



Mississippi
College

A CHRISTIAN UNIVERSITY

DegreeWorks Graduate Student Guide

Contents

What is DegreeWorks?	3
Why Use DegreeWorks?	3
Who has access to DegreeWorks?	4
Determining your Catalog Year:	4
If your degree evaluation is not in DegreeWorks:	5
How to access Degree Evaluations prior to 2016-2017:	5
Getting Started	6
Reading the Evaluation	6
Evaluation View Options	6
1. Student View:	6
2. Registration Checklist:	6
3. Other Options:	7
Student Information	9
What if My Degree/Program/Major is incorrect?	9
Legend	10
• “  Complete”:	10
• “  Not Complete”:	10
• “  Complete except for classes in-progress”:	10
• “  Nearly complete – see advisor”:	10
• “@ Any Course Number”:	10
• Course Range:	10
Reading Blocks	11
• The Degree Block:	11

- Catalog Year: 11
- Prerequisites: 11
- Major Blocks:..... 11
- Miscellaneous Blocks: 12
 - Classes not counted toward your degree: 12
 - Insufficient: 12
 - In-Progress: 12
 - Not counted: 12
- Notes..... 13
- Look Ahead 14
- What-If 15
- GPA Calculators..... 16
 1. Graduation Calculator:..... 16
 2. Term Calculator:..... 16
 3. Advice Calculator: 17

What is DegreeWorks?

DegreeWorks is a web-based tool designed to help monitor progress toward degree completion and graduation requirements. This evaluation is used to compare your completed and in-progress coursework against degree requirements published in our college catalog (catalog.mc.edu). You should never use a degree evaluation to replace meeting with your academic advisor or knowing the requirements in the college catalog, but it can be a powerful tool to help you and your advisor keep track of your progress to degree completion.

The evaluation is divided into blocks to show all of the necessary requirements and how courses taken, transferred or in-progress count toward those requirements. Each block contains checkboxes to easily identify what courses/requirements are complete, almost complete, or still outstanding. Degree Works can be used as part of advising sessions to determine courses needed for registration and review graduation requirements.

Why Use DegreeWorks?

DegreeWorks can help you know what is required to graduate and will help you make sure all your classes are helping you get to your graduation goals. We strongly recommend that you check your DegreeWorks evaluation before registration begins (determine what classes you need), and after you have registered for classes (determine how your registered classes will count). You also need to check your evaluation any time you plan to speak with your advisor about your classes or registration. Staying informed will help you and your advisor make sure you are working toward your goals.

Who has access to DegreeWorks?

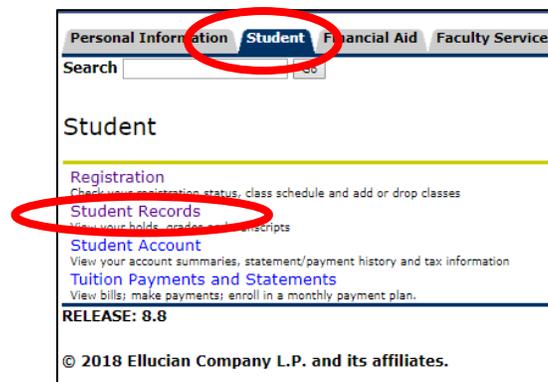
Anyone who is on a 2016-2017 academic catalog going forward will use DegreeWorks for degree evaluations and reviewing graduation requirements.

Your catalog year refers to the academic year you were first admitted to MC. Your catalog year is important because you follow the curriculum requirements that were in effect that academic year.

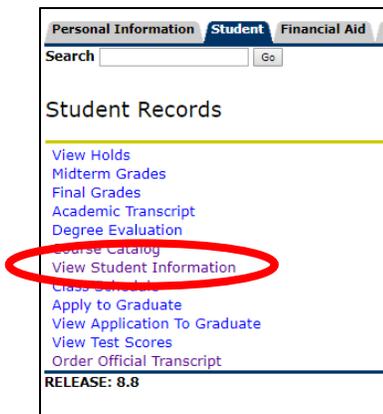
These catalogs can be viewed by academic year at catalog.mc.edu. For example, if you were admitted Fall 2016, your catalog year is 2016-2017.

