Degree Works



University Registrar

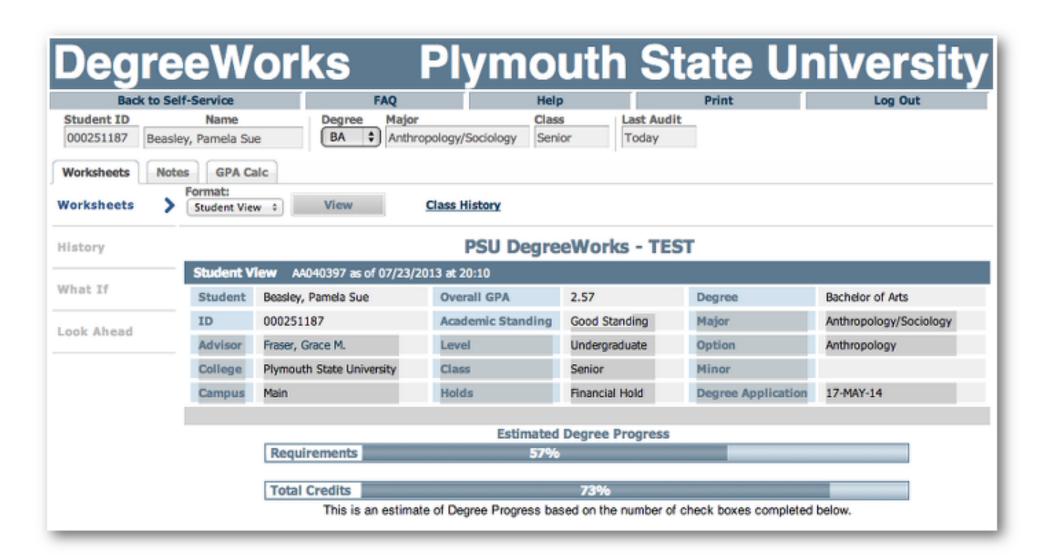
Student Guide

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Basics

Degree Works is an online check sheet for students and their advisors to review and monitor progress toward degree completion. It organizes academic coursework into blocks of requirements to help you easily identify courses you still need in order to complete your degree.

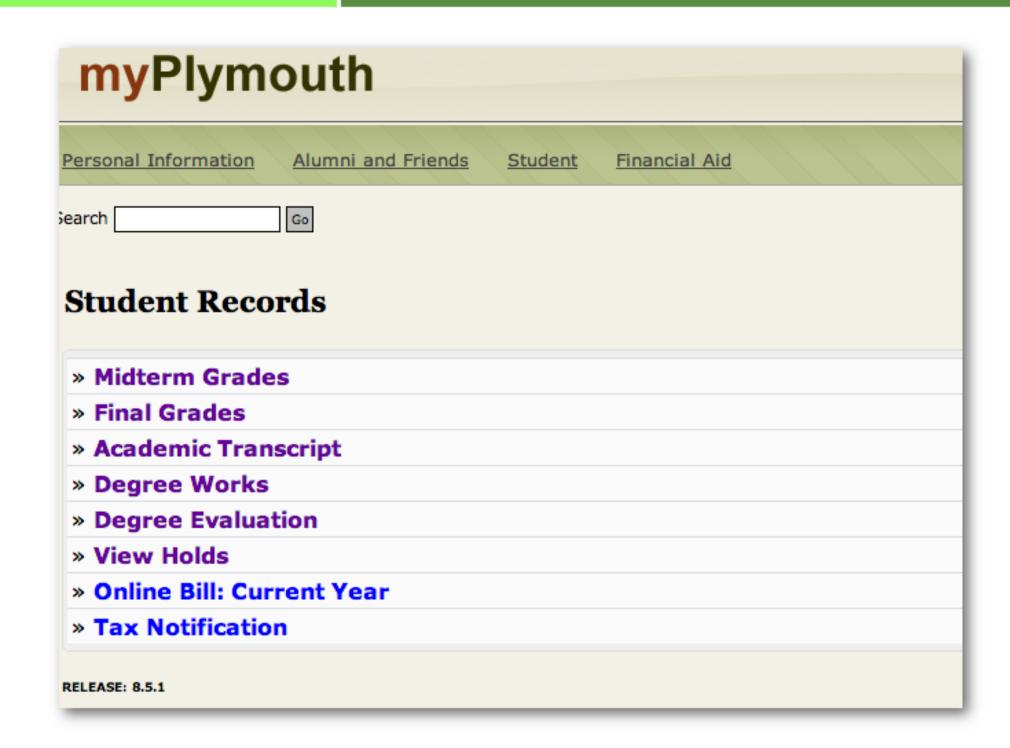
Notice the bar of tabs at the top of every page in Degree Works. Please refer to the "FAQ" or "Help" tabs for assistance with scenarios not covered in this guide.



