are registered for the course. The tilde symbol will also appear next to planned courses in your Look Ahead audit.

 Principles of Macroeconomics	ECO 230	Macroeconomics	INPR	(3)	Fall 2013
--	---------	----------------	------	-----	-----------

**AAPR: Advisor Approved Elective:** These are courses that must be approved by your advisor. They will be submitted to the Registrar’s Office using a course exception or Field of Study form and a Registrar’s Office staff member will input those specific courses on your degree audit.

 Advisor Approved Electives	Still Needed: 9 Credits in AAPR @
--	-----------------------------------

**Does not meet requirement – please see advisor:** This symbol will appear if there are parts of a requirement that have been met but there are still stipulations that must be completed in order to finish the requirement (ex: additional hours). If you see this double tilde symbol on your audit, please contact your advisor or a staff member in the RACR area of the Registrar’s Office.

 Degree in Bachelor of Science
---

**Range of Courses:** The “:” symbol represents all classes within a particular prefix (or any prefix if used with the “@” (wild card) symbol). In the example below, an option is listed to complete “MAT 400:599.” The range symbol means that any MAT course at the 400 level or above (MAT 401, 402, 403, etc.) would fill in that requirement. If you click on the range of courses, course descriptions should pull up for any active course that fits in that range.

3 to 12 Credits and 1 Class in MAT 400:599 or CET 298 or CHE 201 or 202 or 305 or 405 or CSC 245 or 301 or 302 or 332 or 340 or 345 or 405 or 415 or 420 or 445 or ECO 330 or 331 or EGR 240 or 259 or 264 or 330 or 340 or 359 or ENT 286 or 382 or 400 or IET 587 or PHY 235 or 236 or 255 or 256 or 370 or 470 Except MAT 554

**@: Degree Works Wild Card.** The “@” symbol represents all classes when used as a prefix, and can also be used to represent all course numbers when it follows the course alpha. When the “@” symbol precedes a range of numbers, any course within that number range will fulfill the requirement (@ 300:599). In this case, any course (any prefix or number) may be used as long as it is submitted with an approval from your advisor (see advisor for details).

 Advisor Approved Electives

Still Needed: 9 Credits in AAPR @

## Degree Works – Worksheets

### Student View – Blocks

Using the Murray State *Bulletin* as a guide, the blocks within the Student View audit present all applicable requirements for your degree, University Studies, declared area(s)/major(s), minor(s), and/or concentration(s). In the block header, the catalog year is displayed. This view will also give you information on what courses will meet unfulfilled requirements. Click on the “See . . .” link to jump to that area of the Student View audit.

**Degree Block:** Lists all of the blocks that are required to complete your degree. It also lists the requirements for minimum overall credits, minimum upper-level hours, minimum credits in residence (Murray State), cumulative GPA, and institutional (Murray State only) GPA.

Once the specific conditions are met, a green checkbox will appear. The “Minimum Credits Required” and “Credits Applied (Includes In Progress)” will remain visible in the blue header bar of this block.

Degree in Bachelor of Science		Catalog Year: 2014-2015	Minimum Credits Required: 120
		Credits Applied (Includes In Progress): 89	
<input type="checkbox"/> Minimum 120 Credits.	Still Needed: 120 credits are required. You currently have 89, including INPR courses. You still need 31 more credits.		
<input type="checkbox"/> Minimum Upper-Level Hours.	Still Needed: A minimum of 42 upper-level credits are required. You have taken 14, including INPR courses. You still need 28 more credits.		
<input checked="" type="checkbox"/> Minimum Credits in Residence.			
<input type="checkbox"/> Cumulative GPA Req. Not Met, 2.75 Required.			
<input checked="" type="checkbox"/> 2.0 Institutional GPA Requirement Met.			
<input checked="" type="checkbox"/> Transition Requirement Satisfied.			
<input type="checkbox"/> University Studies Required.	Still Needed: See <a href="#">University Studies</a> section		
<input type="checkbox"/> Major Required.	Still Needed: See <a href="#">Area in Elementary Education</a> section		
<input type="checkbox"/> Required Professional Education Courses.	Still Needed: See <a href="#">Professional Education Certification</a> section		
<input type="checkbox"/> You must be admitted to the Teacher Education Program.			

**Specifically Required University Studies:** University Studies courses that are specifically required for certain Areas/Majors will display as a link in the Area/Major block and appear in the body of the audit beneath the Area/Major. These courses will fill the requirements within this block as well as the generic University Studies block. Students should select their University Studies courses in consultation with both blocks on their audit, their advisor, and their correct *Bulletin*. Transfer students who are fully certified or members of the Honors College, who are exempt from Murray State's standard University Studies program, will still be required to complete any Specifically Required University Studies courses (unless they are waived by the department). Students pursuing double majors may be required to complete additional Specifically Required University Studies courses for the second major.

