Valdosta State University

Degree Works™ Student Guide

::Access Degree Works via MyVSU

Graduation Planning Tool

Degree Works™ is an online academic planning tool that integrates with the VSU Banner system to help you **know what courses and requirements are needed to graduate in a timely and productive manner.**

For additional assistance, contact:

Your Assigned Advisor

College Advising Center

Registrar's Office

Table of Contents

What is Degree Works and How to Access It 4
Access Degree Works via MyVSU (Single Sign-on) 4
Navigate Degree Works 5
Navigation (Nav) toolbar 5
Demographic toolbar 5
Tool Tabs 5
The Academic Tool 6
Worksheets 6
Worksheets layout 6
How to read your audit 7
What If 8
How to use the What If feature 9
How to read your What If audit 10
GPA Calc 11
Graduation Calculator 11
Graduation GPA result 11
Term Calculator 11
Term GPA result 12
Advice Calculator 13
Advice GPA Result 13

What is Degree Works and How to Access It

Degree Works is an audit and planning tool to help you track your courses and requirements in order to graduate timely. Degree Works aligns Valdosta State University's degree requirements to the coursework you have completed or in the progress of completing; and lets you know which courses you still need to take to complete your degree.

With Degree Works, you have access to three powerful tools:

1. **Worksheets:** Monitor your progress. . . know ***which*** courses to complete.

2. **Plans:** Maps your academic journey. . . know ***when*** to take courses.

3. **GPA Calculators:** Analyze what it takes to ***achieve*** your desired overall GPA.

ⓘ You are encouraged to use the tools within Degree Works as a guide when planning your registration and long-term progress toward degree completion. However*, it is not a substitute for academic advising.* **Contact your assigned Advisor for formal guidance.**

ⓘ The Audit within Degree Works is not your official academic transcript or a certification of degree completion. **Contact the Registrar's Office to obtain a copy of your transcript.**

Access Degree Works via MyVSU (Single Sign-on)

1. Log in to **MyVSU**
2. Click the **Degree Works** tile (add using the Settings (gear) icon if not already listed)

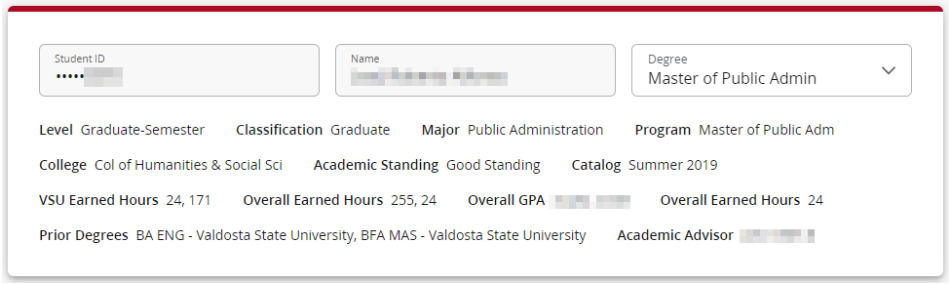
Navigate Degree Works

Navigation (Nav) toolbar

The **Nav** Toolbar is at the top of the screen below the red Valdosta State University header:

Demographic toolbar

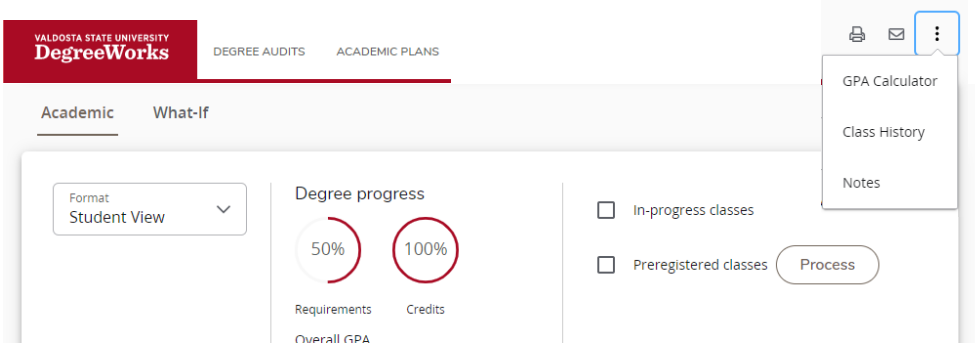
The **Demographic** Toolbar, located under the Nav bar, prepopulates your academic information:



