DegreeWorks

What is Degree Works?

"DegreeWorks" is a computerized degree audit program and academic advising tool designed to assist students and advisors in reviewing degree progress. A Web-based program, DegreeWorks re-organizes a student's transcript chronologically and categorically, easily identifying courses that have been completed and what courses are still needed in order to fulfill degree requirements. The Pettit College of Law does not use DegreeWorks.

What are the benefits in using DegreeWorks?
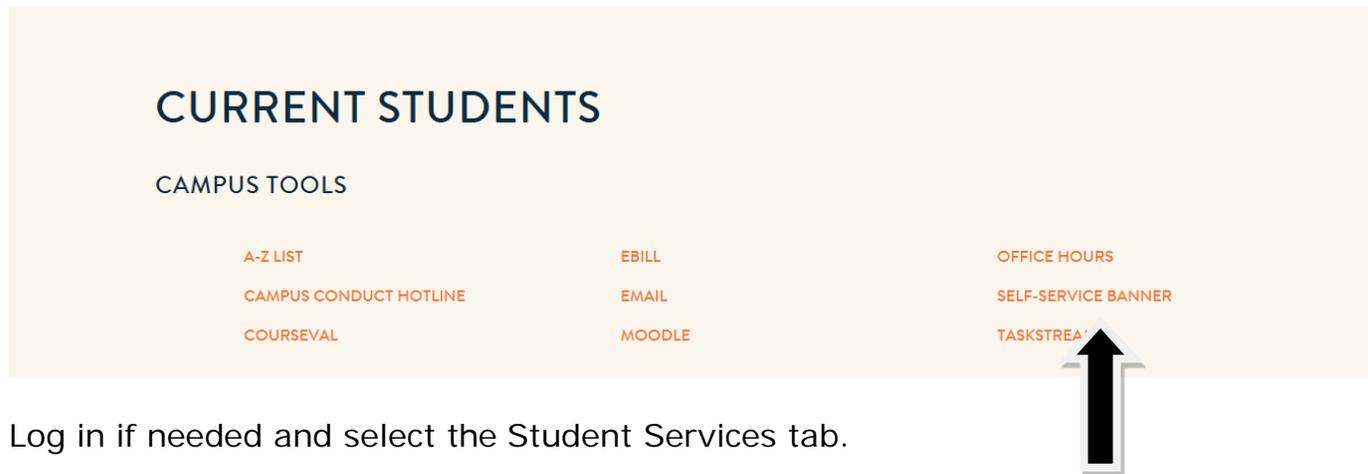
DegreeWorks will help a student:

- Determine what requirements are needed in order to complete a degree.
- Identify what requirements have been completed in the ONU General Education requirements, the specific College General Education/Distributional requirements, and the major, minor and/or concentration area requirements.
- View individual course grades, cumulative grade-point average (GPA), and major average.
- Determine which courses have been taken or transferred, and which ones count as electives.
- View transfer credits, waivers, and exemptions applied toward a degree.
- See how coursework could be applied toward another major, minor, or concentration using the 'What If' option.
- Project grade performance using the GPA Term calculator.
- Confirm academic standing.
- Determine whether there are holds on a record.
- Estimate how many semesters it will take to graduate.
- Learn the prerequisites and co-requisites for courses by clicking on the course numbers.

How do I access DegreeWorks?

1. Access the ONU website at www.onu.edu.

Current Students   Faculty/Staff   Parents   Alumni/Friends   REQUEST INFO   VISIT   APPLY   GIVE

OHIO NORTHERN UNIVERSITY

2. Select 'Current Student'.

3. Click on the Self Service Banner link.

CURRENT STUDENTS

CAMPUS TOOLS

A-Z LIST	EBILL	OFFICE HOURS
CAMPUS CONDUCT HOTLINE	EMAIL	SELF-SERVICE BANNER
COURSEVAL	MOODLE	TASKSTREA'

4. Log in if needed and select the Student Services tab.

How is the DegreeWorks degree audit organized?

The audit appears in categorical sections:

Student biographical information: Information about the student that is independent of degree choice. Students and their advisor may use this information to determine obstacles to registration, eligibility for certain sections and possibility of academic standing difficulties.

Other information: Degree selection and catalog year are entered to identify which degree requirements you should follow.

Summary List of Degree Requirements: At the beginning of the audit, all of the requirements are listed in a single section. As requirements are fulfilled, the boxes next to each requirement are checked off.

ONU General Education Requirements: These requirements are university-wide, but may vary depending on the student's degree and/or major.

College specific Distributional Requirements: These requirements are college and degree specific.

