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DEGREEWORKS – GETTING STARTED

DEGREEWORKS OVERVIEW

What is DegreeWorks?
DegreeWorks is a web-based degree audit tool designed to help you and your advisor monitor your progress toward receiving your certificate, diploma or degree.

How does DegreeWorks work?
DegreeWorks looks at the requirements for a program of study as well as the coursework you have completed to create an easy-to-read degree audit. The audit is separated into blocks based on degree, major and concentration requirements. The requirements for your program of study as determined by the Northeast Community College catalog are outlined in those blocks. Any classes you have taken or are currently registered for are used to fill the block requirements. Completed classes are indicated by a checkmark while in-progress courses are indicated by a blue box with a wavy line inside. Any requirements still remaining will have an open red box beside them. DegreeWorks can also be used to help you and your advisor outline a plan for classes you should take in the future.

What is a degree audit?
A DegreeWorks degree audit is an easy-to-read view of your requirements for your program of study. The audit is essentially a checklist of requirements for a certificate, diploma or degree through Northeast Community College. Completed and in-progress classes are used to fill spots within the audit showing which requirements have been completed, which are in progress and what classes/requirements still remain.

How do I know if I can use DegreeWorks?
If you have a catalog year of 2010 or later, you should be able to view your audit within DegreeWorks. If you have a catalog year of 2009 or before, you will not have a pre-existing audit in DegreeWorks. If you have a catalog year prior to 2010, you will need to meet with your advisor for assistance determining your degree requirements. Advisors will have access to audits for their advisees with a catalog year of 2010 or later.

When should I look at my degree audit?
You should review your audit:

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

How do I know which classes I need to take?
Your audit is set up to display the requirements for your program of study in separate blocks for your certificate, diploma, degree, major and concentration. Each block will list the requirements you will need to fulfill to complete that block. Meet with your advisor to discuss your audit and any questions you have about the requirements listed for your program of study.
DEGREEWORKS – GETTING STARTED

VIEW AUDIT

1. Click the DegreeWorks link under the Student tab in your My Northeast account

2. Your audit will display
### DegreeWorks – Worksheets

#### Main Header Bar

<table>
<thead>
<tr>
<th>Back to My Northeast</th>
<th>FAQ</th>
<th>Help</th>
<th>Print</th>
<th>Log Out</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Back to My Northeast</strong></td>
<td>Use this link to be directed back to your My Northeast account when done using DegreeWorks. To end your DegreeWorks session in a secure manner, click the Back to My Northeast link, hit the Exit link in My Northeast and close your browser.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FAQ</strong></td>
<td>This link will direct you to the Frequently Asked Questions page for DegreeWorks. Clicking this button should open a pop up window with the FAQ. Close the pop up window to return to your DegreeWorks session.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Help</strong></td>
<td>Click this link to be directed to a help manual</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Print</strong></td>
<td>The Print link will print a plain text version of the audit. For the best printed audit, click the View PDF button to print the PDF version of your audit.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Log Out</strong></td>
<td>For the time being, the Log Out link is not a secure way to log out of a DegreeWorks session. See directions under Back to My Northeast link for secure log out instructions.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# DegreeWorks – Worksheets

## Audit Header

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td>Displays your student ID number</td>
</tr>
<tr>
<td>Name</td>
<td>Your full name will display here.</td>
</tr>
<tr>
<td>Degree</td>
<td>Your current degree program will display here. The drop down arrow can be used to switch between primary and secondary degrees (if applicable).</td>
</tr>
<tr>
<td>Major</td>
<td>Your current major will display here. If you are a dual major under the same degree, only the primary major will display.</td>
</tr>
<tr>
<td>Level</td>
<td>Your student level will be displayed here (should always be UG Undergraduate)</td>
</tr>
<tr>
<td>Classification</td>
<td>Your classification will be displayed here (Freshman or Sophomore)</td>
</tr>
<tr>
<td>Last Audit</td>
<td>Displays the last date your audit was refreshed</td>
</tr>
</tbody>
</table>
DEGREEWORKS – WORKSHEETS

**Worksheet Bar**

<table>
<thead>
<tr>
<th>Format:</th>
<th>Student View</th>
<th>View</th>
<th>View PDF</th>
<th>Class History</th>
</tr>
</thead>
</table>

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 document.

