

Advisor (ADV) Guide

Accessing Degree Works

To access Degree Works, log into Banner Self-Service. Once logged in, use the Degree Works link at the bottom of the main page or on the Advisor Menu under the Faculty Service tab.

The screenshot shows the MyMcNeese Portal ID page. At the top, there is a header with the text "Find Your MyMcNeese Portal ID". Below this, there is a section titled "Personal Alerts" with a warning icon. Under "Personal Alerts", there are four links: "Personal Information", "Faculty & Advisors", "Employee", and "Student Degree Works". The "Advisor/Staff Degree Works" link is circled in red. Below the links, there is a "Return to Homepage" link. At the bottom, there is a navigation bar with tabs for "Personal Information", "Faculty Services", and "Employee". The "Faculty Services" tab is selected. Below the navigation bar, there is a search bar with the text "Search" and a "Go" button. To the right of the search bar, there are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". Below the navigation bar, there is a section titled "Advisor Menu" with a list of links: "Term Selection", "ID Selection", "Student Academic Transcript", "Advisee and Alternate PIN Listing", "Schedule and Midterm Grade History", "Advisee Grade Summary", "View Holds", "View Test Scores", "View Student Information", "Student Academic Plans", "Transfer Transcripts", and "Advisor/Staff Degree Works". The "Advisor/Staff Degree Works" link is circled in red. At the bottom of the page, there is a footer with the text "RELEASE: 8.0" and "© 2016 Ellucian Company L.P. and its affiliates."

Using Degree Works

Finding a Student

Once you are logged into Degree Works, you must select a student. You have two options to select students:

1. Entering the student's Banner ID number directly into the Student ID field

McNEESE
STATE UNIVERSITY

FAQ/Help Print Log Out

Find Student ID Name Degree Major Level Classification Last Audit

Worksheets Notes Petitions GPA Calc

Instructions: To access a student's degree audit, enter the McNeese ID number in the Student ID field above or click the Find button for search options. For more information on Degree Works, including Help and FAQs, visit www.mcneese.edu/degreeworks.

Notice for Accessing Private Electronic Student Data: Information about a student that is maintained by an educational institution on a computer database is part of the student's education record and thus protected by the Family Educational Rights and Privacy Act (FERPA). Access to such information should be limited to those individuals who are "school officials" with "legitimate educational interest" in the information. You may only communicate accessed information to other parties authorized to have such access in accordance with the provisions of FERPA. For more information on FERPA, see http://www.mcneese.edu/policy/family_educational_rights_and_privacy_act_of_19.

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2. Using the Find button and entering Search Criteria, such as First Name, Last Name, Major, etc.

McNEESE
STATE UNIVERSITY

Find Student ID Name Degree Major Level Classification Last Audit

Worksheets Notes Petitions GPA Calc

Find Students

Student ID First Name Last Name

Degree: All Degree Codes Major: All Major Codes Sport: No Sport selected

Level: All Level Codes Minor: All Minor Codes Graduation Status: No Status Selected

Classification: All Classification Codes College: All College Codes Department: No Department Selected

Catalog Term: All Catalog Term values Concentration: All Concentration Codes

Chosen Repeatable Search Criteria

Search Clear Remove

Student Search: Enter your criteria and click "Search" to find students.

Student ID	Name	Degree	Major	Level	Classification

OK Cancel Check All Uncheck All

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What does this all mean?

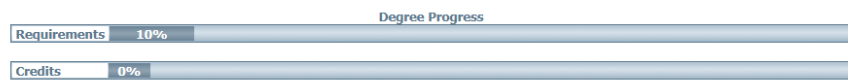
Header

The header includes information such as the student's name, major, ID number, Sports, GPA, and more.

McNeese State University Degree Works T			
Student View A0000Y4 as of 15-Jul-2016 at 10:30			
Student		ID	
Level	Undergraduate	College	Basic Studies
Student Type		Degree	Bachelor of General Studies
Classification	Freshman	Major	General Studies (BGS - Online)
Sports		Concentration	Behavioral Sciences
Overall GPA	0.00	Department	General and Basic Studies
Academic Standing	Good Standing (G0)	Minor	
Registration Holds		Advisor	Guidry, Marshal N

Progress Bars

The Progress Bars show a visual representation of a student's progress toward meeting degree requirements.



Legend

The legend, located under the progress bars and at the bottom of the audit, identify symbols commonly used in Degree Works audits.

Legend		
✓ Complete	☐ Complete except for classes in-progress	(T) Transfer Class
☐ Not Complete	☐ Nearly complete - see advisor	Ⓜ Any course number

Audit

Outlines which requirements are needed for a student's degree program and includes several blocks which make up the "pieces" of a degree including Degree, General Education, Major, Concentration, Minor, and/or Additional Requirements.

