Table of Contents

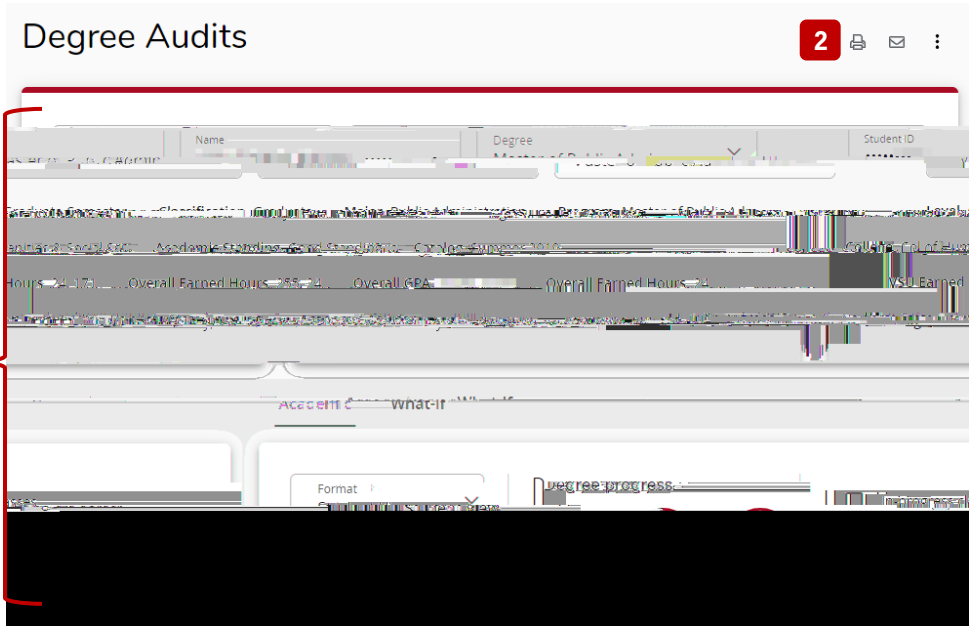
What is Degree Works and How to Access It 4
Access Degree Works via MyVSU (Single Sign-on) 4
Navigate Degree Works 5
Navigation (Nav) toolbar .....

How to read your audit

The audit is grouped in color-coded sections called Blocks. The types and number of blocks displayed vary based on your program of study.

In **Student View**, you are able to:

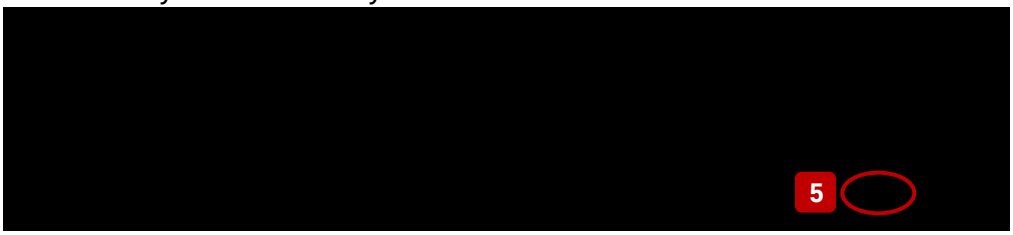
1. View your attributes and overall academic standing, including degree progress in terms of requirements and credits.
2. Email your advisor by **clicking on the email icon**.



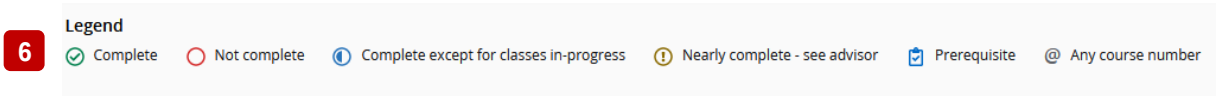
3. See a detailed history of your degree courses and requirements, including your grades, credits, and if applicable, the semester in which you completed the course or requirement.

4. **Click on any** Incomplete **course code** (i.e., PADM7060) to look-up and print course information such as description, requisites, and schedule of course upcoming sections.