What is Degree Works?

To access Degree Works:

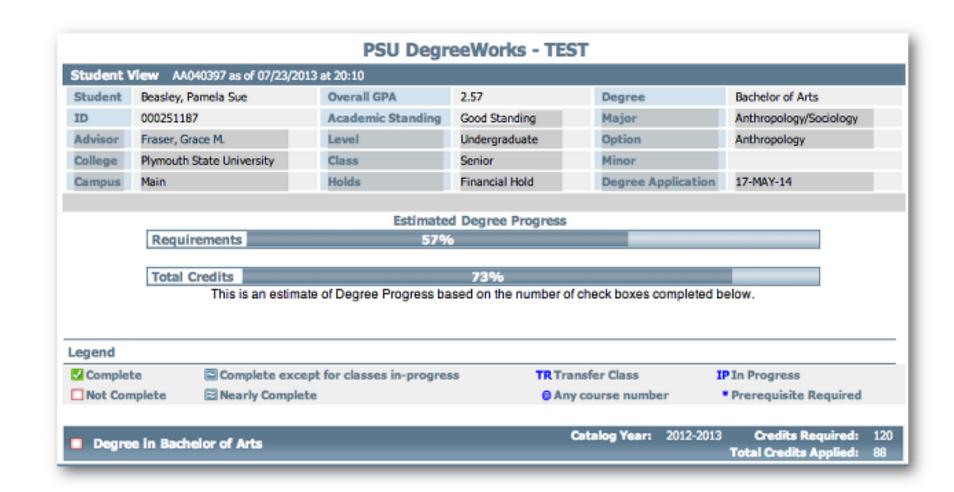
- -Login to myPlymouth
- -Click the "Services" tab
- -Click "Student"
- -Click "Student & Bursar Records"
- -Click "Degree Works"



Accessing Degree Works

A Degree Works audit is an online version of a check sheet. It provides a review of past, current, and planned coursework as well as information about completed and outstanding requirements.

Audits are organized by blocks. The blocks show what requirements are needed for a specific degree, major, option, or minor, as well as General Education and the foreign language requirement for the BA degree. You can see what you need to do in order to fulfill the requirements within each block.



Audits: The Basic

Complete-This symbol will appear beside all requirements that have been completed within the audit. The row will be highlighted light yellow and will display the course(s) that fulfilled the requirements along with the grade and semester in which the course was taken or transferred in.

Not Complete-This symbol will appear beside all requirements that have not yet been completed. The row will be highlighted light pink and will display the course or courses that can be used to complete the requirement.

Complete except for classes in-progress-This symbol will appear beside courses currently in progress and any blocks which will be completed after a course in progress is fulfilled. The row will be highlighted light blue and an "IP" will be displayed in the grade section.

Nearly Complete- see advisor- This symbol indicates that there is an issue of some sort. There are a few instances in particular that get flagged by a double tilde: If all of the requirements in a block have been completed but a minimum GPA has not been met, if all of the requirements in a block have been completed but a minimum number of hours has not been met. If you see a double tilde in your audit, please see your advisor.

Any course number-The "@" symbol in DegreeWorks works as a wildcard. It may be used after a subject code (ex. BIOL @) to mean any course in that subject, by itself (ex. @ @) to mean any course, or with a number (ex. @ 3@ or 4@) to mean any course in the 3000 or 4000 level.

Prerequisite Required- An asterix at the end of a course number indicates that there is a prerequisite for that course. When you click on the link for that course, the prerequisite is listed following the course description.

Transfer Class- A "TR" next to a course indicates that it was transfered into PSU from another institution.

In Progress- An "IP" next to a course indicates that you are currently enrolled in the course, either presently or for a future term.





Blocks

Block headers contain information such as the block title, catalog year, and the completion status for the requirements within that block.

