Nashville State Community College

Degree Works Quick Sheet

Steps to Access the Tool via MyNSCC:
1) Login to http://my.nscc.edu/
2) Click on "MY SELF SERVICE"
3) Click on the "Faculty Services" tab
4) Click on the "Student Information Menu"
5) Click on "Degree Works"

Find a Student:
1) Click on the "**Find**" icon

Find

a. This takes you to the "Find Students" web page.
b. Ways to Search:
- Enter the Student ID
- Enter the Name (note: the order is first name and then last name)
- Use the drop-down boxes to search by major, concentration, advisor ID, or campus
    - o To search for Transfer Programs, you must select major as Tennessee Transfer Pathway or University Parallel and then the concentration.
    - o To search for your advisees, only input your "A" number and click "Search"
- Click "Search"
    - o Results will be returned at the bottom of the search page.
    - o If you click "OK", all students returned will be selected. Or, click "Uncheck All" and manually select the students you'd like to review.

Reviewing the Audit:
1) It will take you back to the Degree Works audit where the first student selected will be displayed.
a. You can click through the students by using the forward/back arrows.

Student ID |◀ ◀ **Name** ▶ ▶|

2) The following will show in the audit:
a. Section I of the audit houses the degree information.
b. Section II of the audit displays an overview of the entire audit.
c. Review each section for accuracy and completeness.
    i. Make sure the course requirements match the students catalog.
    ii. Make sure the proper courses are required and are slotting in.
    iii. Make sure the credit hours are correct in the headers and totals are accurate.
d. "**Course Taken Not Applied**" will list all courses not used in the audit.
    i. Please review to make sure courses haven't fallen in this section that should be used in the audit.
e. "**Failed/Withdrawn/Excluded**" course section lists all courses that fall within the criteria.
f. "**Preparatory Course Not Counted**" – ESOL courses will be displayed here.

Degree Works Tabs:
1) **Worksheets** – this is the actual student audit
    a. **History:** Allows you to view the history of audit ran for the student.
        i. Select the historical report from the "Historic Report" drop-down and then click "View" to view the historic audit.
    b. **What If:** Allows you to run a "What-If" audit on a student.
        i. Select the specifics degree/major criteria.
            1. You must select a program first, which should match the major. For transfer degrees, the program will be Tennessee Transfer Pathway or University Parallel.
        ii. Click "Process What-If" at the top.
    c. **What If History:** Allows you to view all what-If audits ran for the student.
    d. **Look Ahead:** Allows you to predict future registrations and have those courses slot into the audit.
    e. Under "**Format**", you can select different audit views.
        i. **Student View:** Default view of audit.
        ii. **Graduation Checklist:** No courses are displayed but just show requirements without courses being displayed.
        iii. **Registration Checklist:** Shows courses the student has left and not any completed coursework.
    f. **Academic History** link allows you to view a student's unofficial transcript (top of page).
2) **Plan** – this will be coming in the future; however, about 100 templates have been created by the Degree Works implementation team.
3) **Notes** – this is where pre-defined notes exists that you can apply to a student record
    a. **Action Item:** We need input from advisors to create about 20 pre-defined notes.

4) **GPA Calculator** – there are two calculators available
    a. **Graduation Calculator:**

Current GPA	2.145
Credits Remaining	
Credits Required	
Desired GPA	

<div align="center">Calculate</div>

- **Current GPA:** The students overall GPA populated by the system.
- **Credits Remaining:** If it's a 60 hour degree and the student has completed 45, you would enter 15 credits here.
- **Credits Required:** This is where you enter the overall credits required for the degree; for example, 60 credits.
- **Desired GPA:** This is where you would enter the students desired GPA upon completion of the program.

Note: The results returned may not be realistic. For example, if it returns a GPA above a 4.0 then that would not be possible for the student to attain.

b. Term Calculator:

Current GPA	2.145
Credits Earned So Far	55

	Credits	Grade
Class 1		A [4.000 ▾
Class 2		A [4.000 ▾
Class 3		A [4.000 ▾

- Registered courses will automatically be listed and you can simply select a grade value from the drop-down.
- You can add courses, credits, and grades to this to calculate a GPA.

Helpful Hints:

- If you enter a student's ID directly into audit, press the "Enter" key to retrieve the student.
- Student with dual majors will have multiple degrees to select from the "Degree" drop-down field.
- If the audit doesn't look correct, click "Process New". If it's still not correct, notify the graduation specialist in Records for review; provide the student ID, name, and program of study.
- The legend is at the bottom of the audit.
- Course requirements in the audit do allow you to click on them and see the course description from the catalog and the most current course schedule for that particular course. The information is pulled directly from Banner.
- Degree Works is refreshed nightly; you can click the refresh button and then process new if the student information has changed since the last audit was run. For example, the student registered for a class that day.

- **Refresh Icon:**

Created By LLW 11/2/15