Determining your Catalog Year:

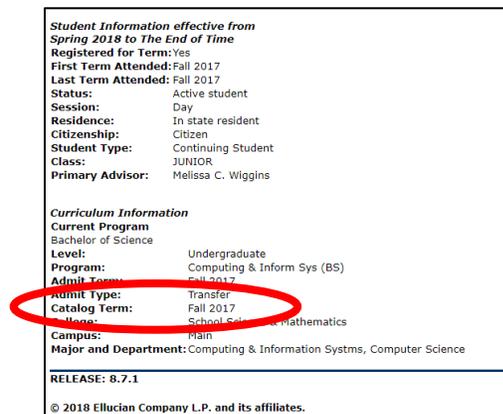
You can determine what catalog year you fall under by going to your MyMC account and clicking on the box that says “Banner”. Once in BannerWeb, click on the “Student” tab and then the “Student Records” link below:



Once in “Student Record”, click on the “View Student Information” link:

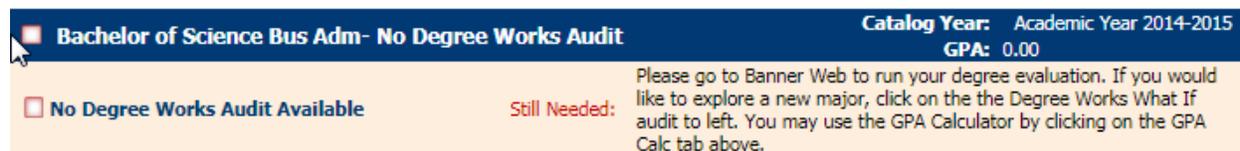


You will find your catalog information here:



If your degree evaluation is not in DegreeWorks:

DegreeWorks will also display the following information on your degree evaluation if your catalog year is prior to 2016-2017:



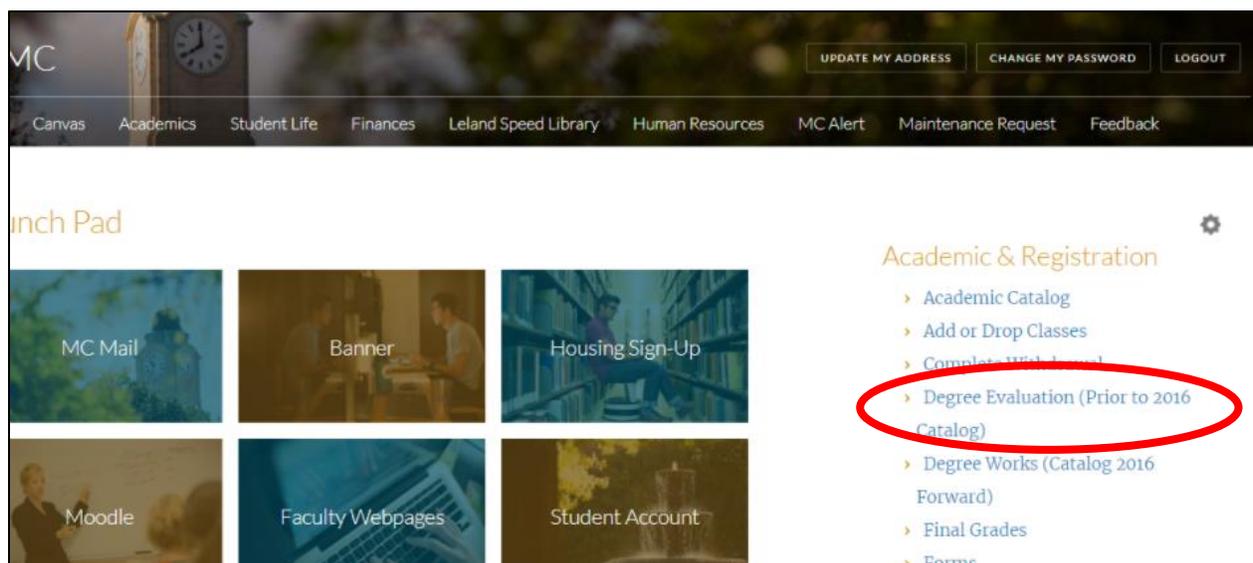
Bachelor of Science Bus Adm- No Degree Works Audit **Catalog Year:** Academic Year 2014-2015
GPA: 0.00

No Degree Works Audit Available **Still Needed:** Please go to Banner Web to run your degree evaluation. If you would like to explore a new major, click on the the Degree Works What If audit to left. You may use the GPA Calculator by clicking on the GPA Calc tab above.

But know that you can still use the “What-If” Analysis (see contents for page number) to look at your coursework in an updated catalog year.

How to access Degree Evaluations prior to 2016-2017:

For students with a catalog year prior to 2016-2017, you will need to run a “CAPP” degree evaluation. Go to your MyMC Launch Pad and click on the link for “Degree Evaluation (Prior to 2016 Catalog)”. This will take you to the CAPP degree evaluation system.



