DegreeWorks Student User Guide

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Introduction

DegreeWorks is the advising and Degree Evaluation tool that will be replacing the Degree Evaluation in CNU Live. Currently, the available catalog is the Fall 2023 undergraduate catalog. The courses that are required for graduation are the same as what is in the current Degree Evaluation; however, the look and feel of DegreeWorks is different. This guide is intended to help students and advisors navigate the new tool. **Any questions regarding DegreeWorks should be directed to the Office of the Registrar.**

Accessing DegreeWorks

DegreeWorks can be accessed through CNU Live. Users will log into CNU Live, navigate to Student Services and Financial Aid, and select "DegreeWorks Dashboard" from the menu.

Once students log into the DegreeWorks Dashboard, the Student Header and Academic Degree Evaluation will automatically generate.

Student Header

The Student Header block contains the following information: ID, name, degree, level, majors, minors, concentrations, program, college, academic standing, expected graduation date, and holds.

This block will only show information relevant to the student. For example, if no holds appear for a student, they do not have holds.

Worksheets

Student ID	Name	Degree
7777777	Student, Test	Bachelor - ADMN

Level Undergraduate   **Classification** Freshman   **Major** Business-Undeclared   **Program** Bachelors   **College** Luter School of Business

Academic Standing Good Standing   **Expected Graduation Date** May 15, 2027

Degree Progress

The Degree Progress block indicates how far the student has come in their requirements and their overall GPA.

Academic   What-If

Format
Student View

Degree progress

46%   28%

Overall GPA
3.62

Requirements   Credits

Please note that these percentages are based on what is currently in the student's Degree-Works Academic or What-If analysis. If a student has an undeclared major, and therefore needs to run a What-If analysis to view their major requirements, the percentage of completed requirements may look higher than in reality because no major requirements are available.

Academic Worksheet

The blocks underneath the Student Header and Degree Progress blocks list the requirements for students to complete their degrees. These requirements are the student's Academic Worksheet. It is an analysis run every night based on the majors and minors students currently have on their record. When a student's major is changed, the Academic Worksheet updates overnight. Each block header indicates whether or not the requirements in the block are complete or incomplete. Each block header contains a GPA calculated by DegreeWorks for all of the courses associated with that block. (Note that major blocks and concentrations associated with those majors share the same GPA.)

Expand all ∨

Bachelors INCOMPLETE

Credits required: 120   Credits applied: 43   Catalog year: 2023-2024   GPA: 2.72

Please Note COMPLETE

Catalog year: 2023-2024   GPA: 0.00

Liberal Learning Foundations INCOMPLETE

Catalog year: 2023-2024   GPA: 0.00

Areas of Inquiry INCOMPLETE

Catalog year: 2023-2024   GPA: 3.21

Additional Subject Science-BS INCOMPLETE

Catalog year: 2023-2024   GPA: 0.00

Writing Intensive INCOMPLETE

Catalog year: 2023-2024   GPA: 0.00

Major in Biology INCOMPLETE

Catalog year: 2023-2024   GPA: 2.22

Student Attributes COMPLETE

Catalog year: 2023-2024   GPA: 0.00

Non-Program Electives

Credits applied: 5   Classes applied: 3

In-progress and Preregistered

Credits applied: 21   Classes applied: 8

Degree requirement blocks can be expanded and collapsed using the arrows on the right hand side of each block.

When blocks are expanded, degree requirements that are unmet are indicated with a red circle, requirements that are in-progress are indicated with a half-filled blue circle, and requirements that are met are indicated with a green check-marked circle (see the legend of page 7).

In the Degree block, the user can quickly navigate through unmet blocks by clicking on the link next to unmet requirements.

Each degree requirement block indicates the courses that are needed in order to meet specific requirements. Notes at the top of the blocks contain important policy information that should be kept in mind when making decisions regarding course selection.

When a course requirement is unmet, the course that can be used to meet the requirement is listed in the block. When a course requirement is met, the course being used to fulfill the requirement is listed with its title, final grade (or NA for in-progress courses), the number of credits earned, and the semester in which it was taken.

