



Degree Works Training Manual

Advisor



TABLE OF CONTENTS

| | |
|---|-------------|
| Degree Works – Getting Started | 3-7 |
| Degree Works Overview | 3 |
| View Audit | 4 |
| Degree Works Key Block | 5-6 |
| Notes | 7 |
| Degree Works – Worksheets | 8-27 |
| Main Header Bar | 8 |
| Audit Header | 9 |
| Worksheet Bar | 10 |
| Student View | 11-26 |
| Class History | 12 |
| Dual Major | 13 |
| Academic / Demographic Summary | 14 |
| Direct E-Mail | 15 |
| Legend | 16-17 |
| Blocks | 18-20 |
| Course Link | 21 |
| Optional Blocks | 22-23 |
| Look Ahead | 24-25 |
| What-If Audits | 26 |
| Registration Checklist | 27 |
| Degree Works – Plans | 28 |
| Degree Works - Ending Your Session | 29 |

DEGREEWORKS –GETTING STARTED

DEGREEWORKS OVERVIEW

What is Degree Works?

Degree Works is a web-based degree audit tool designed to help students and advisors monitor progress toward graduation.

How does Degree Works work?

Degree Works looks at the requirements for a program of study as well as the coursework 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 undergraduate programs of study as determined by the Murray State *Bulletin* are outlined in those blocks. Any classes students 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 students and advisors outline a plan for classes students should take in the future.

What is a degree audit?

A Degree Works degree audit is an easy-to-read view of a student's requirements for their 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 a student has a Degree Works audit?

If the student is a degree seeking undergraduate student, who has not already earned a bachelor's degree, you should be able to view their audit in Degree Works. Students seeking a post baccalaureate degree/certificate or master's degree will need to be advised using the Academic *Bulletin*. You may contact the Registrar's Office for assistance determining their degree requirements.

When should students look at their degree audits?

Students should review their audit:

1. Before they meet with their advisor to register for classes for the next semester.
2. After registration to determine that the courses they registered for applied to the audit correctly.
3. After grades for each semester are posted.
4. Any time they make a change to their schedule or major (changes made in the student system will update nightly and display on the audit the day after the change is made).

How do I know which classes students need to take?

The audit is set up to display the requirements for each program of study in separate blocks for the area/major, minor, and/or concentration. Each block will list the requirements needed to complete that block.

Degree Works – Getting Started

View Audit

1. Perform a student search to view a link to a specific student's RACR or click the "RACR Degree Audit" link under the "Advising Links" on the right hand column of the Teaching/Advising tab in myGate.

Student Search

Last Name: Rogers First Name: Ashley M#: OR Term: Fall 2015 All Active Advisees Submit

Rogers, Ashley James
 M00104716
 arogers17@murraystate.edu
 Graduate / Undeclared-non-degree seeking
 Family Tutor - advisor@murraystate.edu

Info, Release Consent: yes
 Holds (0)
 Overrides (0)
 Courses (0)
 Advisor Holds: none

Transcript
 Test Scores
 RACR Audit
 Last term: SP 15

Faculty Dashboard

Term: Choose term NEW: Filters: Primary Faculty only

Advisor Dashboard

Term: Select Another Term
 ID: -Or-
 Last Name:
 First Name:

Links

Teaching:
 Course Rosters
 Grade History
 IASystem Faculty Portal
 IASystem Administrators (Deans and Chairs) Portal
 MAP-Works (student referrals)
 Registration Overrides
 Troubled Students - Intervention Team

Advising:
 Advisee Listing
 Schedule of Classes
 Course Catalog
 RACR Degree Audit
 Test Score Placement Chart
 Test Score Placement Information
 University Studies
 Transfer Equivalencies
 Graduate Student Forms

General:
 Update Personal Information (SSB)
 Legal Downloading Resources
 FERPA Training
 Departmental Challenge
 Registrar's Office 5-Question Survey

Student Advisees Both All

2. If you click the "RACR Degree Audit" link, you may receive a pop-up message that your personal student information was found but degree information is unavailable. Click "OK".
3. The Degree Works landing page will display. From here, you may click the "Find" button to search for students.

