

DegreeWorks

Definition

One of the most widely used tools in advising is DegreeWorks. You will use DegreeWorks to obtain the list of courses a student will need to take on their path to the completion of their degree.

To Gain Access to DegreeWorks

Advisors will automatically have access to DegreeWorks when they are given the “Advisor Services” tab in Owl Express.

Logging in to DegreeWorks

Select the DegreeWorks link via the Advisor Services tab in Owl Express and select the appropriate semester. To find a student, enter the KSU ID number in the search box.

DegreeWorks – Student Guide to Degree Completion

The screen below includes pertinent data about the student and how well a student is progressing towards graduation. Detailed information about which courses have been completed and those left to be taken is included on the worksheet can be found here.

Things to Consider When Advising a Student Using DegreeWorks

1. What is the student’s major?
2. Are they in good academic standing?
3. Do they have any holds on their registration?
4. If this is during a registration period or it will soon be a registration period, make sure that the student has a registration time ticket assigned to them.
5. Confirm with the student that they are still completing the major you see at the very top next to their name if it is the first time you are seeing a student.
6. Depending on the nature of what has brought the student in, you may also want to check whether they have petitioned to graduate and/or if they have any non-KSU degrees.

The screenshot shows the DegreeWorks interface for a student named Student, OWL (ID: 000340596). The student is a Freshman in the BSIT major, BSIT-Information Technology, with a classification of US Freshman. The interface includes a navigation menu with options like Worksheets, Planner, Plans, Notes, Exceptions, and GPA Calc. A disclaimer is present, stating that the report is a guide and not official. The main section displays a table of student information and a progress bar showing 45% completion of requirements.

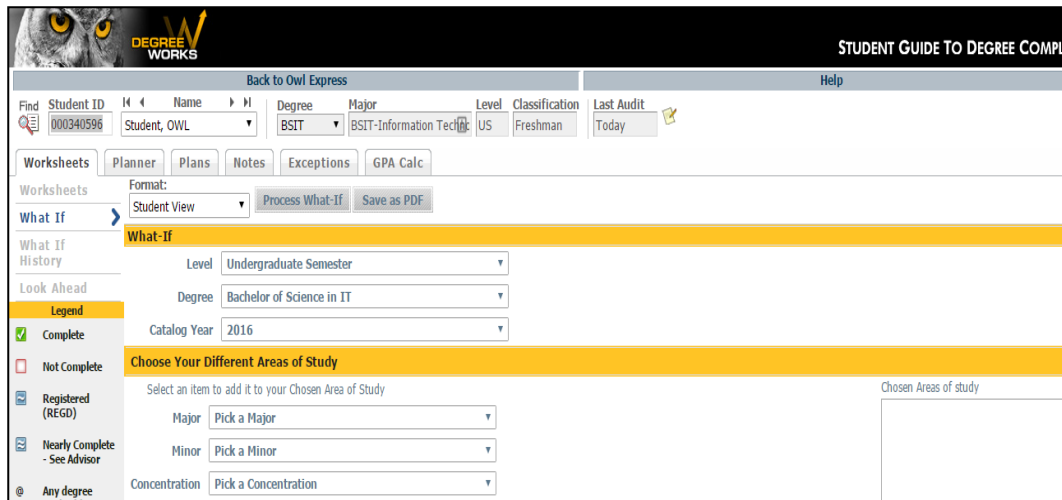
Legend	Student View	Preferred Name	Level	Undergraduate Semester
Complete	Student, OWL	Scrappy	College	College of Comp & Soft Eng
Not Complete	ID: 000340596	No Student Phone	Degree	Bachelor of Science in IT
Registered (REGD)	Classification: Freshman	Academic Standing: Good Standing	Major	BSIT-Information Technology
Nearly Complete - See Advisor	Advisor: Bourgeois, Jackie	Matriculation Term: Fall Semester 2005	Concentration	INT - Enterprise Sys Track
Any degree applicable course/number	KSU Adjusted Hours: No KSU Hours	Program Admission: Educ-Accepted in to Program (26-MAY-15)	Minor	No Minor
Transfer Class	Transfer Hours: 13	Registration Holds: No Holds	Catalog Year	2016
PreRequisite Required	Institutional GPA: No KSU GPA	Non-KSU Degrees: No Non-KSU Degrees	Time Ticket	31-OCT-16 0800 to 05-DEC-16 1630
	KSU Degrees: No KSU Degrees	Petition to Graduate: No Petition Currently Submitted		

Requirements: 45% Degree Progress

Note: Percentage completed reflects the number of check boxes completed, not actual degree completion

DegreeWorks – “What If” Scenarios

The “What If” option allows an advisor to make a hypothetical major change to allow a student to see what would be required in a different major or minor. These “what-if” scenarios include the courses that have already been taken by the student, as well as the new major’s courses that should be taken in order to complete the new major or minor. The end product allows a student to assess which degree path will be best for the student.



The screenshot shows the DegreeWorks interface for a "What If" scenario. At the top, there is a header with the DegreeWorks logo and the text "STUDENT GUIDE TO DEGREE COMPL". Below the header, there is a navigation bar with "Back to Owl Express" and "Help". The main area is divided into several sections:

- Find:** A search bar with "Student ID" and "Student, OWL" entered. To the right, there are dropdown menus for "Degree" (BSIT), "Major" (BSIT-Information Techn), "Level" (US), "Classification" (Freshman), and "Last Audit" (Today).
- Worksheets:** A section with tabs for "Planner", "Plans", "Notes", "Exceptions", and "GPA Calc".
- Format:** A dropdown menu set to "Student View" and two buttons: "Process What-If" and "Save as PDF".
- What If:** A section with a yellow header. It contains dropdown menus for "Level" (Undergraduate Semester), "Degree" (Bachelor of Science in IT), and "Catalog Year" (2016).
- Choose Your Different Areas of Study:** A section with a yellow header. It contains a dropdown menu for "Major" (Pick a Major), "Minor" (Pick a Minor), and "Concentration" (Pick a Concentration). To the right, there is a section labeled "Chosen Areas of study" with a table.

On the left side, there is a sidebar with a "Legend" section containing checkboxes for "Complete", "Not Complete", "Registered (REGD)", "Nearly Complete - See Advisor", and "Any degree".

DegreeWorks is a guide

DegreeWorks can sometimes be wrong. It is important to be aware of the Catalog/Curriculum requirements for the student outside of what is demonstrated on DegreeWorks. If you see errors in DegreeWorks, please report them to your supervisor to be fixed. If a student is questioning a requirement that they see in their DegreeWorks, don't hesitate to reach out to advisors in other colleges/departments for additional support (especially if it involved general education)