- **Student ID**: Displays your VSU ID Number
- **Name**: Displays your name as listed in Banner
- **Degree**: Displays your current degree. If you are pursuing dual degrees, click the drop-down arrow to switch between degrees.
- **Level**: Displays your current status (i.e., GS-Graduate Semester)
- **Classification**: Displays your current class (i.e., Freshmen)
- **Major**: Displays your major associated with selected degree

Tool Tabs

The **Tool Tabs**, located <u>above</u> (three dots) and <u>under</u> the Demographic toolbar, allows you to switch between the available functions:



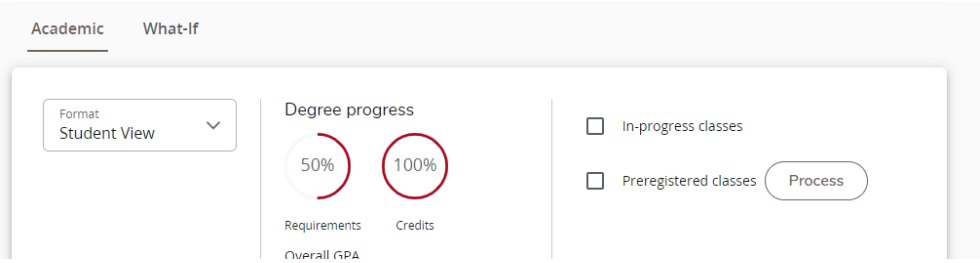
- **Degree Audits (Academic)**: Summarizes your course needs and progress
- **Academic Plans**: Created by your Advisor; outlines when you should complete certain courses
- **GPA Calc**: Calculators that allow you to project your GPA outcome

The Academic Tool

Academic (Audit) allows you to monitor your progress and lets you know *what* courses and requirements you need for degree completion based on your past, current and planned coursework. There are two Audit sections: **Academic, and What If**.

Worksheets

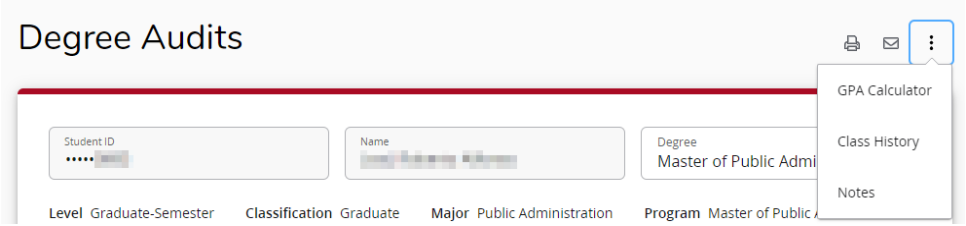
Worksheets layout



- **Academic > Student View**: This is the default worksheet format. It provides information, grouped in blocks (sections), about your coursework, and degree and credit progress. Using symbols and color codes, it displays which requirements you have completed and what courses you have not completed.

- **Academic > Registration Checklist**: This worksheet format shows only the coursework you have left to complete. You can reference it when registering for classes.

- **Process**: After selecting your desired view from the **Format dropdown**, click the **View** button to switch between Student View and Registration Checklist.



- **Print Icon**: Allows you to save as PDF (download) or print your audit.

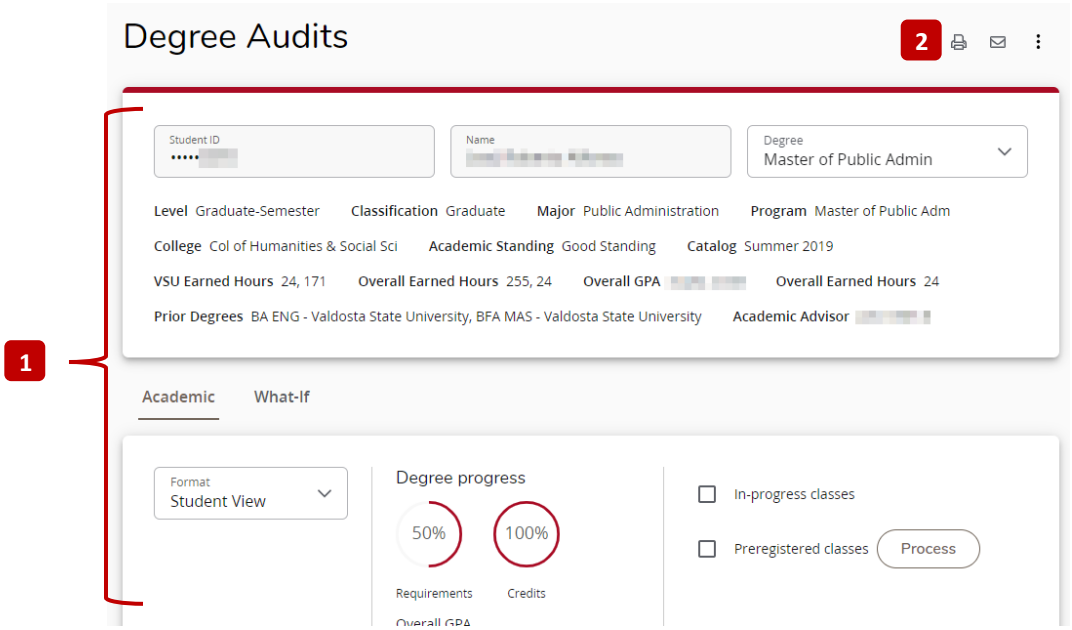
- **Class History**: Provides a list of all the courses you have taken with grades and credits.