Information Block

> Degree Block

> Gen-Ed Block

		PSU Degr	eeWorks - TE	ST				
Student	View AA040397 as of 07/23/	2013 at 20:10						
Student	Beasley, Pamela Sue	Overall GPA	2.57	Degree	Ba	chelor of A	Arts	
ID	000251187	Academic Standing	Good Standing	Major	An	thropolog	y/Sociology	,
Advisor	Fraser, Grace M.	Level	Undergraduate	Option	An	thropolog	у	
College	Plymouth State University	Class	Senior	Minor				
Campus	Main	Holds	Financial Hold	Degree Applicatio	n 17-	-MAY-14		
		Echimato	d Degree Progress					
	Requirements	57						
	Requirements	37	70					
	Total Credits		73%					
	This is an estimate	of Degree Progress ba	sed on the number	of check boxes comple	ted bel	ow.	_	
-	- I- B-I-II A-I-		Cat	talog Year: 2012-2013	3 (Credits R	equired:	120
Degr	ee in Bachelor of Arts				Tota	l Credits	Applied:	88
Unmet co	nditions for this set of requ	irements: 120 credits a	re required. You curren	tly have 88, you still need	32 mo	re credits.		
	A in all AN and SO classes is 2.9	-						
	eet the minimum GPA requir							
	al Education		eded: See General E		anakinu d			
_	n Language Requirement Requirements			anguage Requirement Anthropology/Sociolog				
		Sell No	coca. See Major III I		-	g Year:	2012-201	2
Gene	eral Education				Catalo	g rear.	2012-201	
The Fire	rst Year Seminar	IS 111	1 First Year Se	em: Crit Thinking	C-	3	Fall 2010	0
Compo	sition	EN 120	O Composition	1	A-	3	Spring 20	011
Mathe	matics Foundations	MA 22	00 Finite Mathe	ematics	B+	3	Spring 20	011
DIREC	TIONS							
☐ Crea	tive Thought Direction	Still Ne	eded: or 2100 or CSD	RDI 1200 or 1400 or 1450 XI 1200 or 1300 or EDDI 3 MUDI 1350 or PTDI 2200	2100 or	ENDI 140		
		PODI 1	.055 Humanitaria	nism	IP	(3)	Fall 2013	3
☐ Past	and Present Direction	Still Ne	eded: CSDI 1400 or I or 1206 or 120	DI 1200 or 1210 or BIDI 1 ENDI 1330 or 1350 or 23 7 or 1208 or 1209 or 1210 DI 1000 or 1310 or PODI	20 or GE or 145	EDI 1400 0 or 2310	or HIDI 12 or LLDI 21	.00
▼ Scie	ntific Inquiry Direction	BIDI 1 BIDI 1		s, Genes & Biotech tuff:RNA,DNA & Life	C+ C	3	Spring 20 Spring 20	



The first section of the audit, the Student Information Block, contains key elements of your student record, such as overall GPA, class, degree, major, option, and minor. You can also see if you have any holds on your account and whether you have filed your degree application.

If any information is listed incorrectly in this block, please see your advisor. If any information needs to be updated, please see the staff in the Registrar's Office.

PSU DegreeWorks - TEST Student View AA040397 as of 07/23/2013 at 20:10								
Student	Beasley, Pamela Sue	Overall GPA	2.57	Degree	Bachelor of Arts			
ID	000251187	Academic Standing	Good Standing	Major	Anthropology/Sociolog			
Advisor	Fraser, Grace M.	Level	Undergraduate	Option	Anthropology			
College	Plymouth State University	Class	Senior	Minor				
Campus	Main	Holds	Financial Hold	Degree Application	17-MAY-14			
Estimated Degree Progress Requirements 57%								
	Total Credits		73%					

Student Information Block

This is the main block which serves as a summary of all blocks within the audit and lists each group of requirements you will need to satisfy in order to complete your degree. The block will not have the "Complete" symbol until all other blocks have been completed.

The top right corner of the block displays the catalog year you have declared, the total credits required for your degree, and the total credits applied to your degree as of the date of the audit.

Degree in Bachelor of Arts	Catalog Yea	r: 2012-2013	Credits Required: Total Credits Applied:	
Unmet conditions for this set of requ		20 credits are re ou still need 32 r	quired. You currently have a more credits.	88,
Your GPA in all AN and SO classes is 2.9	96			
You meet the minimum GPA requirement				
☐ General Education	Still Needed:	See General I	Education section	
☐ Foreign Language Requirement	Still Needed:	See Foreign L section	anguage Requirement	
☐ Major Requirements	Still Needed:	See Major in a section	Anthropology/Sociology	1



The General Education Block lists the requirements that need to be completed for graduation and tracks the requirements that have been met, are in progress, or are still needed.

Transfer students who entered with 24 or more credits are excused from taking IS 1111. Courses that satisfy each Direction and each Connection are displayed. Selecting the course ID will give you the course description.