5. Read Notes your advisor may have written.



6. See a legend to interpret status markings of courses and requirements:
    - Green checkmark: Complete
    - Red circle: Not complete
    - Blue circle: Complete except for classes in-progress
    - Mustard Circle: Nearly complete – see advisor
    - Blue clipboard: Prerequisite required for course
    - @ (at symbol): Any course number/wild card (i.e., MATH 2@@ means any 2000-level math course)



In **Registration Checklist View**, you are able to:

1. See a list of any courses/requirements you still need to complete.

2. Click on a Still Needed **course code** (i.e., PADM 7900) to look-up and print course information such as description, requisites and schedule of course upcoming sections.

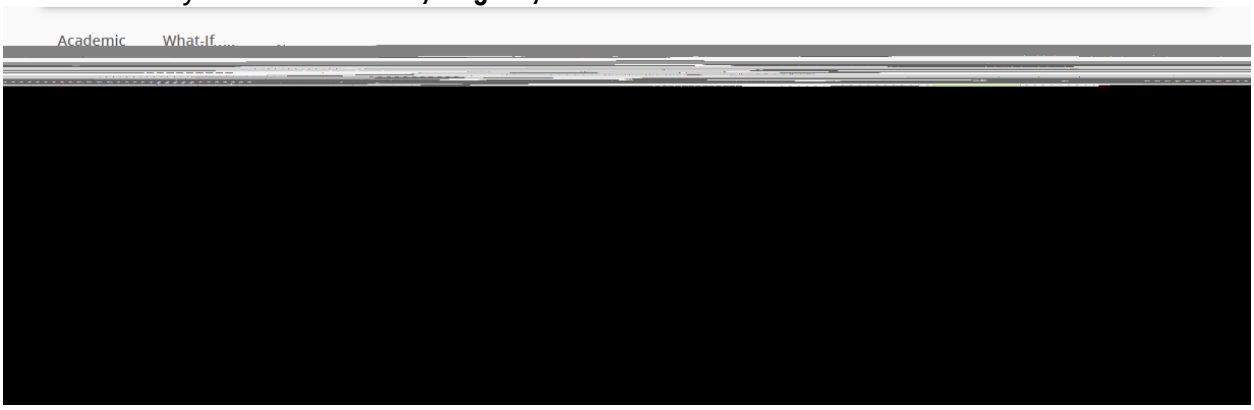
What If

Using your current academic history, the What-If feature allows you to create a temporary, speculative audit that lists what requirements would be needed if you change majors.

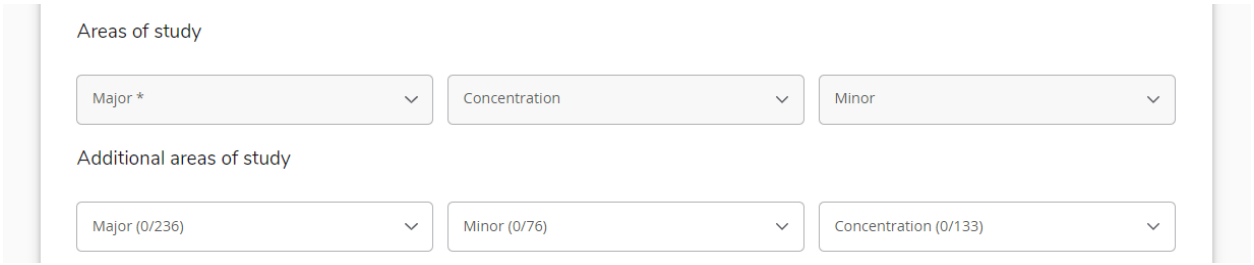
How to use the What If feature

Click the **What If** link on the left-side of the screen and select a combination of options:

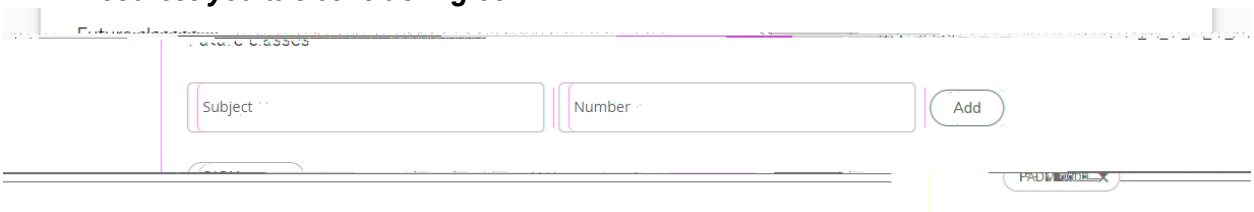
1. Under the gray **What-If** header, click the **drop-down arrows** next to each option to select your desired **Level, Degree, and Academic Year**.