Degree in Bachelor of General Studies				Catalog Term:	FALL 2016	Credits Required:	120
				GPA:	0.00	Credits Applied:	0
Unmet conditions for this set of requirements: 120 credits are required. You currently have 0, you still need 120 more credits.							
<input type="checkbox"/> 30 credits required at McNeese	Still Needed:	30 credits must be taken at McNeese. You have 0, but still need a minimum of 30 credits.					
<input checked="" type="checkbox"/> Last 30 credits required at McNeese	Still Needed:	You have taken 0, but still need 40 credits in upper-level courses.					
<input type="checkbox"/> 40 credits in upper-level coursework	Still Needed:	A degree GPA of 2.0 is required.					
<input type="checkbox"/> Minimum degree GPA of 2.0	Still Needed:	When your first term is graded, your overall GPA will be calculated. If your overall GPA falls below 2.0, see an advisor for guidance.					
<input type="checkbox"/> Minimum overall GPA of 2.0	Still Needed:	See General Education - Bachelor of General Studies section					
<input type="checkbox"/> General Education Requirements	Still Needed:	See Major in General Studies [Online] section					
<input type="checkbox"/> Major Requirements	Still Needed:	See Additional Requirements for General Studies (BGS) section					
<input type="checkbox"/> Additional Requirements	Still Needed:						
General Education - Bachelor of General Studies				Catalog Term:	FALL 2016	Credits Required:	40
				GPA:	0.00	Credits Applied:	0
Unmet conditions for this set of requirements: 40 credits are required. You currently have 0, you still need 40 more credits.							
AREA A - ENGLISH COMPOSITION							
<input type="checkbox"/> English Composition I	Still Needed:	1 Class in ENGL 101					
<input type="checkbox"/> English Composition II	Still Needed:	1 Class in ENGL 102					
AREA B - MATHEMATICS/ANALYTICAL REASONING							
<input type="checkbox"/> College Algebra or Precalculus College Algebra	Still Needed:	1 Class in MATH 113 or 170					
<input type="checkbox"/> Mathematics/Analytical Reasoning Course	Still Needed:	1 Class in MATH 130 or 170 or 175 or 190 or 231 or 291 or PHIL 102 or STAT 231					
AREA C - NATURAL SCIENCES							
<input type="checkbox"/> NATURAL SCIENCE OPTIONS	Still Needed:	Choose from 1 of the following:					
<input type="checkbox"/> NATURAL SCIENCES - OPTION 1		(Choose from 2 of the following:) or					
<input type="checkbox"/> Life Science Courses		(6 Credits in BIOL 101 or 102 or 105 or 106 or 201 or 225 or 226 or ENSC 101 or 102) and					
<input type="checkbox"/> Physical Science Course		(3 Credits in CHEM 101 or 102 or 120 or 135 or 136 or ENSC 101 or 102 or GEOL 101 or 102 or 103 or 210 or PHSC 101 or 102 or PHYS 151 or 201 or 202 or 211 or 212)					
<input type="checkbox"/> NATURAL SCIENCES - OPTION 2		(Choose from 2 of the following:)					
<input type="checkbox"/> Physical Science Courses		(6 Credits in CHEM 101 or 102 or 120 or 135 or 136 or ENSC 101 or 102 or GEOL 101 or 102 or 103 or 210 or PHSC 101 or 102 or PHYS 151 or 201 or 202 or 211 or 212) and					
<input type="checkbox"/> Life Science Course		(3 Credits in BIOL 101 or 102 or 105 or 106 or 201 or 225 or 226 or ENSC 101 or 102)					
AREA D - HUMANITIES							
<input type="checkbox"/> Literature Course	Still Needed:	1 Class in ENGL 201 or 202 or 203 or 204 or 221					
<input type="checkbox"/> History Course	Still Needed:	1 Class in HIST 101 or 102 or 121 or 122 or 201 or 202					
<input type="checkbox"/> Broad Humanities Course or Additional History Course	Still Needed:	1 Class in COMM 201 or 205 or FREN 201 or 202 or HUMN 105H or INNV 280 or HIST 101 or 102 or 121 or 122 or 201 or 202 or LATIN 201 or 202 or PHIL 201 or 251 or 252 or 253 or RELS 201 or 211 or SPAN 201 or 202 or WMST 201					
AREA E - FINE ARTS							
<input type="checkbox"/> Fine Arts Course	Still Needed:	1 Class in ART 101 or 102 or 105 or 217 or 228 or 245 or 251 or 261 or 262 or ENGL 271 or 272 or MUSC 215 or 218 or 253 or THEA 161					
AREA F - SOCIAL/BEHAVIORAL SCIENCES							
<input type="checkbox"/> Introduction to Psychology	Still Needed:	1 Class in PSYC 101					
<input type="checkbox"/> American Govt or Intro to Soc or Social Problems	Still Needed:	1 Class in POLS 201 or SOCL 201 or 211					
AREA G - OTHER							
<input type="checkbox"/> Freshman Foundations	Still Needed:	1 Class in FFND 101					
<input type="checkbox"/> Freshman Orientation	Still Needed:	1 Class in ORIN 101					
Major in General Studies [Online]				Catalog Term:	FALL 2016	Credits Required:	37
				GPA:	0.00	Credits Applied:	0
Unmet conditions for this set of requirements: 37 credits are required. You currently have 0, you still need 37 more credits. Your GPA is 0; a GPA of 2.0 is required							