University Studies—Specifically Required Courses						Catalog Year:	2011-2013
						GPA:	3.00
<input type="checkbox"/> REQUIRED UNIVERSITY STUDIES COURSES							
<input type="checkbox"/> Writing in the Professions						Still Needed: 1 Class in ENG 224	
<input type="checkbox"/> REQUIRED UNIVERSITY STUDIES COURSES							
<input type="checkbox"/> College Algebra						Still Needed: 1 Class in MAT 140	
<input type="checkbox"/> Business Calculus						Still Needed: 1 Class in MAT 220	
<input checked="" type="checkbox"/> Principles of Macroeconomics	ECO 230	Satisfied by	ECON-MACRO - Shawnee College	B	3	Spring 2005	
<input checked="" type="checkbox"/> Principles of Microeconomics	ECO 231	Satisfied by	Economics-Micro - Shawnee College	B	3	Spring 2012	
<input checked="" type="checkbox"/> Intro to Information Tech	CSC 199	Satisfied by	BUSINESS COMPUTER SYSTEM - Shawnee College	B	3	Summer 2001	

**University Studies:** Lists all of the general education requirements for your degree. *Note: select courses for this block in conjunction with your Specifically Required University Studies and in consultation with your advisor to avoid additional hours.*

■ University Studies				Catalog Year:	2011-2013	Credits Required:	42
				GPA:	2.90	Credits Applied:	17
Unmet conditions for this set of requirements: 42/43 credits are required. You currently have 17, you still need 25 more credits.							
<input checked="" type="checkbox"/> ORAL AND WRITTEN COMMUNICATION							
<input checked="" type="checkbox"/> Intro to Public Spking or Hnrs Sem in Commun	COM 161	Intro to Public Speaking	A	3	Spring 2013		
<input checked="" type="checkbox"/> COMPOSITION AND RESEARCH WITH C GRADE OR BETTER							
<input checked="" type="checkbox"/> Critical Reading, Writing, and Inquiry	ENG 105	Reading, Writing and Inquiry	C	4	Spring 2013		
<input type="checkbox"/> SCI INQUIRY, METHODOLOGIES, & QUANTITATIVE SKILLS							
<input type="checkbox"/> SCIENCE WITH LAB REQUIREMENT							
Still Needed: Choose from 1 of the following:							
<input type="checkbox"/> Science with Lab Included	( 1 Class in <b>BIO</b> 101 or 109 or 216 or 221 or 222 or <b>CHE</b> 101 or 105 or 106 or 111 or 201 or 202 or <b>GSC</b> 101 or 102 or 125 or 199 or <b>PHY</b> 105 ) or						
<input type="checkbox"/> Introductory Astronomy and Lab	( 2 Classes in <b>AST</b> 115 and 116 ) or						
<input type="checkbox"/> Brief Organic Chemistry and Lab	( 2 Classes in <b>CHE</b> 210 and 215 ) or						
<input type="checkbox"/> Brief Introductory Physics and Lab	( 2 Classes in <b>PHY</b> 125 and 126 ) or						
<input type="checkbox"/> General Physics I and Lab	( 2 Classes in <b>PHY</b> 130 and 131 ) or						
<input type="checkbox"/> General Physics II and Lab	( 2 Classes in <b>PHY</b> 132 and 133 ) or						
<input type="checkbox"/> Mechanics, Heat and Wave Motion and Lab	( 2 Classes in <b>PHY</b> 235 and 236 ) or						
<input type="checkbox"/> Electricity, Magnetism and Light and Lab	( 2 Classes in <b>PHY</b> 255 and 256 )						



**Area/Major:** Lists courses required to complete your major/area. You may see additional blocks such as “Core Requirements”, “Admission Requirements”, “Support Courses”, “Co-Requirements”, “Professional Education Requirements”, etc. that are required in addition to these courses. Please consult with your advisor if you have questions about additional blocks displaying on your audit.

Area in Management		Catalog Year:	2011-2013	Credits Required:	30
		GPA:	4.00	Credits Applied:	6
Unmet conditions for this set of requirements:		A minimum of 15 upper-level MSU credits are required. You have taken 0 but need 15 more credits. 30 credits are required. You currently have 6, you still need 24 more credits.			
Your MSU resident GPA is 4.					
<input type="checkbox"/> Techniques of Oral Reporting & Mngt Briefings	Still Needed:	1 Class in MGT 354			
<input type="checkbox"/> Human Resources Management	Still Needed:	1 Class in MGT 550			
<input type="checkbox"/> Organizational Behavior	Still Needed:	1 Class in MGT 551			
<input type="checkbox"/> Management of Operations and Technology II	Still Needed:	1 Class in MGT 552			
<input type="checkbox"/> Advisor Approved MGT Electives	Still Needed:	9 Credits in AAPR @			
<input type="checkbox"/> Business Electives	Still Needed:	BUS 140 Foundations of Business A 3 Spring 2013 ECO 230 Macroeconomics INPR (3) Fall 2013 3 Credits in ACC 100:599 or BUS 100:599 or CIS 100:599 or ECO 100:599 or FIN 100:599 or JMC 391 or 394 or LST 540 or MGT 100:599 or MKT 100:599 or POL 442 or RES 100:599 Except ECO 140 or 190 or 200 or MGT 250 or MKT 260			

