



**COLUMBIA**  
**STATE** COMMUNITY  
COLLEGE

**Degree Works**  
**Student User Guide**

## Table of Contents

What Is Degree Works? .....	3
Accessing Degree Works .....	3
Degree Worksheet Layout .....	3
Audit Header Card .....	3
Audit Type/Progress Card .....	4
Degree Requirements Card .....	4
College Success Requirement Card .....	5
General Education/Major/Emphasis Cards .....	5
Not Applicable to Program Card .....	7
Failed/Withdrawn/Excluded Card .....	7
In-Progress/Future Registered Card .....	7
Over the Limit Card .....	8
What-If Analysis .....	8
Future Classes .....	9
Miscellaneous Features .....	10

## What Is Degree Works?

Degree Works is a web-based tracking system that allows students and advisors to monitor academic progress towards degree/certificate requirements. The worksheet is in an easy-to-read format that adapts to mobile, tablet and desktop devices.

The worksheet also shows how coursework from a previous college(s) applies to your program requirements.

**Please Note: Degree Works is not an official transcript or official verification of degree completion.**

## Accessing Degree Works

Students who are pursuing a degree or certificate can access Degree Works. Log-in to myCN, then follow the steps below:

1. Click on the **Student** tab on the left-hand side of the screen
2. Proceed to Banner Self-Service
3. Select Degree Works from the list

## Degree Worksheet Layout

### Student Data Card

#### Worksheets



Data refreshed 5/1/2020 5:27 AM

Student ID .....	Name Test, Just A	Degree AS Degree University Parallel
<a href="#">Advanced search</a>		
Level Undergraduate	Classification Freshman	Major University Parallel
Program Associate of Science	Concentration No Emphasis - Univ Parallel	
GPA with LS 0.000	GPA without 1.000	Intent Filed? N
FERPA N	Hold(s) Exist Reading, Writing and Math	Advisor

The student data card displays your Program, Major, Concentration, and GPAs with and without learning support courses. It shows who your Advisor is, displays any holds and whether you have submitted an “Intent to Graduate” form or have a “FERPA<sup>1</sup>” form on file.

Contact your advisor by clicking the button in the upper right-hand corner. By clicking the tools icon you can access the GPA Calculator and your class history sheet.

<sup>1</sup> The FERPA form allows students to authorize the release of confidential academic, financial aid, discipline, and student account information otherwise protected by the Family Educational Rights and Privacy Act (FERPA) to designated persons.

## Worksheet View/Progress Card

Academic What-If Financial Aid View historic audit

Format Student View

Degree progress

17% Requirements 25% Credits

Overall GPA 0.000

In-progress classes  Preregistered classes Process

The degree progress card displays overall progress towards your program as well as your overall GPA.

By default, the worksheet is in the “Student View” format. You have the option to change this format. To view what requirements are remaining for your program of study, switch the format to “Registration Checklist.”

You also have the option to run a What-If Analysis by clicking the **What-If** button next to the **Academic** button already highlighted. More information can be found in the [What-If Analysis](#) section of this guide.

## Degree Requirements Card

AS - University Parallel INCOMPLETE

Credits required: 60 Credits: 15 Catalog year: SPRING SEMESTER 2020 Major GPA: 1.000

<input type="radio"/> Minimum 60-Total Credit Requirement	Still needed:	You currently have 15 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 45 additional credits and all graduation requirements.
<input type="radio"/> Minimum 15-Credit Residency Requirement	Still needed:	A minimum of 15 credits must be completed at Columbia State Community College. You currently have 0, you still need a minimum of 15 more credit(s).
<input type="radio"/> A minimum overall GPA of 2.0 is required for the degree.		
<input type="radio"/> College Success Course Requirement	Still needed:	See <a href="#">College Success Course Requirement</a> section
<input type="radio"/> General Education Requirements	Still needed:	See <a href="#">General Education Requirements</a> section
<input type="radio"/> Major Requirements	Still needed:	See <a href="#">Major in University Parallel</a> section
<input type="radio"/> Exit Exam Requirement	Still needed:	All degree seeking students are required to take an exit exam during their final semester. After submitting your Intent to Graduate form you will receive information about scheduling the exit exam.

The degree requirements card details the specific items that need to be completed for your program. The information in this section includes the minimum number of hours required for the degree, minimum GPA requirement, and assessments requirements like the Exit Exam.

**Please Note: Certain programs have additional assessment items that must be completed.**

## College Success Requirement Card

### College Success Course Requirement INCOMPLETE

Catalog year: SUMMER SEMESTER 2020 Major GPA: 0.000

---

Columbia State College Success Requirement **Still needed:** 1 Class in [COLS 101](#)

The College Success Course Requirement section is displayed for **degree seeking students only**.

