

# DegreeWorks

OFFICE OF THE REGISTRAR  
INDIANA STATE UNIVERSITY

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## What is DegreeWorks

DegreeWorks or MySAM is a tool that includes a degree audit, a semester by-semester plan of study, advising notes, and more. It is designed to provide you and your students with an easy to understand, clearly defined pathway toward degree completion.

## Accessing DegreeWorks

DegreeWorks can be accessed through one of the following

- In Student Self-Service
  - Select MySAM-My Student Academic Map at the bottom of the screen
- In Student Self-Service
  - Select Student Profile
  - Select Degree Evaluation

## Degree Audit (Worksheets Tab)

MySAM has a degree audit which is a summary of the student's degree requirements merged with the student's academic record which will provide a real-time assessment of the student's progress toward graduation. The audit is organized in blocks of like requirements. Examples include the Foundational Studies block, major block, university requirements block, etc. The Degree Audit is the official list of all requirements for graduation.

### Audit Header

#### Worksheets

Data refreshed 07/21/2022 1:09 AM 

[Advanced search](#)

**Level** Undergraduate   **Classification** Senior 2   **College** College of Health & Human Svcs   **Program** NURSING (LPN/LVN TO BS) - PRB

**Major** Baccalaureate Nursing-Stu w/ LPN Licensure   **Seeking Multiple Degrees** N   **Admit Term** Fall 2022   **Distance Learner** Distance Student

**Transfer Hours** 161   **Transfer Institution(s)/Prior Degree(s)** Ivy Tech State Clg-Valparaiso-CER, Purdue Univ- Northwest Hammond-BS

**Advisor** Kimberly Kimbler, Michelle Stodden   **Alternate PIN** FA22-452185   **Citizenship** Citizen

The  buttons in the upper left corner refreshes student data pulled from the Banner system. Utilize this button to see Banner changes made since the last nightly refresh (e.g. new courses added/dropped/withdrawn, new grades posted new concentration added).

The contact/e-mail icon on the upper right will bring up an e-mail window for the advisor of the student.

The  icon allows the user to view the student's class history, GPA calculator, and notes.

### [Class History](#)

This is similar to an unofficial transcript, although it displays no GPA information and no repeat codes. It will only display coursework that matches the level of the audit, so as an example, only undergraduate courses would show on a class history accessed from an undergraduate audit.

### [GPA Calculators](#)

There are three types of GPA calculators available for students and advisors to use to predict their GPA or reach their desired GPA. Please note that these calculators do not account for ISU's grade improvement policy.

**Graduation Calculator**-allows students to indicate their desired GPA at graduation and to see what GPA they would need to earn given their remaining credit hours. The student's cumulative GPA prepopulates in the Current GPA field. Fill in the Desired GPA. Credits Remaining (credits needed to reach 120) and Credits Required (total credits required for graduation, in most cases 120) are available on the Worksheets Tab under the Bachelor's/Degree Block.

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## GPA Calculator ×

Graduation Calculator

Term Calculator

Advice Calculator

Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal.

Current GPA \*  
4.00

Credits remaining \*  
69

Credits required \*  
120

Desired GPA \*

CALCULATE

The system calculates the GPA. To select different criteria, click the Recalculate button.

**Term Calculator**-calculates your cumulative GPA based on estimates of course grades for courses you are currently enrolled in. If you are currently enrolled in a term, each course and its respective credit hours prepopulate, so you can select your expected grades from the drop down menus. (Those courses/credits can be deleted or replaced, if desired). Additional Classes and credits can also be added. Once the information has been filled in, click “calculate” to see the results. The system shows your expected cumulative GPA.

## GPA Calculator



Graduation Calculator

**Term Calculator**

Advice Calculator

Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term.

Current GPA \*  
4.00

Credits earned \*  
51

[Add Course](#)

Course \*  
ATTR 212

Credits \*  
3

Grade \*  
A+



Course \*  
ATTR 212L

Credits \*  
1

Grade \*  
A+



Course \*  
COMM 101

Credits \*  
3

Grade \*  
A+



Course \*  
PSY 101

Credits \*  
3

Grade \*  
A+



**CALCULATE**

**Advice Calculator**-provides information about how many credit hours it would take to achieve a particular GPA. The current GPA and Credits Earned automatically populate based on the student's degree audit. Fill in the Desire GPA and click Calculate.