■ General Education			Catalog	Year:	2012-2013
☑ The First Year Seminar	IS 1111	First Year Sem: Crit Thinking	C-	3	Fall 2010
✓ Composition	EN 1200	Composition	A-	3	Spring 2011
✓ Mathematics Foundations	MA 2200	Finite Mathematics	B+	3	Spring 2011
☐ DIRECTIONS					
□ Creative Thought Direction	Still Needed:	2 Classes in ARDI 1200 or 140 CMDI 1100 or 1200 or 2100 or EDDI 2100 or ENDI 1401 or 22 MUDI 1350 or PTDI 2200 or T	CSDI 120 00 or LLD	0 or 130 1 2450	00 or
■ Past and Present Direction	Still Needed:	Humanitarianism 1 Class in AHDI 1200 or 1210 or CSDI 1400 or ENDI 1330 or 13 HIDI 1205 or 1206 or 1207 or 1 or 2310 or LLDI 2100 or 2500 or PODI 1040 or PYDI 1300 or 22	50 or 232 208 or 12 or MUDI 1	0 or GE 209 or 12	DI 1400 or 210 or 1450
Scientific Inquiry Direction	BIDI 1320 BIDI 1050	Biology: Cells, Genes & Biotech Wonderful Stuff: RNA, DNA & Life	C+ C	3	Spring 2011 Spring 2011
Self and Society Direction	BUDI 2650 PSDI 1000	Career Exploration Who Am I: Identity in Soc Env	B B	3	Fall 2010 Fall 2010
□ CONNECTIONS					
☑ Diversity Connection	SO 2220 Satisfied by	Intro Sociology y SOSO105 - NHTI Concord	TR s Cmty Co	3 ollege	Spring 2012
Global Awareness Connection	TMP 2750	Intro to Travel & Tourism	В	3	Fall 2012
☑ Integration Connection	IS 3090	Food Issues	IP	(3)	Fall 2013

General Education Block

If you are enrolled in a Bachelor of Arts degree, you are required to complete a foreign language. This block shows your choices for completing this degree requirement.

Foreign Language Requirement	Catalog Year: 2012-2013
3000/4000 level world language course (3 credit	grees calls for 0-8 credits: one year of one language 6-8 credits); or one s); or being a native speaker of a language other than English (0 credit). Americar lowever, American Sign Language does not satisfy the Global Awareness
☐ FOREIGN LANGUAGE REQUIREMENT	Still Needed: Choose from 1 of the following:
Fundamentals of Arabic I and II	(2 Classes in AC 1010 and 1020*) or
☐ Fundamentals of Chinese I and II	(2 Classes in CN 1010 and 1020*) or
☐ Fundamentals of Chinese III and IV	(2 Classes in CN 1030* and 1040*) or
☐ Fundamentals of French I and II	(2 Classes in FR 1010 and 1020*) or
Continuing French I and II	(2 Classes in FR 1110 and 1120*) or
■ Intermediate French I and II	(2 Classes in FR 2030 and 2040*) or
☐ Fundamentals of German I and II	(2 Classes in GR 1010 and 1020*) or
■ Intermediate German I and II	(2 Classes in GR 2030 and 2040*) or
Conversational Italian I and II	(2 Classes in IT 1060 and 1070*) or
☐ Fundamentals of Latin I and II	(2 Classes in LA 1030 and 1040*) or
☐ Intermediate Latin I and II	(2 Classes in LA 2050* and 2060*) or
American Sign Language I and II	(2 Classes in LL 2950 and 2960*) or
☐ Fundamentals of Spanish I and II	(2 Classes in SP 1010 and 1020*) or
Conversational Spanish I and II	(2 Classes in SP 1060 and 1070*) or
Continuing Spanish I and II	(2 Classes in SP 1110 and 1120*) or

Foreign Language Block

This block shows the requirements of your Major according to the Catalog you have declared. If your major or Catalog is incorrect, please see your advisor and submit an Academic Major and/or Option Declaration or Change of Catalog form to the Registrar's Office.

If everything within your Major Block is checked off, but your major block is not satisfied, there is either a minimum GPA requirement in your major or discipline, or an overall number of hours requirement that has not been met. Please see your advisor.