How to read your audit

The audit is grouped in color-coded sections called Blocks. The types and number of blocks displayed vary based on your program of study.

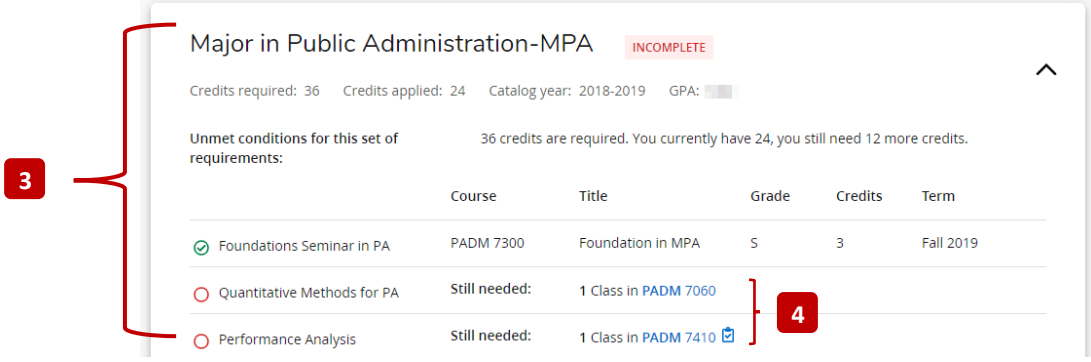
In **Student View**, you are able to:

1. View your attributes and overall academic standing, including degree progress in terms of requirements and credits.
2. Email your advisor by **clicking on the email icon**.

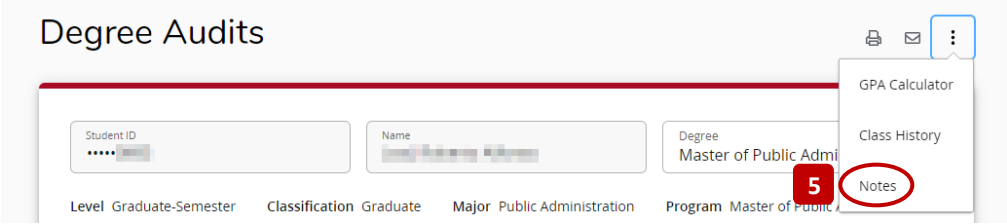


3. See a detailed history of your degree courses and requirements, including your grades, credits, and if applicable, the semester in which you completed the course or requirement.

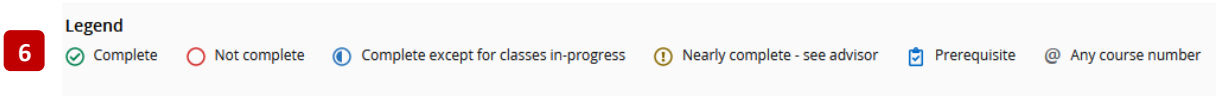
4. **Click on any** Incomplete **course code** (i.e., PADM7060) to look-up and print course information such as description, requisites, and schedule of course upcoming sections.