## GPA Calculator



Graduation Calculator

Term Calculator

Advice Calculator

Enter your desired GPA at graduation to see the grades you need to earn to achieve that goal.

Current GPA \*

4.00

Credits earned \*

51

Desired GPA \*

CALCULATE

### Notes

Click the notes option to view all notes that have been added to a student's record.

The header is now dynamic and will adjust to fit your screen. If students do not have specific attributes or characteristics that can be shown in the header, they will not show. The only item that will show if it is blank will be the advisor section. This is to show that the student does not have an advisor assigned.

### Format Box/Progress Bar



- **Format:** This drop-down box lists the different types of audits that are available. The student view is the typical view of audit. If you want a different view (graduation checklist, registration checklist) select it from the dropdown box.

- Degree Progress: These indicators illustrate student progress as 1) a percentage of total course requirements completed; and 2) a percentage of minimum total credits completed
- Process: Refreshes the audit after a change to audit programming has been made. The student record data is updated nightly It does not dynamically refresh each time a student’s data (i.e., grades registration, major) changes.

## DegreeWorks Audit Components: Block

### Degree Blocks

Lists basic requirements for earning a degree (minimum credits requirements, GPA requirements, etc.) in addition to all the blocks that are required to complete the student’s declared program. The block also included the student’s catalog year

**Pre-Bachelor's Degree** INCOMPLETE

Credits required: 120   Credits applied: 90   Catalog year: 2022-2023   GPA: 0.00

You currently have 15 Credits in 300-400 Level Courses.  
 You currently have 0 Residency Credits in 300-400 Level Courses.  
 You currently have 0 Residency Credits.

<input type="radio"/> Minimum 120 Credits to Graduate	<b>Still needed:</b>	120 Credits are required to graduate. You currently have 90, you still need at least 30 more.
<input type="radio"/> Minimum 45 Credits in 300-400 Level Courses	<b>Still needed:</b>	you still need 30 more Credits in 300-400 Level Courses.
<input type="radio"/> Minimum 9 Residency Credits in 300-400 Level Courses	<b>Still needed:</b>	you still need 9 more Residency Credits in 300-400 Level Courses.
<input type="radio"/> Minimum 30 Residency Credits Requirement	<b>Still needed:</b>	you still need 30 more Residency Credits.

### Foundational Studies Core Block

Breaks the Foundational Studies Core into sections mirroring the FS curriculum guide. Foundational Studies Core GPA can also be found in the first, summary block.

## Foundational Studies

INCOMPLETE

Catalog year: 2021-2022 GPA: 0.00

You are highly encouraged to review your major area for any Foundational Studies courses that may be required for your major. To Learn More About This Requirement by CONTACTING your University College advisor. All students must complete at least one UPPER DIVISION INTEGRATIVE ELECTIVES(UDIE) course at ISU. (It may be completed online.) The second UDIE may also be fulfilled by completing a minor, certificate, or second major; completing a content specific education major; or completing applicable study abroad course work. Contact your advisor or the Study Abroad Office for more information.

	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/>	FRESHMAN COMPOSITION	<b>Still needed:</b>				
<input type="radio"/>	Freshman Writing I & II	2 Classes in <a href="#">ENG 101</a> and <a href="#">105</a>				
<input type="radio"/>	JUNIOR COMPOSITION					
<input type="radio"/>	Junior Composition Prerequisite	<b>Still needed:</b>	1 Class in <a href="#">ENG 105</a>			
<input type="radio"/>	Select 1 Junior Composition Class	<b>Still needed:</b>	1 Class in <a href="#">BEIT 336</a> or <a href="#">ENG 305</a> or <a href="#">305T</a> or <a href="#">307</a> or <a href="#">308</a> or <a href="#">313</a> or <a href="#">HRD 340</a>			

### Major Block

Lists credits and courses required to complete the student's declared major. Major GPA can be found at the top of the block

