Degree Works
Training Manual
Student
# TABLE OF CONTENTS

**Degree Works – Getting Started** ................................................................. 3-4

**Degree Works Overview** ........................................................................ 3

**View Audit** .............................................................................................. 4

**Degree Works – Worksheets** ................................................................. 5-25

**Main Header Bar** .................................................................................... 5

**Audit Header** .......................................................................................... 6

**Worksheet Bar** ........................................................................................ 7

**Student View** ........................................................................................ 8-25

  - **Class History** ................................................................................... 9
  - **Dual Major** ...................................................................................... 10
  - **Academic / Demographic Summary** ................................................. 11
  - **Direct E-Mail** .................................................................................. 12
  - **Legend** ............................................................................................ 13-14
  - **Blocks** ............................................................................................ 15-17
  - **Course Link** ................................................................................... 18
  - **Optional Blocks** ............................................................................. 19-20
  - **Look Ahead** ................................................................................... 21-22
  - **What-If Audits** ............................................................................. 23
  - **Registration Checklist** .................................................................... 24
  - **Printing an Audit** .......................................................................... 25

**Degree Works – Plans** .......................................................................... 26

**Degree Works - Ending Your Session** ............................................... 27
DEGREEWORKS –GETTING STARTED

DEGREEWORKS OVERVIEW

What is Degree Works?

Degree Works is a web-based degree audit tool designed to help you and your advisor monitor your progress toward receiving your degree.

How does Degree Works work?

Degree Works looks at the requirements for a program of study as well as the coursework you have completed to create an easy-to-read degree audit. The audit is separated into blocks based on degree, major, minor, and concentration requirements. The requirements for your program of study, as determined by the Murray State Bulletin, are outlined in those blocks. Any classes you have taken or are currently registered for are used to fill the block requirements. Completed classes are indicated by a checkmark while in-progress courses are indicated by a blue box with a tilde (~) inside. Any requirements still remaining will have an open red box beside them. Degree Works can also be used to help you and your advisor outline a plan for classes you should take in the future.

What is a degree audit?

A Degree Works degree audit is an easy-to-read view of your requirements for your program of study. The audit is essentially a checklist of requirements for a degree through Murray State University. Completed and in-progress classes are used to fill spots within the audit showing which requirements have been completed, which are in progress, and what classes/requirements still remain.

How do I know if I can use Degree Works?

Undergraduate, first-time degree seeking students are able to view an audit within Degree Works. If you are a student who has already earned a bachelor’s degree and are returning for a second undergraduate degree or graduate program, you will need to meet with your advisor for assistance determining your degree requirements.

When should I look at my degree audit?

You should review your audit:

1. Before you meet with your advisor to register for classes for the next semester.
2. After registration to determine that the courses you registered for applied to your audit like you thought they would.
3. After your grades for each semester are posted.
4. Any time you make a change to your schedule or program of study.

How do I know which classes I need to take?

Your audit is set up to display the requirements for your program of study in separate blocks for your area/major, minor, and/or concentration. Each block will list the requirements you will need to complete that block. Meet with your advisor to discuss your audit and any questions you have about the requirements listed for your program of study.
Degree Works – Getting Started

View Audit

1. Click the Degree Works link under the Student tab in your myGate account.
2. Your audit will display
Degree Works – Worksheets

Main Header Bar

<table>
<thead>
<tr>
<th>FAQ/Help</th>
<th>Log Out</th>
</tr>
</thead>
<tbody>
<tr>
<td>This link will direct you to the external support page for Murray State Degree Works. Clicking this button should open a pop up window. Close the pop up window to return to your Degree Works session.</td>
<td>The Log Out link will sign you out from your Degree Works session. It DOES NOT log you out of myGate. Be sure to exit both systems when signing off of your work station.</td>
</tr>
</tbody>
</table>
# Degree Works – Worksheets

## Audit Header

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Displays your student ID number.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Your full name will display here.</td>
</tr>
<tr>
<td>Degree</td>
<td>Your current degree program will display here.</td>
</tr>
<tr>
<td>Major</td>
<td>Your current major will display here. If you are a double major, only the primary (first) major will display.</td>
</tr>
<tr>
<td>Student Class Level</td>
<td>Your student level will be displayed here (freshman, sophomore, etc.).</td>
</tr>
<tr>
<td>Last Audit</td>
<td>Displays the last date your audit was refreshed.</td>
</tr>
<tr>
<td>Last Refresh</td>
<td>Displays the time and date your audit was refreshed.</td>
</tr>
</tbody>
</table>
## Degree Works – Worksheets