MURRAY STATE UNIVERSITY

FAQ/Help Exception Management Template Management Log Out

Find Student ID: Name: Degree: Major: Student Class Level: Last Audit: Last Refresh: [Icon]

Worksheets Plans Notes Petitions Exceptions GPA Calc

Welcome to Degree Works

Degree Works is a comprehensive, easy-to-use, web-based academic advising and degree audit tool that helps students and their advisors successfully navigate curriculum requirements. Degree Works is integrated with Banner information to provide powerful academic planning tools and real-time counseling capabilities, giving students meaningful and consistent direction and providing advisors with up-to-date curriculum information.

Important Note: Degree Works is designed to aid and facilitate academic advising, but is not intended to replace face-to-face advising sessions, the Murray State Bulletin or the Office of the Registrar. Degree Works is neither an official academic transcript nor an official notification of completion of degree requirements.

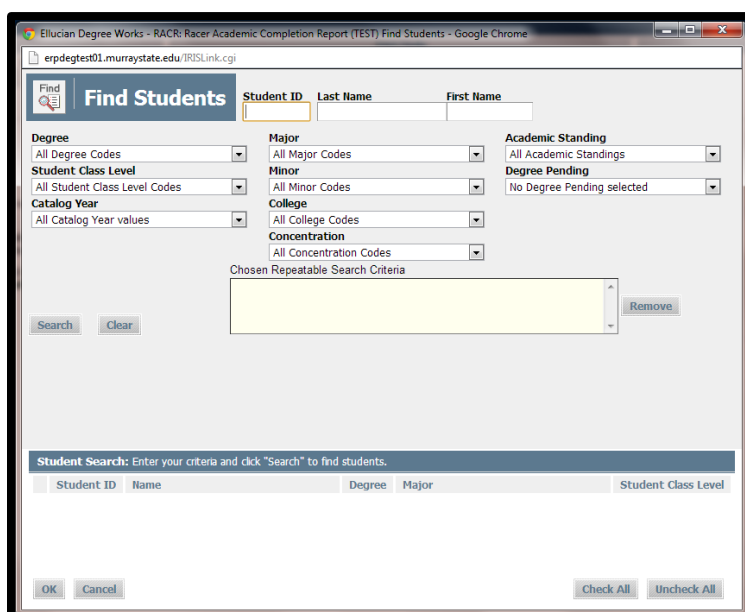
RACR
 Racer Academic Completion Report

Degree Works – Getting Started

Degree Works Key Block

A horizontal toolbar with a black border. From left to right, it contains: a 'Find' button with a magnifying glass icon (circled in red), a 'Student ID' text input field, a 'Name' dropdown menu, a 'Degree' dropdown menu, a 'Major' text input field, a 'Student Class Level' dropdown menu, and a 'Last Audit' text input field with a small yellow icon to its right.

From the landing page, you will have access to the “Key Block”. This is where you can either directly enter a student’s M# or select the “Find” icon to perform a student search. Inputting a specific ID number will display only that student’s audit. Clicking the “Find” icon will direct you to the student search box (below).

A screenshot of a web browser window titled 'Elucian Degree Works - RACR: Racer Academic Completion Report (TEST) Find Students - Google Chrome'. The address bar shows 'erpdegtest01.murraystate.edu/TRISLink.cgi'. The main content area has a 'Find Students' header with a magnifying glass icon. Below the header are input fields for 'Student ID', 'Last Name', and 'First Name'. There are several dropdown menus for search criteria: 'Degree' (All Degree Codes), 'Student Class Level' (All Student Class Level Codes), 'Catalog Year' (All Catalog Year values), 'Major' (All Major Codes), 'Minor' (All Minor Codes), 'College' (All College Codes), 'Concentration' (All Concentration Codes), 'Academic Standing' (All Academic Standings), and 'Degree Pending' (No Degree Pending selected). A 'Chosen Repeatable Search Criteria' section contains a large yellow text area and a 'Remove' button. At the bottom, there is a 'Search' button, a 'Clear' button, and a 'Student Search' section with a prompt 'Enter your criteria and click "Search" to find students.' and a table with columns 'Student ID', 'Name', 'Degree', 'Major', and 'Student Class Level'. At the very bottom are 'OK', 'Cancel', 'Check All', and 'Uncheck All' buttons.