**Minor:** Lists all courses required to complete your minor (if applicable).

Minor in Spanish		Catalog Year:	2011-2013	Credits Required:	21
		GPA:	0.00	Credits Applied:	0
Unmet conditions for this set of requirements:		21 credits are required. You currently have 0, you still need 21 more credits. A minimum of 6 upper-level MSU credits are required. You have taken 0 but need 6 more credits. Your GPA is 0; a GPA of 2.0 is required You have not satisfied your 2.0 required MSU resident GPA.			
Your Overall GPA is 0. Your MSU resident GPA is 0.					
<input type="checkbox"/> Intercultural Communications in Spanish	Still Needed:	1 Class in SPA 201			
<input type="checkbox"/> Prctcd Applic in Spa or Spa for the Wrking Wrld	Still Needed:	1 Class in SPA 202 or 203			
<input type="checkbox"/> Conversation and Composition I	Still Needed:	1 Class in SPA 301			
<input type="checkbox"/> Conversation and Composition II	Still Needed:	1 Class in SPA 302			
<input type="checkbox"/> Advisor Approved Electives	Still Needed:	9 Credits in AAPR @			

## Degree Works – Worksheets

### Student View – Course Link

Degree Works has the capability of allowing users to click on courses listed in the “Still Needed” section to view a description of the course. Within your audit, remaining requirements will show the requirement name on the left and the course(s) that will fulfill the requirement will show as a hyperlink in the “Still Needed” section on the right. These links are called Course Links.

1. To view the title and credit hours for a course, hover over the Course Link.

<input type="checkbox"/> Principles of Managerial Accounting	Still Needed: 1 Class in <a href="#">ACC 201</a>
<input type="checkbox"/> Business Communication	Still Needed: 1 Class in <a href="#">BUS 215</a>
<input type="checkbox"/> Information Systems and Decision Making	Still Needed: 1 Class in <a href="#">BUS 355</a>
<input type="checkbox"/> Business Ethics and Environments	Still Needed: 1 Class in <a href="#">BUS 442</a>
<input checked="" type="checkbox"/> Business Statistics I	<a href="#">CIS 243</a> Business Statistics I INPR (2) Fall 2013
<input type="checkbox"/> Business Statistics II	Still Needed: 1 Class in <a href="#">CIS 343</a>
<input type="checkbox"/> Issues in the Global Economy	Still Needed: 1 Class in <a href="#">ECO 310</a>
<input type="checkbox"/> Principles of Finance	Still Needed: 1 Class in <a href="#">FIN 330</a>
<input type="checkbox"/> Legal Environment of Business	Still Needed: 1 Class in <a href="#">LST 240</a>
<input type="checkbox"/> Fundamentals of Management	Still Needed: 1 Class in <a href="#">MGT 350</a>
<input type="checkbox"/> Management of Operations and Technology	Still Needed: 1 Class in <a href="#">MGT 443</a>
<input type="checkbox"/> Strategic Management	Still Needed: 1 Class in <a href="#">MGT 590</a>

2. To open the course descriptions, click the Course Link. This will open a pop-up box displaying the course description, prerequisites, or other course information (ex: “Laboratory required”).

The screenshot shows a Google Chrome browser window titled "Course Information - Google Chrome". The address bar displays the URL <https://degreeworks.murraystate.edu/IRISLink.cgi>. The main content area displays the following information:

**BIO 101**      0 or 4 Credits      **Biological Concepts**      [Print](#)

BIO 101 Biological Concepts (4). Biological principles are examined in an active learning mode. This course relates the significance of biology to individuals and society and establishes that this body of knowledge underpins agriculture, medicine, and environmental management. Laboratory required. (Each semester)

Attributes:      SCL, SMQ, SMQS, TRAD

## Degree Works – Worksheets

### Student View – Optional Blocks

These blocks will not always appear within your audit. They will only display if you have courses/requirements which meet the parameters for each individual block. For example, if you are not enrolled in the Honors College, you will not see the Honors College requirement block.

**In-Progress:** The courses that you are currently registered for are listed here in addition to displaying where they fit throughout the audit.

In-progress		Credits Applied: 10		Classes Applied: 4
CIS 243	Business Statistics I	INPR	2	Fall 2013
ECO 230	Macroeconomics	INPR	3	Fall 2013
MAT 220	Business Calculus	INPR	3	Fall 2013
REC 112	Open Water Scuba Diving I	INPR	2	Fall 2013

**Unrestricted Electives: Additional Hours Toward Degree:** These are courses that count toward your total required number of hours, but do not fill a specific degree requirement. In the catalog, you may see these courses noted in the total degree program hours as “unrestricted electives”.

