

Degree Works Student Quick Reference Sheet

Degree Works is an easy-to-use, web-based, degree audit and academic advising software designed to enhance the advisement planning process. Degree Works is a powerful tool that allows you to view your academic program at any time and confirm how your course choices fulfill degree/certificate requirements. It is designed to aid and facilitate academic advising, but **is not** intended to replace face-to-face advising sessions with your academic advisor.

Steps to Access the Tool via MyNSCC:

- 1) Login to <http://my.nsc.edu/>
- 2) Click on "MY SELF SERVICE"
- 3) Click on the "Student" tab
- 4) Click on "Degree Works"

Reviewing the Audit:

- 1) Degree Works should open in a new window or tab. Under **Student View**, you should see:

Student	Degree	Academic Standing
"A" Number ID	Major	Confidentiality
Advisor	Concentration	Max Registration Hours
Overall GPA	Campus	Holds

If the information is incorrect, please contact either Admissions or Records for review and update.

- 2) The following will show in the audit:

Degree Works Legend:

Legend		
<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Complete except for classes in-progress	(T) Transfer Class
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Missing Requirements - See Advisor	@ Wildcard-See FAQ
REG Registered		

- a. Degree or Certificate Summary: (Example)

<input type="checkbox"/> Degree in Associate of Arts
<input checked="" type="checkbox"/> Minimum Credits
<input checked="" type="checkbox"/> 15 Minimum credits at Nashville State Community College
<input checked="" type="checkbox"/> You meet the minimum overall 2.0 GPA requirement.
<input type="checkbox"/> General Education Requirements
<input checked="" type="checkbox"/> Area of Emphasis Requirements
<input checked="" type="checkbox"/> Exit Exam Completed

- b. General Education Requirements (this will vary from program-to-program). Each general education area will be broken down further displaying course requirements. (Example)

General Education Requirements	
✓	Communication
✓	Humanities and/or Fine Arts
✓	Social/Behavioral Sciences
✓	History
✓	Natural Sciences
✗	Mathematics
✓	Foreign Language

- c. Major/Concentration Requirements: (Example)

Area of Emphasis in English		
Each Tennessee Transfer Pathway's prescribed curriculum must be followed exactly to ensure all hours transfer.		
✓	English Electives	ENGL 2120 Survey of American Lit II ENGL 2320 Survey of World Lit II
✓	Intermediate Foreign Language	SPAN 2010 Intermediate Spanish I SPAN 2020 Intermediate Spanish II
Students must complete a two year sequence in the SAME foreign language through the intermediate level or equivalent. General Education portion of this audit report.		
✓	Elective	ENGL 2110 Survey of American Lit I

- d. “Courses Taken Not Applied” will list all courses not used toward your degree program. If you have questions, please contact your academic advisor.

Courses Taken Not Applied

HIST 2030 Tennessee History

- e. “Failed/Withdrawn/Excluded” course section lists all courses that fall within this criteria.

Failed/Withdrawn/Excluded Courses			
SPCH 1010	Fundamentals of Speech Comm	W	0
			Fall 2013

- f. “Preparatory Course Not Counted” – English as a Second Language courses will be displayed here.

Degree Works Navigation Links:

[Worksheets](#)

[History](#)

[What If](#)

[What If History](#)

[Look Ahead](#)

- 1) **Worksheets:** This is the actual student audit.
- 2) **History:** Allows you to view the history of previous audits ran.
 - a. Select the historical report from the “Historic Report” drop-down and then click “View” to view the historic audit.
- 3) **What If:** Allows you to run a “What-If” audit if you want to see how your credits apply toward another major.



Format: Include in-progress classes Include preregistered classes

Select your primary area of study

→ **Catalog Year**

→ **Program** → **Major**

Level → **Concentration**

Degree

- a. Select a catalog year.
 - b. Select the program, major, and concentration (if applicable).
 - i. You must select a program first, which should match the major. For transfer degrees, the program will be Tennessee Transfer Pathway or University Parallel.
 - c. Click "Process What-If" at the top.
- 5) **What If History:** Allows you to view all what-If audits previously ran.
 - 6) **Look Ahead:** Allows you to predict future registrations and have those courses slot into the audit.
 - 7) **Academic History:** Allows you to view your unofficial transcript (top of audit).

Format: Include in-progress classes Include preregistered classes [Academic History](#)

Degree Works Calculator Tab:

GPA Calculator – there are two calculators available:

1) **Graduation Calculator:**

Current GPA	<input type="text" value="2.145"/>
Credits Remaining	<input type="text"/>
Credits Required	<input type="text"/>
Desired GPA	<input type="text"/>

- **Current GPA:** Your overall GPA.
- **Credits Remaining:** If it's a 60 hour degree and you have completed 45, you would enter 15 credits here.
- **Credits Required:** This is where you enter the overall credits required for the degree; for example, 60 credits.
- **Desired GPA:** This is where you would enter your desired GPA upon completion of the program.

Note: The results returned may not be realistic. For example, if it returns a GPA above a 4.0 then that would not be possible for you to attain.

2) **Term Calculator:**

Current GPA	2.145
Credits Earned So Far	55

	Credits	Grade
Class 1	<input type="text"/>	A [4.00C ▾]
Class 2	<input type="text"/>	A [4.00C ▾]
Class 3	<input type="text"/>	A [4.00C ▾]

- Registered courses will automatically be listed and you can simply select a grade value from the drop-down.
- You can add courses, credits, and grades to this to calculate a GPA.

Helpful Hints:

- If you have a dual major, you will have multiple degrees to select from the “Degree” drop-down field.
- If the audit doesn’t look correct, click “Process New”. If it’s still not correct, notify your academic advisor for review.
- Course requirements in the audit do allow you to click on them and see the course description from the catalog and the most current course schedule for that particular course.
- Degree Works is refreshed nightly; you can click the refresh button and then **Process New** if your information has changed since the last audit was run. For example, you registered for a class that day.



- **Refresh button icon:**

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