In the student search box, you are able to query for students by selecting any individual or combination of search criteria. After selecting your initial search criteria, click the “Search” button to import a student list into the “Student Search” field. *Note: To revise your search, you may need to click on the items listed in the “Repeatable Search Criteria” box and hit the “Remove” button.*

You may use the wildcard symbol (“@”) when typing in the student ID number or last/first name fields. This will return any results that begin with those letters or numbers. *Example: Entering “Tho@” in the last name field will return results for students with the last name, Thomas, Thompson, Thornton, or any last name beginning with the letters “Tho”.*

Degree Works – Getting Started

Degree Works Key Block

Once search criteria are selected and a search is performed, a list of students will populate in the “Students Found” field. From here, you may select individual students that you wish to view by checking or unchecking the boxes next to the student’s ID number, or you may click the “OK” button to pull up an audit for each student listed.

Find Students

Student ID: Last Name: First Name:

Degree: Bachelor of Science
Student Class Level: All Student Class Level Codes
Catalog Year: 2011-2013
Major: All Major Codes
Minor: All Minor Codes
College: All College Codes
Concentration: All Concentration Codes
Academic Standing: All Academic Standings
Degree Pending: No Degree Pending selected

Chosen Repeatable Search Criteria
MAJOR: Chemistry

Search Clear Remove

Note the “Students Found” bar lists the number of returned results. Searches are limited to 50 results. Degree Works searches should NOT be used as exhaustive lists.

Students Found: 17

| ID | Name | Degree | Major | Student Class Level |
|---|----------------------|--------|-----------|---------------------|
| <input checked="" type="checkbox"/> M00184963 | Aljuhani, Mazen Fahd | BS | Chemistry | Freshman |
| <input checked="" type="checkbox"/> M00167373 | Bairo, Zach Ryan | BS | Chemistry | Freshman |
| <input checked="" type="checkbox"/> M00175332 | Baker, Zane Evan | BS | Chemistry | Freshman |

OK Cancel Check All Uncheck All

If all student audits are selected, you may navigate through the individual audits by using the arrow keys in the Key Block or using the drop down menu under the student’s names.

Find Student ID: M00195008 Name: McTesterson, Student Degree: BIS Major: Integ Stud-Communicatio Student Class Level: Freshman Last Audit: Today

From the Key Block, you may also add notes to the student’s audit that you are displaying by clicking on the “Notes” icon.

Student Class Level: Freshman Last Audit: Today Notes

Degree Works – Getting Started

Notes

Notes may be added if specific instructions or details provided to the student need to be recorded. These notes will be visible to the student **and any one that has access to view the student's degree audit**. Notes may be input by selecting a predefined statement from the drop down menu, or may be typed in free form and saved by pressing the "Save Note" button.

The screenshot shows a web browser window titled "Ellucian Degree Works - RACR: Racer Academic Completion Report (TEST) Add Note - Google Chrome". The address bar shows "erpdegtest01.murraystate.edu/IRISLink.cgi". The main content area is titled "Add New Note" and contains the instruction "Enter your note and click the Save Note button". Below this is a dropdown menu with the text "Choose a predefined note from the list below". A blue highlight is over the dropdown menu, and a list of predefined notes is visible: "Choose a predefined note from the list below", "Student was advised to apply for graduation by the official deadline.", "Student was advised to contact the Registrar's Office.", and "Student was advised to...". Below the dropdown is a text input field. At the bottom of the form are two buttons: "Save Note" and "Clear".

Notes will display at the bottom of the student's audit along with the date and name of the individual who added the note.

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

Notes may also be maintained by clicking on the "Notes" tab while in the student audit. You may contact the Registrar's Office (msu.racr@murraystate.edu) to remove notes from specific students' audits.

The screenshot shows the Degree Works student audit page for student M00097757, Emily Carroll. The page has a header with the Murray State University logo and navigation links like "Back to myGate", "FAQ/Help", and "Log Out". Below the header is a search bar with the student ID and name. There are tabs for "Worksheets", "Plans", "Notes", "Exceptions", and "GPA Calc". The "Notes" tab is highlighted with a red circle. Below the tabs is a "View Notes" section with a "View Notes" link. At the bottom, there is an "Add Note" section with a "Note Text" field containing "Student was advised to apply for spring graduation." and a "Created By" field with "Rogers, Ashley J".

