



COLUMBIA
STATE COMMUNITY
COLLEGE

Degree Works
Advisor User Guide

Table of Contents

What Is Degree Works?	3
Accessing Degree Works	3
Degree Worksheet Layout.....	3
Audit Header Card.....	3
Audit Type/Progress Card	4
Degree Requirements Card.....	4
College Success Requirement Card.....	5
General Education/Major/Emphasis Cards	5
Not Applicable to Program Card.....	7
Failed/Withdrawn/Excluded Card.....	7
In-Progress/Future Registered Card	7
Over the Limit Card.....	8
What-If Analysis	8
Future Classes	9
Additional Features	10
Double Major Audit	10

What Is Degree Works?

Degree Works is a web-based tracking system that allows students and advisors to monitor academic progress towards degree/certificate requirements. The worksheet is in an easy-to-read format that adapts to mobile, tablet and desktop devices. Degree Works meets the WCAG 2.0 AA accessibility standards.

The worksheet also shows how coursework from a previous college(s) applies to a student's program requirements.

Please Note: Degree Works is not an official transcript nor is it the official verification of degree completion.

Accessing Degree Works

All students who are pursuing a degree or certificate can access Degree Works. For faculty, staff and advisors log-in to MyCN:

1. Go to Banner Self-Service
2. Select "Faculty & Advisors"
3. Scroll to the bottom for Degree Works

Degree Worksheet Layout

Student Data Card

Worksheets



Data refreshed 5/1/2020 5:27 AM

Student ID A00090419	Name Test, Just A	Degree AS Degree University Parallel
Advanced search		
Level Undergraduate	Classification Freshman	Major University Parallel
Program Associate of Science	Concentration No Emphasis - Univ Parallel	
GPA with LS 0.000	GPA without 1.000	Intent Filed? N
FERPA N	Hold(s) Exist Reading, Writing and Math	Advisor C...

The student data card provides an overview of the student's Program, Major, and Concentration. GPAs with and without learning support courses are also displayed.

The student data card displays the student's Advisor, any holds and whether the student has submitted an "Intent to Graduate" or "FERPA¹" form.

You can contact the student about their audit by clicking the button.

Clicking the tools menu allows access to the GPA Calculator and the student's class history.

¹ The FERPA form allows students to authorize the release of confidential academic, financial aid, discipline, and student account information otherwise protected by the Family Educational Rights and Privacy Act (FERPA) to designated persons.

Worksheet Format/Progress Card

[Academic](#)

[What-If](#)

[Financial Aid](#)

View historic audit



Format
Student View



Degree progress

17%

25%

Requirements

Credits

Overall GPA

0.000



In-progress classes



Preregistered classes

Process

The progress card displays the student's overall progress towards their program as well as their program GPA.

The worksheet defaults to the "Student View" format. However, you have the option to change the format of the worksheet. To display what requirements the student has remaining for their program of study, change the worksheet format to "Registration Checklist."

A "What-If Analysis" is available here by clicking the **What-If** button next to the **Academic** button already highlighted. More information can be found in the [What-If Analysis](#) section of this guide.

Degree Requirements Card

AS - University Parallel

INCOMPLETE



Credits required: 60 Credits: 15 Catalog year: SPRING SEMESTER 2020 Major GPA: 1.000

<input type="radio"/> Minimum 60-Total Credit Requirement	Still needed:	You currently have 15 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 45 additional credits and all graduation requirements.
<input type="radio"/> Minimum 15-Credit Residency Requirement	Still needed:	A minimum of 15 credits must be completed at Columbia State Community College. You currently have 0, you still need a minimum of 15 more credit(s).
<input type="radio"/> A minimum overall GPA of 2.0 is required for the degree.		
<input type="radio"/> College Success Course Requirement	Still needed:	See College Success Course Requirement section
<input type="radio"/> General Education Requirements	Still needed:	See General Education Requirements section
<input type="radio"/> Major Requirements	Still needed:	See Major in University Parallel section
<input type="radio"/> Exit Exam Requirement	Still needed:	All degree seeking students are required to take an exit exam during their final semester. After submitting your Intent to Graduate form you will receive information about scheduling the exit exam.

The degree requirements card details the specific items that need to be completed for the student's program. The information in this section includes the minimum number of hours required for the degree, minimum GPA requirement, and assessments requirements like the Exit Exam.

Please Note: Certain programs have additional assessment items that must be completed.