### Worksheet Bar

<table>
<thead>
<tr>
<th>Format: Student View</th>
<th>This drop down box lists the different types of audits that are available. The student view is the typical type of audit; all available options will be displayed further in this training manual.</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>If you want to view a different type of audit, select the option from the drop-down and then click the “View” button.</td>
</tr>
<tr>
<td>Print/Save as PDF</td>
<td>Will allow you to either save or print the audit while retaining the formatting.</td>
</tr>
<tr>
<td>Class History</td>
<td>Lists of completed coursework by term, similar to the unofficial transcript displayed through myGate.</td>
</tr>
</tbody>
</table>
The Student View is the default worksheet format type. It provides general information about your completed and remaining degree requirements, grouped into logical sections or blocks.
Degree Works – Worksheets

Student View – Class History

Class History

1. Display your audit.
2. Click on the “Class History” link.

3. “Class History” will display in a pop-up box. Courses are broken down by term, similar to an unofficial transcript.

4. Both term and cumulative GPA as well as other information can be found after each semester listed in “Class History.” This unofficial information is based on GPA calculations completed within Degree Works and may differ from the official GPA listed on your transcript and myGate.

<table>
<thead>
<tr>
<th>Term Attempted</th>
<th>6</th>
<th>Cumulative Attempted</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term Earned</td>
<td>6</td>
<td>Cumulative Earned</td>
<td>6</td>
</tr>
<tr>
<td>Term Quality Points</td>
<td>24</td>
<td>Cumulative GPA Quality Points</td>
<td>24</td>
</tr>
<tr>
<td>Term Graded Attempted</td>
<td>6</td>
<td>Cumulative Graded Attempted</td>
<td>6</td>
</tr>
<tr>
<td>Term GPA</td>
<td>4.00</td>
<td>Cumulative GPA</td>
<td>4.00</td>
</tr>
</tbody>
</table>
Student View – Dual Major

Note: Dual Majors are different than Dual Degrees. Dual Majors refer specifically to students with a second major. These students will not receive two diplomas or two separate degrees. Both majors will fall under the primary degree type.

Dual Major

1. Display your audit.

2. Dual majors fall under the same degree. The majors will display within a single audit in the order they appear in the Majors field on your demographic/academic summary area.

3. Specifically required University Studies will be listed for each major on the audit. Students who are double majoring will be required to complete the specifically required University Studies for both majors.

4. If there is a Concentration associated with both Majors, they will display following both majors in the order they appear in the Concentrations field in your demographic/academic summary area.
Degree Works – Worksheet

Student View – Academic/Demographic Summary

<table>
<thead>
<tr>
<th>Student</th>
<th>Displays your full name. Provides your advisor with the ability to email you directly. See direct email section below.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>Displays your student ID number.</td>
</tr>
<tr>
<td>Classification</td>
<td>Displays your classification (freshman, sophomore, etc.).</td>
</tr>
<tr>
<td>Advisor</td>
<td>Displays your advisor(s). Provides you with the ability to email your advisor(s) directly. See direct email section below.</td>
</tr>
<tr>
<td>GPA</td>
<td>Displays your cumulative GPA. This is your official overall GPA.</td>
</tr>
<tr>
<td>Degree</td>
<td>Displays your current degree. If you are pursuing more than one degree, only the degree for the audit you are currently viewing will be displayed.</td>
</tr>
<tr>
<td>College</td>
<td>Displays your college.</td>
</tr>
<tr>
<td>Major</td>
<td>Displays your current major(s) with the primary being listed first.</td>
</tr>
<tr>
<td>Concentration</td>
<td>Displays your current concentration(s) (if applicable).</td>
</tr>
<tr>
<td>Minor</td>
<td>Displays your current minor(s) (if applicable).</td>
</tr>
</tbody>
</table>
Degree Works – Worksheets

Student View – Direct Email

Direct Email

1. Click on your advisor’s name.
2. To: field and Subject: field are defaulted as well as the first sentence of the email. Make sure to enter your full name and Student ID in the spaces indicated.

3. If you are not using a computer that is set up to connect with Microsoft Outlook, hover over your advisor’s name and you will see their email address display in the bottom left-hand corner of the webpage.
Degree Works – Worksheets

Student View – Legend

Complete: This symbol will appear beside all requirements within the audit that have been completed. The row will be highlighted in yellow and will display the course(s) that fulfilled the requirement along with the grade and term the course was taken.

Not Complete: This symbol will appear beside all requirements within the audit that have not been completed. The row will be highlighted in red and will indicate the course(s) that will complete the requirement.

Requirement in Progress and INPR: This symbol will appear for requirements where you are currently registered for the class(es) needed to fulfill the requirement. The row will be highlighted in blue and will display the course(s) that will fulfill the requirement once completed, along with the grade “INPR” and the term that you are registered for the course. The tilde symbol will also appear next to planned courses in your Look Ahead audit.

AAPR: Advisor Approved Elective: These are courses that must be approved by your advisor. They will be submitted to the Registrar’s Office using a course exception or Field of Study form and a Registrar’s Office staff member will input those specific courses on your degree audit.

