

# **DEGREE WORKS**

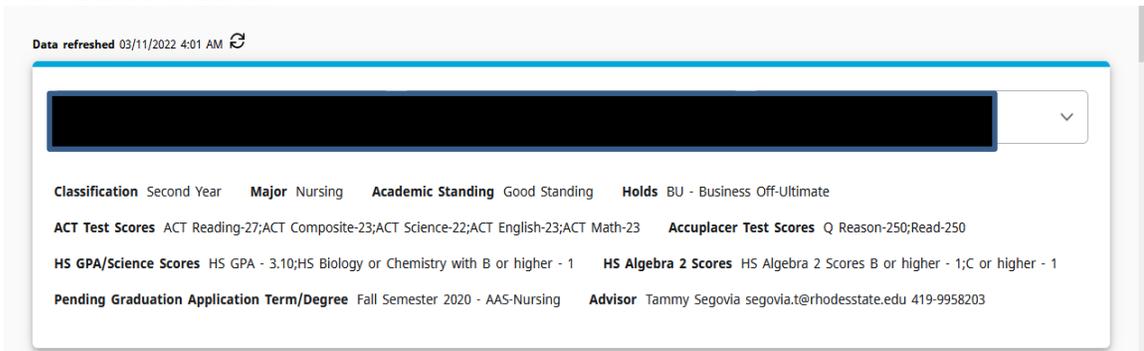
## **Student Degree Audit User Manual (Student View)**

**March 2022**

The DegreeWorks Degree Audit User Manual (Student View) provides instructions for students to view their degree audits.

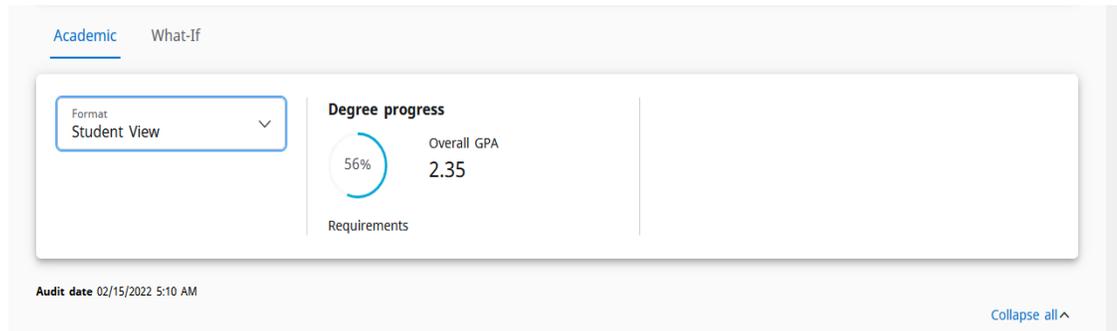
1. To access DegreeWorks, log into your STARS Online Account, select Student Services and then Click on the DegreeWorks link (Your username is your Rhodes State College email address without the @rhodesstate.edu).
2. There are 3 links at the top of the page:
  - a. Degree Audit – Click on this to return to the Degree Audit page.
  - b. Plans – Click on this to access your Degree Plan. From the Plan box select the Active and Locked plan that was created by you and your advisor. This will display the academic plan listing the personalized semester and sequence for each course in your program. Use this information to register each semester. Contact your advisor with any questions or changes needed to your Degree Plan.
  - c. Links – Takes you to different areas of the Rhodes website.
3. Parts of the Degree Audit – Certain areas listed below will not display on your audit if they do not apply to your account.