2. Under the gray **Choose Your Different Areas of Study** header, click the **drop-down arrows** next to the options to select your desired **Major, Minor, and/or Concentration**. *These options will populate the **Chosen Areas of Study** box.*



3. Under the gray **Choose Your Future Classes** header, enter the **Subject** (i.e., PADM) and **Number** (i.e., 9000) and click **Add Course** button. *These options will populate the **Courses you are considering** box.*



To delete a choice, select it from the list and click the **X** button located beside the Courses you are considering box.

4.

GPA Calc

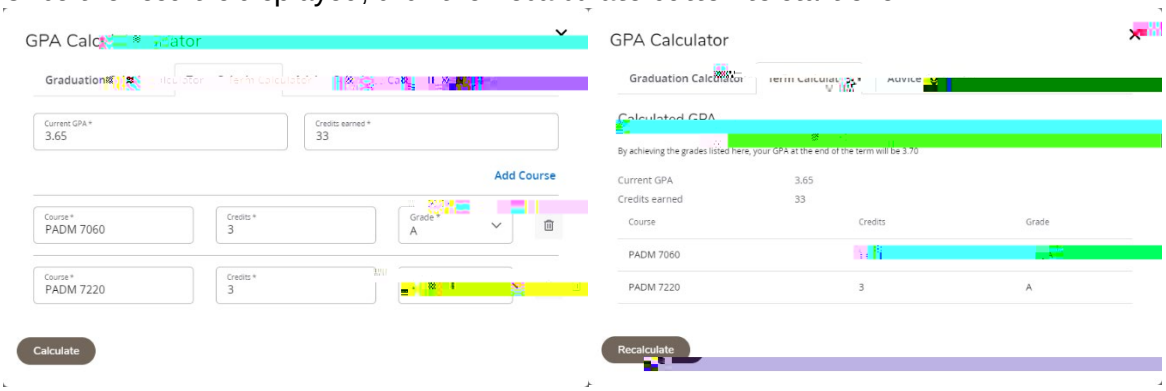
The **GPA Calc** tool allows you to estimate what your overall grade point average (GPA) would be based on criteria you specify. There are three types of calculators: **Graduation**, **Term**, and **Advice**.

Graduation Calculator

ⓘ You can click in the class list box (Class #) and key a name of a class and enter related credits and an estimated grade.

2. Click the **Calculate** button to see results.

3. Once the result is displayed, click the **Recalculate** button to start over.



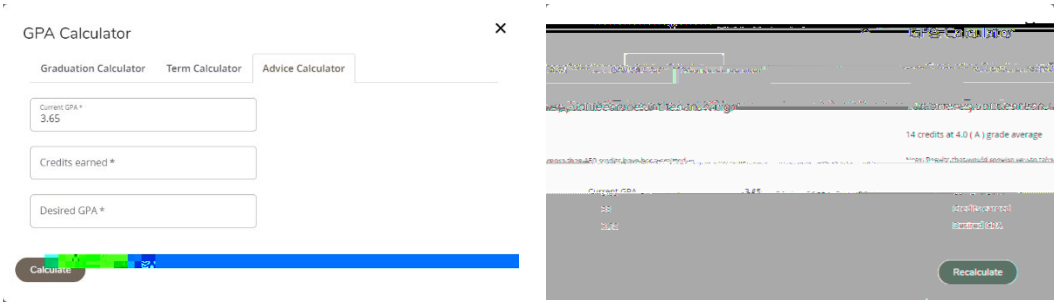
Term GPA result

Advice Calculator

Use the **Advice Calculator** to estimate how many *more* credits and what average GPA you need in order to achieve your desired GPA given credits earned. If your credits earned is zero, use the Term Calculator instead.

Your **Current GPA** and **Credits Earned** are prepopulated for you.

1. In the **Desired GPA** box, enter your desired final GPA (up to 4.0).
2. Click the **Calculate** button to see results.
3. Once the result is displayed, click the **Recalculate** button to start over.



Advice GPA Result