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 | Logging out of Degree Works DOES NOT log you out of myGate. Be sure to exit both systems when signing off of your workstation. |

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 the student ID number. |
| Name | The student's full name will display here. |
| Degree | The student's current degree program will display here. |
| Major | The student's current major will display here. If the student has a second major, only the primary (first) major will display. |
| Student Class Level | The student level will be displayed here (freshman, sophomore, etc.). |
| Last Audit | Displays the last date the audit was refreshed (see additional information below). |
| Last Refresh | Displays the time and date the audit was refreshed. Audits are refreshed nightly if a student's information changes in Banner. Changes will be viewable on the audit for students and advisors the day after the change is made in the student system. |

Degree Works – Worksheets

Worksheet Bar

Format:

Student View ▼

View

Print/Save as PDF

[Class History](#)

| | |
|----------------------|--|
| 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. |
| View/Print 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 the student's 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

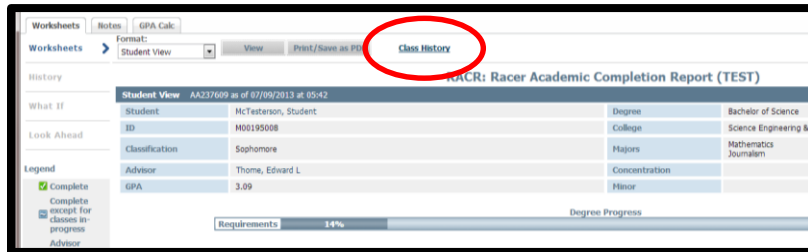
ilucian Company L.P. and its affiliates.

Degree Works – Worksheets

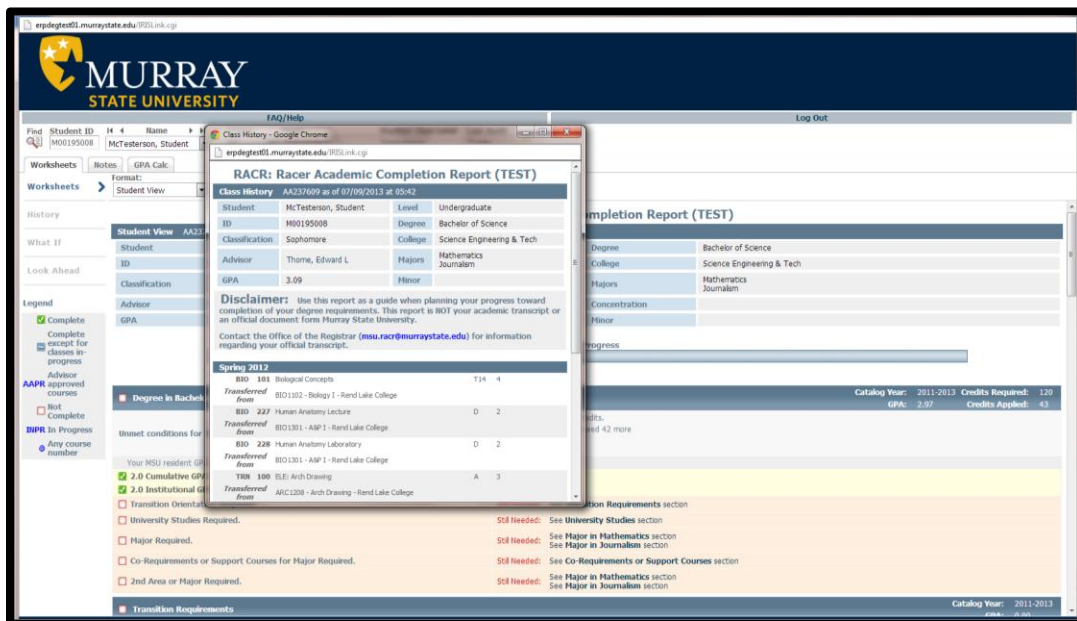
Student View – Class History

Class History

1. Select a student's audit.
2. Click on the Class History link.



3. Class History will display in a pop-up box. Class History is 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 the student's transcript and in myGate. This information is for reference purposes only.

| | | | |
|-----------------------|------|-------------------------------|------|
| Term Attempted | 6 | Cumulative Attempted | 6 |
| Term Earned | 6 | Cumulative Earned | 6 |
| Term Quality Points | 24 | Cumulative GPA Quality Points | 24 |
| Term Graded Attempted | 6 | Cumulative Graded Attempted | 6 |
| Term GPA | 4.00 | Cumulative GPA | 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 the dual major student's 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 the student's demographic/academic summary area. Only the primary major will appear in the Major section of the audit header.

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

Degree Works – Worksheets

Student View – Direct Email

Direct Email

1. Click on your student's name.
2. To: field and Subject: field are defaulted as well as the first sentence of the email.

| | | | |
|---|----------------------------|---------------|---------------------------------|
| 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 the student'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

Unmet conditions for this set of requirements:

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.