If you meet any of the following criteria, the College Success requirement can be waived:

1. Transferred 12 hours of earned credit from another institution (excluding Prior Learning Assessment)
2. Completed 12 hours of credit with Columbia State prior to Fall 2016

**Please Note: If the College Success Course is waived, you must still meet the overall minimum total credit hours for your program.**

## General Education/Major/Emphasis Cards

### General Education Requirements INCOMPLETE

Credits required: 41 Credits: 17 Catalog year: FALL SEMESTER 2018 Major GPA: 4.000

---

	Course	Title	Grade	Credits	Term
<input type="radio"/> Minimum 41-Credit General Education Requirement	<b>Still needed:</b>	41 credits are required. You currently have 17; you still need 24 more credit(s).			
<input type="radio"/> Communications Requirement					
<input checked="" type="radio"/> English Composition I	ENGL 1010	Composition I	A	3	Fall Semester 2008
<input type="radio"/> English Composition II	<b>Still needed:</b>	3 Credits in <a href="#">ENGL 1020</a>			
<input checked="" type="radio"/> Fundamentals of Communication or Argumentation and Debate	SP 110	Fnd of Public Speaking	A	3	Spring Semester 2009
<input type="radio"/> History Requirement	<b>Still needed:</b>	6 Credits in <a href="#">HIST 2010</a> or <a href="#">2020</a> or <a href="#">2030</a> or <a href="#">2310</a> or <a href="#">2320</a>			
<input type="radio"/> Humanities and Fine Arts Requirement					
<input type="radio"/> Humanities and Fine Arts Requirement	ART 1030	Intro to Visual Arts	A	3	Fall Semester 2008
	<b>Still needed:</b>	3 Credits in <a href="#">ART 2000</a> or <a href="#">2020</a> or <a href="#">ENGL 2055</a> or <a href="#">2110</a> or <a href="#">2130</a> or <a href="#">2235</a> or <a href="#">2310</a> or <a href="#">2320</a> or <a href="#">2160</a> or <a href="#">2860</a> or <a href="#">HUM 1010</a> or <a href="#">1020</a> or <a href="#">MUS 1030</a> or <a href="#">PHIL 1030</a> or <a href="#">1040</a> or <a href="#">2200</a> or <a href="#">THEA 1030</a>			
<input type="radio"/> Literature Requirement	<b>Still needed:</b>	3 Credits in <a href="#">ENGL 2055</a> or <a href="#">2110</a> or <a href="#">2130</a> or <a href="#">2235</a> or <a href="#">2310</a> or <a href="#">2320</a>			

## Major in University Parallel

INCOMPLETE

Credits required: 18   Credits: 0   Catalog year: SUMMER SEMESTER 2020   Major GPA: 0.000

- Minimum Major Credit Hours Required   **Still needed:**   You currently have 0 credit hours including both earned and in-progress courses. To complete your major, you need to successfully complete a minimum of 18 additional credit hours and all major requirements.
- University Parallel Emphasis Requirements   **Still needed:**   See [Emphasis in University Parallel](#) section

## Emphasis in University Parallel

INCOMPLETE

Credits: 0   Catalog year: SUMMER SEMESTER 2020   Major GPA: 0.000

- Electives   **Still needed:**   18 Credits in @ 100:999 or 1000:9999

These sections show the course requirements needed to complete your degree program<sup>2</sup>. Included in this section are your Effective Catalog Year, Major GPA (courses taken that apply to your audit), the title of the requirement as well as what courses you can take to fulfill the requirement.

Refer to the legend below to understand the icon definitions:

### Legend

Complete    Not complete    Complete except for classes in-progress    Nearly complete - see advisor    Prerequisite   @ Any course number

Click on any of the courses listed to see the course description, any prerequisites required, semester(s) the course will be offered, and how many seats are available for each course.

Completed Columbia State courses will appear as follows:

<input checked="" type="checkbox"/>	Fundamentals of Communication	SPCH 1010	Fund Speech Communication	B	3	Fall Semester 2017
-------------------------------------	-------------------------------	-----------	---------------------------	---	---	--------------------

**Please Note: If you are uncertain which class to take or if your transfer work is not reflected in the audit, please reach out to your advisor.**

<sup>2</sup> Students pursuing a certificate will have a different audit layout

## Not Applicable to Program Card

Not Applicable to Program				
Credits: 9				
Course	Title	Grade	Credits	Term
CITC 1300	Beginning HTML & CSS	A	3	Summer Semester 2019
CITC 1310	Programming I	A	3	Fall Semester 2019
IST 1500	Computer System Essentials	A	3	Fall Semester 2015

If the **Not Applicable to Program** card is displayed in your worksheet you have completed or are registered for courses that do not satisfy any of the course requirements for your degree. If a course falls in this section that you believe satisfies one of your course requirements, please contact your advisor.