If you want to view a different type of audit select the option from the drop-down and then click the “View” button.

Will allow you to either save or print the audit while retaining the formatting.

Lists completed coursework by term, similar to the unofficial transcript displayed in Banner Web.
The Student View is the default worksheet format type. It provides general information about your completed and remaining degree requirements, grouped into logical sections or blocks.
DEGREEWORKS – WORKSHEETS

STUDENT VIEW – CLASS HISTORY/ DUAL DEGREE

Class History

1. Display your audit
2. Click on Class History link

3. Class History will display in pop-up box. Class History is broken down by term similar to an unofficial transcript.

Dual Degree

1. Enter your audit
2. Choose degree from degree drop down
**DEGREEWORKS – WORKSHEETS**

**STUDENT VIEW – DUAL MAJOR**

**Dual Major**

1. Display your audit
2. Dual majors falling under the same degree (e.g. AAS BUSI & BKSV) will not have a drop down arrow. The majors will display within a single audit in the order they appear in the Majors field in your demographic/academic summary area. Only the primary major will appear in the Major section of the audit header.
3. Since the degree is the same for both majors, only one General Education Requirement block will appear within the audit.

Note: Only one General Education Requirement block will display even if the gen-ed requirements differ between the two majors. If the gen-ed requirements differ, the requirement block displayed will be the one associated with the primary curriculum.

4. If there is a Concentrations 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.
# DegreeWorks – Worksheets

## Student View – Academic/Demographic Summary

<table>
<thead>
<tr>
<th>Student</th>
<th>Test, Thomas Theodore</th>
<th>Level</th>
<th>Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>200005365</td>
<td>Degree</td>
<td>Associate of Science</td>
</tr>
<tr>
<td>Classification</td>
<td>Sophomore</td>
<td>College</td>
<td>Ag, Health and Sciences</td>
</tr>
<tr>
<td>Primary Advisor</td>
<td>Trainer, Jon L</td>
<td>Major</td>
<td>Pre-Professional Nursing</td>
</tr>
<tr>
<td>Cumulative GPA</td>
<td>2.211</td>
<td>Concentration</td>
<td></td>
</tr>
<tr>
<td>Cumulative Hours</td>
<td>32</td>
<td>Catalog Year</td>
<td>2011-2012</td>
</tr>
<tr>
<td>In-Progress Hours</td>
<td>10</td>
<td>Expected Grad Term</td>
<td>Spring 2013</td>
</tr>
<tr>
<td>Zero Level Hours</td>
<td>0</td>
<td>Test Scores</td>
<td>No Test Data</td>
</tr>
</tbody>
</table>

- **Student**: Displays your full name. Provides your advisor with the ability to email you directly. See Direct Email section below.
- **ID**: Displays your Student ID number.
- **Classification**: Displays your classification (Freshman or Sophomore).
- **Primary Advisor**: Displays your primary advisor. Provides you with the ability to email the advisor directly. See Direct Email section below.
- **Cumulative GPA**: Displays your cumulative GPA.
- **Cumulative Hours**: Displays the total number of hours you have completed successfully. In-progress classes are not counted in your cumulative hours.
- **In-Progress Hours**: Displays the number of hours for courses in which you are currently enrolled, as well as hours you are registered for in future terms. If you have already met the requirement and are repeating a course, the In-Progress (IP) course will fall under the Insufficient section of the audit and the credits will not be included in this section. (Note: Make sure to check Work Not Applicable and Insufficient sections for courses that may not have been included in the In-Progress section.)
- **Zero Level Hours**: Displays the number of hours you have taken below the 1000 level (e.g. MATH 0940). Includes In-progress classes. These hours must be subtracted from your cumulative hours when determining degree, diploma, or certificate eligibility.
- **Level**: Displays your level of study (should always be Undergraduate).
- **Degree**: Displays your current degree. If you are pursuing more than one degree, only the degree for the audit you are currently viewing will be displayed.
<table>
<thead>
<tr>
<th>College</th>
<th>Displays your college</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major</td>
<td>Displays your current major(s) with the primary being listed first</td>
</tr>
<tr>
<td>Concentration</td>
<td>Displays your current concentration(s) (if applicable)</td>
</tr>
<tr>
<td>Catalog Year</td>
<td>Displays your catalog year (if you have more than one major, the Catalog Year displayed is attached to the primary major and may not apply to both majors.)</td>
</tr>
<tr>
<td>Expected Grad Term</td>
<td>Displays your expected graduation term (if you have more than one major, the Expected Grad Term displayed is attached to the primary major and may not apply to both majors.) The Expected Grad Term displayed is subject to change and does not guarantee that you will graduate in that term.</td>
</tr>
<tr>
<td>Test Scores</td>
<td>Displays link to your test scores. See View Test Scores section of manual</td>
</tr>
</tbody>
</table>
**DEGREEWORKS – WORKSHEETS**