College Success Requirement Card

College Success Course Requirement INCOMPLETE

Catalog year: SUMMER SEMESTER 2020 Major GPA: 0.000



Columbia State College Success Requirement **Still needed:** 1 Class in [COLS 101](#)

The College Success Course Requirement section is **required for degree seeking students only**.

The College Success requirement can be waived for students who meet one of the below criteria:

1. Transferred 12 hours of earned credit from another institution (excluding Prior Learning Assessment)
2. Completed 12 hours of credit with Columbia State prior to Fall 2016

Please Note: If the College Success Course is waived, the student must still meet the overall minimum total credit hours for your program.

General Education/Major/Emphasis Cards

General Education Requirements INCOMPLETE

Credits required: 41 Credits: 17 Catalog year: FALL SEMESTER 2018 Major GPA: 4.000



	Course	Title	Grade	Credits	Term
<input type="radio"/> Minimum 41-Credit General Education Requirement	Still needed:	41 credits are required. You currently have 17; you still need 24 more credit(s).			
<input type="radio"/> Communications Requirement					
<input checked="" type="radio"/> English Composition I	ENGL 1010	Composition I	A	3	Fall Semester 2008
<input type="radio"/> English Composition II	Still needed:	3 Credits in ENGL 1020			
<input checked="" type="radio"/> Fundamentals of Communication or Argumentation and Debate	SP 110	Fnd of Public Speaking	A	3	Spring Semester 2009
<input type="radio"/> History Requirement	Still needed:	6 Credits in HIST 2010 or 2020 or 2030 or 2310 or 2320			
<input type="radio"/> Humanities and Fine Arts Requirement					
<input type="radio"/> Humanities and Fine Arts Requirement	ART 1030	Intro to Visual Arts	A	3	Fall Semester 2008
	Still needed:	3 Credits in ART 2000 or 2020 or ENGL 2055 or 2110 or 2130 or 2235 or 2310 or 2320 or 2160 or 2860 or HUM 1010 or 1020 or MUS 1030 or PHIL 1030 or 1040 or 2200 or THEA 1030			
<input type="radio"/> Literature Requirement	Still needed:	3 Credits in ENGL 2055 or 2110 or 2130 or 2235 or 2310 or 2320			

Major in University Parallel

INCOMPLETE

Credits required: 18 Credits: 0 Catalog year: SUMMER SEMESTER 2020 Major GPA: 0.000

- Minimum Major Credit Hours Required **Still needed:** You currently have 0 credit hours including both earned and in-progress courses. To complete your major, you need to successfully complete a minimum of 18 additional credit hours and all major requirements.
- University Parallel Emphasis Requirements **Still needed:** See [Emphasis in University Parallel](#) section

Emphasis in University Parallel

INCOMPLETE

Credits: 0 Catalog year: SUMMER SEMESTER 2020 Major GPA: 0.000

- Electives **Still needed:** 18 Credits in @ 100:999 or 1000:9999

These cards display the course requirements for the student's degree program². Included are the student's Effective Catalog Year, Major GPA (courses taken that apply to their audit), the title of the requirement as well as courses that will satisfy the requirement.

Refer to the legend below for icon definitions:

Legend

Complete Not complete Complete except for classes in-progress Nearly complete - see advisor Prerequisite @ Any course number

Click on any of the courses listed to see the description of the course, any prerequisite(s) attached to the course, what semester(s) the course is offered, and how many seats are available for each course.

Completed Columbia State courses appear as follows:

<input checked="" type="checkbox"/>	Fundamentals of Communication	SPCH 1010	Fund Speech Communication	B	3	Fall Semester 2017
-------------------------------------	-------------------------------	-----------	---------------------------	---	---	--------------------

Transfer courses appear as follows:

<input checked="" type="checkbox"/>	Composition I	ENGL 1010	Composition I	TA	3	Fall Semester 2007
		Satisfied by:	ENGL111 - English Composition - Univ Tennessee Martin			

In the **Satisfied by** section of the course, it will show the original course rubric and transferring institution. If the student is a transfer student and their transfer work has not been posted, please contact the Records office with the student's name and A#.

² Students pursuing a certificate will have a different audit layout

Not Applicable to Program Card

Not Applicable to Program				
Credits: 9				
Course	Title	Grade	Credits	Term
CITC 1300	Beginning HTML & CSS	A	3	Summer Semester 2019
CITC 1310	Programming I	A	3	Fall Semester 2019
IST 1500	Computer System Essentials	A	3	Fall Semester 2015

If the **Not Applicable to Program** card appears on the student's worksheet, the student is registered for or has completed courses that do not apply to their degree/certificate. If a course they have taken is in this section, but should satisfy one of their course requirements please contact Records@columbiastate.edu.