Unrestricted Electives: Additional Hours Toward Degree		Credits Applied: 16		Classes Applied: 6
ASL 101	American Sign Language I	INPR	(3)	Fall 2015
BIO 100	Introduction Biology Lab	A	1	Fall 2014
Satisfied by: BIO113 - Intro To Biology Lab - West Kentucky CTC				
ENG 101	Composition I	B	3	Fall 2012
Satisfied by: ENG101 - Writing I - West Kentucky CTC				

**Insufficient – Does Not Meet Degree Requirements:** These are courses that have not been successfully passed. Programs that have specific minimum grade requirements (for example: majors that require a grade of C or higher in all required course) would have any course with an earned grade lower than their minimum grade requirement listed here). Failed, incomplete, and courses from which students have withdrawn are listed in this block as well. Even though these courses do not meet the requirements for a degree at Murray State, they may still be calculated in your cumulative GPA.

Insufficient - Does Not Meet Degree Requirements		Credits Applied: 0		Classes Applied: 21
BIO 101	Biological Concepts	E	0	Fall 2009
BIO 101	Biological Concepts	E	0	Spring 2010
BIO 101	Biological Concepts	E	0	Spring 2015

**Ineligible for Degree Credit – Limit Exceeded:** These are courses that either exceed the number of allowed repeats or that are considered developmental, and therefore, will not count as hours towards graduation. These courses may count in your cumulative GPA (listed in the header block).

Ineligible for Degree Credit - Limit Exceeded			Credit Applied: 1		Classes Applied: 1	
MUS 100	Develop Mus Theory	Max of zero classes/Credits exceeded	B	1	Fall 2008	

**Honors Sequence:** This block will display if you are actively enrolled in the Honors College. You will follow these requirements instead of the general University Studies program. You will still be required to complete any Specifically Required University Studies.

Arts Honor Sequence			Catalog Year: 2011-2012		Credits Required: 46	
			GPA: 3.69		Credits Applied: 46	
✓ Transitions	HON 099	Transitions	P	1	Fall 2010	
✓ Honors Rhetoric, Composition and Research	ENG 104	Honors English	A	4	Fall 2010	

**Exceptions:** This block will appear if you have an approved exception that has been applied to your degree audit. This occurs when an advisor submits a course exception or field of study form on your behalf. These exceptions will also appear throughout the audit in the sections where they are applied.

Exceptions					
Type	Description	Date	Who	Block	Enforced
Substitution	per, Dr. Whaley	05/23/2013	Rogers, Ashley J	RA000-406	Yes

Selected by			Honors College			
✓ History Selection	HIS 301	Ancient His to Fall of Rome	B	3	Spring 2013	
	HIS 333	Military History of the U.S.	B	3	Spring 2013	
Exception By: Rogers, Ashley J		On: 05/23/2013	Substitution : per, Dr. Whaley			

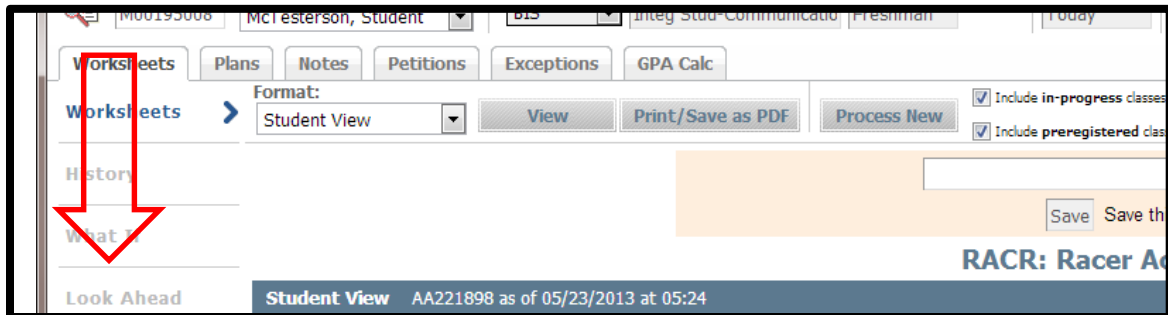
**Notes:** Both students and advisors will be able to view notes that have been added to the student's audit in the "Notes" block at the end of the audit. The full text of the note will appear, along with the date that the note was entered and the name of the individual who entered the note.

Notes		
Student was advised to apply for spring graduation.		
Entered by Rogers, Ashley J		Date 05/02/2013