<input type="checkbox"/> 6 upper-level credits taken at McNeese	Still Needed:	Minimum upper-level credits taken at McNeese. You have taken 0, but still need 6 credits.					
MAJOR REQUIREMENTS							
Courses in this section require a grade of "C" or better							
<input checked="" type="checkbox"/> General Studies Capstone							
Exception By: Boenig, Catrina Gay		On: 07-Jul-2016	Force Complete : Force complete this requirement				
<input type="checkbox"/> Concentration Requirements	Still Needed:	See Concentration in Behavioral Sciences section					
Concentration in Behavioral Sciences				Catalog Term:	FALL 2016	Credits Required:	36
				GPA:	0.00	Credits Applied:	0
Unmet conditions for this set of requirements: 36 credits are required. You currently have 0, you still need 36 more credits.							
CONCENTRATION REQUIREMENTS							
<input type="checkbox"/> Upper-level Behavioral Sciences Credits	Still Needed:	18 Credits in ANTH 30 or 40 or CIUS 30 or 40 or ECED 30 or 40 or ECON 30 or 40 or EDTC 30 or 40 or EDUC 30 or 40 or FCST 30 or 40 or GEOG 30 or 40 or HHP 30 or 40 or OSBC 30 or 40 or PLEG 30 or 40 or POLS 30 or 40 or PSYC 30 or 40 or SOCL 30 or 40 or SOSOC 30 or 40 or SPED 30 or 40					
<input type="checkbox"/> Behavioral Sciences Credits	Still Needed:	18 Credits in ANTH 30 or 40 or CIUS 30 or 40 or ECED 30 or 40 or ECON 30 or 40 or EDTC 30 or 40 or EDUC 30 or 40 or FCST 30 or 40 or GEOG 30 or 40 or HHP 30 or 40 or OSBC 30 or 40 or PLEG 30 or 40 or POLS 30 or 40 or PSYC 30 or 40 or SOCL 30 or 40 or SOSOC 30 or 40 or SPED 30 or 40					
Additional Requirements for General Studies (BGS)				Catalog Term:	FALL 2016	Credits Required:	43
				GPA:	0.00	Credits Applied:	0
Unmet conditions for this set of requirements: 43 credits are required. You currently have 0, you still need 43 more credits.							
ADDITIONAL REQUIREMENTS							
<input type="checkbox"/> Fundamentals of Public Speaking or Interpersonal Communication	Still Needed:	1 Class in COMM 201 or 205					
<input type="checkbox"/> Enrichment Area 1-Upper-level Applied & Natural Sciences Credits	Still Needed:	3 Credits in AGECE 30 or 40 or AGEN 30 or 40 or AGRI 30 or 40 or AGRO 30 or 40 or ANSC 30 or 40 or BIOL 30 or 40 or CHEM 30 or 40 or CPST 30 or 40 or CSCI 30 or 40 or ELTR 30 or 40 or ENSC 30 or 40 or FORT 30 or 40 or GEOL 30 or 40 or HSM 30 or 40 or INST 30 or 40 or MATH 30 or 40 or MLS 30 or 40 or NFSC 30 or 40 or NRCM 30 or 40 or NURS 30 or 40 or PHSC 30 or 40 or PHYS 30 or 40 or PRIC 30 or 40 or RADS 30 or 40 or STAT 30 or 40 or TECH 30 or 40 or WMGT 30 or 40					
<input type="checkbox"/> Enrichment Area 1-Applied & Natural Sciences Credits	Still Needed:	9 Credits in AGECE 30 or 40 or AGEN 30 or 40 or AGRI 30 or 40 or AGRO 30 or 40 or ANSC 30 or 40 or BIOL 30 or 40 or CHEM 30 or 40 or CPST 30 or 40 or CSCI 30 or 40 or ELTR 30 or 40 or ENSC 30 or 40 or FORT 30 or 40 or GEOL 30 or 40 or HSM 30 or 40 or INST 30 or 40 or MATH 30 or 40 or MLS 30 or 40 or NFSC 30 or 40 or NRCM 30 or 40 or NURS 30 or 40 or PHSC 30 or 40 or PHYS 30 or 40 or PRIC 30 or 40 or RADS 30 or 40 or STAT 30 or 40 or TECH 30 or 40 or WMGT 30 or 40					
<input type="checkbox"/> Enrichment Area 2-Upper-level Arts & Humanities Credits	Still Needed:	3 Credits in AREC 30 or 40 or ART 30 or 40 or BARI 30 or 40 or BSSN 30 or 40 or CELO 30 or 40 or CLAR 30 or 40 or COMM 30 or 40 or ENGL 30 or 40 or FLTE 30 or 40 or FORL 30 or 40 or FREN 30 or 40 or FRIN 30 or 40 or GERM 30 or 40 or GREK 30 or 40 or GUIT 30 or 40 or HARP 30 or 40 or HIST 30 or 40 or HUMN 30 or 40 or LATIN 30 or 40 or MCOM 30 or 40 or MUED 30 or 40 or MUSC 30 or 40 or OBOE 30 or 40 or PERC 30 or 40 or PHIL 30 or 40 or PIAN 30 or 40 or RELS 30 or 40 or SAXO 30 or 40 or SPAN 30 or 40 or STBS 30 or 40 or THEA 30 or 40 or TRBN 30 or 40 or TRPT 30 or 40 or TUBA 30 or 40 or VILA 30 or 40 or VILN 30 or 40 or VOIC 30 or 40 or WMST 30 or 40					
<input type="checkbox"/> Enrichment Area 2-Arts & Humanities Credits	Still Needed:	9 Credits in AREC 30 or 40 or ART 30 or 40 or BARI 30 or 40 or BSSN 30 or 40 or CELO 30 or 40 or CLAR 30 or 40 or COMM 30 or 40 or ENGL 30 or 40 or FLTE 30 or 40 or FORL 30 or 40 or FREN 30 or 40 or FRIN 30 or 40 or GERM 30 or 40 or GREK 30 or 40 or GUIT 30 or 40 or HARP 30 or 40 or HIST 30 or 40 or HUMN 30 or 40 or LATIN 30 or 40 or MCOM 30 or 40 or MUED 30 or 40 or MUSC 30 or 40 or OBOE 30 or 40 or PERC 30 or 40 or PHIL 30 or 40 or PIAN 30 or 40 or RELS 30 or 40 or SAXO 30 or 40 or SPAN 30 or 40 or STBS 30 or 40 or THEA 30 or 40 or TRBN 30 or 40 or TRPT 30 or 40 or TUBA 30 or 40 or VILA 30 or 40 or VILN 30 or 40 or VOIC 30 or 40 or WMST 30 or 40					
<input type="checkbox"/> Upper-level Free Electives	Still Needed:	15 Credits in 30 or 40					
<input type="checkbox"/> Free Elective	Still Needed:	1 Credit in 30					