■ Major in Anthropology/Sociology			Cata	log Yea	r: 2012-2013
Cultural Anthropology	AN 2210	Cultural Anthropology	Α-	3	Fall 2012
▼ Foundations of Sociology	SO 2220 Satisfied b	Intro Sociology y SOSO105 - NHTI Concord's	TR Cmty 0	3 College	Spring 2012
☐ Related Social Science Area Elective	Still Needed:	3 Credits in GE @ or PO @			
☐ Technology in Discipline Connection	Still Needed:	1 Class in CS 1170 or GE 2090			
Option Requirements	Still Needed:	See Option in Anthropology	section		
Quantitative Reasoning Connection	MA 2300	Statistics I	B-	3	Fall 2011
Connections in the Discipline	Still Needed:	See Connections in the Disci	pline se	ection	
☐ Discipline GPA Calculation	Still Needed:	See Discipline GPA for Anthro	opolog	y & Soc	ology section
☐ Major GPA Calculation	Still Needed:	See Major GPA for Anthropo	logy/S	ociology	section



Some Majors require that you declare an Option; other Majors allow you to elect an option. The requirements of your Option that need to be completed are shown in this Block.

Option in Anthropology			Catalog	Year:	2012-2013
Great Discoveries in Archaeology	AN 3290	Great Discoveries: Archaeology	C+ :	3 9	Spring 2013
Methods of Social Research	AN 4410	Methods of Social Research	IP	(3)	Fall 2013
Seminar: Theory and Practice	Still Neede	d: 1 Class in AN 4600*			
✓ Group A	AN 2250 AN 2300	Introduction to Archaeology Intro to Physical Anthropology			Fall 2012 Spring 2013
☐ Group B	Still Neede	d: 1 Class in AN 3110* or 3520	* or 305	0	
Exception By: Gilmore, George T On: 07/12/2013	Also A	low: AN 3050 in Group B.			
✓ Group C	AN 3900	Applied Anthropology	B+ 3	3 5	Spring 2013
☐ Group D	AN 3200 AN 3220 AN 3410 Still Neede	Anthro of Religion,Ritual&Myth Anthropology of Europe Natives of North America 1 Class in AN 3030* or 3040 d: 3210* or 3260 or 3300* or 3630 or 3630	B+ 3 IP ()* or 305	3) F 0* or 3	
Sociology Component	SO 3390 SO 3450	Environment and Society Social Stratification	IP (-, .	Fall 2013 Spring 2013

Each Major specifies a course or group of courses that satisfy the Quantitative Reasoning Connection, the Technology Connection, and the Writing Connection. This Block identifies the courses in your Major that satisfy these connections.

Connections in the Discipline			Catalog	Year:	2012-2013
☐ CONNECTIONS IN THE DISCIPLINE					
Quantitative Reasoning Connection	MA 2300	Statistics I	B-	3	Fall 2011
☐ Technology Connection	Still Needed:	1 Class in CS 1170 or GE 2090			
■ Writing Connection	Still Needed:	1 Class in AN 4600* or SO 4600)*		

Connections in the Discipline Block

Your Major GPA is based on all specific courses listed as required (except EN 1200), any other courses elected beyond the required minimum number from an identified group, plus any others in the central discipline which are elected. Insufficient grades in courses required by your major count in your Major GPA. This Block shows the courses and grades that count in your Major GPA

■ Discipline GPA for Anthropology & Soc	iology		Catalog Majo	year: r GPA:	
Insufficient grades in courses required by your maj	jor count in you	r Discipline GPA.			
☐ Discipline GPA CALCULATION					
Courses applied toward Discipline GPA	AN 2210 AN 2250 AN 2300 AN 3200 AN 3220 AN 3290 AN 3410 AN 3900 AN 4410 SO 3390 SO 3450 Still Needed:	Cultural Anthropology Introduction to Archaeology Intro to Physical Anthropology Anthro of Religion,Ritual&Myth Anthropology of Europe Great Discoveries: Archaeology Natives of North America Applied Anthropology Methods of Social Research Environment and Society Social Stratification Courses used in Discipline GPA	A- C+ B- C+ IP B+ IP IP A- calculatio	3 3 3 3 (3) 3 (3) (3) (3)	Fall 2012 Fall 2012 Spring 2013 Fall 2012 Spring 2013 Spring 2013 Fall 2013 Spring 2013 Fall 2013 Fall 2013 Spring 2013
Major GPA for Anthropology/Sociology	,		Catalog Majo	year: r GPA:	
Insufficient grades in courses required by your maj	jor count in you	r Major GPA.			
MAJOR GPA CALCULATION					
Courses applied toward Major GPA	AN 2210 AN 2250 AN 2300 AN 3200 AN 3220 AN 3290 AN 3410 AN 3900	Cultural Anthropology Introduction to Archaeology Intro to Physical Anthropology Anthro of Religion, Ritual & Myth Anthropology of Europe Great Discoveries: Archaeology Natives of North America Applied Anthropology	A- C+ B- C+ B+ C+ IP	3 3 3 3 3 (3)	Fall 2012 Fall 2012 Spring 2013 Fall 2012 Spring 2013 Spring 2013 Fall 2013 Spring 2013



The Electives Block shows courses that are not being used to satisfy any other requirements in your audit. These courses count towards your total number of degree hours and cumulative GPA.