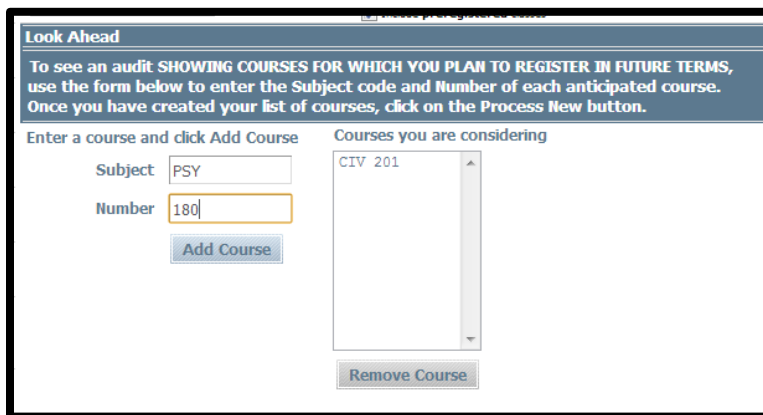
## Degree Works – Worksheets

### Student View – Look Ahead

1. Enter your audit.
2. Click the “Look Ahead” tab on the left.



3. Enter a course prefix and number.
4. Click “Add Course” button. Multiple courses can be added one at a time.



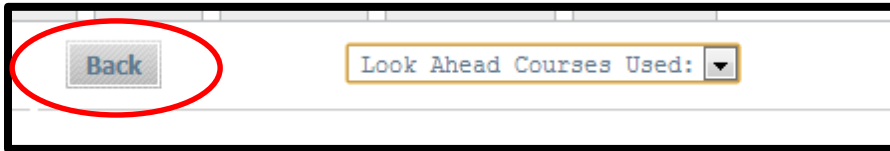
5. Click “Process Now”.



6. The Look Ahead audit will display with any classes added showing with a grade of “PLAN” and a term of “Planned Term”. This helps you to be sure that courses that you’re planning on registering for will count towards fulfilling your degree requirements.

WRLD'S HIST, LIT, & PHIL TRADITIONS						
<input checked="" type="checkbox"/> Wrl'd Civ I, II, or Hnrs Sem in Soc Science I,II	CIV 201	World Civilizations I	PLAN	(3)	Planned Term	
<input type="checkbox"/> Hum in the Modern Wrl'd or Hnrs Sem in Lit & Phil	Still Needed: 1 Class in HUM 211 or HON 251					

7. Click the “Back” button to repeat.



**Note:** The Look Ahead audit reflects unregistered classes that you plan to take during a future term. It is important to remember that these audits are not saved, but can be printed or run again. Adding courses to a Look Ahead audit does not register you for the course or guarantee you a spot in the class in the terms that you added them to the audit.

## Degree Works – Worksheets

### Student View – What-If Audits

In order for to view how your coursework would apply towards a different area/major/minor, Degree Works offers a “What-If” audit that will display how your completed coursework applies to the new program as well as what additional requirements would need to be completed. Students and advisors may access the What-If audit in Degree Works by using the tabs along the side of the audit.

The left screenshot shows the 'Worksheets' sidebar with the following tabs: Worksheets, Plan, History, What If (highlighted with a red circle), Look Ahead, and Legend. The Legend section includes a green checkmark for 'Complete', a blue checkmark for 'Complete except for classes in-progress', and a blue checkmark for 'for classes in-progress'.

The right screenshot shows the 'What-If' audit form. At the top, there is a 'Format:' dropdown set to 'Student View', a 'Process What-If' button, and a 'Save as PDF' button. There are two checkboxes: 'Include in-progress classes' (checked) and 'Include preregistered classes' (checked). Below these is a warning message: 'Use this report as a guide when planning your progress toward completion of your degree requirements. The record with the Office of the Registrar. Please contact your advisor about submitting a change of major for'. The 'What-If' section includes a 'Degree' dropdown set to 'Bachelor of Science', a 'Catalog Year' dropdown set to 'Pick a Catalog Year', and a 'Choose Your Different Areas of Study' section. This section has a label 'Select an item to add it to your Chosen Area of Study' and three dropdowns: 'Major' set to 'Pick a Major', 'Minor' set to 'Pick a Minor', and 'Concentration' set to 'Pick a Concentration'.

#### Important Notes about What-If audits:

- You MUST select a catalog year in order to successfully process a What-If audit. The 2009-2011 and 2011-2013 catalogs appear twice in the selection box and either option may be chosen to display an audit from that catalog.
- Some majors will not be available unless the correct degree program is selected from the drop down menu. For example, you may not select a “major” in Accounting if you select a BS degree type (you will need to select BSB or BAB). Minors (with the exception of the Social Science minor) can be applied toward any major (or area).
- Unfortunately, any concentration can be added to any degree/area/major. Degree Works is not able to restrict the selection of concentrations in the What-If option, so students and advisors may inadvertently select a concentration in combination with an area/major that is not allowed. If you have questions about which concentrations are allowed to be applied to an area/major, please contact the Registrar’s Office.
- What-If audits do not allow for dual-degree options or double majors. Each desired area/major will need to be run under an individual What-If audit.
- You may choose to click the “Process What-If” button to view a web version of the audit or click “Save as PDF” to open a .pdf document that you can save or print.

## Degree Works – Worksheets

### Student View – Registration Checklist

The Registration Checklist format shows only the unfulfilled requirements from your audit. It does not provide any of the detailed explanations of requirements that may be found in the student view. It also does not include requirements checking for the necessary number of credit hours or minimum GPA.