Please Note: Courses in this section may not be eligible for payment by financial aid.

Failed/Withdrawn/Excluded Card

Failed/Withdrawn/Excluded				
Credits: 0				
Course	Title	Grade	Credits	Term
IST 1750	Networking I	W	0	Spring Semester 2016

The **Failed/Withdrawn/Excluded card** will display on a worksheet if the student has withdrawn or failed a course. If they have repeated a course, the first attempt at the course will appear here. For more information regarding Columbia State's repeat policy, please click the following link:

<http://catalog.columbiastate.edu/content.php?catoid=14&navoid=530#course-repeats>

In-Progress/Future Registered Card

In-Progress and Future Registered Courses				
Credits: 7				
Course	Title	Grade	Credits	Term
RESP 1129	Introduction to Clinical I	REG	(1)	Spring Semester 2020
RESP 1225	Cardiopulmonary Pharmacology	REG	(2)	Spring Semester 2020
RESP 1420	Fund Respiratory Care II	REG	(4)	Spring Semester 2020

The **In-Progress and Future Registered Courses** card shows courses that the student is pre-registered for and courses that they are currently taking. If you utilize the **Future Classes** functionality of the What-If Analysis, those courses would appear here as well.

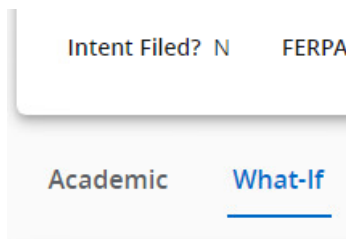
Over the Limit Card

Over The Limit					
Credits: 3					
Course	Title	Reason	Grade	Credits	Term
LS 9000	Learning Support elective	Max of zero classes/credits exceeded	TF	0	Spring Semester 2017
READ 0800	Learning Support Reading I	Max of zero classes/credits exceeded	TP	3	Fall Semester 2016

Any learning support courses the student has taken appear in the **Over the Limit** card.

What-If Analysis

The What-If Analysis lets you see how the student's coursework would apply to a different degree/certificate program. To run a What-If Analysis, click the **What-If** button next to the **Academic** button already highlighted above the **Degree Requirements** section.



Then follow these steps:

1. Select the Catalog Year for the student's analysis (if you are unsure what to select, the current or next term are good starting points).

What-If Analysis

Use current curriculum

Program

Catalog year *
FALL SEMESTER 2020

Level *
Undergraduate

Degree *

Areas of study

Major *

Concentration

2. Select the Degree, Major, and/or Concentration³

³ Any field with an asterisk (*) is required for the audit to run

What-If Analysis

Use current curriculum

Program

Catalog year *
FALL SEMESTER 2020

Level *
Undergraduate

Degree *
AS Degree University Parallel

Areas of study

Major *
University Parallel

Concentration
PreAllied Health Sci Nursing

3. Use the “Additional Areas of Study” section select an additional major/concentration.

Additional areas of study

Major (0/27)

Minor (0/0)

Concentration (0/70)

4. Click Process

In-progress classes Preregistered classes

Process

Reset

Future Classes

The Future Classes feature allows you to see how classes the student will take in the future slot into their worksheet. You can use this in with the What-If analysis or with their current program. To use the student’s current program, check the following box located directly below the What-If Analysis title line.

What-If Analysis

Use current curriculum

Future classes

Subject

Number

Add

In-progress classes Preregistered classes

Process

Reset

Enter the course subject and course number (for example, ENGL 1010) and click add. Once you have added the classes you want, click the Process button to see the audit with those classes added.

General Education Requirements		INCOMPLETE			
Course	Title	Grade	Credits	Term	
<input type="radio"/> Minimum 41-Credit General Education Requirement	Still needed:	41 credits are required. You currently have 3; you still need 38 more credit(s).			
<input type="radio"/> Communications Requirement					
<input checked="" type="radio"/> English Composition I	ENGL 1010	English Composition I	PLAN	(3)	PLANNED

Additional Features

Double Major Audit

Is your advisee currently pursuing two programs of study? Since Degree Works will only show one program at a time, you can change the program of their audit by clicking on the “Degree” option in their audit header block that has their name and student ID number.

Student ID	Name	Degree Certificate Film Crew Technology
------------	------	--

Select which program you want to see the audit for from the drop-down list that appears.

Student ID	Name	Certificate Film Crew Technology
Advanced search		AAS Degree General Technology

Once selected, the audit will automatically run.