Does not meet requirement – please see advisor: This symbol will appear if there are parts of a requirement that have been met but there are still stipulations that must be completed in order to finish the requirement (ex: additional hours). If you see this double tilde symbol on your audit, please contact your advisor or a staff member in the RACR area of the Registrar’s Office.
**Range of Courses:** The “:” symbol represents all classes within a particular prefix (or any prefix if used with the “@” (wild card) symbol). In the example below, an option is listed to complete “MAT 400:599.” The range symbol means that any MAT course at the 400 level of above (MAT 401, 402, 403, etc.) would fill in that requirement. If you click on the range of courses, course descriptions should pull up for any active course that fits in that range.

| Credits and 1 Class in | MAT 400:599 or CET 298 or CHE 201 or 202 or 305 or 405 or CSC 245 or 301 or 312 or 332 or 340 or 345 or 405 or 415 or 420 or 445 or ECO 330 or 331 or EGR 240 or 259 or 264 or 330 or 340 or 359 or ENT 286 or 382 or 400 or IET 367 or PHY 233 or 236 or 255 or 256 or 370 or 470 except MAT 354 |

**@: Degree Works Wild Card.** The “@” symbol represents all classes when used as a prefix, and can also be used to represent all course numbers when it follows the course alpha. When the “@” symbol precedes a range of numbers, any course within that number range will fulfill the requirement (@ 300:599). In this case, any course (any prefix or number) may be used as long as it is submitted with an approval from your advisor (see advisor for details).

| Advisor Approved Electives | Still need: 9 Credits in AAPR & |
Degree Works – Worksheets

Student View – Blocks

Using the Murray State Bulletin as a guide, the blocks within the Student View audit present all applicable requirements for your degree, University Studies, declared area(s)/major(s), minor(s), and/or concentration(s). In the block header, the catalog year is displayed. This view will also give you information on what courses will meet unfulfilled requirements. Click on the “See . . . “ link to jump to that area of the Student View audit.

Degree Block: Lists all of the blocks that are required to complete your degree. It also lists the requirements for minimum overall credits, minimum upper-level hours, minimum credits in residence (Murray State), cumulative GPA, and institutional (Murray State only) GPA.

Once the specific conditions are met, a green checkbox will appear. The “Minimum Credits Required” and “Credits Applied (Includes In Progress)” will remain visible in the blue header bar of this block.
Specifically Required University Studies: University Studies courses that are specifically required for certain Areas/Majors will display as a link in the Area/Major block and appear in the body of the audit beneath the Area/Major. These courses will fill the requirements within this block as well as the generic University Studies block. Students should select their University Studies courses in consultation with both blocks on their audit, their advisor, and their correct Bulletin. Transfer students who are fully certified or members of the Honors College, who are exempt from Murray State’s standard University Studies program, will still be required to complete any Specifically Required University Studies courses (unless they are waived by the department). Students pursing double majors may be required to complete additional Specifically Required University Studies courses for the second major.

University Studies: Lists all of the general education requirements for your degree. Note: select courses for this block in conjunction with your Specifically Required University Studies and in consultation with your advisor to avoid additional hours.
Area/Major: Lists courses required to complete your major/area. You may see additional blocks such as “Core Requirements”, “Admission Requirements”, “Support Courses”, “Co-Requirements”, “Professional Education Requirements”, etc. that are required in addition to these courses. Please consult with your advisor if you have questions about additional blocks displaying on your audit.

Minor: Lists all courses required to complete your minor (if applicable).
**Degree Works – Worksheets**

**Student View – Course Link**

Degree Works has the capability of allowing users to click on courses listed in the “Still Needed” section to view a description of the course. Within your audit, remaining requirements will show the requirement name on the left and the course(s) that will fulfill the requirement will show as a hyperlink in the “Still Needed” section on the right. These links are called Course Links.

1. To view the title and credit hours for a course, hover over the Course Link.

2. To open the course descriptions, click the Course Link. This will open a pop-up box displaying the course description, prerequisites, or other course information (ex: “Laboratory required”).

---

![Course Link Example](https://degreeworks.murraystate.edu/IRISLink.cgi)

**BIO 101**

0 or 4 Credits  
Biological Concepts

BIO 101 Biological Concepts (4). Biological principles are examined in an active learning mode. This course relates the significance of biology to individuals and society and establishes that this body of knowledge underpins agriculture, medicine, and environmental management. Laboratory required. (Each semester)

Attributes:  
SCL, SMQ, SMGS, TRAD

---

![Course Information Example](https://degreeworks.murraystate.edu/IRISLink.cgi)
Degree Works – Worksheets

Student View – Optional Blocks

These blocks will not always appear within your audit. They will only display if you have courses/requirements which meet the parameters for each individual block. For example, if you are not enrolled in the Honors College, you will not see the Honors College requirement block.