Electives				Credits: 19
AR 2600	Photography I	A	3	Spring 2011
BU 2450	Principles of Marketing	B+	3	Fall 2010
BU 2480	Business Law	С	3	Fall 2010
CH 2330	General Chemistry I	D+	4	Fall 2011
CM 2910	Communications	TR	3	Spring 2012
Satisfied by:	ENEN120 - NHTI Concord's Cmty College			
PS 2010	Introduction to General Psych	A	3	Fall 2011

This block shows classes that you have withdrawn from or failed, or courses that were taken more than once but were not repeatable for credit. Passing grades that are listed as 0 credit hours will also show.

Insufficient				Credits: 0
BI 2110	Human Anatomy and Physiology I	F	0	Fall 2011
CH 2000	Intro to General Chemistry	W	0	Fall 2011
GE 2090	Computer Mapping	F	0	Spring 2013
HI 2710	History of Asian Cultures	W	0	Fall 2012

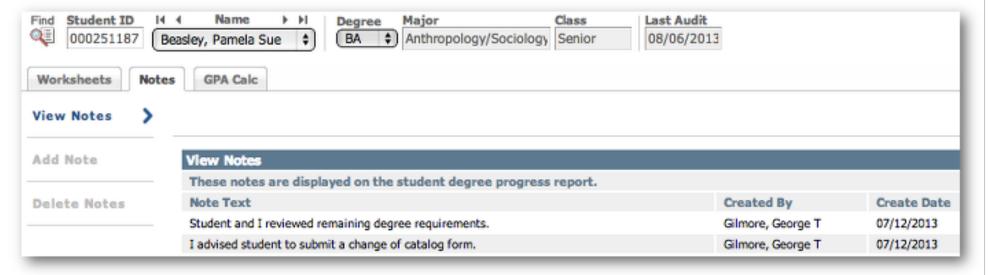
Insufficient Block

The In-Progress Block lists all of the courses you are currently registered for, including current and future terms.

In-progress				Credits: 15
AN 3410	Natives of North America	IP	3	Fall 2013
AN 4410	Methods of Social Research	IP	3	Fall 2013
IS 3090	Food Issues	IP	3	Fall 2013
PODI 1055	Humanitarianism	IP	3	Fall 2013
SO 3390	Environment and Society	IP	3	Fall 2013

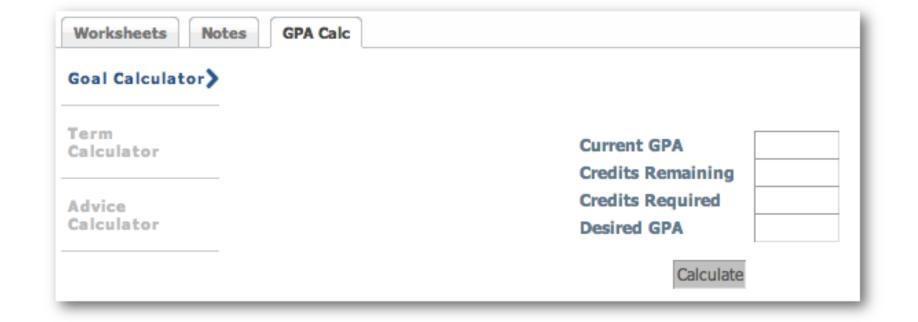
Tabs&Features

Notes can be added, viewed, or deleted from the notes tab. Notes also appear in at the bottom of your advisee's audit. They are a convenient way for you to give and keep track of academic advice, career goals, or any other bits of information important to your advisee's academic career.



Notes		
	Entered by	Date
Student and I reviewed remaining degree requirements.	Gilmore, George T	07/12/2013
I advised student to submit a change of catalog form.	Gilmore, George T	07/12/2013

The GPA Calculator is a convenient way to track and plan for your GPA, especially if your department has a minimum GPA requirement. The GPA Calculator includes tools such as a Goal Calculator, Term Calculator, and an Advice Calculator.