Major, Minor, and Concentrations: Each major, minor and concentration will be displayed in a block indicating the program requirements, the courses that may be used to fulfill them, and/or the courses already taken to complete the requirements. The orange bar which displays the major, minor, or concentration, also includes the catalog year applied to that block of requirements, the GPA for the major, minor, or concentration as well as the credits already applied. The catalog year determines the degree requirements to be followed in order to graduate. These blocks can have different catalog years if a student makes changes to their curriculum.

Additional Courses: Contains all the courses you have taken that do not fulfill defined degree requirements. These courses may not be eligible for Federal and State Financial Aid.

Insufficient: Lists all courses taken with grades that are insufficient to fulfill degree requirements and courses that have been repeated.

In Progress: Lists all courses you are currently taking or have registered for in a future semester.

Who can show me how to use this program effectively?

An Academic Department Chair or Advisor will be able to show students how best to utilize this program.

Can I access DegreeWorks on any computer?

Yes. Access to DegreeWorks is through the Web. Please see page 2 for specific instructions.

Is my information confidential?

Yes. Like other processes students use through Self Service Banner, DegreeWorks is accessed through a secure log in. Remember that advisors, faculty, and selected staff will be able to view the information contained in DegreeWorks.

Who has the ability to access DegreeWorks?

Currently, DegreeWorks is available to undergraduate students in all Colleges except Law. Advisors, faculty, and selected staff will also have access for the purpose of supporting student progress throughout their academic career.

Can I email my advisor through DegreeWorks?
Yes. Click on the advisor's name and the email client will pop up. If not signed in, there will be a prompt to do so.

Will I be able to plan for future courses?
DegreeWorks does show what requirements still need to be fulfilled. In the 'Format' box, you can select 'Registration Checklist' and see only the courses that have NOT been taken. In the future we anticipate utilizing the *Planner* section of DegreeWorks. However, this will not be implemented until a later date.

Using the Audit

A DegreeWorks audit is a review of past, current and "planned" coursework that provides information on completed and outstanding requirements necessary to complete a degree/major/minor/concentration.

When can I use my DegreeWorks audit?

Use your DegreeWorks Audit when:

- Reviewing progress with an academic or major advisor.
- Creating a list of questions to discuss with the advisor.
- Identifying courses that need to be completed.
- Selecting courses that meet degree requirements.
- Determining a projected graduation date.
- Choosing a major.
- Deciding whether to add a minor.

When should I look at my DegreeWorks degree audit?

- Anytime! DegreeWorks is accessible 24 hours a day, 7 days a week from any computer with internet capabilities. Once on the internet, log on to Self –Service Banner.
- Before meeting with an academic or major advisor, go to the Web and print out the audit.
- Before registration, print out the audit and use it to plan for the upcoming semester.
- After registration, confirm that the courses selected complete the requirements still needed.
- View the audit after grades are posted.
- Before filing for graduation, review the academic record.

Will I be able to view my entire course history?

DegreeWorks uses the information that is current. Students will be able to view any courses that have been completed/registered for/transferred by the date the audit was last refreshed. Typically, data is refreshed nightly. Keep in mind that any transfer work or grade changes that have not been formally submitted and accepted will not appear on the audit.

How is a DegreeWorks degree audit different from a transcript?

DegreeWorks is not an academic transcript nor is it an official notification of completion of degree requirements. Changes made to the official academic record

will take at least 24 hours to be reflected in your DegreeWorks audit report. This progress report does not supersede ONU Catalog and/or amendments passed by the ONU Board of Trustees. The transcript, however, is the official college record, and it must be requested from the Registrar's Office by submitting a request via Self-Service Banner. This request will then be processed by the National Student Clearinghouse.

Can I use it to run an Unofficial Transcript?

Yes, simply click on the "Unofficial Transcript" button at the top, right of the audit.
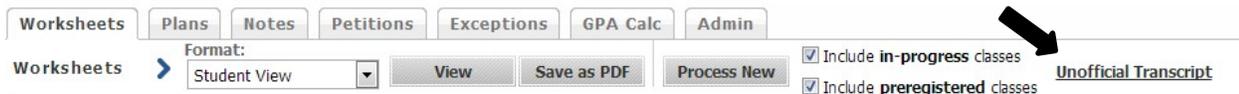
Does the DegreeWorks audit show all courses even if they have taken them elsewhere?

Yes, all courses transferred in from other colleges, taken in the military, on permit or in study abroad, or with proper AP credit should show on the degree audit. Certain courses may not be applied to the major if a student has exceeded the allowable number of transfer credits.

Can I see how many classes there are left to fulfill degree requirements?

Yes. DegreeWorks is arranged in block format displaying degree, major, minor, and concentration requirements information. Look for unchecked boxes to identify requirements that are still needed to complete.

Can I register for classes in DegreeWorks?