5. Read Notes your advisor may have written.



6. See a legend to interpret status markings of courses and requirements:
    - Green checkmark: Complete
    - Red circle: Not complete
    - Blue circle: Complete except for classes in-progress
    - Mustard Circle: Nearly complete – see advisor
    - Blue clipboard: Prerequisite required for course
    - @ (at symbol): Any course number/wild card (i.e., MATH 2@@ means any 2000-level math course)



In **Registration Checklist View**, you are able to:

1. See a list of any courses/requirements you still need to complete.

2. Click on a Still Needed **course code** (i.e., PADM 7900) to look-up and print course information such as description, requisites and schedule of course upcoming sections.

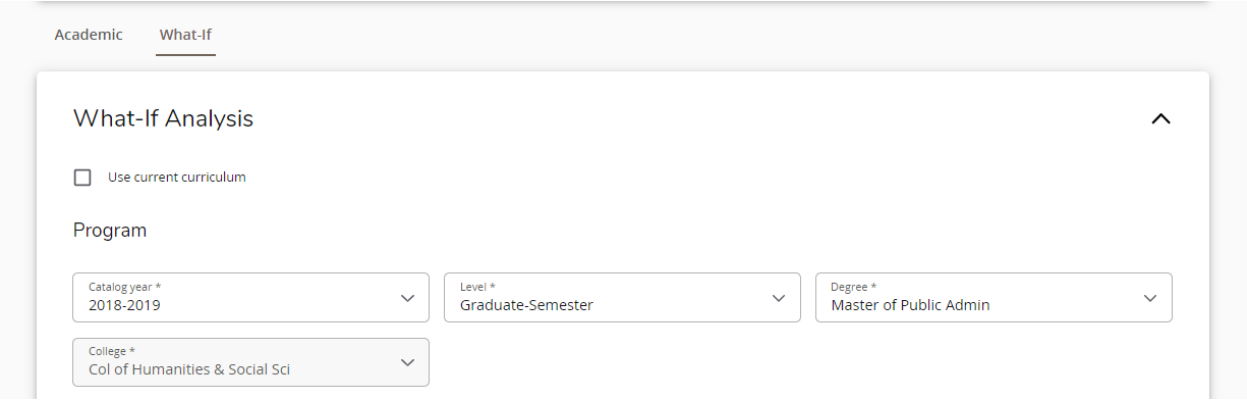
What If

Using your current academic history, the What-If feature allows you to create a temporary, speculative audit that lists what requirements would be needed if you change majors.

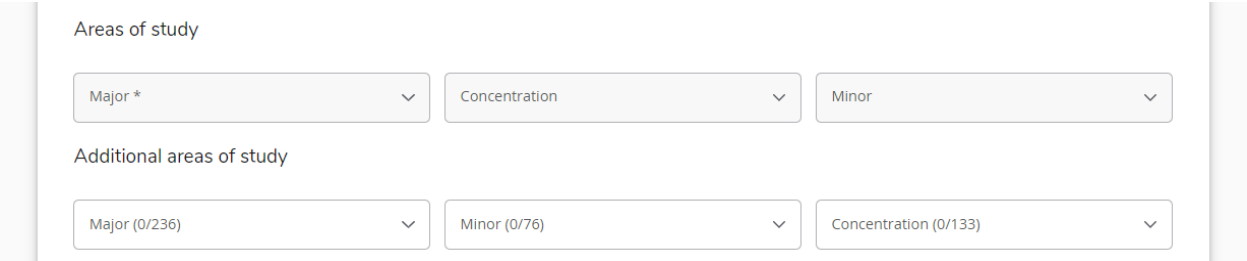
How to use the What If feature

Click the **What If** link on the left-side of the screen and select a combination of options:

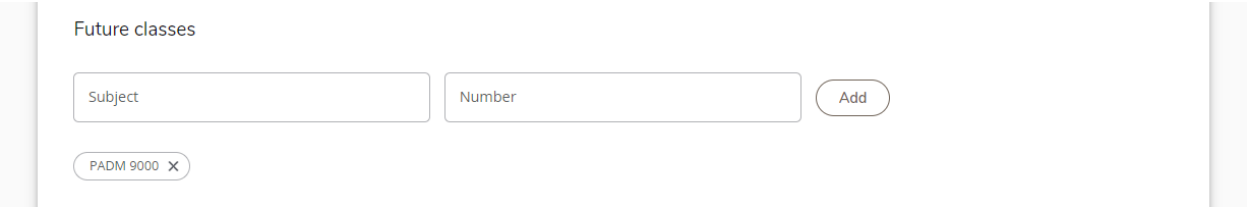
1. Under the gray **What-If** header, click the **drop-down arrows** next to each option to select your desired **Level, Degree, and Academic Year**.