Format:  
Registration Checklist

View

Print/Save as PDF

Process New

☒ Include in-progress classes  
☒ Include preregistered classes

Class History

**RACR: Racer Academic Completion Report (TEST)**

**Registration Checklist** AA221898 as of 05/23/2013 at 05:24

Student	McTesterson, Student	Degree	Bachelor of Integrated Studies
ID		College	Interdisciplinary
Classification	Freshman	Major	Integ Stud-Communications
Advisor	Johnsonius, Linda Florence	Concentration	
GPA	3.11	Minor	

**Degree in Bachelor of Integrated Studies**

Catalog Year: 2011-2013

Still Needed: See Transition Requirements section

Still Needed: See University Studies section

Still Needed: See Area in Integ Stud - Communications section

**Transition Requirements**

Still Needed: 1 Class in 099

**University Studies**

Still Needed: Choose from 1 of the following:  
( 1 Class in **BIO** 101 or 109 or 216 or 221 or 222 or **CHE** 101 or 105 or 106 or 111 or 201 or 202 or **GSC** 101 or 102 or 125 or 199 or **PHY** 105 ) or  
( 2 Classes in **AST** 115 and 116 ) or  
( 2 Classes in **CHE** 210 and 215 ) or  
( 2 Classes in **PHY** 125 and 126 ) or  
( 2 Classes in **PHY** 130 and 131 ) or  
( 2 Classes in **PHY** 132 and 133 ) or  
( 2 Classes in **PHY** 235 and 236 ) or  
( 2 Classes in **PHY** 255 and 256 )  
Still Needed: 1 Class in **CIV** 201 or 202 or **HON** 201 or 202  
Still Needed: 1 Class in **HUM** 211 or **HON** 251  
Still Needed: 1 Class in **AGR** 353 or **ANT** 140 or **ARC** 150 or **ART** 105 or 121 or 211 or 212 or **CHN** 101 or 102 or 105 or 201 or 202 or **CIV** 290 or **FRE** 101 or 102 or 105 or 110 or 201 or 202 or 210 or **GDS** 201 or **GER** 101 or 102 or 105 or 110 or 201 or 202 or 210 or **GSC** 110 or **HON** 161 or 162 or 163 or 164 or 351 or **HUM** 215 or **JPN** 101 or 102 or 105 or 110 or 201 or 202 or 210 or **MUS** 104 or 105 or 106 or 107 or 108 or 109 or **POL** 250 or 252 or **RGS** 200 or **SPA** 101 or 102 or 105 or 106 or 110 or 201 or 202 or 210 or 211 or 212 or 213 or 214 or 215 or 216 or 217 or 218 or 219 or 220 or 221 or 222 or 223 or 224 or 225 or 226 or 227 or 228 or 229 or 230 or 231 or 232 or 233 or 234 or 235 or 236 or 237 or 238 or 239 or 240 or 241 or 242 or 243 or 244 or 245 or 246 or 247 or 248 or 249 or 250 or 251 or 252 or 253 or 254 or 255 or 256 or 257 or 258 or 259 or 260 or 261 or 262 or 263 or 264 or 265 or 266 or 267 or 268 or 269 or 270 or 271 or 272 or 273 or 274 or 275 or 276 or 277 or 278 or 279 or 280 or 281 or 282 or 283 or 284 or 285 or 286 or 287 or 288 or 289 or 290 or 291 or 292 or 293 or 294 or 295 or 296 or 297 or 298 or 299 or 300 or 301 or 302 or 303 or 304 or 305 or 306 or 307 or 308 or 309 or 310 or 311 or 312 or 313 or 314 or 315 or 316 or 317 or 318 or 319 or 320 or 321 or 322 or 323 or 324 or 325 or 326 or 327 or 328 or 329 or 330 or 331 or 332 or 333 or 334 or 335 or 336 or 337 or 338 or 339 or 340 or 341 or 342 or 343 or 344 or 345 or 346 or 347 or 348 or 349 or 350 or 351 or 352 or 353 or 354 or 355 or 356 or 357 or 358 or 359 or 360 or 361 or 362 or 363 or 364 or 365 or 366 or 367 or 368 or 369 or 370 or 371 or 372 or 373 or 374 or 375 or 376 or 377 or 378 or 379 or 380 or 381 or 382 or 383 or 384 or 385 or 386 or 387 or 388 or 389 or 390 or 391 or 392 or 393 or 394 or 395 or 396 or 397 or 398 or 399 or 400 or 401 or 402 or 403 or 404 or 405 or 406 or 407 or 408 or 409 or 410 or 411 or 412 or 413 or 414 or 415 or 416 or 417 or 418 or 419 or 420 or 421 or 422 or 423 or 424 or 425 or 426 or 427 or 428 or 429 or 430 or 431 or 432 or 433 or 434 or 435 or 436 or 437 or 438 or 439 or 440 or 441 or 442 or 443 or 444 or 445 or 446 or 447 or 448 or 449 or 450 or 451 or 452 or 453 or 454 or 455 or 456 or 457 or 458 or 459 or 460 or 461 or 462 or 463 or 464 or 465 or 466 or 467 or 468 or 469 