

About Degree Works

What is Degree Works?

Degree Works is an accessible and user-friendly advisement tool which provides students and advisors with an organized outlook on degree plan evaluations. Aimed to assist student progress through his or her degree plan efficiently, Degree Works compares the student's academic course history with the degree requirements outlined in the academic catalog.

What is an audit?

A Degree Works audit is a degree evaluation which is sectioned off into different block requirements, such as general education, major, concentration (if applicable), minor (if applicable), and additional requirements for a degree plan. Each block within the audit works like a checklist with boxes which are automatically checked when a requirement is met.

Who has access to Degree Works and is it accessible on any computer?

Students, advisors, department heads, deans, and selected staff have access to Degree Works, and it is accessible from any computer with access to Banner Self-Service.

Is information secure and confidential?

Yes. Each user has his or her own login credentials, and Degree Works is accessed through a secured portal. Note that it is a violation of the Acceptable Use of Information Technology Resources Policy to share login credentials.

Students' education records are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA).

Can students register for classes in Degree Works?

No, students may register online through Banner Self-Service which can be accessed directly or through the MyMcNeese Portal.

How current is the information in Degree Works?

The information in Degree Works is refreshed each night. Any changes made (e.g., grade changes or classes added/withdrawn) will be reflected in Degree Works by the next day at the latest.

Can I see how many classes students have left to fulfill degree requirements?

Yes. Degree Works will show, by way of check boxes, which requirements are necessary. Any requirements with checked check boxes are completed. Any check box filled with tilde (~) is "In-progress." Any requirements with an empty check box still need to be fulfilled.

Will students be able to plan for future courses?

Yes. By using the Look Ahead feature located on the left-hand side of the audit, students can enter the classes they plan on taking. The classes will then show on the audit as PLANNED. Using this planning feature will not register students for classes nor will they be restricted to only registering for these classes.

What is the difference between Degree Works and an academic transcript?

Degree Works is an unofficial audit of students' coursework, as well as an outline of requirements needed to complete their programs of study. The degree audit provides academic information relative to a degree plan and progress. The transcript is the "official" University academic record and provides a chronological list of courses completed as well as other academic information.

About the Audit

Will I be able to view a student's entire course history?

Yes. A Degree Works audit will display every course that is in Banner under multiple sections; however, not all courses may apply to an audit. Only courses that meet program requirements will apply to the audit; all other courses will fall into the "Insufficient," "Not Counted," and/or "Courses Not Counted Toward Degree" sections. You may also use the Class History link above the header to see an entire listing of the student's coursework.

How do I know which classes my advisees still need to take?

The incomplete requirements will have empty check boxes outlined in red and noted as "Still Needed." Please note, the degree audit is only a tool to assist you and the student in determining courses needed to meet degree, major, minor, and/or concentration requirements.

A student's major/minor/concentration/advisor/Catalog term is incorrect or does not appear. What do I do?

A change of major form is required to change major, minor, concentration, and/or Catalog term. Once the completed form is received by the Registrar's Office, Banner will be updated to reflect the change. Check with your department head on who has the ability to update students' assigned advisor. Degree Works will pull student data for the current term. If a change has been made for a future term that information will not pull into Degree Works until that term begins. A What If analysis can be done for the new program to see how courses will apply.

How do I see an audit for a student's second degree/major/minor?

A second major or minor will appear on the audit. An audit for a second degree can be seen by selecting it from the drop down menu under "Degree" (above the Worksheet, Notes, and GPA Calc tabs).

Where can I find a student's major GPA?

The major GPA includes everything that applies to both a major and concentration and can be found in the Major block header next the GPA label.

Where can I find a student's degree GPA?

The degree GPA includes everything that applies to a degree and can be found in the Degree block header next to the GPA label.

If a student withdraws from a class, will it be reflected in the audit?

Immediately following the withdrawal and once the nightly data refresh occurs, the course will not appear on the audit at all. Once the W grade appears on the transcript, the course will show in the "Insufficient" section.

Why is my advisee's transfer work not meeting a requirement?

The transfer course may not be exactly equivalent to the required McNeese course. If you feel as though a transfer course should be applied to an audit, you can initiate the Petition process to request a substitution be made. The petitions you enter will go through a series of approvals before being applied to an audit.