2. Under the gray **Choose Your Different Areas of Study** header, click the **drop-down arrows** next to the options to select your desired **Major, Minor, and/or Concentration**. *These options will populate the **Chosen Areas of Study** box.*

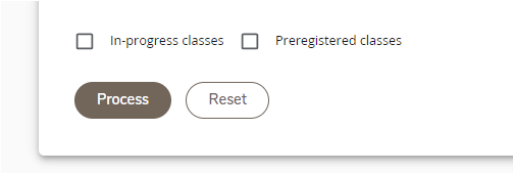


3. Under the gray **Choose Your Future Classes** header, enter the **Subject** (i.e., PADM) and **Number** (i.e., 9000) and click **Add Course** button. *These options will populate the **Courses you are considering** box.*



To delete a choice, select it from the list and click the **X** button located beside the Courses you are considering box.

4. After selecting desired options, click the **Process** button located at the bottom.

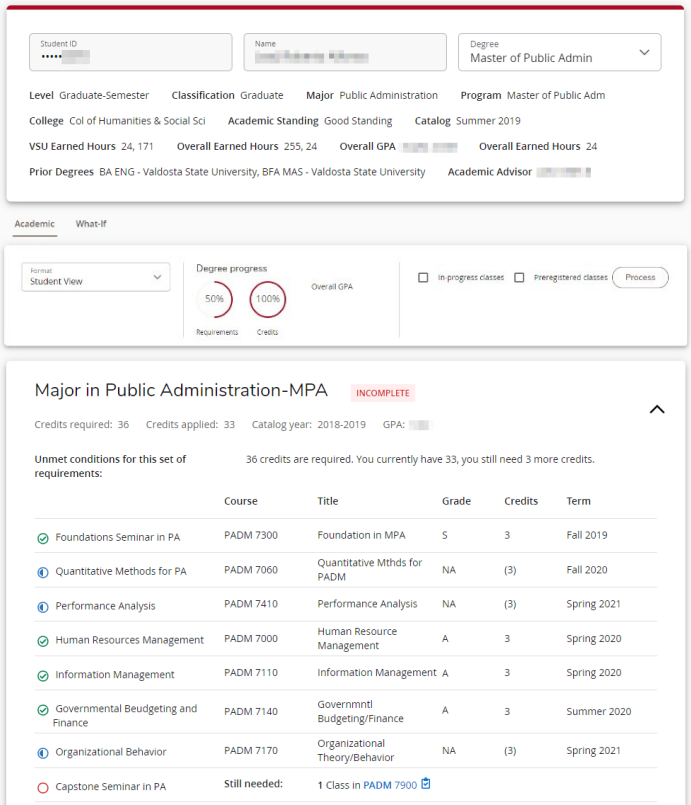


How to read your What If audit

Once you navigate away from your processed What If audit, your choices will be deleted. You will need to repeat the process.
Click the **Back** button located at the top of your audit to return to the initial What If screen.

Similar to your actual audit, you are able to:

- View your overall academic standing, including your *prospective* degree progress in terms of requirements.
- Email your *current* advisor by **clicking on the email icon**.
- Know if you have any *current* Holds affecting your registration or graduation status.
- See a list of your *prospective* degree courses and requirements
- Click on Incomplete **course codes** (i.e., PADM 7900) to look-up and print course information such as description, requisites and schedule of course sections.



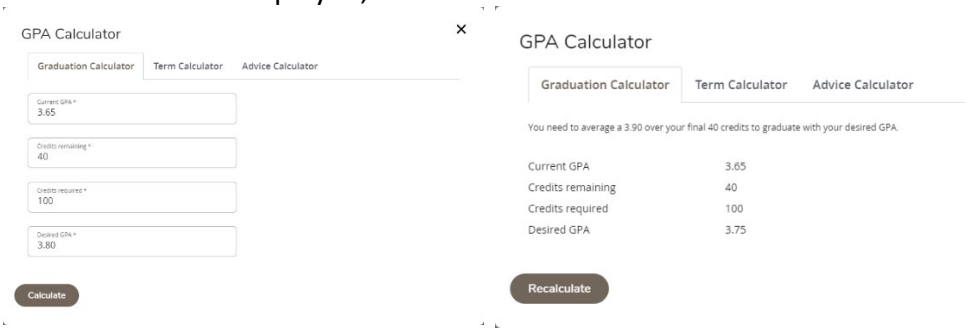
GPA Calc

The **GPA Calc** tool allows you to estimate what your overall grade point average (GPA) would be based on criteria you specify. There are three types of calculators: **Graduation**, **Term**, and **Advice**.