## Architectural Engineering Technology Major

INCOMPLETE

Catalog year: 2021-2022 GPA: 1.66

	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/>	Construction (30 Credits):	CNST 101 is not required but is recommended for the FS: ESR category				
<input type="radio"/>	Architectural Graphics	<b>Still needed:</b>	1 Class in <a href="#">CNST 106</a>			
<input checked="" type="radio"/>	Construction Materials, Methods, & Equipment	CNST 111	Constr Matls, Meth & Equipment	RG	(3)	Fall 2022
<input type="radio"/>	Construction Contract Documents and Project Delivery	<b>Still needed:</b>	1 Class in <a href="#">CNST 201</a>			

### Minor/Concentration Blocks

Lists requirements to complete the student's declared minor and/or concentration. Minor/concentration GPA can be found at the top of the block.

#### Business Administration Minor INCOMPLETE

Credits required: 21 Credits applied: 12 Catalog year: 2021-2022 GPA: 3.333

A grade of C- or better is required in these minor courses:

	Course	Title	Grade	Credits	Term	Repeated
○ 21 Minor Credit Hours Required	Still needed:	A minimum of 21 credit hours in the minor are required. You currently have 12; you need 9 additional credit hours.				
✓	Financial Accounting	ACCT 210	Financial Accounting	A	3	Semester I 2020-2021
ⓘ	Business Law	BADM 230	Business Law	IP	(3)	Semester II 2021-2022
○	Managerial Accounting or Organizational Behavior	Still needed:	1 Class in ACCT 212 or MGT 234			
✓	Microeconomics, Macroeconomics, or Finance	ECON 110	Microeconomics	B	3	Semester II 2020-2021
○	Introduction to Entrepreneurship or Management	Still needed:	1 Class in ENTR 100 or MGT 281			
✓	Marketing	MKTG 290	Marketing	B	3	Semester I 2020-2021

### Remedial Courses Not Degree Applicable

Lists remedial courses that are registered or have been completed.

#### Remedial Courses Not Degree Applicable COMPLETE

Catalog year: 2021-2022 GPA: 0.00

✓	Remedial Courses Not Counted Toward Degree	MATH 035	Intermediate Algebra	XC	0	Spring 2022
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### Counts Toward Degree Requirements

This block will list electives that are counting toward the 120 credits needed to graduate

## Counts toward degree requirements

Credits applied: 2    Classes applied: 2

Course	Title	Grade	Credits	Term	Repeated
UC 110	Issues and Ideas	C+	1	Fall 2021	
UC 150	Academic Competencies	A	1	Spring 2022	

### *Insufficient*

This block will show courses that the students have failed, withdrawn, or have not received a high enough grade for their major. If a requirement has been met for the student and they register for the same course again, the registered course will be shown here.

## Insufficient

Credits applied: 6    Classes applied: 4

Course	Title	Grade	Credits	Term	Repeated
AHS 201	Fundamentals of Nutrition	RG	(3)	Fall 2022	(R)
ART 151	Vis Art In Civiliz	RG	(3)	Fall 2022	(R)
MATH 035	Fundamentals of Algebra II	XF	0	Fall 2019	(R)
PHIL 201	Ethics & Good Life	W	0	Spring 2021	

### *In-Progress and Preregistered*

This block will list classes the student is currently taking and registered in for the next semester

## In-progress and Preregistered

Credits applied: 27    Classes applied: 9

Course	Title	Grade	Credits	Term	Repeated
COUN 425	Career Development for Women	RG	(3)	Spring 2022	
ELED 324	Emergent Literacy	RG	(3)	Spring 2022	
ELED 335	Ear Chldhd:Tchg Lrn Kinderg	RG	(3)	Spring 2022	

### *Exceptions*

Lists exceptions entered for the student, including the type of exception, a description of it, who entered the exception, and when they entered it.

## Notes

This section will show notes, when they were created, and who it was created by. In order to add a note to the student's worksheet, click the ellipsis at the top of the worksheet and add note.

My Student Academic Map @ Indiana State

WORKSHEETS EXCEPTIONS PLANS ADMIN Laura S Vanatti

### Worksheets

Data refreshed 07/21/2022 12:36 AM

Student ID Name Degree Pre Bachelor

Advanced search

- GPA Calculator
- Class History
- Notes

## Notes

There are no notes for this student.

