About Degree Works

What is Degree Works?

Degree Works is an accessible and user-friendly advisement tool which provides you and your advisor with an organized outlook on degree plan evaluations. Aimed to assist your progression through your degree plan efficiently, Degree Works compares your 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?

You, your advisor, department head, and dean have access to Degree Works, and it is accessible from any computer with access to Banner Self-Service.

Is my 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.

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

Can I register for classes in Degree Works?

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

How current is my 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 Any changes made (e.g., grade changes or classes added/withdrawn) will be reflected in Degree Works by the next day at the latest.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 I have left to fulfill my 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 I be able to plan for future courses?

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

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

Degree Works is an unofficial audit of your coursework, as well as an outline of requirements needed to complete your program 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 my 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 your audit. Only courses that meet program requirements will apply to your 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 your coursework.

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

You should consult with your advisor to discuss courses required for your program. The degree audit is only a tool to assist you and your advisor in determining courses needed to meet degree, major, minor, and/or concentration requirements.

My 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. This form along with instructions may be obtained from your advisor, new department, or old department. Once the completed form is received by the Registrar's Office, Banner will be updated to reflect the change. Degree Works will pull your 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 your courses will apply.

How do I see an audit for my 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 my major GPA?

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

Where can I find my degree GPA?

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

If I withdraw from a class, will that be reflected in my 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 transfer work not meeting a requirement?

Your transfer course may not be exactly equivalent to the required McNeese course. See your advisor to determine if the transfer work can be applied to your degree requirements.

I was told a course would be substituted for a requirement and it is not showing on the audit. What do I do?

Once a petition requesting a substitution is initiated by your advisor, it must go through several layers of approval before being applied to your audit.

Substitutions show beneath the course for which a substitution is being applied as an Exception.

If the request for substitution was initiated by your advisor more than 3 weeks ago, please contact your advisor to check on the status.

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

Maybe, it depends on the course and your degree plan requirements. If you have any questions, please contact your advisor.

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.

Why are there no requirements listed in a required block for my degree and the block is listed as "Nearly Complete"?

Please see your advisor to diagnose the issue.

If all of the boxes are checked, does that mean I am graduating?

Please see your advisor to determine eligibility for graduation.

Can an audit be saved?

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 your degree audit. Only advisors, department heads, and deans have the ability to add notes to your audit.

Are there other ways to view my 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 my Sport(s) listed?

Sports will not be listed in Banner and will not appear on an audit until you have been added to a University Squad List, and a sport will only be listed for varsity student athletes.

How often should I review my 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 you register for an upcoming semester.
2. After you register 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 your academic record.

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

If you failed a course and are 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.

If I think my audit is incorrect, whom do I contact?

Please contact your advisor with any concerns you may have regarding degree audits.

About What If

What is a What If?

If you are considering changing your degree program, the What If feature allows you and your advisor to see how the courses you have taken fit into the program being considered before you make a final decision.

If I use the What If feature, does this mean I have changed my major?

No. A change of major form is required to change major, minor, and/or concentration. This form along with instructions may be obtained from your advisor, new department, or old department. 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 my courses fit into my 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 your current program.

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

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

Can my advisor see my What If scenario?

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

Can I save or print a What If scenario?

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

If I like what I see in a What If scenario, how do I initiate the changes?

A change of major form is required to change major, minor, and/or concentration. This form along with instructions may be obtained from your advisor, new department, or old department. 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.

About the GPA Calculator

What does the Term Calculator show?

The term calculator will show what your estimated cumulative GPA will be provided you are enrolled for all of the courses and earn the grades you entered into the calculator.

Is this calculated GPA guaranteed?

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

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

P and S grades do not carry quality points thus cannot affect your GPA.