Areas of Inquiry   INCOMPLETE

Catalog year: 2023-2024   GPA: 3.21

No more than 3 credits in the discipline of the major may be used toward the Areas of Inquiry. No more than 8 credits in one discipline may be used toward the Areas of Inquiry.

		Course	Title	Grade	Credits	Term	Repeated
○	Civic and Democratic Engagement (AIDE)	Still needed:	3 credits of Civic and Democratic Engagement are required.				
○	Creative Expressions (AICE)	Still needed:	3 credits of Creative Expressions are required.				
○	Global and Multicultural Perspectives (AIGM)	Still needed:	3 credits of Global and Multicultural Perspectives are required.				
⊘	INVESTIGATING THE NATURAL WORLD (AINW) Lecture + Lab						
⊘	General Chemistry I	CHEM 121	General Chemistry I	B-	3	Fall Semester 2023	
		CHEM 121L	General Chemistry Lab I	B+	1	Fall Semester 2023	
◑	Investigating the Natural World (AINW) Lecture	CHEM 122	General Chemistry II	NA	(3)	Spring Semester 2024	
⊘	Western Traditions (AIWT)	RSTD 265	The Vision of Judaism	A-	3	Fall Semester 2023	

Non-standard DegreeWorks Blocks

DegreeWorks includes blocks that were not previously found in the CNU Live Degree Evaluation tool. These blocks include a Please Note block regarding university policies, a Student Attributes block that indicates attributes that are useful for advisors to note, and an In-progress and Preregistered block that includes all courses that a student is currently taking or registered to take in a future term. These blocks do not contain degree requirements, but are a way to assist in the advising process.

Please Note   COMPLETE

Catalog year: 2023-2024   GPA: 0.00

Current enrollments and/or pre-registered credits are included in the total required number of hours in your degree evaluation. Credit for repeated courses will be awarded only once and should be considered when determining the number of credits needed to complete your graduation requirements. You are encouraged to review your online unofficial transcript with your advisor to verify whether you are repeating credits and confirm your overall credit hours. Students must be enrolled in at least one credit hour at CNU during the semester of their degree conferral. Degrees will not be conferred for students with a grade of missing or incomplete on their academic record. A maximum of 12 credits in any combination of special topics courses (195, 295, 395, 495) may be applied toward degree requirements.

Student Attributes   COMP

Catalog year: 2023-2024   GPA: 0.00

In-progress and Preregistered

Credits applied: 21   Classes applied: 8

Course	Title	Grade	Credits	Term	Repeated
BIOL 213	Principles in Biology III	NA	(3)	Spring Semester 2024	
BIOL 213L	Principles of Biology III Lab	NA	(1)	Spring Semester 2024	
CHEM 122	General Chemistry II	NA	(3)	Spring Semester 2024	
CHEM 122L	General Chemistry Lab II	NA	(1)	Spring Semester 2024	
ENGL 123	First-Year Writing Seminar	NA	(3)	Spring Semester 2024	
MATH 140	Calculus and Analytic Geometry	NA	(4)	Spring Semester 2024	
SPAN 200	Eff Comm in Spanish	NA	(3)	Spring Semester 2024	
ENGL 223	Second-Year Writing Seminar	NA	(3)	May Term 2024	

Legend

All degree blocks reference the following legend:

Legend

⊘	Complete		○	Not complete
◑	Complete (with classes in-progress)		ⓘ	Nearly complete - see advisor
📋	Prerequisite		@	Any course number
(R)	Repeated class			

Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Contact your academic advisor for assistance in interpreting this report or regarding your official degree/certificate completion status. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office to obtain a copy of your official academic transcript.