Degree Block

Degree in Bachelor of General Studies		Catalog Term:	FALL 2016	Credits Required:	120
		GPA:	0.00	Credits Applied:	0
Unmet conditions for this set of requirements: 120 credits are required. You currently have 0, you still need 120 more credits.					
<input type="checkbox"/> 30 credits required at McNeese	Still Needed:	30 credits must be taken at McNeese: You have 0, but still need a minimum of 30 credits.			
<input checked="" type="checkbox"/> Last 30 credits required at McNeese					
<input type="checkbox"/> 40 credits in upper-level coursework	Still Needed:	You have taken 0, but still need 40 credits in upper-level courses.			
<input type="checkbox"/> Minimum degree GPA of 2.0	Still Needed:	A degree GPA of 2.0 is required.			
<input type="checkbox"/> Minimum overall GPA of 2.0	Still Needed:	When your first term is graded, your overall GPA will be calculated. If your overall GPA falls below 2.0, see an advisor for guidance.			
<input type="checkbox"/> General Education Requirements	Still Needed:	See General Education - Bachelor of General Studies section			
<input type="checkbox"/> Major Requirements	Still Needed:	See Major in General Studies [Online] section			
<input type="checkbox"/> Additional Requirements	Still Needed:	See Additional Requirements for General Studies (BGS) section			

General Education (Gen Ed) Block

General Education - Bachelor of General Studies		Catalog Term:	FALL 2016	Credits Required:	40
		GPA:	0.00	Credits Applied:	0
Unmet conditions for this set of requirements: 40 credits are required. You currently have 0, you still need 40 more credits.					
<input type="checkbox"/> AREA A - ENGLISH COMPOSITION					
<input type="checkbox"/> English Composition I	Still Needed:	1 Class in ENGL 101			
<input type="checkbox"/> English Composition II	Still Needed:	1 Class in ENGL 102			
<input type="checkbox"/> AREA B - MATHEMATICS/ANALYTICAL REASONING					
<input type="checkbox"/> College Algebra or Precalculus College Algebra	Still Needed:	1 Class in MATH 113 or 170			
<input type="checkbox"/> Mathematics/Analytical Reasoning Course	Still Needed:	1 Class in MATH 130 or 170 or 175 or 190 or 231 or 291 or PHIL 102 or STAT 231			
<input type="checkbox"/> AREA C - NATURAL SCIENCES					
<input type="checkbox"/> NATURAL SCIENCE OPTIONS	Still Needed:	Choose from 1 of the following:			
<input type="checkbox"/> NATURAL SCIENCES - OPTION 1		(Choose from 2 of the following:) or			
<input type="checkbox"/> Life Science Courses		(6 Credits in BIOL 101 or 102 or 105 or 106 or 201 or 225 or 226 or ENSC 101 or 102) and			
<input type="checkbox"/> Physical Science Course		(3 Credits in CHEM 101 or 102 or 120 or 135 or 136 or ENSC 101 or 102 or GEOL 101 or 102 or 103 or 210 or PHSC 101 or 102 or PHYS 151 or 201 or 202 or 211 or 212)			
<input type="checkbox"/> NATURAL SCIENCES - OPTION 2		(Choose from 2 of the following:)			
<input type="checkbox"/> Physical Science Courses		(6 Credits in CHEM 101 or 102 or 120 or 135 or 136 or ENSC 101 or 102 or GEOL 101 or 102 or 103 or 210 or PHSC 101 or 102 or PHYS 151 or 201 or 202 or 211 or 212) and			
<input type="checkbox"/> Life Science Course		(3 Credits in BIOL 101 or 102 or 105 or 106 or 201 or 225 or 226 or ENSC 101 or 102)			
<input type="checkbox"/> AREA D - HUMANITIES					
<input type="checkbox"/> Literature Course	Still Needed:	1 Class in ENGL 201 or 202 or 203 or 204 or 221			
<input type="checkbox"/> History Course	Still Needed:	1 Class in HIST 101 or 102 or 121 or 122 or 201 or 202			
<input type="checkbox"/> Broad Humanities Course or Additional History Course	Still Needed:	1 Class in COMM 201 or 205 or FREN 201 or 202 or HUMN 105H or INNV 280 or HIST 101 or 102 or 121 or 122 or 201 or 202 or LATN 201 or 202 or PHIL 201 or 251 or 252 or 253 or RELS 201 or 211 or SPAN 201 or 202 or WMST 201			
<input type="checkbox"/> AREA E - FINE ARTS					
<input type="checkbox"/> Fine Arts Course	Still Needed:	1 Class in ART 101 or 102 or 105 or 217 or 228 or 245 or 251 or 261 or 262 or ENGL 271 or 272 or MUSC 215 or 218 or 253 or THEA 161			
<input type="checkbox"/> AREA F - SOCIAL/BEHAVIORAL SCIENCES					
<input type="checkbox"/> Introduction to Psychology	Still Needed:	1 Class in PSYC 101			
<input type="checkbox"/> American Govt or Intro to Soc or Social Problems	Still Needed:	1 Class in POLS 201 or SOCL 201 or 211			
<input type="checkbox"/> AREA G - OTHER					
<input type="checkbox"/> Freshman Foundations	Still Needed:	1 Class in FFND 101			
<input type="checkbox"/> Freshman Orientation	Still Needed:	1 Class in ORIN 101			