Your MSU resident GPA is 3.11.

☒ 2.0 Cumulative GPA Requirement Met.

☒ 2.0 Institutional GPA Requirement Met.


mailto:johnsonius@murraystate.edu?cc=8&subject=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 students are currently registered for the class(es) needed to fulfill the requirement. The row will be highlighted in blue and will display the course that will fulfill the requirement once completed, along with the grade “INPR” and the term that they are registered for the course. The tilde symbol will also appear next to planned courses in the Look Ahead audit.

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

AAPR: This indicates advisor approved electives. Advisors must submit the required courses on a Field of Study or course exception form to the Registrar’s Office in order for this requirement to become complete.

| | |
|--|-----------------------------------|
|  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 students see this double tilde symbol on their audit, they are encouraged to contact their 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 the advisor.

 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 a 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 for a student to complete their degree. It also lists the requirements for minimum overall credits, minimum upper-level hours, minimum credits in residence (Murray State credits), cumulative GPA, and institutional (Murray State only) GPA.

Once the requirements are met, a green checkbox will appear. The “Minimum Credits Required” and “Credits Applied (Includes In Progress)” will remain visible in the blue bar across the top of the 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 University Studies section | | |
| <input type="checkbox"/> Major Required. | Still Needed: See Area in Elementary Education section | | |
| <input type="checkbox"/> Required Professional Education Courses. | Still Needed: See Professional Education Certification 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 Degree Block and appear in the body of the audit beneath the Area/Major block. 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 and students participating in the Honors Program, who are exempt from Murray State's standard University Studies program, will still be required to complete any Specifically Required University Studies courses listed (unless they are waived by the department). Students pursuing dual majors may be required to complete additional Specifically Required University Studies courses for their 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 a degree. *Note: students should select courses for this block in conjunction with their Specifically Required University Studies and in consultation with their advisor and Bulletin to avoid unnecessary courses.*

| 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: | | | | | | | |
| (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) | | | | | | | |

Area/Major: Lists courses required to complete the area/major. 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.

| 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 | BUS 140 ECO 230 | Foundations of Business Macroeconomics | A INPR 3 (3) Spring 2013 Fall 2013 |
| | Still Needed: | 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 a 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"/> Prctd 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