**STUDENT VIEW – DIRECT E-MAIL / VIEW TEST SCORES**

**Direct E-Mail**

1. Click on your advisor’s name (only your primary advisor will be listed within your audit)
2. To: field and Subject: field are defaulted as well as the first sentence of the email. Make sure to enter your full name and Student ID number in the spaces indicated.

**Note:** Advisors can click your name when viewing your audit to email you directly at the email address you have indicated as preferred in your My Northeast account.

**View Test Scores**

1. Click on Test Scores link
2. Test scores will display in pop up box

**Note:** Only the highest score for each test code will be displayed. Any test scores more than five years old will not be displayed.
**DEGREEWORKS – WORKSHEETS**

**STUDENT VIEW – LEGEND**

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

- **Transfer Class:** (T)
  
  The letter “T” will precede the grade received on course(s) that have been transferred from another institution. The row will be highlighted blue and will display the course(s) that fulfilled the requirement along with the institution at which the course(s) were completed and the term in which the credits were applied.

- **Northeast classes prior to 1994 Fall:** (TH)
  
  The letters “TH” will appear in the grade column for any courses within the audit that have been completed at Northeast Community College prior to Fall 1994. The row will be highlighted blue and will display the course(s) that fulfilled the requirement along with the grade “TH” and the term in which the credits were applied.

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

- **Pre-requisite:** *
  
  Course numbers that are followed by an * indicate that the course has prerequisite requirements.
**DegreeWorks Wildcard: @**

The “@” symbol in DegreeWorks is considered a wildcard. This means it 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 (@ 1000:2999). In this case, any class above the 1000 level would fulfill the requirement. When a course alpha is followed by the “@” symbol (AGRI @) this means any course number for that prefix can be used to fulfill the requirement. In this case, any Agriculture class would fulfill the requirement.

**In-Progress: [IP]**

The letters “IP” will appear in the grade column for any courses within the audit for which you are currently registered. The row will be highlighted grey and will display the course that will fulfill the requirement once completed, along with the grade “IP” and the term in which the student is registered for the class.

**Complete except for classes in-progress: ~**

This symbol will appear for requirements where you are currently registered for the class(es) needed to fulfill the requirement. The row will be highlighted grey and will display the course that will fulfill the requirement once completed, along with the grade “IP” and the term in which you are registered for the class. This symbol will also appear next to planned classes in your Look Ahead audit.

**Planned Course: PL**

This symbol will appear as the grade type for requirements within the Look Ahead audit once classes you plan to take in future terms have been added to the audit. The row will be highlighted grey, the grade section for the course will display “PL”, and the term will show as PLANNED.

**Nearly Complete:**

This symbol will appear when all the course requirements have been met but there are additional requirements that have not. For example, if you have completed all of your course requirements but haven’t met the minimum residency requirement, this symbol will appear in the Degree block of your audit.
**DegreeWorks – Worksheets**

**Student View – Blocks**

Using the scribed catalog as a guide, the blocks within the Student View audit present all applicable requirements for your Degree, General Education, declared major(s), and concentration(s). In the block header, the Catalog Year is displayed. This view will also give you information on what courses will meet the unfulfilled requirements.