or 470 or 471 or 472 or 473 or 474 or 475 or 476 or 477 or 478 or 479 or 480 or 481 or 482 or 483 or 484 or 485 or 486 or 487 or 488 or 489 or 490 or 491 or 492 or 493 or 494 or 495 or 496 or 497 or 498 or 499 or 500 or 501 or 502 or 503 or 504 or 505 or 506 or 507 or 508 or 509 or 510 or 511 or 512 or 513 or 514 or 515 or 516 or 517 or 518 or 519 or 520 or 521 or 522 or 523 or 524 or 525 or 526 or 527 or 528 or 529 or 530 or 531 or 532 or 533 or 534 or 535 or 536 or 537 or 538 or 539 or 540 or 541 or 542 or 543 or 544 or 545 or 546 or 547 or 548 or 549 or 550 or 551 or 552 or 553 or 554 or 555 or 556 or 557 or 558 or 559 or 560 or 561 or 562 or 563 or 564 or 565 or 566 or 567 or 568 or 569 or 570 or 571 or 572 or 573 or 574 or 575 or 576 or 577 or 578 or 579 or 580 or 581 or 582 or 583 or 584 or 585 or 586 or 587 or 588 or 589 or 590 or 591 or 592 or 593 or 594 or 595 or 596 or 597 or 598 or 599 or 600 or 601 or 602 or 603 or 604 or 605 or 606 or 607 or 608 or 609 or 610 or 611 or 612 or 613 or 614 or 615 or 616 or 617 or 618 or 619 or 620 or 621 or 622 or 623 or 624 or 625 or 626 or 627 or 628 or 629 or 630 or 631 or 632 or 633 or 634 or 635 or 636 or 637 or 638 or 639 or 640 or 641 or 642 or 643 or 644 or 645 or 646 or 647 or 648 or 649 or 650 or 651 or 652 or 653 or 654 or 655 or 656 or 657 or 658 or 659 or 660 or 661 or 662 or 663 or 664 or 665 or 666 or 667 or 668 or 669 or 670 or 671 or 672 or 673 or 674 or 675 or 676 or 677 or 678 or 679 or 680 or 681 or 682 or 683 or 684 or 685 or 686 or 687 or 688 or 689 or 690 or 691 or 692 or 693 or 694 or 695 or 696 or 697 or 698 or 699 or 700 or 701 or 702 or 703 or 704 or 705 or 706 or 707 or 708 or 709 or 710 or 711 or 712 or 713 or 714 or 715 or 716 or 717 or 718 or 719 or 720 or 721 or 722 or 723 or 724 or 725 or 726 or 727 or 728 or 729 or 730 or 731 or 732 or 733 or 734 or 735 or 736 or 737 or 738 or 739 or 740 or 741 or 742 or 743 or 744 or 745 or 746 or 747 or 748 or 749 or 750 or 751 or 752 or 753 or 754 or 755 or 756 or 757 or 758 or 759 or 760 or 761 or 762 or 763 or 764 or 765 or 766 or 767 or 768 or 769 or 770 or 771 or 772 or 773 or 774 or 775 or 776 or 777 or 778 or 779 or 780 or 781 or 782 or 783 or 784 or 785 or 786 or 787 or 788 or 789 or 790 or 791 or 792 or 793 or 794 or 795 or 796 or 797 or 798 or 799 or 800 or 801 or 802 or 803 or 804 or 805 or 806 or 807 or 808 or 809 or 810 or 811 or 812 or 813 or 814 or 815 or 816 or 817 or 818 or 819 or 820 or 821 or 822 or 823 or 824 or 825 or 826 or 827 or 828 or 829 or 830 or 831 or 832 or 833 or 834 or 835 or 836 or 837 or 838 or 839 or 840 or 841 or 842 or 843 or 844 or 845 or 846 or 847 or 848 or 849 or 850 or 851 or 852 or 853 or 854 or 855 or 856 or 857 or 858 or 859 or 860 or 861 or 862 or 863 or 864 or 865 or 866 or 867 or 868 or 869 or 870 or 871 or 872 or 873 or 874 or 875 or 876 or 877 or 878 or 879 or 880 or 881 or 882 or 883 or 884 or 885 or 886 or 887 or 888 or 889 or 890 or 891 or 892 or 893 or 894 or 895 or 896 or 897 or 898 or 899 or 900 or 901 or 902 or 903 or 904 or 905 or 906 or 907 or 908 or 909 or 910 or 911 or 912 or 913 or 914 or 915 or 916 or 917 or 918 or 919 or 920 or 921 or 922 or 923 or 924 or 925 or 926 or 927 or 928 or 929 or 930 or 931 or 932 or 933 or 934 or 935 or 936 or 937 or 938 or 939 or 940 or 941 or 942 or 943 or 944 or 945 or 946 or 947 or 948 or 949 or 950 or 951 or 952 or 953 or 954 or 955 or 956 or 957 or 958 or 959 or 960 or 961 or 962 or 963 or 964 or 965 or 966 or 967 or 968 or 969 or 970 or 971 or 972 or 973 or 974 or 975 or 976 or 977 or 978 or 979 or 980 or 981 or 982 or 983 or 984 or 985 or 986 or 987 or 988 or 989 or 990 or 991 or 992 or 993 or 994 or 995 or 996 or 997 or 998 or 999 or 1000

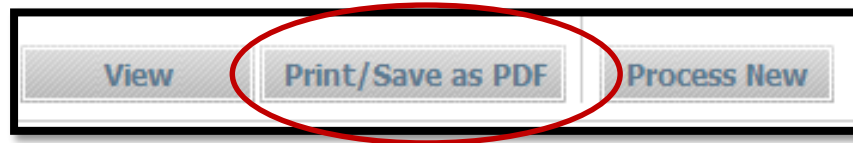
Illucian Company L.P. and its affiliates.