**ADD A NEW NOTE**

## Degree Works Audit Component: Legend

### Legend

- |                                       |                                 |
|---------------------------------------|---------------------------------|
| ✓ Complete                            | ○ Not complete                  |
| 🕒 Complete (with classes in-progress) | ⚠ Nearly complete - see advisor |
| 📋 Prerequisite                        | @ Any course number             |
| (R) Repeated class                    |                                 |

- Complete-This symbol will appear beside all requirements within the audit that have been completed.
- Not Complete- This symbol will appear beside all requirements within the audit that have not been completed.
- Complete (with classes in-progress)- This symbol will appear for requirements where students are currently registered for the classes needed to fulfill the requirement.
- Nearly complete-see advisor- This symbol will appear when requirements almost complete, however there's a component that may not be met.
- @ Any course number- The "@" symbol represents all classes when used as a course subject prefix and can also be used to represent all course numbers within a course subject when it follows the course subject.

## Degree Audit Course Link

If you click on a hyperlinked course anywhere in the degree audit, it will bring up a block of information that shows the course prerequisite (if applicable), catalog descriptions, and class schedule information including date and times that courses are scheduled to be offered along with the number of seats available in each section.

### Course Information



#### ART 151 - 3 Credits - Vis Art In Civiliz

(TransferIN) A topical survey of major concepts in the visual arts and their relation to the societies which produced them. Prerequisites: Completion of Freshman composition Foundational Studies Credit: [Fine and Performing Arts]

#### Prerequisites:

**ENG 105** with a minimum grade of D- or **ENG 107** with a minimum grade of D- or **ENG 108** with a minimum grade of D-

#### Sections:

Term	CRN	Section	Seats open	Meeting times
Fall 2022	52434	002	0 (out of 37)	Tu Th 02:00pm - 03:15pm
Fall 2022	51124	004	1 (out of 37)	M W F 08:00am - 08:50am

## What-If Audit

The “what-if” audit allows students and advisors to see how credits a student has already earned/registered would fit into an alternate academic program, or to see how courses taken in the future would fit into the current program.

Within a student’s audit, click from ‘Academic’ to ‘What-If’

Transfer Institution(s)/Prior Degree(s) Ball State University-MA, University Wisconsin Parkside-BS

Advisor -None Assigned- Alternate PIN FA22-444444 Citizenship Citizen

Academic What-If

View historic audit  
07/21/2022 at 1:3...

Format  
Student View

### Degree progress



Requirements Credits

Overall GPA

In-progress classes

Preregistered classes

PROCESS

Use the dropdown boxes to select the desired Program: Catalog Year (Always change to current academic year if running an audit on an alternative program), Degree, Level, Major, Minor and Concentration (Catalog Year, Degree Level and Major are required fields. If you are simply determining how future courses will fit into the existing program, ensure that these fields match the student's current record). Check or uncheck the 'In-progress Classes' and 'Preregistered Classes' boxes. If desired, enter Future Classes the student is considering. If trying to add a second major you will need to click on the "Additional areas of student" block. Click the 'Process' button near the bottom of the screen.

### What-If Analysis

Use current curriculum  In-progress classes  Preregistered classes

#### Program

Catalog year \*  
2019-2020

Program \*  
ARCHITECT ENGINEERING TECH - BS

Level \*  
Undergraduate

Degree \*  
Bachelor of Science

College \*  
College of Technology

#### Areas of study

Major \*  
Architect Engineering Tech (Ugrad)

Concentration

Minor

#### Additional areas of study

#### Future classes

Subject

Number

ADD

RESET

PROCESS

## Student Educational Planner Introduction

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### What is the SEP?

The DegreeWorks Student Educational Planner (SEP) is an advising tool that students and advisors can use to map out a clear pathway for a timely degree completion. Advising plans created in SEP will show students the required courses within their program(s) and a recommended timeline of when they should be completed. The plan will be used for compliance in the Sycamore Graduation Guarantee.

### Why use it?

The SEP helps advisors and students work together to plan each term of coursework to ensure student success. By developing a plan, students will have a clear path of coursework needed in sequential order. In addition, advisors can use the features in the plan to identify courses that are essential to students' timely degree completion. With the implementation of Schedule Builder it will be imperative to have an accurate plan so students can bring their courses into Schedule Builder automatically for easy registration.

