Degree Works Training Manual

Advisor

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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.

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.

Degree Works – Getting Started

Degree Works Key Block

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).

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.

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.

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

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.

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 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.

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	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	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.

Degree Works – Worksheets

Student View – Class History

Class History

1. Select a student's audit.
2. Click on the Class History link.
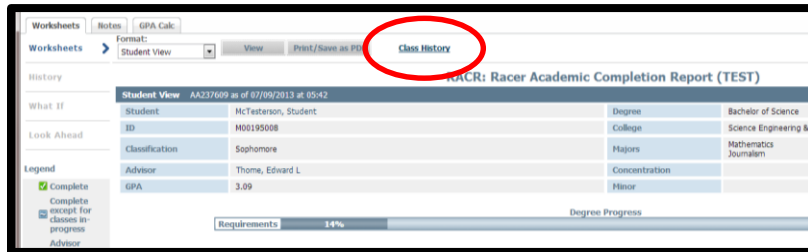
3. Class History will display in a pop-up box. Class History is broken down by term, similar to an unofficial transcript.
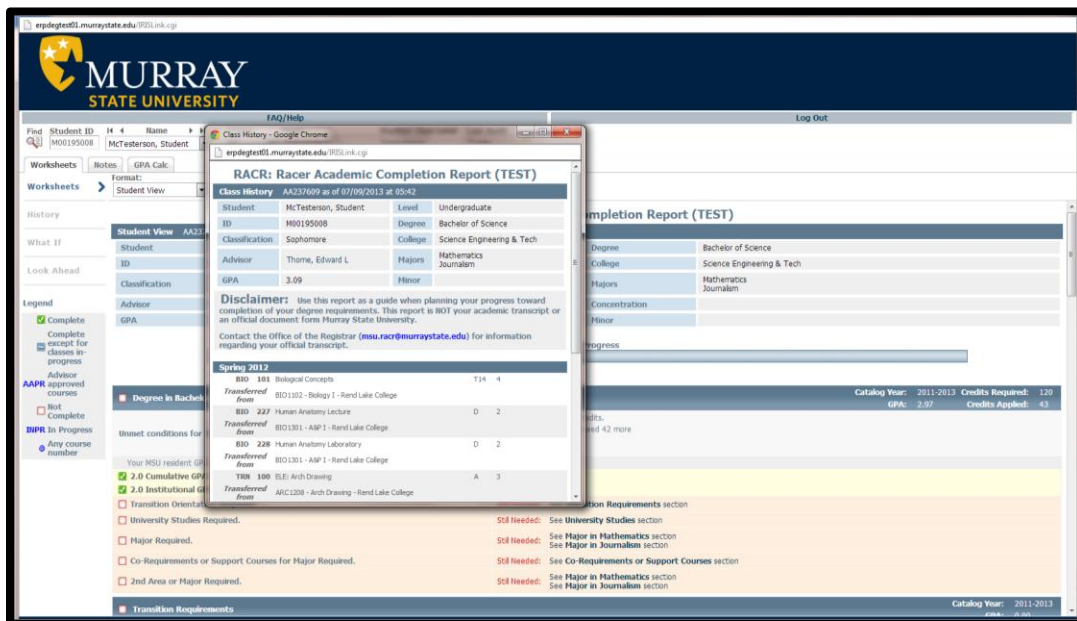
4. Both term and cumulative GPA as well as other information can be found after each semester listed in "Class History". This unofficial information is based on GPA calculations completed within Degree Works and may differ from the official GPA listed on the student's transcript and in myGate. This information 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	Thorne, 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.

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.

