
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](#)

DIVISION of INFORMATION TECHNOLOGY

LOCATION Pine Hall • **PHONE** 229.333.5974 • **FAX** 229.245.4349 • **WEB** www.valdosta.edu/it • **ADDRESS** 1500 N. Patterson St. • Valdosta, GA 31698-1095



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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 above (three dots) and under the Demographic toolbar, allows you to switch between the available functions:

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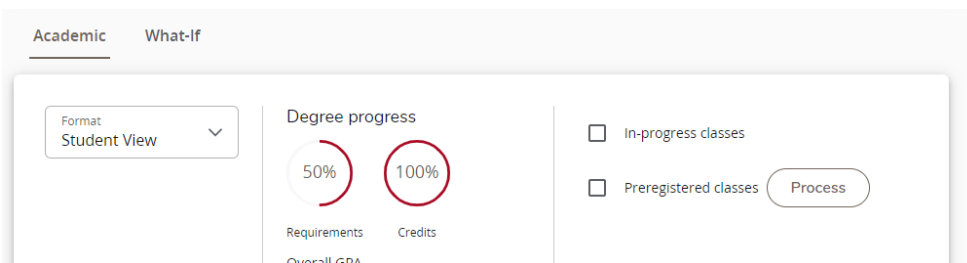
- [Degree Audits \(Academic\)](#): Summarizes your course needs and progress
- [Academic Plans](#): Created by your Advisor; outlines when you should complete certain courses
- [GPA Calc](#): Calculators that allow you to project your GPA outcome

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](#).

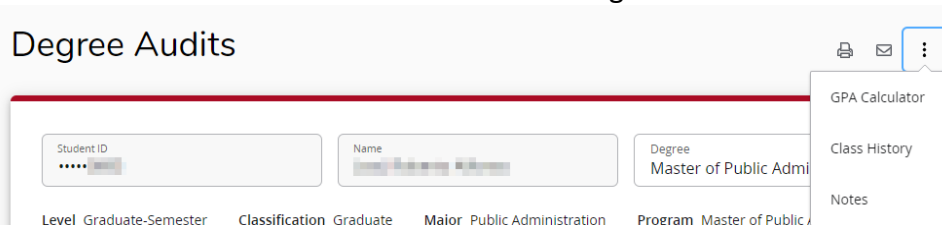
Worksheets

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.

Degree Audits



- **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**.

Degree Audits 2 [Print] [Email] [More]

Student ID: [Redacted] Name: [Redacted] Degree: Master of Public Admin

Level: Graduate-Semester Classification: Graduate Major: Public Administration Program: Master of Public Adm
 College: Col of Humanities & Social Sci Academic Standing: Good Standing Catalog: Summer 2019
 VSU Earned Hours: 24, 171 Overall Earned Hours: 255, 24 Overall GPA: [Progress Bar] Overall Earned Hours: 24
 Prior Degrees: BA ENG - Valdosta State University, BFA MAS - Valdosta State University Academic Advisor: [Redacted]

Academic | What-If

Format: Student View

Degree progress: Requirements: 50% Credits: 100% Overall GPA: [Progress Bar]

In-progress classes
 Preregistered classes Process

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.

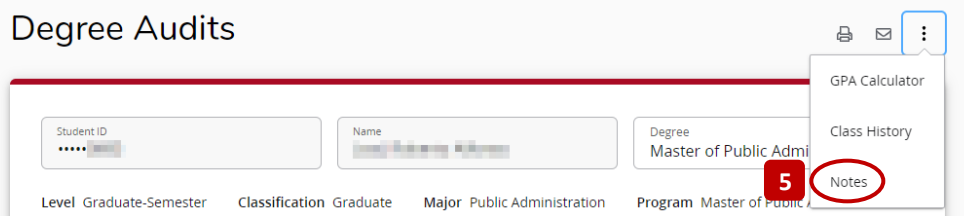
Major in Public Administration-MPA INCOMPLETE

Credits required: 36 Credits applied: 24 Catalog year: 2018-2019 GPA: [Progress Bar]

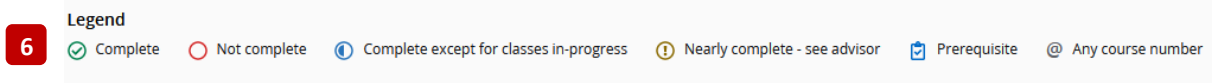
Unmet conditions for this set of requirements: 36 credits are required. You currently have 24, you still need 12 more credits.

	Course	Title	Grade	Credits	Term	
<input checked="" type="checkbox"/>	Foundations Seminar in PA	PADM 7300	Foundation in MPA	S	3	Fall 2019
<input type="checkbox"/>	Quantitative Methods for PA	Still needed:	1 Class in PADM 7060			
<input type="checkbox"/>	Performance Analysis	Still needed:	1 Class in PADM 7410			

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.

<input type="radio"/> Organizational Behavior	Still needed:	1 Class in PADM 7170
<input type="radio"/> Capstone Seminar in PA	Still needed:	1 Class in PADM 7900

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**.

Academic What-If

What-If Analysis ^

Use current curriculum

Program

Catalog year *
2018-2019

Level *
Graduate-Semester

Degree *
Master of Public Admin

College *
Col of Humanities & Social Sci

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.*

Areas of study

Major * Concentration Minor

Additional areas of study

Major (0/236) Minor (0/76) Concentration (0/133)

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.*

Future classes

Subject Number Add

PADM 9000 X

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.

A screenshot of a web interface showing two checkboxes: "In-progress classes" and "Preregistered classes". Below these are two buttons: "Process" (a dark button with white text) and "Reset" (a light button with dark text).