In-Progress: The courses that you are currently registered for are listed here in addition to displaying where they fit throughout the audit.

Unrestricted Electives: Additional Hours Toward Degree: These are courses that count toward your total required number of hours, but do not fill a specific degree requirement. In the catalog, you may see these courses noted in the total degree program hours as “unrestricted electives”.

Insufficient – Does Not Meet Degree Requirements: These are courses that have not been successfully passed. Programs that have specific minimum grade requirements (for example: majors that require a grade of C or higher in all required course) would have any course with an earned grade lower than their minimum grade requirement listed here). Failed, incomplete, and courses from which students have withdrawn are listed in this block as well. Even though these courses do not meet the requirements for a degree at Murray State, they may still be calculated in your cumulative GPA.
Ineligible for Degree Credit – Limit Exceeded: These are courses that either exceed the number of allowed repeats or that are considered developmental, and therefore, will not count as hours towards graduation. These courses may count in your cumulative GPA (listed in the header block).

Honors Sequence: This block will display if you are actively enrolled in the Honors College. You will follow these requirements instead of the general University Studies program. You will still be required to complete any Specifically Required University Studies.

Exceptions: This block will appear if you have an approved exception that has been applied to your degree audit. This occurs when an advisor submits a course exception or field of study form on your behalf. These exceptions will also appear throughout the audit in the sections where they are applied.

Notes: Both students and advisors will be able to view notes that have been added to the student’s audit in the “Notes” block at the end of the audit. The full text of the note will appear, along with the date that the note was entered and the name of the individual who entered the note.
Degree Works – Worksheets

Student View – Look Ahead

1. Enter your audit.
2. Click the “Look Ahead” tab on the left.

3. Enter a course prefix and number.
4. Click “Add Course” button. Multiple courses can be added one at a time.

5. Click “Process Now”.

6. The Look Ahead audit will display with any classes added showing with a grade of “PLAN” and a term of “Planned Term”. This helps you to be sure that courses that you’re planning on registering for will count towards fulfilling your degree requirements.
7. Click the “Back” button to repeat.

Note: The Look Ahead audit reflects unregistered classes that you plan to take during a future term. It is important to remember that these audits are not saved, but can be printed or run again. Adding courses to a Look Ahead audit does not register you for the course or guarantee you a spot in the class in the terms that you added them to the audit.
Degree Works – Worksheets

Student View – What-If Audits

In order for to view how your coursework would apply towards a different area/major/minor, Degree Works offers a “What-If” audit that will display how your completed coursework applies to the new program as well as what additional requirements would need to be completed. Students and advisors may access the What-If audit in Degree Works by using the tabs along the side of the audit.

Important Notes about What-If audits:

- You MUST select a catalog year in order to successfully process a What-If audit. The 2009-2011 and 2011-2013 catalogs appear twice in the selection box and either option may be chosen to display an audit from that catalog.
- Some majors will not be available unless the correct degree program is selected from the drop down menu. For example, you may not select a “major” in Accounting if you select a BS degree type (you will need to select BSB or BAB). Minors (with the exception of the Social Science minor) can be applied toward any major (or area).
- Unfortunately, any concentration can be added to any degree/area/major. Degree Works is not able to restrict the selection of concentrations in the What-If option, so students and advisors may inadvertently select a concentration in combination with an area/major that is not allowed. If you have questions about which concentrations are allowed to be applied to an area/major, please contact the Registrar’s Office.
- What-If audits do not allow for dual-degree options or double majors. Each desired area/major will need to be run under an individual What-If audit.
- You may choose to click the “Process What-If” button to view a web version of the audit or click “Save as PDF” to open a .pdf document that you can save or print.
Degree Works – Worksheets

Student View – Registration Checklist

The Registration Checklist format shows only the unfulfilled requirements from your audit. It does not provide any of the detailed explanations of requirements that may be found in the student view. It also does not include requirements checking for the necessary number of credit hours or minimum GPA.
Degree Works – Worksheets

Student View – Printing an Audit

To print an audit from Degree Works, click the “Print/Save as PDF” button.

This will pull up a .pdf version of the audit in a separate window and allow you to save the audit (by clicking the disc icon in the bottom right hand corner) or print the audit (by clicking on the print icon in the bottom right hand corner).
Degree Works – Plans

Coming soon!
Degree Works – Ending Your Session

To end your Degree Works session in a secure manner, click the “Log Out” link in at the top of the page. If you accessed Degree Works through your student myGate, this link WILL NOT sign you out of myGate, so be sure to securely sign out of myGate as well.

Note: If you have questions about your RACR (Degree Works audit), contact your advisor or the Registrar’s Office for assistance (msu.racr@murraystate.edu).