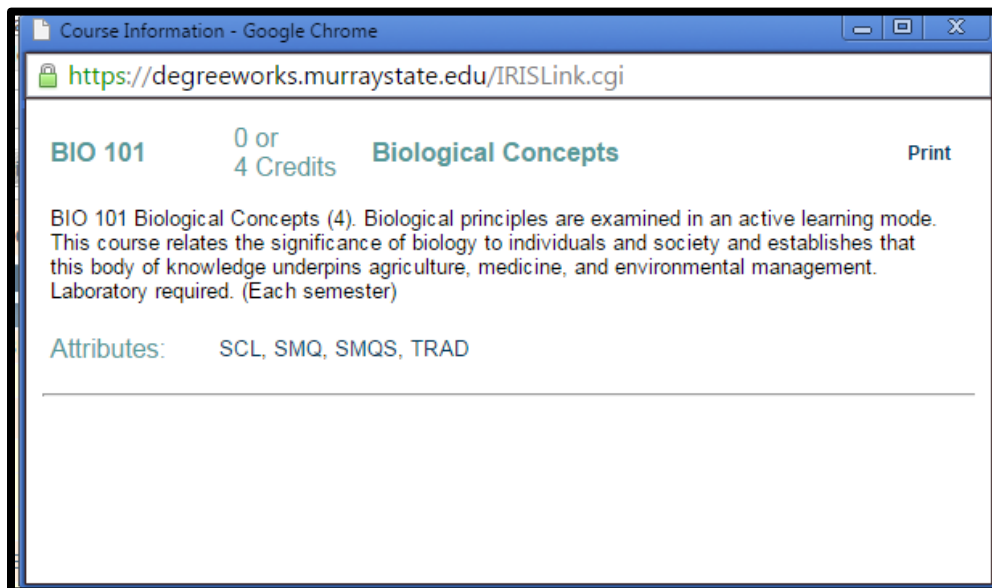
Student View – Course Link

Degree Works has the capability of allowing users to click on courses listed as “Still Needed” to view a description of the course and any pre-requisites. Within the audit, remaining requirements will show the requirement name on the left and the course(s) that will fulfill the requirement will display 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 ACC 201 |
| <input type="checkbox"/> Business Communication | Still Needed: 1 Class in BUS 215 |
| <input type="checkbox"/> Information Systems and Decision Making | Still Needed: 1 Class in BUS 355 |
| <input type="checkbox"/> Business Ethics and Environments | Still Needed: 1 Class in BUS 442 |
| <input checked="" type="checkbox"/> Business Statistics I | CIS 243 Business Statistics I INPR (2) Fall 2013 |
| <input type="checkbox"/> Business Statistics II | Still Needed: 1 Class in CIS 343 |
| <input type="checkbox"/> Issues in the Global Economy | Still Needed: 1 Class in ECO 310 |
| <input type="checkbox"/> Principles of Finance | Still Needed: 1 Class in FIN 330 |
| <input type="checkbox"/> Legal Environment of Business | Still Needed: 1 Class in LST 240 |
| <input type="checkbox"/> Fundamentals of Management | Still Needed: 1 Class in MGT 350 |
| <input type="checkbox"/> Management of Operations and Technology | Still Needed: 1 Class in MGT 443 |
| <input type="checkbox"/> Strategic Management | Still Needed: 1 Class in MGT 590 |

1. 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”).



Degree Works – Worksheets

Student View – Optional Blocks

These blocks will not always appear within the audit. They will only display if the student has courses/requirements which meet the parameters for each individual block. For example, if the student is not enrolled in the Honors Program, the audit will not display the Honors Program requirement block.

Common Optional Blocks:

In-Progress: The courses that the student is 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 the 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 completed. 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 the student’s 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 toward graduation. These courses may count in the student’s 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 Program: This block will display if the student is enrolled in the Honors Program. The courses noted here take the place of the general University Studies requirements. These students 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 the student has an approved exception that has been applied to their degree audit. This occurs when a course exception or field of study form is submitted on their 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 | RA000406 | Yes |

| | | | | | | | |
|--------------------------------|--|----------------|------------------------------|-------------------------------|---|---|-------------|
| ✓ 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 | | | |

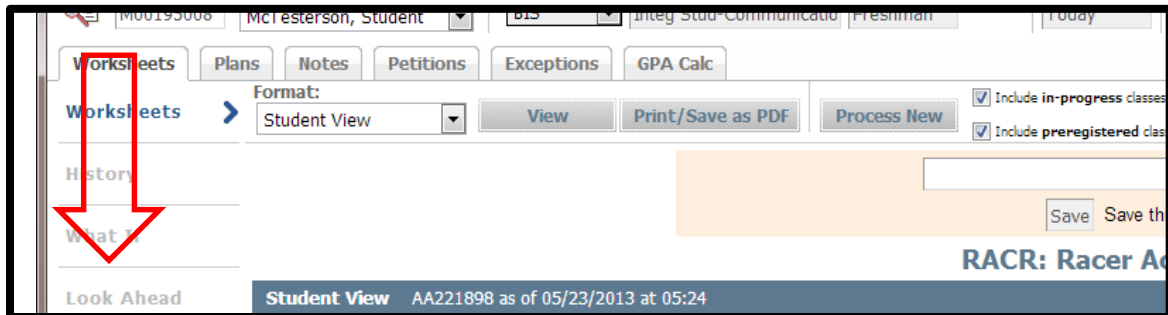
Notes: Both students and advisors will be able to view notes that have been added to the student’s audit in the “Notes” block at the end of the audit. The full text of the note will appear, along with the date that the note was entered and the name of the individual who entered the note.