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.

The screenshot shows a student's audit page for a Master of Public Administration degree. At the top, there are fields for Student ID, Name, and Degree. Below this, a summary of the student's standing is provided, including Level (Graduate-Semester), Classification (Graduate), Major (Public Administration), Program (Master of Public Admin), College (Col of Humanities & Social Sci), Academic Standing (Good Standing), and Catalog (Summer 2019). It also lists VSU Earned Hours (24, 171), Overall Earned Hours (255, 24), Overall GPA, and Overall Earned Hours (24). A section for Prior Degrees and Academic Advisor is also visible.

Below the summary, there are tabs for "Academic" and "What-If". The "What-If" tab is active, showing a "Format" dropdown set to "Student View". To the right, there are "Degree progress" indicators for "Requirements" (50%) and "Credits" (100%), along with an "Overall GPA" field. There are also checkboxes for "in-progress classes" and "Preregistered classes", and a "Process" button.

The main section of the audit is titled "Major in Public Administration-MPA" and is marked as "INCOMPLETE". It shows "Credits required: 36" and "Credits applied: 33", with a note that "36 credits are required. You currently have 33, you still need 3 more credits." Below this, a table lists the courses and their status:

	Course	Title	Grade	Credits	Term	
✓	Foundations Seminar in PA	PADM 7300	Foundation in MPA	S	3	Fall 2019
ⓘ	Quantitative Methods for PA	PADM 7060	Quantitative Mthds for PADM	NA	(3)	Fall 2020
ⓘ	Performance Analysis	PADM 7410	Performance Analysis	NA	(3)	Spring 2021
✓	Human Resources Management	PADM 7000	Human Resource Management	A	3	Spring 2020
✓	Information Management	PADM 7110	Information Management	A	3	Spring 2020
✓	Governmental Budgeting and Finance	PADM 7140	Governmentl Budgeting/Finance	A	3	Summer 2020
ⓘ	Organizational Behavior	PADM 7170	Organizational Theory/Behavior	NA	(3)	Spring 2021
○	Capstone Seminar in PA	Still needed:	1 Class in PADM 7900			

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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.

The screenshot shows two views of the GPA Calculator. The left view is the input screen with the following fields:

- Current GPA*: 3.65
- Credits remaining*: 40
- Credits required*: 100
- Desired GPA*: 3.80

The right view shows the results after clicking 'Calculate':

You need to average a 3.90 over your final 40 credits to graduate with your desired GPA.


Current GPA	3.65
Credits remaining	40
Credits required	100
Desired GPA	3.75

Graduation GPA result

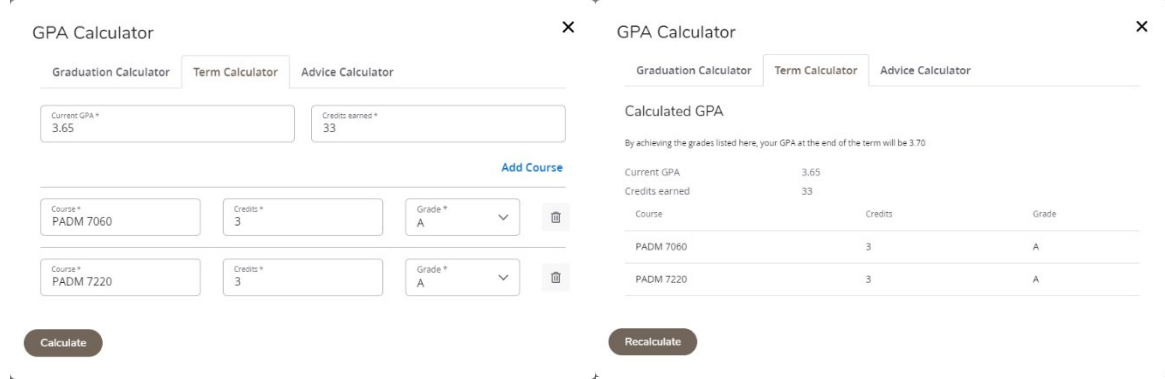
Term Calculator

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.



The image shows two side-by-side screenshots of the GPA Calculator interface. The left screenshot shows the 'Calculate' step, and the right screenshot shows the 'Recalculate' step.

Left Screenshot: GPA Calculator - Calculate

Navigation: Graduation Calculator | **Term Calculator** | Advice Calculator

Current GPA*: 3.65 | Credits earned*: 33

[Add Course](#)

Course*	Credits*	Grade*
PADM 7060	3	A
PADM 7220	3	A

Calculate

Right Screenshot: GPA Calculator - Recalculate

Navigation: Graduation Calculator | **Term Calculator** | Advice Calculator

Calculated GPA

By achieving the grades listed here, your GPA at the end of the term will be 3.70

Current GPA: 3.65
Credits earned: 33

Course	Credits	Grade
PADM 7060	3	A
PADM 7220	3	A

Recalculate

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.

The image shows two side-by-side screenshots of the 'GPA Calculator' interface. The left screenshot shows the 'Advice Calculator' tab selected, with input fields for 'Current GPA *' (3.65), 'Credits earned *', and 'Desired GPA *'. A 'Calculate' button is at the bottom. The right screenshot shows the results after calculation. It displays the text: 'To achieve your desired GPA, you need one of the following: 14 credits at 4.0 (A) grade average'. Below this is a note: 'Note: Results that would require you to take more than 150 credits have been omitted.' A table shows the current state: Current GPA: 3.65, Credits earned: 33, and Desired GPA: 3.75. A 'Recalculate' button is at the bottom.

Current GPA	3.65
Credits earned	33
Desired GPA	3.75

Advice GPA Result