Major Block

<input checked="" type="checkbox"/> Major in General Studies [Online]		Catalog Term:	FALL 2016	Credits Required:	37
		GPA:	0.00	Credits Applied:	0
Unmet conditions for this set of requirements:		37 credits are required. You currently have 0, you still need 37 more credits. Your GPA is 0; a GPA of 2.0 is required			
<input type="checkbox"/> 6 upper-level credits taken at McNeese	Still Needed:	Minimum upper-level credits taken at McNeese. You have taken 0, but still need 6 credits.			
<input checked="" type="checkbox"/> MAJOR REQUIREMENTS					
Courses in this section require a grade of 'C' or better					
<input checked="" type="checkbox"/> General Studies Capstone					
Exception By: Boenig, Catrina Gay		On:	07-Jul-2016	Force Complete : Force complete this requirement	
<input type="checkbox"/> Concentration Requirements	Still Needed:	See Concentration in Behavioral Sciences section			

Concentration Block

Degree in Bachelor of General Studies		Catalog Term:	FALL 2016	Credits Required:	120
		GPA:	0.00	Credits Applied:	0
Unmet conditions for this set of requirements: 120 credits are required. You currently have 0, you still need 120 more credits.					
<input type="checkbox"/> 30 credits required at McNeese	Still Needed:	30 credits must be taken at McNeese: You have 0, but still need a minimum of 30 credits.			
<input checked="" type="checkbox"/> Last 30 credits required at McNeese					
<input type="checkbox"/> 40 credits in upper-level coursework	Still Needed:	You have taken 0, but still need 40 credits in upper-level courses.			
<input type="checkbox"/> Minimum degree GPA of 2.0	Still Needed:	A degree GPA of 2.0 is required.			
<input type="checkbox"/> Minimum overall GPA of 2.0	Still Needed:	When your first term is graded, your overall GPA will be calculated. If your overall GPA falls below 2.0, see an advisor for guidance.			
<input type="checkbox"/> General Education Requirements	Still Needed:	See General Education - Bachelor of General Studies section			

Additional Requirements Block

<input type="checkbox"/> General Education Requirements	Still Needed:	See General Education - Bachelor of General Studies section
<input type="checkbox"/> Major Requirements	Still Needed:	See Major in General Studies [Online] section
<input type="checkbox"/> Additional Requirements	Still Needed:	See Additional Requirements for General Studies (BGS) section