a. **Student Card.**

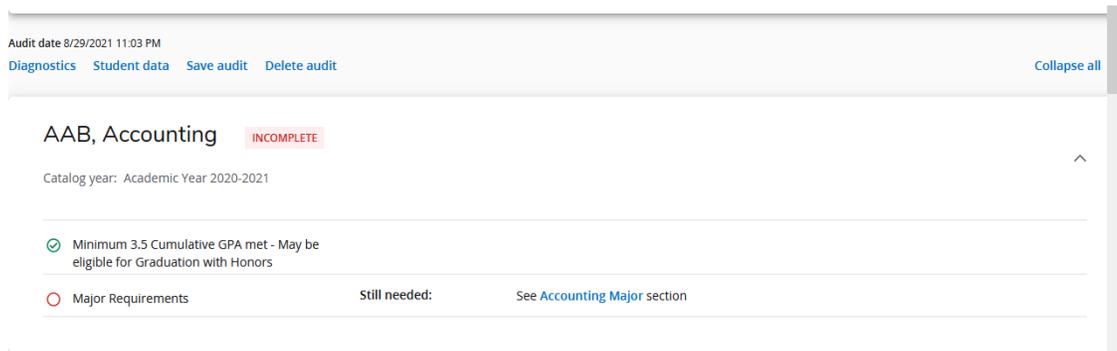


- At the top of the Student Card is the day and time your data was last refreshed.
- **Classification** – Will display First Year if you have completed less than 30 hours or Second Year you have completed 30 hours or more.
- **Major** – Displays degree/certificate selected.
- **Academic Standing** – Displays current academic standing.
- **Holds** – Displays any holds on your account.
- **ACT Test Scores** – Displays ACT scores.
- **Accuplacer Test Scores** – Displays Accuplacer scores.
- **HS GPA/Science Scores**
  - HS GPA is the high school GPA received on the last high school transcript.
  - HS Biology or Chemistry with a B or higher – 1 will display.
- **HS Algebra 2 Scores** – there are 2 values possible for HS Algebra 2.
  - HS Algebra 2 Scores with a B or higher – 1
  - HS Algebra 2 Scores with a C or higher - 1
- **Pending Graduation Application Term/Degree** – Displays term and degree if the Graduation Application has been received and processed.

- **Advisor** – Displays your primary Advisor.
- b. **Progress Box** – Displays visual percentage of completion of degree/certificate requirements. Two different views can be selected with the drop down menu under Format.
- Student View - Displays the entire degree audit.
  - Registration Checklist – Displays only outstanding requirements.



- c. **Program Box** – Displays degree/certificate and catalog year viewing, overall GPA and quick overall status to degree/certificate completion.



- Overall degree/certificate completion indicator
  - Incomplete – Action needs taken to complete this degree/certificate.
  - In-Progress – All requirements are in-progress.
  - Complete – All requirements are complete. Does not mean degree/certificate has been awarded. You must have applied per graduation application or certificate application deadlines.
- Requirement Status - Red, Blue and Green icons in front of each requirement will show the level of completion of each requirement.
  - Red – not completed and action needs taken.
  - Blue – requirement is in-progress.
  - Green – requirement has been completed.
- There are a few types of general comments that will show up in certain situations. Some examples are:
  - GPA below 2.0 – Your cumulative GPA is below 2.0. It is important to see an advisor to make plans for raising your GPA.
  - On a catalog year prior to 2018 – You last took classes before 2018 and

an audit cannot be produced for you at this time. You can run a What-If Audit and select your degree/certificate of interest. For additional assistance, please contact Academic Advising at [advising@rhodesstate.edu](mailto:advising@rhodesstate.edu) or 419-995-8400.

- d. **Curriculum Box** – Displays all curriculum requirements and status. (See ❶ of Appendix A)
    - Requirement Status - Red, Blue and Green icons in front of each requirement will show the level of completion of each requirement.
      - Red – not completed and action needs taken.
      - Blue – requirement is in-progress.
      - Green – requirement has been completed.
    - For requirements not completed (red), hover over the course highlighted in blue and it will display a pop-up box of the course title. Click on the course link highlighted in blue, to display the course description. If the course has a prerequisite, a clipboard icon with a checkmark will display beside the course number.
    - If an exception has been applied to meet the requirement, a comment will show within the requirement.
  - e. The following boxes on the audit are showing classes not counting towards your program. If you have a question about any of these courses, see your advisor.
    - Courses Not Applied
    - Insufficient (Withdrawals, Failures, Repeats and Audits)
    - In-progress
    - Not Counted (Developmental)
  - f. **Exceptions Box** (will show only if applicable) – Displays any course substitutions processed. See you advisor with any questions regarding courses showing in this box. (See ❷ of Appendix A)
  - g. **Notes Box** (will show only if applicable). (See ❸ of Appendix A)
4. A GPA Calculator can be accessed by the 3 dots in the upper right hand corner of the page beside the printer icon and envelope icon. This can be used to help a student who wants to know how their GPA will be affected depending on course outcomes.
    - Graduation Calculator – Lists current GPA. Enter how many credits are left to complete degree/certificate, how many total credits are required for degree/certificate and desired GPA. System calculates minimum GPA needed over remaining credits to achieve desired GPA. (See Appendix B)
    - Term Calculator – Lists any in-progress courses. Select anticipated grade for each course, system will calculate GPA for the term. Add courses and grades to list as necessary. (See Appendix C)

- Advice Calculator – Lists current GPA and current credits earned. For desired GPA entered, system calculates how many credits and grade level needed to achieve desired GPA. (See Appendix D)
5. A concise Academic History listing the courses taken by term along with the grades received and the credit hours for each course can be accessed by the 3 dots in the upper right hand corner of the page.
  6. What-If Audit – A what-if audit is useful for students considering major changes or catalog updates. Click the What-If link found under the Student Card.
    - a. Leave unchecked “Use current curriculum”
    - b. Leave checked “In-progress courses” and “Preregistered courses”.
    - c. Select the catalog year from the drop down box.
    - d. Select the degree/certificate from the drop down box.
    - e. If the degree has more than 1 track/major code, select the requested track/major.
    - f. Click the Process button.
    - g. The What-If Audit will display. It can be printed or saved to a pdf by clicking the icons in the upper right hand corner of the page.
    - h. Exceptions cannot be applied to show on a What-If Audit. Students must officially declare they are pursuing the degree/certificate and a Course Substitution must be submitted to apply exceptions to the new degree/certificate.