MC

UPDATE MY ADDRESS CHANGE MY PASSWORD LOGOUT

Canvas Academics Student Life Finances Leland Speed Library Human Resources MC Alert Maintenance Request Feedback

Launch Pad

MC Mail Banner Housing Sign-Up

Moodle Faculty Webpages Student Account

Academic & Registration

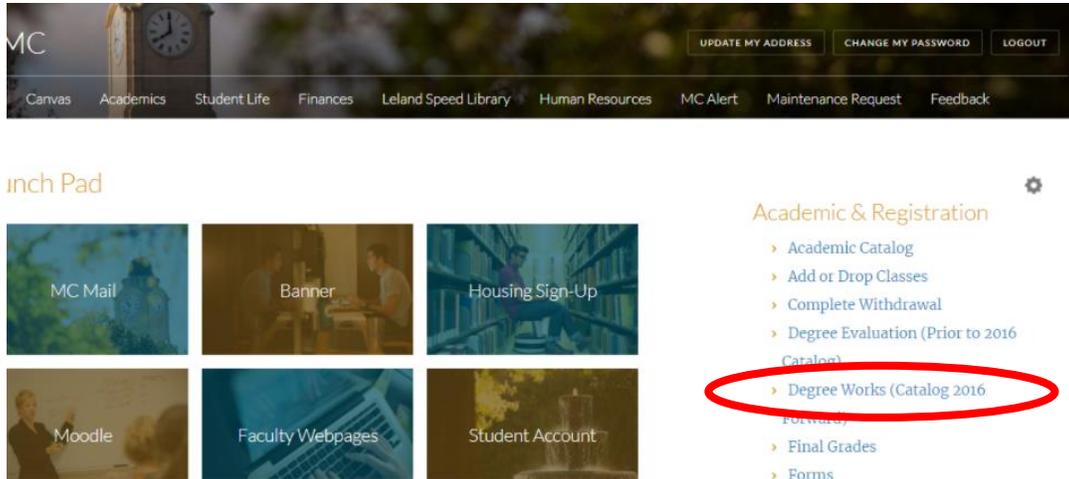
- › Academic Catalog
- › Add or Drop Classes
- › Complete Withdrawal
- › Degree Evaluation (Prior to 2016 Catalog)
- › Degree Works (Catalog 2016 Forward)
- › Final Grades
- › Forms

For more information on running a CAPP degree evaluation or how to read a CAPP degree evaluation, download the CAPP Degree Evaluations Guide here:

https://www.mc.edu/offices/registrar/application/files/5515/2027/4701/CAPP_Degree_Evaluations_Guide.pdf

Getting Started

1. You will log into DegreeWorks through MyMC. Log into your MyMC account and look under the heading “Academic & Registration” for the link titled “Degree Works (Catalog 2016 Forward)”. Clicking on this link will launch DegreeWorks.



2. Once logged into DegreeWorks, the top of the screen will show fields for your 700# (MC ID), Name, Degree, Level, Classification as well as the last time the evaluation was run will be populated in these boxes.

Student ID	Name	Degree	Level	Classification	Last Audit
<input type="text"/>	<input type="text"/>	<input type="text"/>	01	04	Today

Reading the Evaluation

DegreeWorks generates an evaluation which displays courses taken, courses in-progress, transfer credits, and courses still needed to meet degree/graduation requirements. The evaluation is arranged in a hierarchy of sections similar to the catalog, called “blocks”, which list the various requirements to complete a degree program.

Evaluation View Options

Degree evaluations can be viewed in two different formats when you click on the “Worksheets” tab. The view can be changed by selecting the desired view from the drop-down menu and clicking “View”:



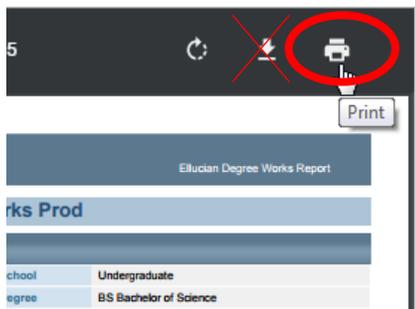
1. **Student View:** The default view providing a complete and detailed evaluation of your academic record.
2. **Registration Checklist:** Provides only the courses “still needed” to meet degree requirements.