General Education - Bachelor of General Studies		Catalog Term:	FALL 2016	Credits Required:	40
		GPA:	0.00	Credits Applied:	0
Unmet conditions for this set of requirements: 40 credits are required. You currently have 0, you still need 40 more credits.					
<input type="checkbox"/> AREA A - ENGLISH COMPOSITION					
<input type="checkbox"/> English Composition I	Still Needed:	1 Class in ENGL 101			
<input type="checkbox"/> English Composition II	Still Needed:	1 Class in ENGL 102			
<input type="checkbox"/> AREA B - MATHEMATICS/ANALYTICAL REASONING					
<input type="checkbox"/> Enrichment Area 1-Applied & Natural Sciences Credits	Still Needed:	9 Credits in AGEC @ or AGEN @ or AGRI @ or AGRO @ or ANSC @ or BIOL @ or CHEM @ or CPST @ or CSCI @ or ELTR @ or ENSC @ or FORY @ or GEOL @ or HSM @ or INST @ or MATH @ or MLS @ or NFSC @ or NRCM @ or NURS @ or PHSC @ or PHYS @ or PRTC @ or RADS @ or STAT @ or TECH @ or WMTG @			
<input type="checkbox"/> Enrichment Area 2-Upper-level Arts & Humanities Credits	Still Needed:	3 Credits in ARED 3@ or 4@ or ART 3@ or 4@ or BARI 3@ or 4@ or BSSN 3@ or 4@ or CELO 3@ or 4@ or CLAR 3@ or 4@ or COMM 3@ or 4@ or ENGL 3@ or 4@ or FLTE 3@ or 4@ or FORL 3@ or 4@ or FREN 3@ or 4@ or FRHN 3@ or 4@ or GERM 3@ or 4@ or GREK 3@ or 4@ or GUIT 3@ or 4@ or HARP 3@ or 4@ or HIST 3@ or 4@ or HUMN 3@ or 4@ or LATN 3@ or 4@ or MCOM 3@ or 4@ or MUED 3@ or 4@ or MUSC 3@ or 4@ or OBOE 3@ or 4@ or PERC 3@ or 4@ or PHIL 3@ or 4@ or PIAN 3@ or 4@ or RELS 3@ or 4@ or SAXO 3@ or 4@ or SPAN 3@ or 4@ or STBS 3@ or 4@ or THEA 3@ or 4@ or TRBN 3@ or 4@ or TRPT 3@ or 4@ or TUBA 3@ or 4@ or VILA 3@ or 4@ or VILN 3@ or 4@ or VOIC 3@ or 4@ or WMST 3@ or 4@			
<input type="checkbox"/> Enrichment Area 2-Arts & Humanities Credits	Still Needed:	9 Credits in ARED @ or ART @ or BARI @ or BSSN @ or CELO @ or CLAR @ or COMM @ or ENGL @ or FLTE @ or FORL @ or FREN @ or FRHN @ or GERM @ or GREK @ or GUIT @ or HARP @ or HIST @ or HUMN @ or LATN @ or MCOM @ or MUED @ or MUSC @ or OBOE @ or PERC @ or PHIL @ or PIAN @ or RELS @ or SAXO @ or SPAN @ or STBS @ or THEA @ or TRBN @ or TRPT @ or TUBA @ or VILA @ or VILN @ or VOIC @ or WMST @			
<input type="checkbox"/> Upper-level Free Electives	Still Needed:	15 Credits in @ 3@ or 4@			
<input type="checkbox"/> Free Elective	Still Needed:	1 Credit in @ @			

Exceptions

Exceptions (substitutions) can be seen in two places:

1. At the bottom of an audit

Exceptions					
Type	Description	Date	Who	Block	Enforced
Force Complete	Force complete this requirement	07-Jul-2016	Boenig, Catrina Gay	RA000203	Yes
Force Complete	Force complete this requirement	07-Jul-2016	Boenig, Catrina Gay	RA000157	Yes

2. On the Petitions tab

Ellician Degree Works - McNeese State University Degree Works Test - Internet Explorer

https://dwwebtest.mcneese.edu/IRISLink.cgi

MCNEESE
STATE UNIVERSITY

FAQ/Help Print Log Out

Find Student ID Name Degree Major Level Classification Last Audit
 [Redacted] [Redacted] BGS General Studies (BGS - O) UG Freshman Today

Worksheets Notes **Petitions** GPA Calc

View Petitions

Add Petition

View Petitions for Exceptions

- No Petitions Awaiting Approval
- No Petitions Approved
- No Petitions Applied as Exceptions
- No Petitions Rejected

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11:19 AM 7/15/2016

Notes

Notes can be seen in two places:

1. At the bottom of an audit

Notes		
	Entered by	Date
Test 7/7/16	Boenig, Catrina Gay	07-Jul-2016

2. On the Notes tab

MCNEESE
STATE UNIVERSITY

FAQ/Help Print Log Out

Find Student ID Name Degree Major Level Classification Last Audit
 [Redacted] [Redacted] BGS General Studies (BGS - O) UG Freshman Today

Worksheets **Notes** Petitions GPA Calc

View Notes

Add Note

View Notes

Note Text	Created By	Create Date
Test 7/7/16	Boenig, Catrina Gay	07-Jul-2016

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Entering a Note

To enter a note on a student, go to the Notes tab and use the Add Note option on the left-hand side of the screen.

The screenshot shows the McNEESE State University audit system interface. At the top, there is a header with the university name and a navigation bar with tabs: FAQ/Help, Print, and Log Out. Below the header, there is a search bar with fields for Student ID, Name, Degree, Major, Level, Classification, and Last Audit. The 'Notes' tab is selected. On the left side, there is a sidebar with buttons: Worksheets, Notes, Petitions, and GPA Calc. The 'Add Note' button is circled in red. The main content area shows the 'Add New Note' form with a warning: 'WARNING: Notes are not private and can be viewed by anyone viewing audits, including students.' Below the warning, there is a dropdown menu to 'Choose a predefined note from the list below' and a text area for entering the note. At the bottom of the form, there are 'Save Note' and 'Clear' buttons.

Entering a Petition (for Substitution)

Petitions (also known as substitutions) are entered on the Petitions tab. Petitions go through a series of approvals via the Workflow system once entered and thus will not immediately appear on the audit.