# Appendix A

## Degree Audit - TEST SITE

Data refreshed 03/10/2022 4:02 AM



Degree  
AAS-Nursing

**Classification** Second Year **Major** LPN to ADN Transition **Academic Standing** Good Standing

**Holds** BU - Business Off-Ultimate, BU - Business Off-Ultimate

**ACT Test Scores** ACT Reading-24;ACT Composite-21;ACT Science-19;ACT English-20;ACT Math-19

**Advisor** Tammy Segovia segovia.t@rhodesstate.edu 419-9958203

### Degree progress



Requirements

Audit date 02/15/2022 5:10 AM

### AAS, Nursing INCOMPLETE

Catalog year: Academic Year 2020-2021

- Minimum 2.0 Cumulative GPA met
- Major Requirements **Still needed:** [See LPN to ADN Transition section](#)

### 1 LPN to ADN Transition INCOMPLETE

Credits required: 63

IMPORTANT NOTE: All NSG courses in the major must be completed with a grade of C or better.

	Course	Title	Grade	Credits	Term	Repeated
<input type="checkbox"/>	63 Credit Hours Required	<b>Still needed:</b>	You currently have 31 credit hours including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 32 additional credit hours.			
<input checked="" type="checkbox"/>	First Year Experience	SDE 1010	First Year Experience	A	1	Spring Semester 2013

	Course	Title	Grade	Credits	Term	Repeated
<input checked="" type="checkbox"/>	Growth & Development: Lifespan - grade of C or better	BHS 2110	Growth & Development: Lifespan	B-	2	Spring Semester 2014
<b>Exception by</b> <a href="#">Johnson, Carol J</a> <b>On:</b> 10/12/2021 <b>Apply Here:</b> <a href="#">Age waiver for degree program working in health</a>						
<input type="checkbox"/>	Anatomy and Physiology I - grade of C or better	<b>Still needed:</b>	<b>4 Credits in</b> <a href="#">BIO 1110</a>			
<input checked="" type="checkbox"/>	Anatomy and Physiology II - grade of C or better	BIO 1120	Anatomy and Physiology II	B-	4	Spring Semester 2017 (R)
<input checked="" type="checkbox"/>	English Composition	COM 1110	English Composition	A-	3	Fall Semester 2012
<input type="checkbox"/>	Principles of Nutrition - grade of C or better	<b>Still needed:</b>	<b>2 Credits in</b> <a href="#">DTN 1220</a>			
<input checked="" type="checkbox"/>	Pathophysiology for Healthcare - grade of C or better	BHS 1711	Pathophysiology for Healthcare	C	3	Spring Semester 2016 (R)
<input checked="" type="checkbox"/>	General Psychology or Sociology	PSY 1010	General Psychology	A	3	Spring Semester 2013
Credit for Advanced Standing Courses awarded after successful completion of Transition Courses						
<input type="checkbox"/>	Found of NSG Adv Stan for LPN	<b>Still needed:</b>	<b>5 Credits in</b> <a href="#">NSG 1320</a>			
<input type="checkbox"/>	Adult Health A.S.C. for LPN	<b>Still needed:</b>	<b>3 Credits in</b> <a href="#">NSG 1323</a>			
<input type="checkbox"/>	OB Advanced Standing for LPN	<b>Still needed:</b>	<b>2 Credits in</b> <a href="#">NSG 1324</a>			
<input type="checkbox"/>	Psychosocial A.S.C. for LPN	<b>Still needed:</b>	<b>2 Credits in</b> <a href="#">NSG 1326</a>			
Complete Required Transition Courses						
<input type="checkbox"/>	OB Transition for LPN to RN	NSG 1421	OB Transition for LPN to RN	IP	(1)	Fall Semester 2021
<input type="checkbox"/>	Med-Surg I for the LPN to RN	NSG 1423	Med-Surg I for the LPN to RN	IP	(6)	Fall Semester 2021 (R)
<input checked="" type="checkbox"/>	Psychosocial Trans LPN to RN	NSG 1424	Psychosocial Trans LPN to RN	A-	1	Fall Semester 2020
Other Required Courses						
<input checked="" type="checkbox"/>	Microbiology - grade of C or better	BIO 1400	Microbiology	B-	4	Fall Semester 2016
<input checked="" type="checkbox"/>	Quantitative Reasoning or Statistics	MTH 1260	Statistics	D+	3	Spring Semester 2014