What-If Analysis

In order to determine the degree requirements for a new major, minor, or concentration, students and advisors may utilize the What-If Analysis tool. On the Worksheets homepage, select **What-If** above the degree progress block.
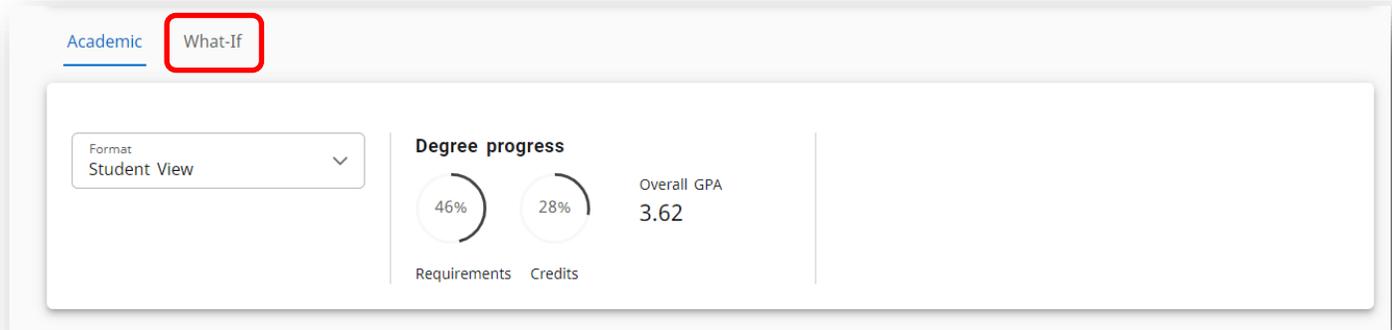
Students or advisors may then select the appropriate curriculum they plan to pursue. Please note that all undergraduate students need to select "Bachelor's Degree" under **Degree** and then select the specific degree they are pursuing under **Program**. In order to select more than one major, the user will need to expand the **Additional areas of study** area and click the plus button. From there, the user will be able to add secondary majors, minors, and concentrations.

If the user would like to view a certificate program, "Certificate" will need to be selected from the Degree dropdown menu without a program. Certificate What-If analyses must be run separately from the requirements of the Bachelor's degree, but undergraduate certificates must be pursued in conjunction with a Bachelor's Degree.
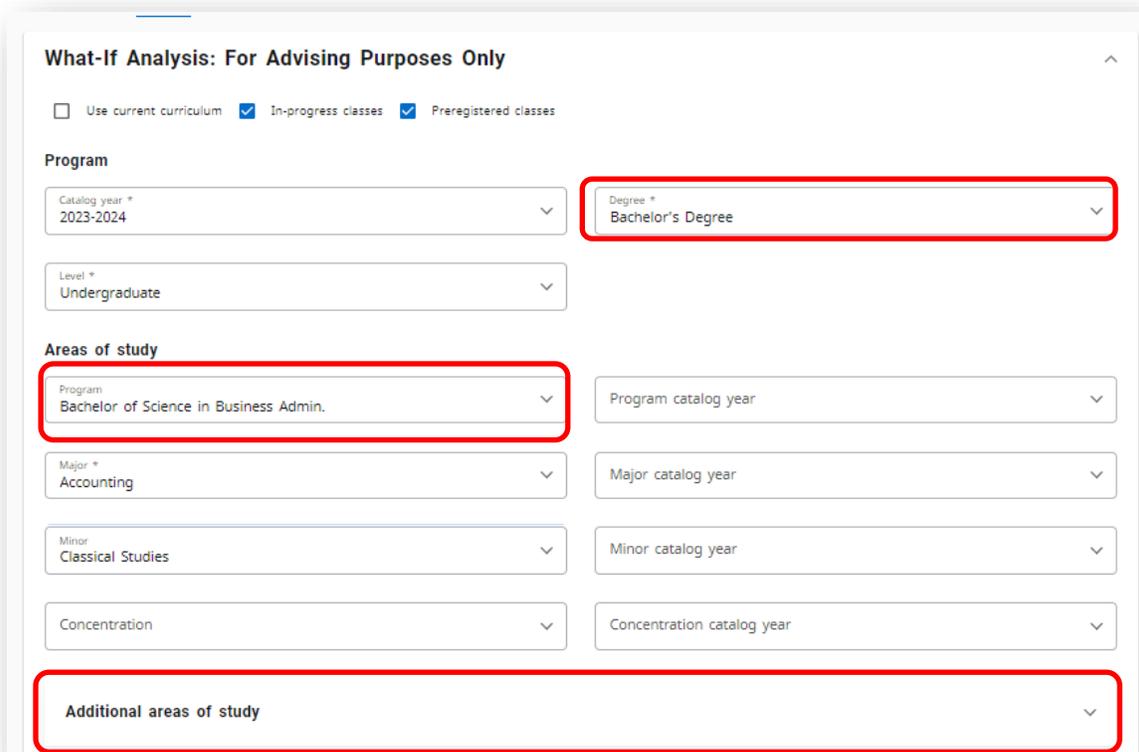
Adding future classes to the What-If Analysis will allow the user to see how those specific courses will fit into the requirements that are listed in a given What-If Analysis. Once everything is added to the What-If, clicking the process button will generate an analysis.