**Degree:** Lists all the blocks that are required to complete your degree.

**General Education:** Lists all the general education requirements for your degree.

**Major:** Lists all the classes required, outside of general education requirements, to earn a degree, diploma or certificate in your program of study.

**Concentration:** Lists all the classes required for your concentration (if applicable).
DegreeWorks – Worksheets

Student View – Course Link

DegreeWorks has the capability of allowing users to click on courses listed in the “Still Needed” section to view a description of the course and its availability in active terms. Within your audit, remaining requirements will show the requirement name on the left and the courses that will fulfill that requirement will show as hyperlinks in the Still Needed section on the right. These links are called Course Links.

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

2. To view the course descriptions and available sections of the class for active terms, click the Course Link. This will open a pop up box displaying the course description, terms in which the course is currently offered, CRN numbers for the course, number of spots available in each CRN, days the course meets and times the course meets.

Note: CRNs with : - : in the Times column are either online classes or classes where the time is to be arranged with the instructor.
**DEGREEWORKS – WORKSHEETS**

**STUDENT VIEW – OPTIONAL BLOCKS**

These blocks will not always appear within your audit. They will only display if you have courses which meet the parameters for each individual block. For example, if you have not taken any zero level coursework, you will not have a Zero Level block within your audit.

**In-Progress**

The courses you are currently registered for are listed here, in one place, in addition to displaying where they fit throughout the audit.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Grade</th>
<th>Hours</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMAD 2700</td>
<td>Business Law I</td>
<td>IP</td>
<td>3</td>
<td>Spring 2012</td>
</tr>
<tr>
<td>ECON 1040</td>
<td>Personal Finance</td>
<td>IP</td>
<td>3</td>
<td>Spring 2012</td>
</tr>
<tr>
<td>SPCH 1010</td>
<td>Fundamentals of Communication</td>
<td>IP</td>
<td>3</td>
<td>Spring 2012</td>
</tr>
</tbody>
</table>

**Work Not Applicable to This Program**

Any course that does not fulfill a specific requirement will fall here. These credits count toward graduation, but are not used elsewhere.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Grade</th>
<th>Hours</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>BMAD 2000</td>
<td>Commercial Insurance</td>
<td>B</td>
<td>3</td>
<td>Fall 2011</td>
</tr>
</tbody>
</table>

**Insufficient**

Insufficient courses include any incomplete courses, any course from which you were withdrawn, any courses you audited, any courses you repeated, or any courses you failed.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Grade</th>
<th>Hours</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED 1100</td>
<td>Early Language and Literacy</td>
<td>W</td>
<td>0</td>
<td>Fall 2010</td>
</tr>
<tr>
<td>ECED 1160</td>
<td>Early Language and Literacy</td>
<td>W</td>
<td>0</td>
<td>Fall 2011</td>
</tr>
<tr>
<td>ECED 1240</td>
<td>Preschool and Sch-Age Practicum</td>
<td>W</td>
<td>0</td>
<td>Fall 2010</td>
</tr>
<tr>
<td>ENGL 1000</td>
<td>Intro to College Writing</td>
<td>F</td>
<td>0</td>
<td>Spring 2011</td>
</tr>
</tbody>
</table>

**Zero Level**

Any courses below the 1000 level will fall here. Zero level course hours do not apply toward a Degree, Diploma or Certificate. Zero level hours (ex: MATH 0910) need to be deducted from your cumulative hours on the first page of your audit.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Grade</th>
<th>Hours</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 0910</td>
<td>Transitional English-Reading I</td>
<td>RA</td>
<td>2</td>
<td>Fall 2009</td>
</tr>
</tbody>
</table>
Exceptions

Any exceptions granted to you are referenced both on the requirement where the exception is applied and in the optional Exceptions block.

Throughout Audit

Optional Block

Notes

Anyone that has access to DegreeWorks can see the notes, including the student and advisor. Notes are helpful if you have been referred to another office, approved for transfer or study abroad coursework, or are working with multiple advisors.

Disclaimer

The disclaimer on the Student View Worksheet lets you know that your DegreeWorks audit is a guide and does not replace your academic advisor.