The screenshot shows the McNEESE State University audit system interface. At the top, there is a header with the university name and a navigation bar with tabs: FAQ/Help, Print, and Log Out. Below the header, there is a search bar with fields for Student ID, Name, Degree, Major, Level, Classification, and Last Audit. The 'Petitions' tab is selected. On the left side, there is a sidebar with buttons: Worksheets, Notes, Petitions, and GPA Calc. The 'Add Petition' button is circled in red. The main content area shows the 'Add New Petition for Exception' form with a text area for entering a description and a 'Submit Petition' button.

Using the Different Worksheet Formats (Views)

There are several views for you to use.

- 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.

To see your audit in the different formats, select the desired format from the drop down menu then click the View button to the right of the Format box.

McNEESE STATE UNIVERSITY

FAQ/Help Print Log Out

Find Student ID Name Degree Major Level Classification Last Audit

Worksheets Notations Petitions GPA Calc

Worksheets What If Look Ahead

Format: Student View Graduation Checklist Registration Checklist View Save as PDF Process New

Include in-progress classes Include preregistered classes Class History

McNeese State University Degree Works Test

Student view A0000eZ as of 20-Jul-2016 at 15:32

Student	ID	
Level	Undergraduate	College
Student Type	F	Degree
Classification	Freshman	Major
Sports		Concentration
Overall GPA	0.00	Department
Academic Standing	Good Standing (GO)	Minor
Registration Holds		Advisor

Degree Progress

Requirements 10%

Credits 0%

Legend

Complete	Complete except for classes in-progress	(T) Transfer Class
Not Complete	Nearly complete - see advisor	Any course number

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Using the What If feature

Accessing the What If feature

The What If feature of Degree Works can be accessed via the links on the left-hand side of the Worksheet tab.

McNEESE STATE UNIVERSITY

FAQ/Help Print Log Out

Find Student ID: [Name] Degree: BGS Major: General Studies (BGS - O) Level: UG Classification: Freshman Last Audit: Today

Worksheets Notes Petitions GPA Calc

What If

Format: Student View Process What-If Save as PDF Include in-progress classes Include preregistered classes

Select your primary area of study

Thinking about changing your major, concentration, and/or adding a minor? Run the What If scenario to see how changes would apply. This process in no way changes your major. Contact the Registrar's Office for all curriculum changes.

Catalog Term: FALL 2016

Program: (pick a Program) Major: (pick a Major)

Level: (pick a Level) Concentration: (pick a Concentration)

Degree: (pick a Degree) Minor: (pick a Minor)

College: (pick a College)

Select your additional areas of study

Major: (pick a Major) Concentration: (pick a Concentration) Minor: (pick a Minor)

Add Remove

Chosen Areas of study

Choose Your Future Classes

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Using the What If analysis

The What If analysis is used to see how a student's previously earned credit would apply to a different degree program. After selecting the program/concentration/minor, click the Process What If button next to the Format drop down menu. Before processing the What If, you can also enter courses the student plans on taking to see how those would apply to the potential degree program as well by using the "Choose Your Future Classes" section.

McNEESE STATE UNIVERSITY

FAQ/Help Print Log Out

Find Student ID: [Name] Degree: BGS Major: General Studies (BGS - O) Level: UG Classification: Freshman Last Audit: Today

Worksheets Notes Petitions GPA Calc

What If

Format: Student View Process What-If Save as PDF Include in-progress classes Include preregistered classes

Select your primary area of study

Thinking about changing your major, concentration, and/or adding a minor? Run the What If scenario to see how changes would apply. This process in no way changes your major. Contact the Registrar's Office for all curriculum changes.

Catalog Term: FALL 2016

Program: (pick a Program) Major: (pick a Major)

Level: (pick a Level) Concentration: (pick a Concentration)

Degree: (pick a Degree) Minor: (pick a Minor)

College: (pick a College)

Select your additional areas of study

Major: (pick a Major) Concentration: (pick a Concentration) Minor: (pick a Minor)

Add Remove

Chosen Areas of study

Choose Your Future Classes

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McNEESE STATE UNIVERSITY

FAQ/Help Print Log Out

Find Student ID Name Degree Major Level Classification Last Audit

Worksheets Notes Petitions GPA Calc

Format: Student View Process What-If Save as PDF

Include in-progress classes Include preregistered classes

Level Undergraduate Concentration Construction Management

Degree Bachelor of Science in Gen Bus Minor Sociology

College Business

Select your additional areas of study

Major (pick a Major) Concentration (pick a Concentration) Add

Minor (pick a Minor) Remove

Choose Your Future Classes

Enter a course and click Add Course

Subject CHEM Number 101 Add Course

Courses you are considering

SOCL 201 ENGL 101 MATH 113 HIST 201 Remove Course

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Reading the What If analysis results

Once processed, the What-If will look very much like a degree audit. Any planned courses will count toward degree requirements progress in the progress bars and will show as PLANNED on the What If audit.