Courses added to the Future Classes option, will appear in the What-If Analysis as having 'PLAN' as a grade, with a term of "Planned Term" and any requirements they're counting toward will be listed as in-progress.

Pre-Business Courses [INCOMPLETE]

Catalog year: 2023-2024   GPA: 3.70

MATH 135 is recommended to complete the Calculus requirement. All classes must be completed with a C or higher.

		Course	Title	Grade	Credits	Term	Repeated
◐	Principles of Accounting I: Financial	ACCT 201	Principles of Accounting I	PLAN	(3)	Planned Term	
○	Principles of Accounting II: Managerial	Still needed:	1 Class in ACCT 202				
○	Applied Business Statistics	Still needed:	1 Class in BUSN 231				
○	Business Law I	Still needed:	1 Class in BUSN 251				
○	Software Pkgs-Busn Applcations	Still needed:	1 Class in CPSC 215				
⊘	Principles of Macroeconomics	ECON 201	Principles of Macroeconomics	A-	3	Fall Semester 2023	
○	Principles of Microeconomics	Still needed:	1 Class in ECON 202				
○	Elementary Statistics	Still needed:	1 Class in MATH 125				
○	Calculus for Busn/Social Sci	Still needed:	1 Class in MATH 135 or 140 or 148				
○	Ethical Issues in Business	Still needed:	1 Class in PHIL 207				

Things to Look Out For When Running the What-If Analysis

When running a What-If analysis, it is important that the user selects the degree program that corresponds to the student's primary major. **Students who have two majors only receive the degree of their primary major.** If the user selects the wrong degree program from the dropdown menu for their primary major, the major block will still appear, however the program block will indicate that the major is not a part of the chosen degree program.
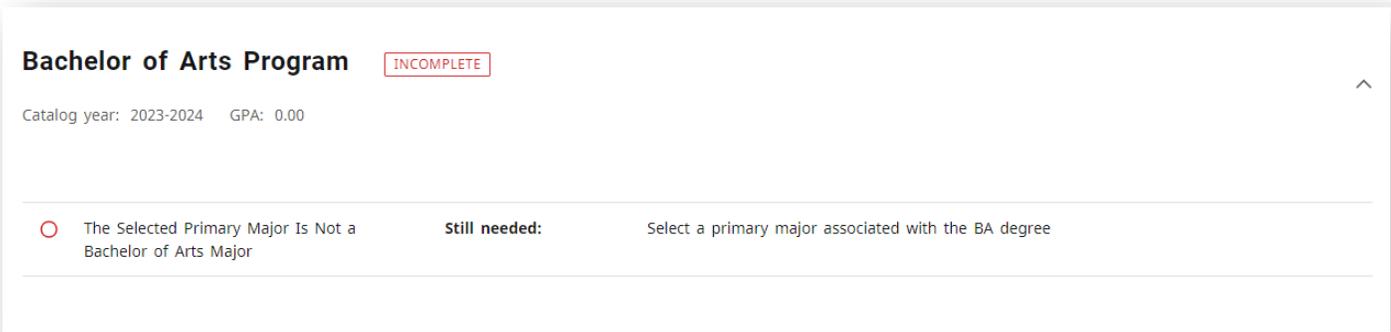
If a user selects two majors in different degrees, DegreeWorks will indicate that the major that corresponds to the selected degree program is correct. This may not be accurate.