3. Other Options:

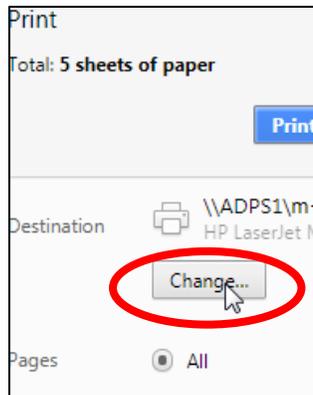


1. **Save as PDF:** this will generate a PDF of the currently selected view which can then be printed or saved. As of October 20, 2017, there is an error with the “Save as PDF” button and Google Chrome. I wish browsers would all place nice. We are working with our support to find a resolution. Until then you can take the following steps to save a pdf.

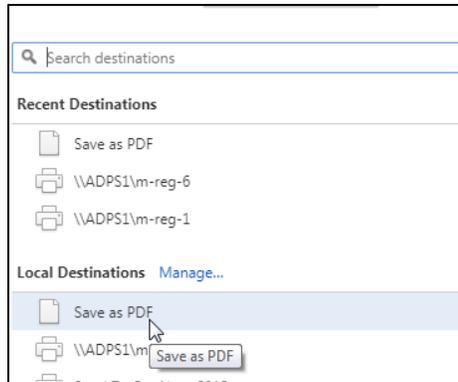
- Click the “Save as PDF” button and wait a moment for the PDF to load.
- Do NOT click the download button. Click the “Print” Button to the right.



- In your print menu, choose “Change”.



- Change the printer destination to “Save as PDF”



- Click Save. Follow your computers prompts to name the document and select its location.



2. **Class History:** Similar to the unofficial transcript, this is a quick reference for all of your coursework, listed by term.

Student Information

Student View as of 08/17/2018 at 14:59					
Student	██████████	Department	History & Polit. Science Dept	Alternate PIN	Fall 2018: ██████
ID	██████████	Degree	MA Master of Arts	Applied to Graduate?	No
Level	Graduate	Program	History	Athlete	No
Classification	GRADUATE	Minor	Not Applicable	Veteran	No
Academic Standing	Graduate Academic Warning	Program GPA	Not Applicable	Gender	Male
Institutional GPA	2.50	Advisor		Registration Holds	Graduate Office

This section gives you a brief description of your standing within the college, along with information regarding:

- Academic Standing
- Degree, Program/Major
- Institutional (overall) GPA
- Advisors Name (click on your advisors name to contact them by email)
- Information on any holds that will disable registration access

What if My Degree/Program/Major is incorrect?

If the degree, program/major information you see listed on your evaluation is incorrect OR you would like to change your major, you will need to do so through the Graduate Office.

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"/> Nearly complete - see advisor	@ Any course number

The legend is a reference guide to help identify the completion status of each requirement in the degree evaluation. The Legend is located at the left-hand side and bottom of each evaluation.

- **Complete**: Any requirement that has been completed by the student will have a green checkbox.

Classes completed at MC will look like the following indicating the grade earned, credit hours and the semester in which it was completed:

<input checked="" type="checkbox"/> FINE ARTS REQUIREMENT - 3 HOURS	THE 125	Introduction to Theatre	B	3	Fall 2016
---	---------	-------------------------	---	---	-----------

Classes transferred to MC will look like the following indicating the transfer grade, credit hours, the college from which it was transferred (in most cases) and the course number from the transfer institution (in most cases). The semester indicated here typically indicates when the student transferred to MC.

<input checked="" type="checkbox"/> English Composition I	ENG 101 Satisfied by	English Composition ENG1113 - English Composition I - PEARL RIVER COMMUNITY COLLEGE	TB	3	Fall 2016
---	-------------------------	--	----	---	-----------

- **Not Complete**: Any requirements that have not been met will be indicated by a red box.
- **Complete except for classes in-progress**: This indicates a student's current registration or in-progress classes. In-progress classes will look like the following indication "REG" instead of a grade, credit hours and the semester of registration:

<input type="checkbox"/> SOCIAL SCIENCE REQUIREMENT - 3 HOURS	PSY 201	Introduction to Psychology	REG	(3)	Fall 2017
---	---------	----------------------------	-----	-----	-----------

- **Nearly complete – see advisor**: Please contact your advisor to find out more information.
- **@ Any Course Number**: This is a wildcard for requirements which can accept a wide range of courses. For example, a major may require 9 credits or hours of upper-level coursework which might appear as "ENG 3@, 4@", meaning any ENG course beginning with 3 or 4.
- **Course Range**: Course numbers separated by a colon indicate a range of acceptable courses. For example, "100:200" is a range that includes 100, 101, 150, 199 etc.

Reading Blocks

Information in the degree evaluation is organized into “Blocks” which can contain specific course requirements or refer to other blocks.