McNEESE STATE UNIVERSITY

FAQ/Help Print Log Out

Find Student ID Name Degree Major Level Classification Last Audit

Worksheets Notes Petitions GPA Calc

Back Selected What-If Items: Look Ahead Courses Used:

McNeese State University Degree Works Test

Student View W0000092 as of 18-Jul-2016 at 10:20 What If Audit

Student	ID

Level	College
Undergraduate	Business

Student Type	Degree
Freshman	Bachelor of Science in Gen Business Admin

Classification	Major
Freshman	Gen Business Administration

Sports	Concentration
	Construction Management

Overall GPA	Department
0.00	

Academic Standing	Minor
Good Standing (G0)	Sociology

Registration Holds	Advisor
	Guidry, Marshal N

Degree Progress

Requirements 0% Credits 0%

Legend

Complete Complete except for classes in-progress (T) Transfer Class

Not Complete Nearly complete - see advisor Any course number

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Using the Look Ahead feature

Accessing the Look Ahead feature

The Look Ahead feature allows you to plug in courses a student plans on taking to see how they would apply to the current degree plan. This feature can be accessed on the left-hand side of the Worksheets tab.

MCNEESE
STATE UNIVERSITY

FAQ/Help Print Log Out

Find Student ID Name Degree Major Level Classification Last Audit
 [Redacted] [Redacted] BGS General Studies (BGS - O) UG Freshman Today

Worksheets Notes Petitions GPA Calc

Worksheets Format: Student View Process New Include in-progress classes Include preregistered classes

What If **Look Ahead**

Look Ahead

To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.

NOTE: This in no way registers you for courses.

Enter a course and click Add Course Courses you are considering

Subject [Redacted]
 Number [Redacted]
 Add Course

[Redacted]
 Remove Course

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Using the Look Ahead feature

After entering the courses a student plans to take, click the Process New button (next to the Format drop down menu) to view the student's audit with the planned courses included.

MCNEESE
STATE UNIVERSITY

FAQ/Help Print Log Out

Find Student ID Name Degree Major Level Classification Last Audit
 [Redacted] [Redacted] BGS General Studies (BGS - O) UG Freshman Today

Worksheets Notes Petitions GPA Calc

Worksheets Format: Student View Process New Include in-progress classes Include preregistered classes

What If **Look Ahead**

Look Ahead

To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.

NOTE: This in no way registers you for courses.

Enter a course and click Add Course Courses you are considering

Subject HIST
 Number 101 X
 Add Course

ENGL 101
 SOCL 201
 CJUS 111
 MATH 113
 BIOL 105
 Remove Course

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Reading the Look Ahead feature results

Courses which have been entered into the Look Ahead will show on the audit as PLANNED and will count toward degree progress is the progress bars on the Look Ahead audit.

MCNEESE
STATE UNIVERSITY

FAQ/Help Print Log Out

Find Student ID Name Degree Major Level Classification Last Audit
 [Redacted] [Redacted] BGS General Studies (BGS - O) UG Freshman Today

Worksheets Notes Petitions **GPA Calc**

Term Calculator >

Disclaimer: This GPA calculator is used for unofficial estimates and does not provide an official GPA or official record of grades.

Current GPA 0.00
Credits Earned So Far 0

	Credits	Grade
Class 1		A [4.00] ▼
Class 2		A [4.00] ▼
Class 3		A [4.00] ▼
Class 4		A [4.00] ▼
Class 5		A [4.00] ▼
Class 6		A [4.00] ▼
Class 7		A [4.00] ▼
Class 8		A [4.00] ▼
Class 9		A [4.00] ▼
Class 10		A [4.00] ▼

Calculate

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Using the GPA Calculator

To use the GPA calculator, plug in credits and expected grade for each course the student plans to take (Class is optional, but recommended for the sake of organization) then click the Calculate button.

MCNEESE
STATE UNIVERSITY

FAQ/Help Print Log Out

Find Student ID Name Degree Major Level Classification Last Audit
 [Redacted] [Redacted] BGS General Studies (BGS - O) UG Freshman Today

Worksheets Notes Petitions **GPA Calc**

Term Calculator >

Disclaimer: This GPA calculator is used for unofficial estimates and does not provide an official GPA or official record of grades.

Current GPA 0.00
Credits Earned So Far 0


	Credits	Grade
ENGL 101	3	A [4.00] ▼
MATH 113	3	C [2.00] ▼
HIST 201	3	B [3.00] ▼
BIOL 105	3	B [3.00] ▼
CIUS 111	3	A [4.00] ▼
Class X		A [4.00] ▼
Class 7		A [4.00] ▼
Class 8		A [4.00] ▼
Class 9		A [4.00] ▼
Class 10		A [4.00] ▼

Calculate

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Reading the GPA Calculator results

The Calculated GPA will be the student's cumulative GPA at the end of the term provided the student takes only and all of the courses entered and attains the grades specified. The calculator is only to be used as a guide; it is not a guarantee.

Find  Student ID Name Degree Major Level Classification Last Audit

Worksheets Notes Petitions GPA Calc

Term
Calculator >

Current GPA 0.00
Credits Earned So Far 0

Class	Credits	Grade	
ENGL 101	3	A	4.00
MATH 113	3	B	3.00
HIST 201	3	A	4.00
BIOL 101	3	C	2.00

Calculated GPA 3.25

By achieving the grades listed here, your
GPA at the end of the term will be 3.25

Recalculate