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 of 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
☐ Minimum 120 Credits.		Still Needed: 120 credits are required. You currently have 89, including INPR courses. You still need 31 more credits.	
☐ 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.	
☑ Minimum Credits in Residence.			
☐ Cumulative GPA Req. Not Met, 2.75 Required.			
☑ 2.0 Institutional GPA Requirement Met.			
☑ Transition Requirement Satisfied.			
☐ University Studies Required.		Still Needed: See **University Studies** section	
☐ Major Required.		Still Needed: See **Area in Elementary Education** section	
☐ Required Professional Education Courses.		Still Needed: See **Professional Education Certification** section	
☐ 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
REQUIRED UNIVERSITY STUDIES COURSES			
☐ Writing in the Professions	Still Needed: 1 Class in **ENG** 224		
REQUIRED UNIVERSITY STUDIES COURSES			
☐ College Algebra	Still Needed: 1 Class in **MAT** 140		
☐ Business Calculus	Still Needed: 1 Class in **MAT** 220		
☑ Principles of Macroeconomics	ECO 230 ECON-MACRO	B 3	Spring 2005
	Satisfied by - Shawnee College		
☑ Principles of Microeconomics	ECO 231 Economics-Micro	B 3	Spring 2012
	Satisfied by - Shawnee College		
☑ Intro to Information Tech	CSC 199 BUSINESS COMPUTER SYSTEM	B 3	Summer 2001
	Satisfied by - Shawnee College		

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.	
☑ ORAL AND WRITTEN COMMUNICATION		
☑ Intro to Public Spking or Hnrs Sem in Commun	COM 161 Intro to Public Speaking	A 3 Spring 2013
☑ COMPOSITION AND RESEARCH WITH C GRADE OR BETTER		
☑ Critical Reading, Writing, and Inquiry	ENG 105 Reading, Writing and Inquiry	C 4 Spring 2013
☐ SCI INQUIRY, METHODOLOGIES, & QUANTITATIVE SKILLS		
☐ SCIENCE WITH LAB REQUIREMENT	Still Needed: Choose from 1 of the following:	
☐ Science with Lab Included	(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	
☐ Introductory Astronomy and Lab	(2 Classes in **AST** 115 and 116) or	
☐ Brief Organic Chemistry and Lab	(2 Classes in **CHE** 210 and 215) or	
☐ Brief Introductory Physics and Lab	(2 Classes in **PHY** 125 and 126) or	
☐ General Physics I and Lab	(2 Classes in **PHY** 130 and 131) or	
☐ General Physics II and Lab	(2 Classes in **PHY** 132 and 133) or	
☐ Mechanics, Heat and Wave Motion and Lab	(2 Classes in **PHY** 235 and 236) or	
☐ Electricity, Magnetism and Light and Lab	(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.

☐ Techniques of Oral Reporting & Mngt Briefings	Still Needed:	1 Class in **MGT** 354
☐ Human Resources Management	Still Needed:	1 Class in **MGT** 550
☐ Organizational Behavior	Still Needed:	1 Class in **MGT** 551
☐ Management of Operations and Technology II	Still Needed:	1 Class in **MGT** 552
☐ Advisor Approved MGT Electives	Still Needed:	9 Credits in **AAPR** @

☐ Business Electives	**BUS 140**	Foundations of Business	A	3	Spring 2013
	ECO 230	Macroeconomics	INPR	(3)	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.

| ☐ Intercultural Communications in Spanish	Still Needed:	1 Class in **SPA** 201
☐ Prctcl Applic in Spa or Spa for the Wrking Wrld	Still Needed:	1 Class in **SPA** 202 or 203
☐ Conversation and Composition I	Still Needed:	1 Class in **SPA** 301
☐ Conversation and Composition II	Still Needed:	1 Class in **SPA** 302
☐ 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.

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").
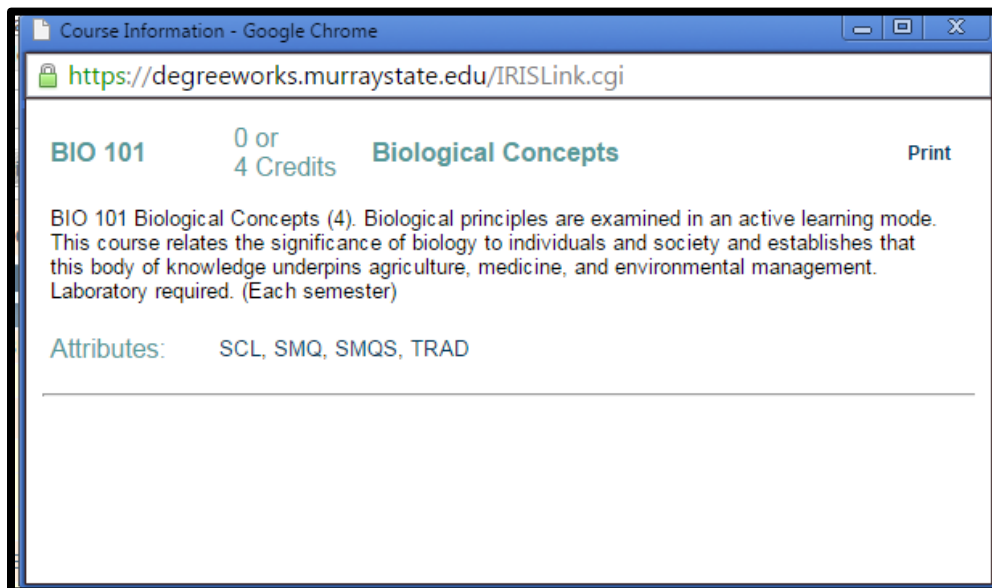
Degree Works – Worksheets