No. DegreeWorks is a snapshot of courses in-progress and in academic history. Registration will continue to be handled through the Self Service Banner.

Can I view course information in DegreeWorks?

Yes. By clicking on a course in the audit, students can view the course description, pre-requisites required, associated attributes if any, and available course sections for the upcoming semester. Course sections do not show location; use the Schedule Catalog Search online for that information.

Are my grades visible in DegreeWorks?

Yes. Once grades have been processed at the end of the semester, they are viewable in DegreeWorks following the nightly refresh; however, though grades are viewable

in Self-Service Banner once posted by an instructor, final grades are not available in DegreeWorks until after the final grading period for the University has ended. Courses in-progress are listed with an "IP" grade.

How do I know what classes to take?

Your audit will outline for you courses still needed to meet degree, major, minor, and/or concentration requirements within each specific block. You may then use this information to discuss your plan with your academic advisor. You can also select Registration Checklist format and then click View to see what courses are unmet requirements.
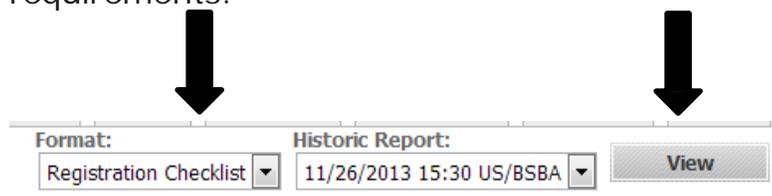
Why isn't there a checkmark next to a requirement I've already completed?

The academic advisor is the primary point of contact. If the advisor determines that the audit is incorrect, he/she will contact the Office of the University Registrar for assistance.

My records shows that my major is still undeclared but I have declared a major. Why doesn't my major show?

The academic advisor is the primary point of contact. If it's determined that the information is incorrect, check with the Registrar's Office to make sure these changes have been received and processed.

Where can I see my second major?

DegreeWorks is designed to show a listing of majors, minors, and concentrations in the Student View audit. Additionally, each major, minor, and/or concentration is broken out into individual requirement blocks within the audit.

Where can I see my audit for my second degree or second major?

Students can access their second degree or second major (SAC) audit by using the Degree drop down menu at the top of the screen. Students pursuing simultaneous degrees will need to click on the Degree drop-down box at the top of the Student View audit and select the second degree or second major (SAC) in order to view the additional requirements.

Back to Self-Service	FAQ	Print

Find	Student ID	⏮ ◀	Name	▶ ⏭	Degree	Major
🔍	████████████████				BFA ▾	Theatre Arts/Musical The

Why isn't my transfer work meeting a requirement?

There could be two reasons. First, the course did not meet either the minimum number of credits and/or minimum grade requirement for use in the program of study. Second, all requirements have been met and this course is simply not needed. Please see the Academic Advisor for more information.

If I withdraw from a class, will that be reflected in my audit?

Courses from which students have withdrawn will appear in the 'Insufficient' block toward the end of the audit.

My advisor told me that a course I took would be substituted for a requirement. Why doesn't this information appear in my audit?

If this is the case, students should contact their advisor to resolve any substitution issue. Any waivers, substitutions, or exceptions for major, minor or concentration requirements must be communicated to the Registrar's Office with proper documentation and signatures.

Notes

What are the Notes for?

Advisors may add notes to the degree audit in order to document academic advising on student records. **Advisors please note: Plan Notes are subject to FERPA. A new audit must be processed after saving a new note.
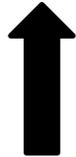
GPA

What does the Term Calculator show?

The Term Calculator will show the estimated cumulative GPA after filling in hypothetical grade information. By default, the system will fill in the current credits, and place the in-progress courses in the table.

How do I use the GPA term calculator?

Select the GPA Calculator tab. Fill in anticipated grade for the corresponding courses. Click the calculate button. The system will generate the anticipated GPA if those grades become the final grades received in the courses.

	Credits	Grade
Current GPA	2.92	
Credits Earned So Far	50	

Automatically generated from the Banner Student Information System

	Credits	**Grade**
ACCT 3011	3	A [4.00]
ACCT 3141	3	B [3.00]
BIZ 2021	3	A [4.00]
BIZ 3621	3	C [2.00]
BIZ 3641	3	A [4.00]

Select anticipated grades for all current classes, ignoring 'extra' lines of classes. Then hit the calculate button.

[Calculate]

Where can I find my major GPA?

The major GPA is a calculated GPA based on coursework used to fulfill major requirements. This GPA will appear within the major block requirements of the audit. Additionally, depending upon the college, the major GPA may also include courses that potentially could have been used within the major block but were not needed to fulfill specific requirements.