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

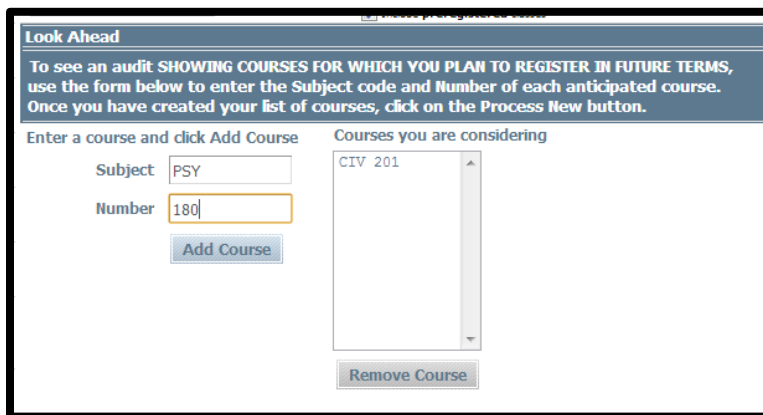
Degree Works – Worksheets

Student View – Look Ahead

1. Enter the student's 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.



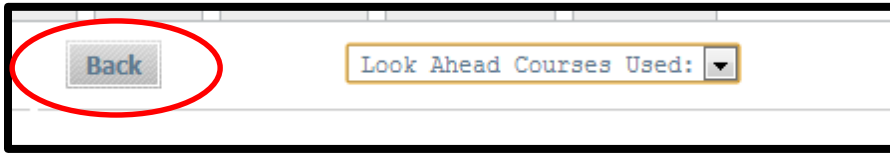
5. Click "Process New".



6. The Look Ahead audit will display with any classes added showing with a grade of "PLAN" and a term of "Planned Term". The student is then able to verify that their planned course will count towards fulfilling their degree requirements.

| | | | | | | |
|--|---|-----------------------|------|-----|--------------|--|
| WRLD'S HIST, LIT, & PHIL TRADITIONS | | | | | | |
| Wrl'd Civ I, II, or Hnrs Sem in Soc Science I,II | CIV 201 | World Civilizations I | PLAN | (3) | Planned Term | |
| Hum in the Modern Wrld 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 the student may 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 the student for the course or guarantee them enrollment in the class.

Degree Works – Worksheets

Student View – What-If Audits

In order for students to view how their coursework would apply toward a different area/major/minor, Degree Works offers a “What-If” audit that will display how the student’s 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. As an advisor, if you pull up the student’s information, you will be able to click on the “What-If” tab to run an audit for that student.

The left screenshot shows the 'Worksheets' sidebar with the 'What If' tab circled in red. The right screenshot shows the 'What-If' audit form. The form includes a 'Format' dropdown set to 'Student View', a 'Process What-If' button, and a 'Save as PDF' button. There are checkboxes for 'Include in-progress classes' and 'Include preregistered classes'. A text box states: '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'. Below this is the 'What-If' section with a 'Degree' dropdown set to 'Bachelor of Science' and a 'Catalog Year' dropdown set to 'Pick a Catalog Year'. The 'Choose Your Different Areas of Study' section has a prompt 'Select an item to add it to your Chosen Area of Study' and three dropdowns: 'Major' (Pick a Major), 'Minor' (Pick a Minor), and 'Concentration' (Pick a Concentration). At the bottom, there is a section titled 'Choose Your Future Classes'.

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).
- 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 (msu.racr@murraystate.edu).
- What-If audits do not allow for dual-degree options. Each desired degree 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 on the student's audit. It does not provide any of the detailed explanations of requirements that may be found in the student view. It also does not check hour or GPA requirements.

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 | <table> <tr> <td>Student</td> <td>McTesterson, Student</td> <td>Degree</td> <td>Bachelor of Integrated Studies</td> </tr> <tr> <td>ID</td> <td></td> <td>College</td> <td>Interdisciplinary</td> </tr> <tr> <td>Classification</td> <td>Freshman</td> <td>Major</td> <td>Integ Stud-Communications</td> </tr> <tr> <td>Advisor</td> <td>Johnsonus, Linda Florence</td> <td>Concentration</td> <td></td> </tr> <tr> <td>GPA</td> <td>3.11</td> <td>Minor</td> <td></td> </tr> </table> | Student | McTesterson, Student | Degree | Bachelor of Integrated Studies | ID | | College | Interdisciplinary | Classification | Freshman | Major | Integ Stud-Communications | Advisor | Johnsonus, Linda Florence | Concentration | | GPA | 3.11 | Minor | |
| Student | McTesterson, Student | Degree | Bachelor of Integrated Studies | | | | | | | | | | | | | | | | | | |
| ID | | College | Interdisciplinary | | | | | | | | | | | | | | | | | | |
| Classification | Freshman | Major | Integ Stud-Communications | | | | | | | | | | | | | | | | | | |
| Advisor | Johnsonus, 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 **HON** 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 250 or 252 or 340 or **STS** 101 or 201

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 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 the RACR (Degree Works audit), contact the Registrar’s Office at msu.racr@murraystate.edu.