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	Develp 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

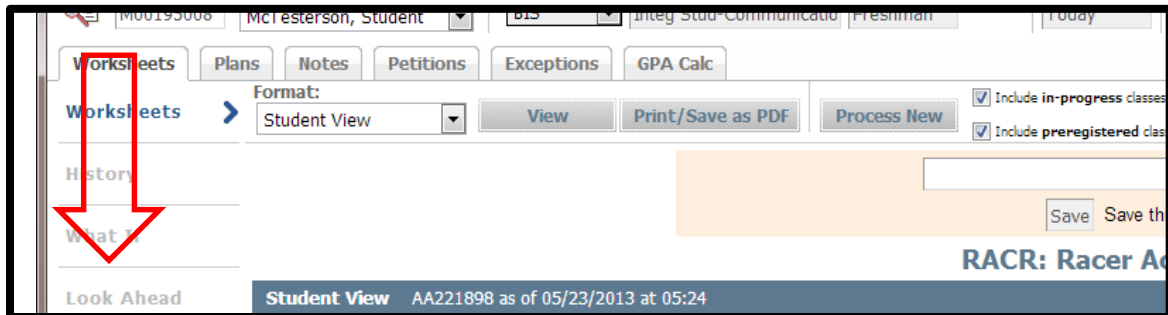|			Satisfied by	- Madisonville CC			
✅ History Selection			HIS 301	Ancient His to Fall of Rome	B	3	Spring 2013
			HIS 333	Military History of the U.S.	B	3	Spring 2013
Exception By:	Rogers, Ashley J	On:	05/23/2013	Substitution : per, Dr. Whaley			

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.

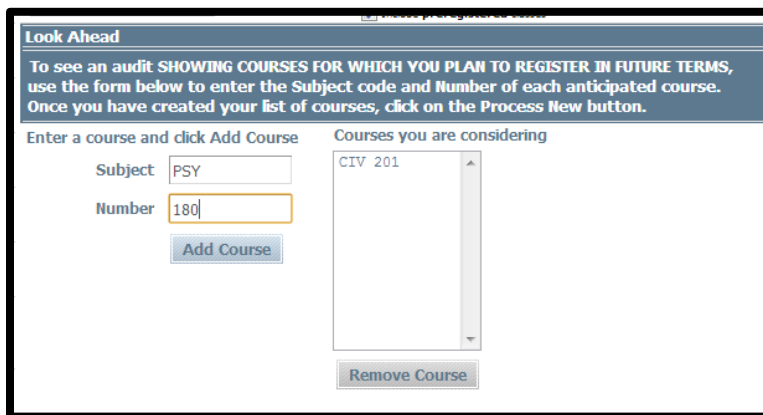| Notes		
	Entered by	Date
Student was advised to apply for spring graduation.	Rogers, Ashley J	05/02/2013

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.
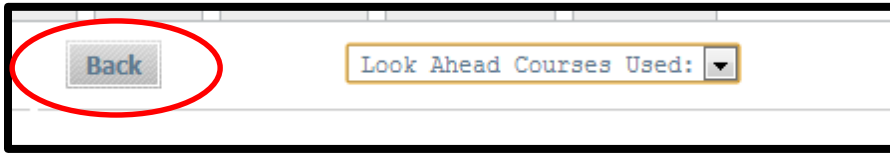

5. Click "Process New".

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.

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.

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.

<u>Degree Works – Plans</u>

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.