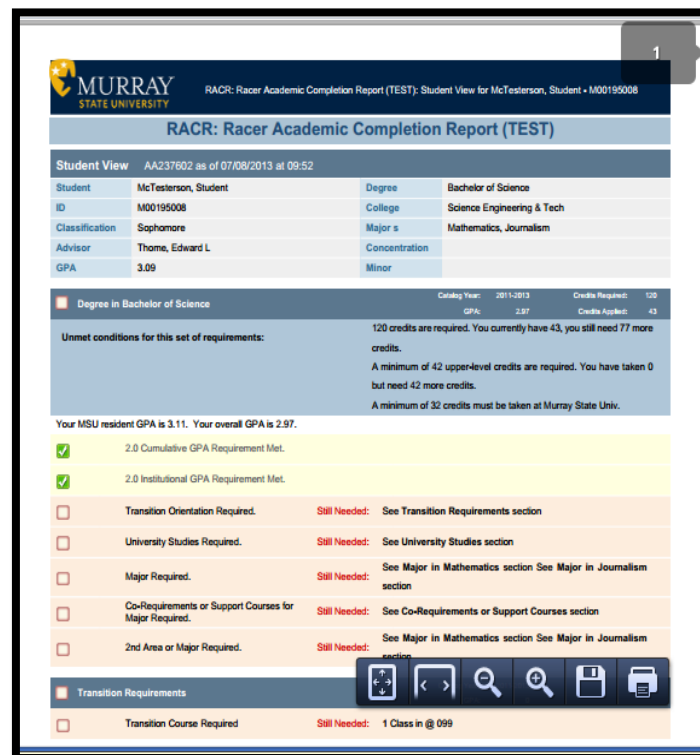
## Degree Works – Worksheets

### Student View – Printing an Audit

To print an audit from Degree Works, click the “Print/Save as PDF” button



This will pull up a .pdf version of the audit in a separate window and allow you to save the audit (by clicking the disc icon in the bottom right hand corner) or print the audit (by clicking on the print icon in the bottom right hand corner).



**MURRAY STATE UNIVERSITY**  
RACR: Racer Academic Completion Report (TEST): Student View for McTesterson, Student • M00195008

### RACR: Racer Academic Completion Report (TEST)

**Student View** AA237602 as of 07/09/2013 at 09:52

Student	McTesterson, Student	Degree	Bachelor of Science
ID	M00195008	College	Science Engineering & Tech
Classification	Sophomore	Major s	Mathematics, Journalism
Advisor	Thome, Edward L.	Concentration	
GPA	3.09	Minor	

**Degree in Bachelor of Science** Catalog Year: 2011/2013 Credits Required: 120  
GPA: 2.97 Credits Applied: 43

**Unmet conditions for this set of requirements:**

- 120 credits are required. You currently have 43, you still need 77 more credits.
- A minimum of 42 upper-level credits are required. You have taken 0 but need 42 more credits.
- A minimum of 32 credits must be taken at Murray State Univ.

Your MSU resident GPA is 3.11. Your overall GPA is 2.97.

- ☒ 2.0 Cumulative GPA Requirement Met.
- ☒ 2.0 Institutional GPA Requirement Met.
- ☐ Transition Orientation Required. **Still Needed:** See Transition Requirements section
- ☐ University Studies Required. **Still Needed:** See University Studies section
- ☐ Major Required. **Still Needed:** See Major in Mathematics section See Major in Journalism section
- ☐ Co-Requirements or Support Courses for Major Required. **Still Needed:** See Co-Requirements or Support Courses section
- ☐ 2nd Area or Major Required. **Still Needed:** See Major in Mathematics section See Major in Journalism section

**Transition Requirements**

- ☐ Transition Course Required **Still Needed:** 1 Class in @ 099

## **Degree Works – Plans**

**Coming soon!**

## Degree Works – Ending Your Session



To end your Degree Works session in a secure manner, click the “Log Out” link in at the top of the page. If you accessed Degree Works through your student myGate, this link WILL NOT sign you out of myGate, so be sure to securely sign out of myGate as well.

**Note:** If you have questions about your RACR (Degree Works audit), contact your advisor or the Registrar’s Office for assistance ([msu.racr@murraystate.edu](mailto:msu.racr@murraystate.edu)).