- **The Degree Block:** This is the first block that appears in the body of the degree evaluation, and typically does not have any requirements for graduate students (requirements are found in the major block below it). Any undergrad prerequisite coursework for you graduate programs and any language requirements maybe found in the degree block. In addition to the degree block, other blocks may have their own set of requirements.
- **Catalog Year:** The student’s catalog year is displayed in the upper right of each individual block.
- **Prerequisites:** Courses marked with an asterisk denote courses which have a prerequisite.

Still Needed: 1 Class in **COU 6663***

Clicking on the course will display a course information page which will identify the prerequisite.

COU 6663	3 Credits	Practcm in Counselng & Therapy	Print			
Prerequisites: Completion of 18 hours of qualifying courses including COU 6503 Helping Relationships. Supervised practical experience in a clinical setting for advanced students majoring in counseling.						
Prerequisites: COU 6503 minimum grade of C						
Sections:	Term	Crn	Section	Seats Open	Course Title	Meeting Times
	Fall 2018	11193	Y	2 (out of 6)	Practcm in Counselng & Therapy	M 19:00 - 21:45
		11194	Z	0 (out of 6)	Practcm in Counselng & Therapy	M 16:30 - 18:55
	Spring 2019	21298	Y	6 (out of 6)	Practcm in Counselng & Therapy	W 19:00 - 20:30
		21299	Z	6 (out of 6)	Practcm in Counselng & Therapy	Th 19:00 - 21:45
		21684	X	6 (out of 6)	Practcm in Counselng & Therapy	M 19:00 - 20:30
		25132	W	6 (out of 6)	Practcm in Counselng & Therapy	M 16:30 - 17:55

During active registration periods, clicking on a course to bring up the course information page will also bring up information about current sections including CRNs, section, available seats, and meeting times.

- **Major Blocks:** Your program will be listed below the Degree Block within the major block. Within the major block you will find requirements for your program, information about required admissions test, and any comprehensive exams that maybe required. Be sure to check all the Blocks for completion.

TEACHING ARTS SECONDARY (7-12/K-12)		Program Title	Catalog Years: Academic Year 2016-2017	Credits Required: 30	GPA: 4.00	Credits Applied: 27
<input type="checkbox"/>	Minimum Credit Hours Required for Program		Still Needed: 30 credit hours required, 27 credit hours have been earned.			
<input checked="" type="checkbox"/>	6000 Course Level Requirement					
<input checked="" type="checkbox"/>	MC Program GPA Requirement 3.0 or Higher					
<input checked="" type="checkbox"/>	Admission Entrance Exam Met					
In their last semester of enrollment, candidates for the M.Ed. in Elementary Education must take an oral comprehensive examination based upon course work used to satisfy degree requirements if their overall grade point average on graduate work is below 3.75. If judged unsatisfactory, all or part of the oral examination may be retaken once in the following semester or summer term. Candidates with a grade point average on graduate work equal to, or greater than, 3.75 will be exempt from the oral examination.						
<input checked="" type="checkbox"/>	PRE-TEACHING COURSES - 6 HOURS					
<input checked="" type="checkbox"/>	Classroom Management for Elementary & Secondary Teachers	EDU 6506	Clm Mgmt Elemn/Secondary Tchrs	A	3	Spring 2017
<input checked="" type="checkbox"/>	Tests & Measurement	EDU 6554	Tests and Measurement	A	3	Spring 2017
<input type="checkbox"/>	INTERNSHIP COURSES - 6 HOURS					
<input type="checkbox"/>	Dimensions of Learning I	EDU 6537	Dimensions of Learning I	REG	(3)	Fall 2018
<input type="checkbox"/>	Dimensions of Learning II		Still Needed: 1 Class in EDU 6538*			
<input checked="" type="checkbox"/>	CORE COURSES - 9 HOURS					
<input checked="" type="checkbox"/>	Research-Methods & Procedures	EDU 6504	Research--Meths & Procedures	A	3	Spring 2018
<input checked="" type="checkbox"/>	Technology in Education	EDU 6542	Technology in Education	A	3	Summer 2018
<input checked="" type="checkbox"/>	Psychology of Exceptional Children	PSY 5435	Psy of Exceptional Children	A	3	Fall 2017
<input checked="" type="checkbox"/>	SPECIALIZED COURSES - 9 HOURS					
<input checked="" type="checkbox"/>	Teaching Reading in Content Areas	EDU 6438	Tchg Reading in Content Areas	A	3	Spring 2018
<input checked="" type="checkbox"/>	Current Methodology	EDU 6523	Crmt Methodology Secondary Ed	A	3	Fall 2017
<input checked="" type="checkbox"/>	Curriculum Development	EDU 6535	Curriculum Development	A	3	Summer 2017

- **Miscellaneous Blocks:** Electives, Insufficient, In-Progress, Not Counted
- **Classes not counted toward your degree:** Any class taken outside of your program will appear here.