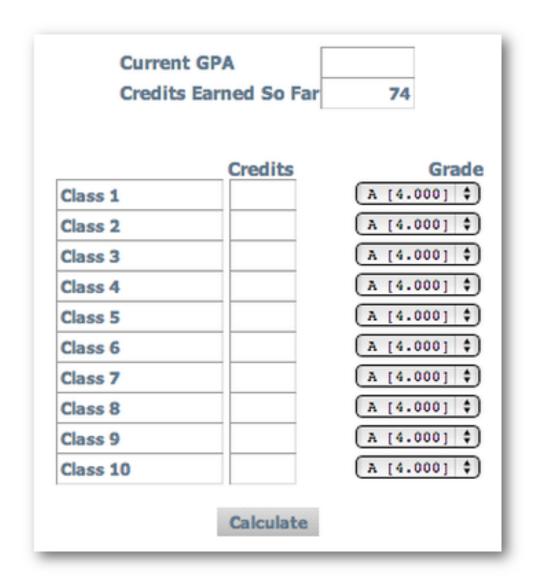
Degree Works can provide you with the semester GPA you need to average in your remaining credits in order to graduate with your desired cumulative GPA.

Fill the "Credits Remaining", "Credits Required", and "Desired GPA" spaces with the correct information. Subtract your applied credits from your degree's required credits to determine the number of remaining credits. This information can be found in the upper right hand corner of your Degree Block.

Current GPA Credits Remaining	
Credits Required Desired GPA	
Calculate	

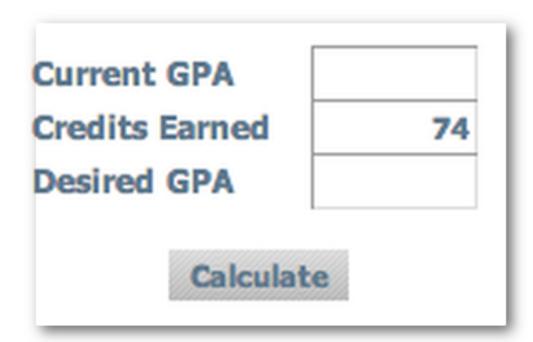
Graduation Calculator

The Term Calculator will list the courses marked "In-Progress" from your audit. You may alter or change out any of these courses by typing directly in the boxes. Select the grade you anticipate receiving in each course and click "Calculate". Degree Works will then provide you with an estimated GPA for the current term/semester.



Term Calculator

Degree Work's advice calculator will tell you how many hours and what grades you need in order to achieve your desired GPA. Fill in the GPA you would like to have and click "Calculate".



The Class History link allows you to view all courses taken, organized by semester. It also shows the grade received and credit hours. Class History does not act as an official transcript. For an official transcript, please visit:

http://www.plymouth.edu/office/registrar/requesting-transcripts



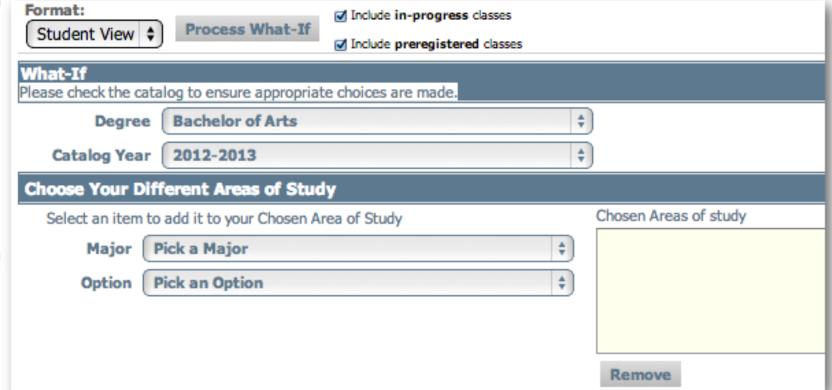
ass Histo	00A VOIC	40401 as of 07/23/2	013 or 21-44			
tudent	Jay 2010	10101 as 0: 0//25/2	Overall GPA	2.57	Degree	Bachelor of Arts
)	00025118	7	Academic Standing	Good Standing	Major	Anthropology/Sociology
dvisor			Level	Undergraduate	Option	Anthropology
			-		Antifopology	
ollege	Plymouth State University		Classification	Senior	Minor	
ampus	Main		Holds	Financial Hold	Degree Application	17-MAY-14
il 2010					B+	
BU			ing			3
BU	2480	Business Law			C B	3
	BUDI 2650 Career Exploration		Thisties			3
PSD1	IS 1111 First Year Sent: Crit Ti				C- B	3
oring 20		Who Am I: Identity	III SOC ENV			3
AR	2600	Photography I			A	3
BIDI			DNA & Life		c	3
BIDI	1320	Biology: Cells, Genes			C+	3
EN	1200	Composition			Α-	3
MA	2200	Finite Mathematics			B+	3
II 2011						
BI	2110	Human Anatomy and Physiology I			F	0
CH	2000	Intro to General Chemistry			W	0
CH	2330	General Chemistry I			D+	4
MA	2300	Statistics I			B-	3
P5	2010	Introduction to General Psych			A	3
oring 20						
CM	2910	Communications	and the Control College		TR	3
Transfern	2220	Intro Sociology	oncord's Cmty College		TR	3