Note: These blocks may or may not display depending on whether you have courses that fall into these areas.
1. Enter your audit
2. Click Look Ahead tab on left

3. Enter Course Subject and Number
4. Click Add Course button – Multiple courses can be added but must be added one at a time

5. Click Process New button
6. Look Ahead audit will display with any classes added showing with a grade of “PL” and a term of “PLANNED”

7. Click Back button to repeat

**Note:** Clicking the drop down arrows on the Look Ahead Courses Used: field will display the parameters used to run the Look Ahead audit as well as any classes that were projected.

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

REGISTRATION CHECKLIST

The Registration Checklist format shows only the unfulfilled requirements from the student’s audit. It does not provide any of the detailed explanations of requirements that may be found in the Student View.

![DegreeWorks Registration Checklist](image)

- **Degree in Associate of Arts**
  - **Still Needed:** See General Education Requirements for AA Degree section
  - **Still Needed:** See Major in Agriculture - College Transfer section
  - **Still Needed:** See Electives for Associate of Arts section

- **General Education Requirements for AA Degree**
  - **Still Needed:** 1 Class in ENGL 1010*
  - **Still Needed:** 1 Class in SPCH 1010 or 1110
  - **Still Needed:** 1 Class in ARTS 2000 or 2010 or MUSC 1550
  - **Still Needed:** 1 Class in ENGL 1020* or 1520* or 2030* or 2040* or 2050* or 2060* or 2070* or 2100* or 2110* or THEA 1010* or ENGL 2140* or 2150* or 2160* or 2200* or 2210* or 2270* or 2730* or THEA 2140*
  - **Still Needed:** 1 Class in HIST 1030 or 1040 or 1050 or 1060 or 2100 or 2200
  - **Still Needed:** 1 Class in ECON 2110 or GEOG 1020 or POLS 1000
  - **Still Needed:** 1 Class in PSYC 1810 or SOCI 1010
  - **Still Needed:** 8 Credits in MATH 1100* or 1140* or 1150* or 1200* or 2000* or 2010* or 2020* or 2030*
  - **Still Needed:** 1 Class in BIOS 1010 or 2030* or 2110* or 2120* or CHEM 1140 or 1160* or 2030* or 2040* or 2050* or PHYS 1100 or 1130 or 1140* or 2030* or 2040*
  - **Still Needed:** 1 Class in HPER 1550

- **Major in Agriculture - College Transfer**
  - **Still Needed:** 12 Credits in AGRI @

- **Electives for Associate of Arts**
  - **Still Needed:** 17 credits are needed to meet this requirement.

Courses listed above are the courses you will need to register for in future terms in order to complete your current degree requirements. The Registration Checklist assumes successful completion of all in-progress courses. This is a tool designed to help you prepare for future registration sessions. It does not take the place of face to face advisement.
The Planner function allows you and your advisor to map out future semesters of course work. The plan can be saved for future reference. You as a student can view an active plan in your account but, to create a plan, you will need to work with your advisor.

1. Enter your audit
2. Click on the Planner tab
3. Select Plan from drop down

**Note:** You can create and save numerous plans with your advisor but only one plan can be considered “active” at a time. Your active plan should be the plan you and your advisor decided would be best for you to follow.
4. Selecte Mode from drop down
5. Click Load button

Note: The "Note Mode" view gives you the ability to view each the plan for each term with any notes that your advisor may have added at the time the plan was created. The "Calendar Mode" has lines four terms across (representing an academic year), but may not display all notes added. The “Planned vs. Taken” mode shows your plan as an academic year and lists which courses were planned and, once the term is completed, whether those planned courses were taken or not.

6. The plan you chose will display in the selected mode
Use this link to be directed back to your My Northeast account when done using DegreeWorks. To end your DegreeWorks session in a secure manner, click the Back to My Northeast link, hit the Exit link in My Northeast and close your browser.

1. Click the Back to My Northeast link at the top of the audit

2. Click the Exit link in your My Northeast account to securely end your session

Note: If you have questions about your DegreeWorks Degree Audit, contact your advisor or the Registrar’s Office for assistance.