Is this calculated GPA guaranteed?

No. This is an estimate only.

Graduation

If all the boxes are checked, does that mean I'm graduating?

Not necessarily. If a student has applied to graduate, the academic division will perform a preliminary audit of the coursework prior to the add/drop period of the final semester and a final audit after all final grades have been submitted to determine if a student is eligible to graduate. Missing requirements will be communicated to students by their academic division.

Do I automatically graduate if everything is checked off?

In order to graduate, an undergraduate student is required to submit a formal application for graduation to the Office of the Registrar. Applications for graduation should be submitted **two** semesters in advance of the anticipated term of graduation

but must be submitted **<u>before</u>** the completion of the advance registration period for the semester of planned graduation. The application can be found on the Registrar's website under Graduation information.

Using What If

What is the 'What If' feature?

The 'What If' function allows a hypothetical change in major, minor, or concentration. The 'What If' audit will show what coursework is required for the new major, minor, or concentration, what courses have taken that satisfy requirements, and what courses are still left unfulfilled.

How do I use "What If" planning?

To view how courses could count in a different curriculum:

- Click on the "What If" button.
- Select the degree being considered. This will populate into the Chosen Areas of Study box.
- Select the catalog year that matches the year for the change.
- Select majors, minors and/or concentrations as they apply.
- Click 'Process What If'
- Review carefully how courses would count in this new major.
- To review a different set of criteria, highlight the information in the Chosen Areas of Study box that needs changed and hit the Remove button.
- Students and Advisors can utilize the 'Choose Your Future Classes' section to determine how classes may fit into the different area of study being considered. Enter the Subject code, Course number and select Add Course. Courses can be changed by using the Remove Course button.

NOTE: Be sure to discuss this new major option with the department advisor. Decide if the change or added criteria is wanted and follow ONU procedures to change the curriculum.

If I use the 'What If' feature, does that mean I have changed my major?

No. The 'What If' function is for information purposes only. Students will see the header 'What If Audit' displayed at the top of the audit whenever an audit is run on a 'What If' scenario.

I'm thinking of changing my major/minor/concentration. Will I be able to see how my current classes fit into my 'What If' major/minor/concentration?

Yes. The 'What If' function will perform an audit based on the hypothetical change and will show how the completed, current, and planned coursework meets the requirements of the hypothetical change.

Can my advisor see my 'What If' scenario?

Since 'What If' scenarios are not stored on DegreeWorks, advisors can only see the results on the monitor. However, it is recommended that students and advisors work through a 'What If' procedure together.

Can I see multiple 'What If' scenarios on the same screen?

Yes. DegreeWorks will allow the selection of more than one major at a time, or to select multiple major(s), minor(s) and concentration(s).

Can I save a 'What If' scenario?

No. 'What If' plans are not saved on DegreeWorks. A new 'What If' scenario can be generated during the next log in.

Can I print a What If scenario?

Yes. To share it with the advisor at a later date, print the 'What If' scenario.

If I like what I see in a 'What If' scenario, how do I initiate the changes?

Always speak with the advisor first. After consulting with the advisor, students may change their academic program by using the correct form from the Registrar's website located in Forms and Links for Students, then click on Change of Major/College form.

Trouble shooting

Why am I receiving an error when I run a 'What If' scenario?

The 'What If' tool requires that a selection be made in the "Major" field. Failure to select a major will result in an error.

Why do I receive a blank window when I click the "Save as PDF" button?

A DegreeWorks audit contains a large amount of information and because of this, it will take 15-20 seconds for the PDF to generate. If after 20 seconds your PDF fails to load, please contact the Office of the Registrar.

What do I do if my audit information is incorrect?

Students should consult their academic advisor for a review of the audit. Any exception to major, minor, or concentration requirements should be discussed with the major/minor advisor or academic department personnel.

Why isn't my information up-to-date?

There could be several reasons. One is that DegreeWorks may not have refreshed since a change was made (the information is refreshed nightly). Second, there could be some paperwork that needs to be completed. For example, if students have completed transfer courses, it is possible that the University has not received an official transcript or the coursework is pending departmental review. Check with the Office of the Registrar if the transcript or audit does not reflect transfer work completed.

How can I update my information?

Students cannot update course information in DegreeWorks. To change a major/minor/concentration and after consulting with the advisor, students may change their academic program using the correct form from the Registrar's website located in Forms and Links for Students.

I changed my advisor, so why is my previous advisor showing instead of my new one?

Check with the Academic Department office to ensure they have received the corrected information.

If I have additional questions about DegreeWorks, whom do I contact?

The first point of contact is the student's Academic Department. If they have been unsuccessful in answering the DegreeWorks questions, please contact the Registrar's Office.