The "What If" feature is currently used for two purposes: To hypothesize a change in major, or a declaration of a major and/or option. If you want to see how far along in your academic career you would be if you changed your major:

- 1. Select the "What If" function on the left side of the audit screen under the "Worksheets" tab
- 2. Use the drop down menus to select the catalog, degree, major and option you'd like to change to.
- 3. Then select the Process What If button.

*This will remove the requirement Blocks for your current major and apply the requirement blocks to the major you're considering. This is not a permanent swap. Once you go back to your Worksheet, the requirement blocks for your registered major will show up in your audit. If you would like to change your major, please see your advisor.

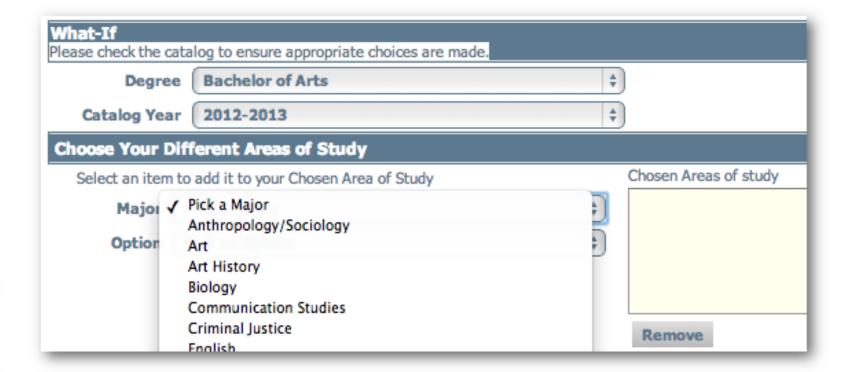


If your Minor or option does not appear in your audit, you can use the "What If" function to manually apply the requirement blocks to your audit. When using the "What If" to track progress toward a Minor or option, be sure to select the:

- -Degree you are pursuing
- -Academic year
- -Major
- -Minor and/or Option

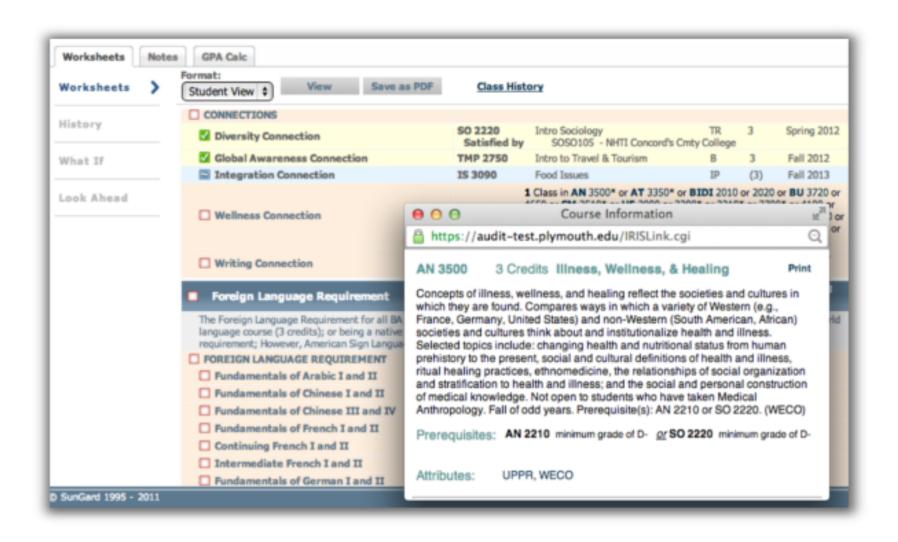
Then select the Process What If button. This will apply a Minor or Option block to your audit. If you would like to declare your minor and/or option please see your academic advisor.

**If you do not select a Degree, Academic year and/or Major the resulting audit will not be accurate.



What If cont.

Degree Works allows users to click on Still Needed courses. This will bring up a hyperlink from Banner and show the course description, any attributes assigned, and the schedule of classes.



If you have questions or need assistance, contact us at psu-degreeworks@plymouth.edu