Classes not counted toward your degree				Credits Applied: 0	Classes Applied: 0
KIN 6200	Societal & Ethical Trends Athlct	A	3	Spring 2016	
KIN 6504	Research--Meths & Procedures	A	3	Spring 2016	

- **Insufficient:** Repeated courses, withdrawals, incomplete grades and courses with failed grades are collected here. Insufficient grades do not count toward the total required credits. NOTE: Failing grades are still calculated into your GPA.

Insufficient				Credits Applied: 0	Classes Applied: 1
BIO 5403	Vertebrate Histology	C	0	Spring 2017	

- **In-Progress:** Courses for which you are currently registered. These courses appear in blue with the tilde symbol wherever they are in the evaluation, but a complete list is displayed here.

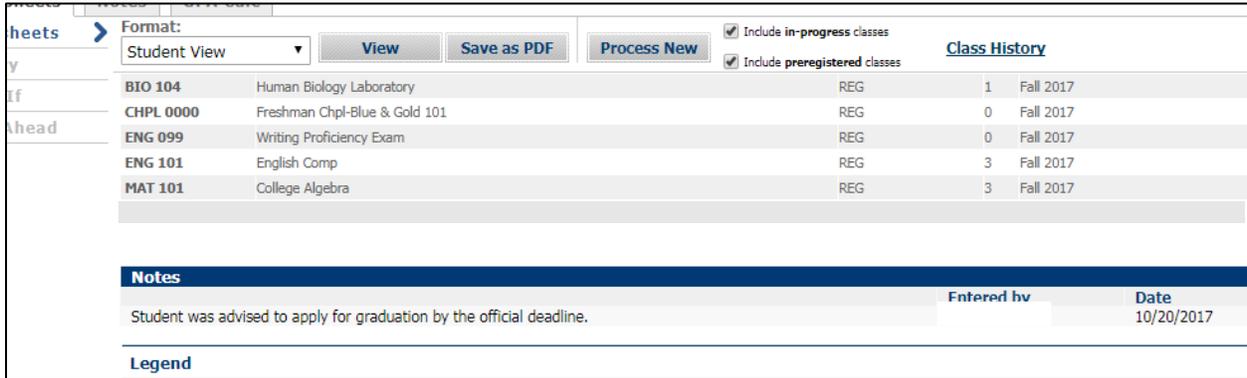
In-progress				Credits Applied: 8	Classes Applied: 1
BIO 5410	Human Gross Anatomy	REG	8	Fall 2018	

- **Not counted:** This is a list of courses that cannot be applied to a degree. An example of courses collected here could be courses taken at a different graduate level (e.g. Educational Specialist, Doctoral, etc.), or classes not approved by your program's department. You can check with your advisor, the Graduate Office or the Registrar's Office for more information on why these classes will not count toward your degree.

Not Counted				Credits Applied: 6	Classes Applied: 1
BIO 5412	Medical Physiology I	Max of zero classes/Credits exceeded	I	6	Spring 2018

Notes

Notes can serve as a useful reference for both students and advisors to keep track of a student's progress. If your advisor or a member of the registrar's office puts a note on your degree evaluation, you can view it at the bottom of your evaluation under the "Student View" on the "Worksheets" tab. You may want to check your evaluation periodically to see if any new notes have been added as there is not notification.



The screenshot shows the 'Student View' interface. At the top, there is a 'Format:' dropdown set to 'Student View', with buttons for 'View', 'Save as PDF', and 'Process New'. There are also checkboxes for 'Include in-progress classes' and 'Include preregistered classes', both of which are checked. A 'Class History' link is visible. Below this is a table of classes:

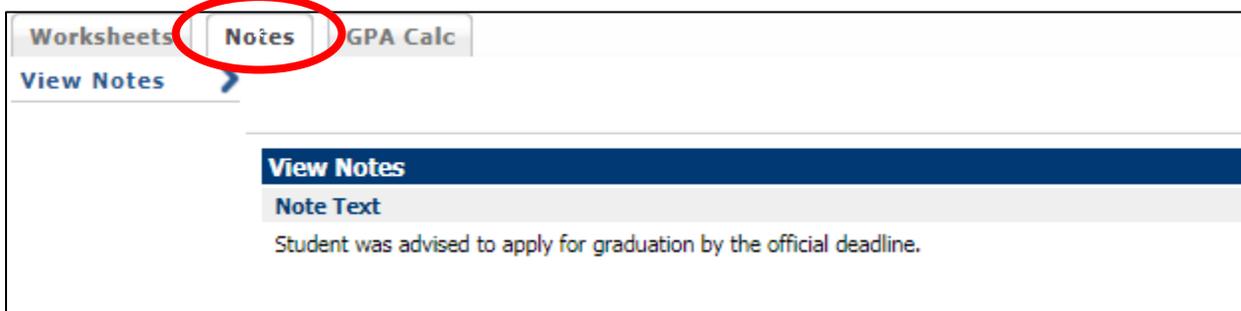
Course ID	Course Name	Section	Term
BIO 104	Human Biology Laboratory	REG	Fall 2017
CHPL 0000	Freshman Chpl-Blue & Gold 101	REG	Fall 2017
ENG 099	Writing Proficiency Exam	REG	Fall 2017
ENG 101	English Comp	REG	Fall 2017
MAT 101	College Algebra	REG	Fall 2017

Below the class list is a 'Notes' section with a table:

Note Text	Entered by	Date
Student was advised to apply for graduation by the official deadline.		10/20/2017

A 'Legend' link is located at the bottom left of the notes section.

Or, you can click on the "Notes" tab to view your notes:



The screenshot shows the 'Notes' tab interface. At the top, there are three tabs: 'Worksheets', 'Notes', and 'GPA Calc'. The 'Notes' tab is selected and circled in red. Below the tabs is a 'View Notes' button. The main content area shows a 'View Notes' section with a 'Note Text' field containing the text: 'Student was advised to apply for graduation by the official deadline.'

Look Ahead

The Look Ahead is a useful tool for planning future coursework and seeing where it will fill in to the degree requirements.

Format:
 Process New Include **in-progress** classes
 Include **preregistered** classes

Look Ahead

To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.

Enter a course and click Add Course

Subject

Number

Add Course

Courses you are considering

Remove Course

Courses can be added by entering them into the “Subject” and “Number” fields and clicking “Add Course”. This will add the course to the “Courses you are considering” box on the right.

Once you have added all of the courses that you want, click “Process New” to run the evaluation with the Look Ahead courses.

Look Ahead coursework will be displayed in blue text as in-progress with a grade of PL (Planned).

<input type="checkbox"/> Cell Biology	Still Needed: 3 Credits in BIO 305*					
<input checked="" type="checkbox"/> Genetics	BIO 306	Genetics	C	3	Fall 2016	
<input checked="" type="checkbox"/> Cell and Genetics Laboratory	BIO 307	Cell Biology and Genetics Lab	REG	(2)	Fall 2017	
<input checked="" type="checkbox"/> Biology Seminar	BIO 431	Biology Seminar	PLAN	(1)	PLANNED	
<input checked="" type="checkbox"/> Biology Capstone	BIO 433	Biology Capstone	PLAN	(1)	PLANNED	

Please meet with your advisor to discuss options for courses you are considering in the future. Not all courses are offered every semester and many courses require you to complete the prerequisite(s) courses before you can register.

What-If

Degree evaluations are run based on the curriculum which is declared on your student record. The What-If can be used to run a degree evaluation based on manually-selected components. This is particularly useful if you are considering a change of major or catalog year. Additionally, anyone who has a catalog year prior to 2016-2017 can still run a What-If analysis in newer catalogs.

The screenshot shows a web-based form for a 'What-If' degree evaluation. At the top, there is a 'Format' dropdown set to 'Student View', and buttons for 'Process What-If' and 'Save as PDF'. Two checkboxes are checked: 'Include In-progress classes' and 'Include preregistered classes'. The form is divided into three main sections: 1. 'Select your primary area of study' with dropdowns for Catalog Year (Academic Year 2016-2017), Program (Biology General-Option 1 (BS)), Level (Undergraduate), Degree (BS Bachelor of Science), College (School Science & Mathematics), Major (General Biology Track: Option 1), and Minor ((pick a Minor)). 2. 'Select your additional areas of study' with dropdowns for Major and Minor, an 'Add' button, and a 'Chosen Areas of study' list box with a 'Remove' button. 3. 'Choose Your Future Classes' with input fields for Subject and Number, an 'Add Course' button, and a 'Courses you are considering' list box with a 'Remove Course' button.