For example, if a student plans to pursue a primary major in Chemistry and a secondary major in Classical Studies, but selects the Bachelor of Arts degree program, DegreeWorks will assume that the student is pursuing a Bachelor of Arts Degree with a primary major in Classical Studies.
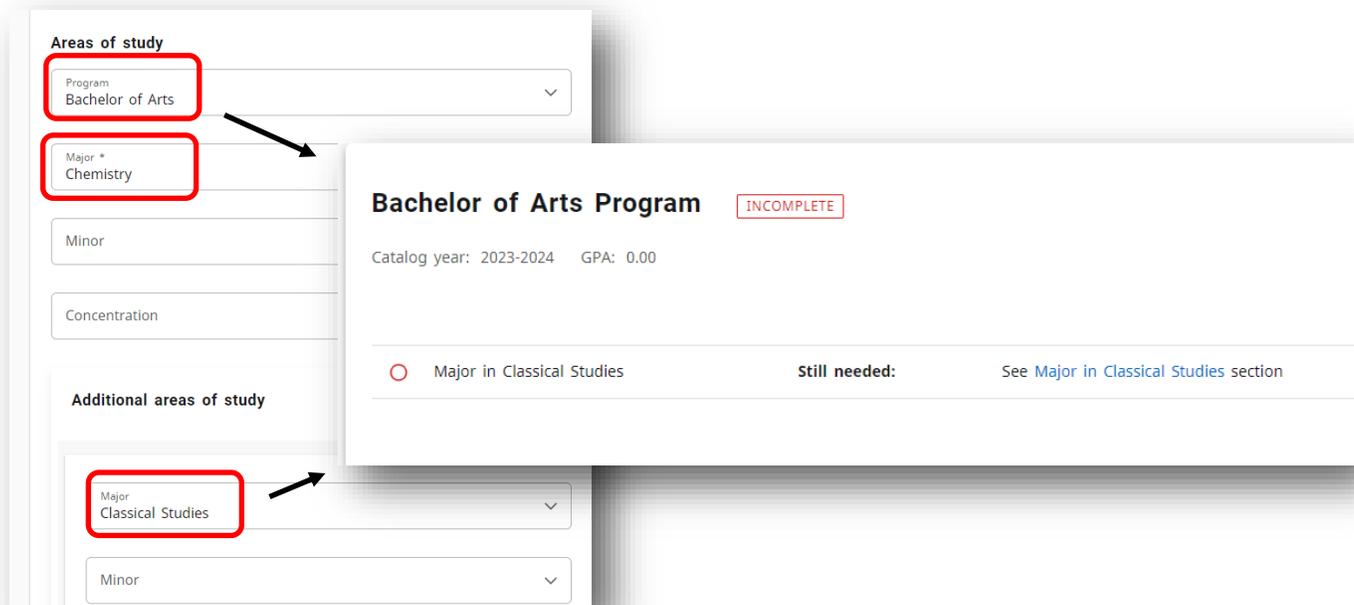
Therefore, the degree requirements in each block will be accurate, however the degree being pursued may be misleading depending on the data entered by the user.