Graduation Calculator

Use the **Graduation Calculator** to estimate the GPA you will need to maintain given your remaining credits in order to graduate with your desired final GPA. You will need to know how many remaining credits you have before beginning this process—view your Worksheet.

1. **Current GPA** field: Automatically displays your current GPA.
2. In the **Credits Remaining** box, enter the number of credits you still need to earn.
3. In the **Credits Required** box, enter the number of credits required for your specific major. (*Click the Credits Required text link or the Worksheets tool to view credit info*.)
4. In the **Desired GPA** box, enter your desired final GPA (up to 4.0).
5. Click the **Calculate** button to see results.
6. Once the result is displayed, click the **Recalculate** button to start over.



Graduation GPA result

Term Calculator

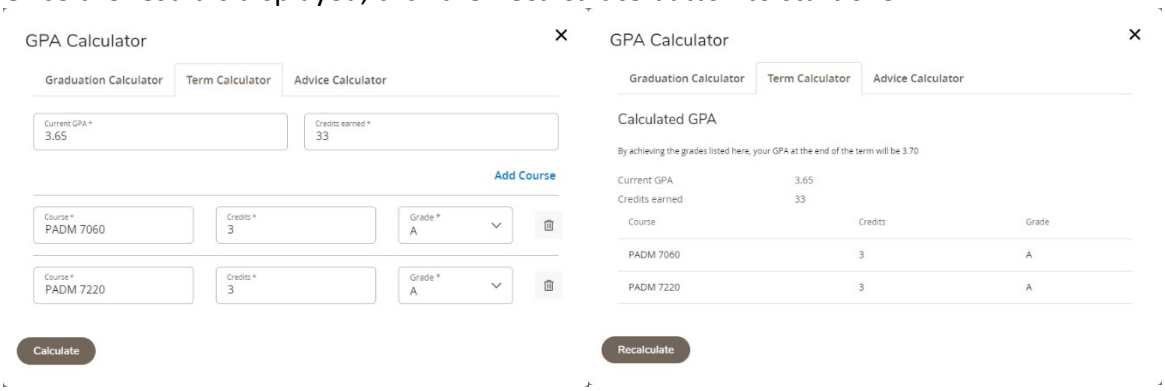
Use the **Term Calculator** to estimate what your GPA will be at the end of a term. Your current GPA and credits earned so far are automatically displayed. The grades you enter are your estimations only. The final grade for each course will be recorded by your instructor.

1. Under the **Grade** column, click the **drop-down arrow** to select a predictive grade for the course(s) listed.

ⓘ You can click in the class list box (Class #) and key a name of a class and enter related credits and an estimated grade.

2. Click the **Calculate** button to see results.

3. Once the result is displayed, click the **Recalculate** button to start over.



Term GPA result

Advice Calculator

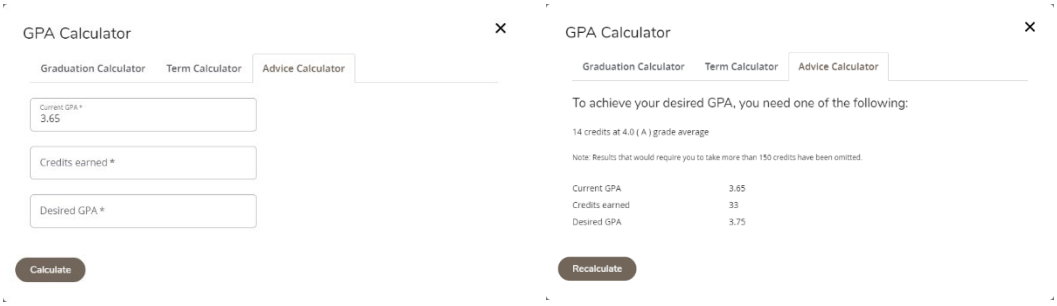
Use the **Advice Calculator** to estimate how many *more* credits and what average GPA you need in order to achieve your desired GPA given credits earned. If your credits earned is zero, use the Term Calculator instead.

Your **Current GPA** and **Credits Earned** are prepopulated for you.

1. In the **Desired GPA** box, enter your desired final GPA (up to 4.0).

2. Click the **Calculate** button to see results.

3. Once the result is displayed, click the **Recalculate** button to start over.



Advice GPA Result