1. Select your view: The student view is the default. The what-if only runs for the view you have selected, and cannot be changed once it has been run. A new what-if would need to be run for a different view.
2. Select your Catalog Year.
3. Select your Program: Once a program is selected, the Level, Degree and College will fill in automatically.
4. Select your Minor if one is needed or desired. Only minors that are available for the program will be available to choose.
5. Choose Future Classes (not required to run a what-if): You can combine the Look Ahead function with the What-If analysis. You can enter courses you are planning to take in the future and see where those fill in on your what-if evaluation. These classes are displayed in blue text in the What If evaluation with the grade of PL (Planned).
6. Once all of the degree components for the what-if have been selected, return to the top and click "Process What-if".
7. If you would like to utilize the "Look Ahead" function with your "What If" evaluation, courses can be added by entering them into the "Subject" and "Number" fields and clicking "Add Course". This will add the course to the "Courses you are considering" box on the right.

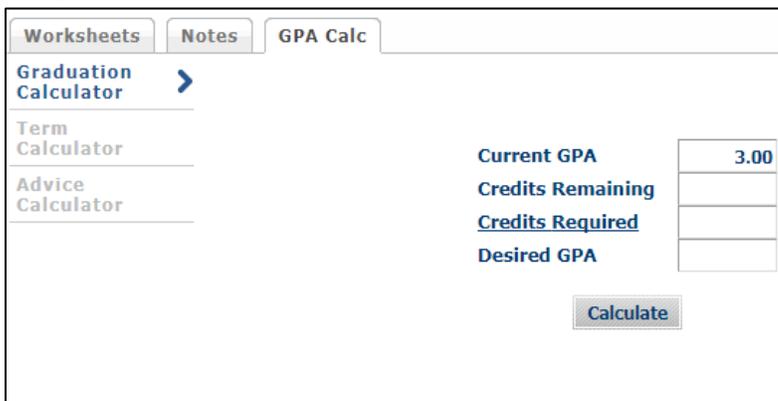
Once you have added all of the courses that you want, click "Process New" to run the evaluation with the Look Ahead courses.

GPA Calculators

There are three different GPA calculators to look at your Overall or Institutional GPA: Graduation, Term, and Advice Calculators. The GPA Calculators will advise you when a desired GPA is possible and help you set realistic GPA goals.

1. [Graduation Calculator](#): This will give you a general view of what average GPA you will need to achieve over remaining credits to achieve a desired Overall GPA. Your current GPA is listed by default.

Enter the credits remaining for the degree, the total number of credits required for the degree, and your desired GPA. Click “Calculate”.



The screenshot shows a web interface with three tabs: "Worksheets", "Notes", and "GPA Calc". The "GPA Calc" tab is active. On the left, there is a vertical menu with three options: "Graduation Calculator" (selected with a blue arrow), "Term Calculator", and "Advice Calculator". On the right, there are four input fields labeled "Current GPA", "Credits Remaining", "Credits Required", and "Desired GPA". The "Current GPA" field contains the value "3.00". Below these fields is a "Calculate" button.

2. [Term Calculator](#): This will allow you to calculate a future Overall GPA based on currently enrolled classes. Classes are preloaded.

Select the grade you are expecting to receive for each class from the drop down box. Additional classes can be added. Click “Calculate” to view an updated GPA based on the grades entered.

Worksheets | Notes | GPA Calc

Graduation Calculator

Term Calculator >

Advice Calculator

Current GPA

Credits Earned So Far

	Credits	Grade
ART 125	3	A [4.00] ▾
ENG 212	3	A [4.00] ▾
PLS 201	3	A [4.00] ▾
ACC 202	3	A [4.00] ▾
CHPL 0000	0	A [4.00] ▾
COM 102	3	A [4.00] ▾
ENG 211	3	A [4.00] ▾
GBU 321	3	A [4.00] ▾
MGT 371	3	A [4.00] ▾
MIS 099	0	A [4.00] ▾

Calculate

3. [Advice Calculator](#): This calculator is used to figure out how you can raise/lower your GPA using actual grades as advice. Input the desired GPA and click “Calculate”.

Worksheets | Notes | GPA Calc

Graduation Calculator

Term Calculator

Advice Calculator >

Current GPA

Credits Earned

Desired GPA

Calculate

Worksheets | Notes | GPA Calc

Graduation Calculator

Term Calculator

Advice Calculator >

Current GPA 3.00

Credits Earned 14

Desired GPA 3.5

To achieve your desired GPA, you need one of the following:

14 Credits at 4.00 (A) grade average

Note: Results that would require you to take more than 150 Credits have been omitted.

Recalculate