Saving What-Ifs for Advising Appointments

Previously run What-If Analyses can be found in the **view historic what-if audit** dropdown menu. Students and Advisors may also print their degree audit to open it as a pdf in order to save a copy of it for any appointments they need.
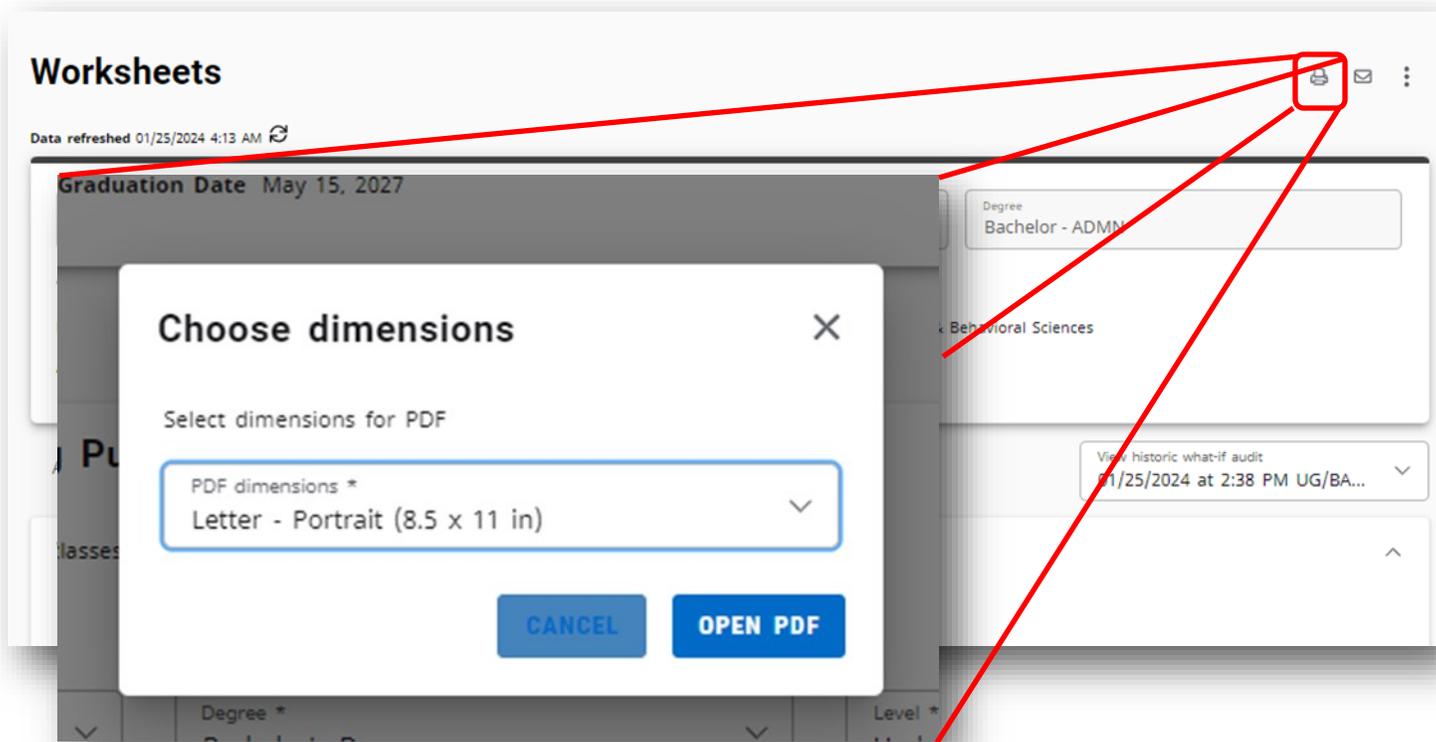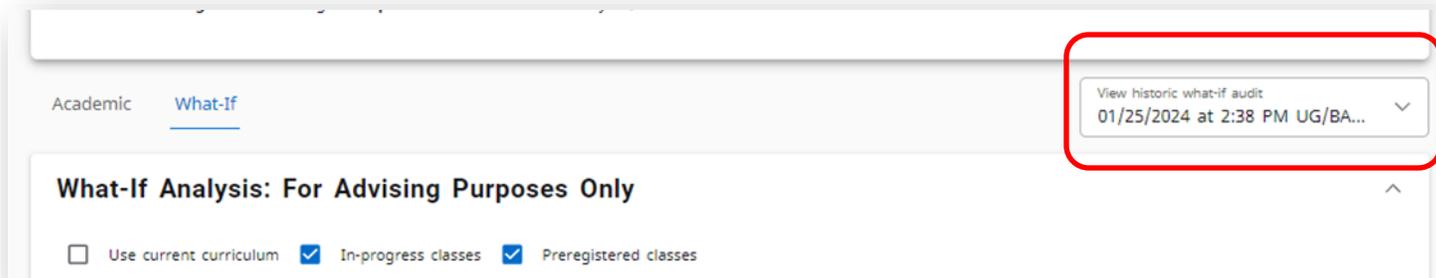
Please direct questions or any technical issues to the

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