How do I make a substitution for a course requirement?

To request a substitution be made for a course requirement for a particular student, you must enter a petition through Degree Works. While in the student's audit, click the Petitions tab then use the Add Petition link on the left side. For step-by-step instructions, see the Advisor User Guide.

Degree Works placed a course in two different places. Is this okay?

Maybe, it depends on course and the degree plan requirements. If you have any questions, please contact the Registrar's Office.

What courses are in the "Insufficient" block?

Courses with grades that do not meet minimum requirements for the degree.

What courses are in the "Not Counted" block?

Courses that are not applicable to any degree program.

What courses are in the "Courses Not Counted Toward Degree" block?

Courses with sufficient grades that are not required by or in excess of degree requirements.

Can an audit be saved?

Can advisors freeze audits?? Yes, click on the Print or Save as PDF button. A PDF copy of the evaluation will open in a new browser, and from there the audit can be saved as a file or printed. Please note: The audit will not be saved within Degree Works but will allow a PDF file to be saved to another location.

Who can enter Notes?

Notes are simply comments attached to a student's degree audit. Only advisors, department heads, and deans have the ability to add notes to a student's audit. Please remember: Notes are visible to anyone who views an audit.

Are there other ways to view an audit other than Student View?

Yes, by using the Format drop down menu above the header in an audit, you have the ability to choose among the following three formats:

- The Student View format displays a comprehensive checklist of all degree requirements including the specific courses and credit hours needed to fulfill those requirements.
- The Graduation Checklist format displays a simple checklist of all degree requirements; this does not include the individual courses or credit hours specified by each requirement.
- The Registration Checklist format displays all degree requirements that have not yet been completed.

What does @ and : mean in Degree Works?

You can check the legend at the bottom of Degree Works for the definitions of symbols. Some examples include:

- @ represents a wildcard in Degree Works and it means “any”
 - @@ = any course
 - ENGL @ = Any English (ENGL) course
 - @ 300 = Any SUBJECT but the number must be 300
- A colon (:) represents a range. For example, instead of writing every course number between 200 and 499, a colon is used as a type of short-hand symbol
 - MATH 200:499 = Any Mathematics (MATH) course with a number between 200 and 499

Why am I not seeing a Sport listed for a student-athlete?

Sports will not be listed in Banner and will not appear on an audit until a student has been added to a University Squad List.

How often should I review a degree audit?

A degree audit can be reviewed at any time; however, it is recommended to do so throughout the entire semester. Some examples of when an audit should be viewed are as follows:

1. Before a student registers for an upcoming semester.
2. After a student registers to ensure that courses are applied to degree requirements.
3. After grades are posted at the end of each semester.
4. Any time there are changes to a student's academic record.

Why is an In-Progress course not showing in an audit?

If a student failed a course and is currently enrolled/registered for the same course, the in-progress course will not appear on the audit. It will appear in the In-Progress section at the bottom of the audit.

About What If

What is a What If?

If a student is considering changing his or her degree program, the What If feature allows you and your advisee to see how the courses the student has taken fit into the program being considered before a final decision is made.

If I use the What If feature, does this mean the student's major has been changed?

No. A change of major form is required to change major, minor, and/or concentration. Once the completed form is received by the Registrar's Office, Banner will be updated to reflect the change; changes will be reflected in Degree Works by the next day.

Will I be able to see how all of a student's courses fit into a What If major/minor/concentration?

Yes. The What If analysis will only apply coursework that is applicable to the specified program which may be different from how coursework is applied to a student's current program.

What does the asterisk (*) mean following a Major?

The asterisk (*) indicates a concentration is required for a particular major.

Can I see a What If scenario a student ran?

Not through Degree Works. The student must print or save it as a PDF.

Can I save or print a What If scenario?

If you would like to keep a What If analysis, you must print or save it as PDF on your computer.

About the GPA Calculator

What does the Term Calculator show?

The term calculator will show what a student's estimated cumulative GPA will be provided the student is enrolled for all of the courses and earns all of the grades that were entered into the calculator.

Is this calculated GPA guaranteed?

No. Degree Works is only a tool to be used to guide students.

Why can't I select a grade of "P" or "S"?

P and S grades do not carry quality points thus cannot affect a student's GPA.