### Critical Requirements

The plan shows requirements that are critical, meaning the student must complete the respective course by the designated term or they are off-track and not on target to graduate in four years. Course requirements and/or GPA requirements may be considered critical. A critical course is denoted by a blue !



### Choice Requirements

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When there are several course options that can fulfill a planned requirement, a Choice requirement can be used; the plan has all choice requirements come up in orange. An option can be any combination of actual courses, wildcards, or ranges.

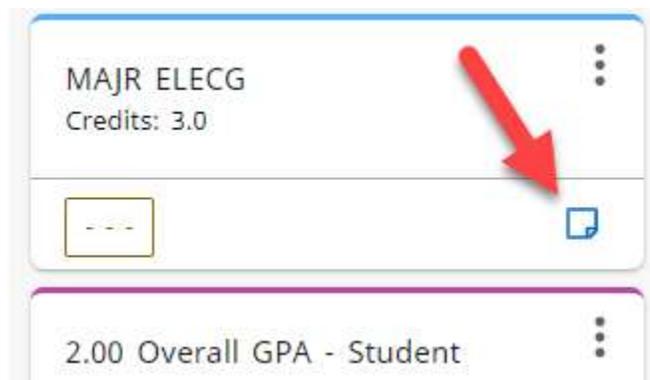
Most templates include foundational studies requirements that will be needed to be replaced by a course. See below for examples of choice requirements and how to select a course.

## Plan Views

### Notes View

The notes view includes key information provided by departments for each degree program. This view highlights recommended advising notes or explanation of what the requirement is. As users scroll, they may see advising notes assigned to the degree, term, or to course requirements. If a requirement shows the blue note, then there is a note to view. If it is greyed out, then no note has been made.

FALL 2022 / 2022-23 Criminology and Criminal Justice Major (BS)  



### Audit View

The audit view allows users to view a plan alongside a student's degree audit. This differs from the traditional degree audit because the audit view includes the courses a student "plans" to take, not just their current and past courses. In instances, where an advisor notices the audit does not display a requirement planned, the advisor will have to make sure to add the course in the student's plan as it will be needed to graduate. The audit view is only meant for viewing and not editing. All planned coursework will display "PLAN" (for planned) in addition to the "RG" registered courses.

UPPER DIVISION INTEGRATIVE  
ELECTIVES(2 Categories)

Select UDIE Category #1 and #2 from  
the Classes

COUN 425

Career Development for  
Women

B-

3

Spring 2022

ELED 457

Elem&Spec Ed Capstone

PLAN

(3)

Spring 2023

### Choices on the Audit

In the audit view if there is a choice requirement with no selected course or no pointer with the choice, then course will not pull up as planned in the audit.

### Degree Progress

You may notice while in Audit View, even though all is “planned” in the audit, the requirements percent may not be 100%; this is because grades have not been processed (it is “in progress”) so the percent is reduced to 98%.

## Exceptions

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Exceptions allow users to make an exception to the catalog requirements of a student’s current degree program. The following types of exceptions are available from the Exceptions tab in Degree Works.

### **Substitute**

This exception allows you to substitute one course for another, replacing the catalog required course with an alternate.

### **Apply Here**

This exception allows the user to apply a specific course to a rule regardless of the Catalog requirements. The auditor will not move courses applied to rules with this exception type unless a block or rule qualifier overrides the exception.

### **Also Allow**

This exception appends a course to a course list on a rule. Using this exception allows you to add an additional course to an existing rule, while still allowing the original course to count. This is a good option to add a course before a student has taken the course, as it would still allow the student to complete the original requirement.

### **Force Complete**

This exception allows you to force a requirement to be marked off as completed. Force complete may be used on rules or qualifiers (e.g., Minimum Residency Requirement, Minimum Grade, Minimum Classes, etc.) Once Force Complete is applied it will not affect the total credits or GPA for a set of requirements.

### **Remove Course/Change the Limit**

This exception allows you to remove a class from a course rule or qualifier or to change the number of classes or credits required on a rule or qualifier. For example, change the minimum residency requirement from 50 credits to 45; change the rule for major directed electives in an area from 3 classes to 2 classes.