**Please Note: Courses in this section may not be eligible for payment by financial aid.**

## Failed/Withdrawn/Excluded Card

Failed/Withdrawn/Excluded				
Credits: 0				
Course	Title	Grade	Credits	Term
IST 1750	Networking I	W	0	Spring Semester 2016

The **Failed/Withdrawn/Excluded** card appears on your worksheet if you have withdrawn or failed a course. If you have repeated a course, the first attempt at the course will appear here. For more information regarding Columbia State's repeat policy, please click the following link:

<http://catalog.columbiastate.edu/content.php?catoid=14&navoid=530#course-repeats>

## In-Progress/Future Registered Card

In-Progress and Future Registered Courses				
Credits: 7				
Course	Title	Grade	Credits	Term
RESP 1129	Introduction to Clinical I	REG	(1)	Spring Semester 2020
RESP 1225	Cardiopulmonary Pharmacology	REG	(2)	Spring Semester 2020
RESP 1420	Fund Respiratory Care II	REG	(4)	Spring Semester 2020

The **In-Progress and Future Registered Courses** card displays classes that you are pre-registered for and classes that you are currently taking. If you utilize the **Future Classes** functionality of the What-If Analysis, those courses would appear here as well.

## Over the Limit Card

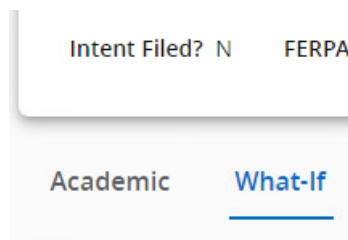
Over The Limit					
Credits: 3					
Course	Title	Reason	Grade	Credits	Term
LS 9000	Learning Support elective	Max of zero classes/credits exceeded	TF	0	Spring Semester 2017
READ 0800	Learning Support Reading I	Max of zero classes/credits exceeded	TP	3	Fall Semester 2016

Learning support classes are displayed on the **Over The Limit** card.

## What-If Analysis

### How to Run the What-If Analysis

The What-If Analysis lets you see how your coursework would apply to a different degree/certificate program. To run a What-If Analysis, click the **What-If** button next to the **Academic** button already highlighted above the **Degree Requirements** section.



Then follow these steps:

1. Select the Catalog Year for your analysis (if you are unsure what to select, the current or next term are good starting points).

### What-If Analysis

Use current curriculum

Program

Catalog year \*  
FALL SEMESTER 2020

Level \*  
Undergraduate

Degree \*

Areas of study

Major \*

Concentration

2. Select the Degree, Major, and/or Concentration<sup>3</sup>

<sup>3</sup> Any field with an asterisk (\*) is required for the audit to run



## What-If Analysis



Use current curriculum

### Program

Catalog year \*  
FALL SEMESTER 2020

Level \*  
Undergraduate

Degree \*  
AS Degree University Parallel

### Areas of study

Major \*  
University Parallel

Concentration  
PreAllied Health Sci Nursing

### 3. Select an additional major/concentration by using the “Additional Areas of Study” section

#### Additional areas of study

Major (0/27)

Minor (0/0)

Concentration (0/70)

### 4. Click Process

In-progress classes  Preregistered classes

**Process** **Reset**

## Future Classes Feature

Future Classes allows you to see how classes you will take in the future will slot into your audit. You can use this in with the What-If analysis or with your current program. To use your current program, check the following box located directly below the What-If Analysis title line.

## What-If Analysis



Use current curriculum

### Future classes

Subject

Number

Add

In-progress classes  Preregistered classes

**Process** **Reset**

Enter the course subject and course number (for example, ENGL 1010) and click add. Once you have added all of the classes you want, click the Process button to see your worksheet with those classes added.

General Education Requirements		INCOMPLETE				
Credits required: 41	Credits: 3	Catalog year: SUMMER SEMESTER 2020	Major GPA: 0.000			
	Course	Title	Grade	Credits	Term	
<input type="radio"/>	Minimum 41-Credit General Education Requirement	Still needed:	41 credits are required. You currently have 3; you still need 38 more credit(s).			
<input type="radio"/>	Communications Requirement					
<input checked="" type="radio"/>	English Composition I	ENGL 1010	English Composition I	PLAN (3)	PLANNED	

## Additional Features

### Double Major Worksheet

Are you currently pursuing two programs of study? Since Degree Works will only show one program at a time, you can change the program of your audit by clicking on the “Degree” option in your audit header block that has your name and student ID number.

Student ID	Name	Degree Certificate Film Crew Technology
------------	------	--

Select which program you want to see the audit for from the drop-down list that appears.

Student ID	Name	Certificate Film Crew Technology
<a href="#">Advanced search</a>		AAS Degree General Technology

Once selected, the audit will automatically run.