	Course	Title	Grade	Credits	Term	Repeated	
<input type="radio"/>	Pharmacology for Nursing - grade of C or better	<b>Still needed:</b>	2 Credits in <a href="#">NSG 1721</a>				
	Advanced Nursing Courses						
<input type="radio"/>	Adult Health II	<b>Still needed:</b>	6 Credits in <a href="#">NSG 2522</a>				
<input type="radio"/>	Essentials of Nurse Practice	<b>Still needed:</b>	9 Credits in <a href="#">NSG 2525</a>				
<input type="radio"/>	Residency Check for Technical Courses - 20 Credits	NSG 1421	OB Transition for LPN to RN	IP	(1)	Fall Semester 2021	
		NSG 1423	Med-Surg I for the LPN to RN	IP	(6)	Fall Semester 2021	(R)
		NSG 1424	Psychosocial Trans LPN to RN	A-	1	Fall Semester 2020	
		<b>Still needed:</b>	12 Credits in <a href="#">NSG 1721</a> with residence = Y or <a href="#">2522</a> with residence = Y or <a href="#">2525</a> with residence = Y				

## Courses Not Applied

Credits applied: 56.5 Courses applied: 16

Course	Title	Grade	Credits	Term	Repeated
BHS 1140	STNA Training	C+	5	Fall Semester 2012	
BHS 1310	CPR	S	0.5	Fall Semester 2012	
BHS 1390	Medical Terminology	C	2	Spring Semester 2017	
BHS 1530	12 Lead ECG Interpretation	B	1	Spring Semester 2016	
BHS 1711	Pathophysiology for Healthcare	D	3	Fall Semester 2014	(R)
BIO 1110	Anatomy and Physiology I	C-	4	Spring Semester 2014	(R)
BIO 1110	Anatomy and Physiology I	C	4	Spring Semester 2015	(R)
BIO 1120	Anatomy and Physiology II	C-	4	Fall Semester 2015	(R)
CPT 1060	Intermediate Computer Apps.	B	2	Fall Semester 2013	
DTN 1220	Principles of Nutrition	B+	2	Spring Semester 2014	
NSG 1721	Pharmacology for Nursing	C	2	Spring Semester 2015	(R)
PNS 1201	Fundamentals-Practical Nursing	C+	8	Fall Semester 2017	
PNS 1202	Adult Medical-Surgical Nursing	C	10	Spring Semester 2018	
PNS 1203	PN-Issues and Trends	B+	1	Summer Semester 2019	(R)

3/10/22, 1:42 PM

Dashboard

PNS 1204	Maternal Child Nursing	C-	5	Summer Semester 2019	(R)
SOC 1010	Sociology	B	3	Fall Semester 2013	

### Insufficient (Withdrawals, Failures, Repeats and Audits)

Credits applied: 6 Courses applied: 8

Course	Title	Grade	Credits	Term	Repeated
BHS 1711	Pathophysiology for Healthcare	E	0	Spring Semester 2015	(R)
BIO 1110	Anatomy and Physiology I	E	0	Fall Semester 2014	(R)
BIO 1120	Anatomy and Physiology II	D+	0	Fall Semester 2016	(R)
NSG 1421	OB Transition for LPN to RN	E	0	Fall Semester 2020	
NSG 1423	Med-Surg I for the LPN to RN	C	6	Fall Semester 2020	(R)
NSG 1721	Pharmacology for Nursing	C-	0	Fall Semester 2014	(R)
PNS 1203	PN-Issues and Trends	E	0	Summer Semester 2018	(R)
PNS 1204	Maternal Child Nursing	E	0	Summer Semester 2018	(R)

### In-progress

Credits applied: 7 Courses applied: 2

Course	Title	Grade	Credits	Term	Repeated
NSG 1421	OB Transition for LPN to RN	IP	(1)	Fall Semester 2021	
NSG 1423	Med-Surg I for the LPN to RN	IP	(6)	Fall Semester 2021	(R)

### Not Counted (Developmental)

Credits applied: 13 Courses applied: 5

Course	Title	Reason	Grade	Credits	Term	Repeated
CHM 0960	Introductory Science	Max of zero classes/credits exceeded	R	0	Spring Semester 2013	
CHM 0960	Introductory Science	Max of zero classes/credits exceeded	B+	3	Fall Semester 2013	
MTH 0833	Pre/Introductory Algebra	Max of zero classes/credits exceeded	B-	5	Fall Semester 2012	
MTH 0953	Intro/Intermediate Algebra	Max of zero classes/credits exceeded	E	0	Spring Semester 2013	(R)
MTH 0953	Intro/Intermediate Algebra	Max of zero classes/credits exceeded	C	5	Fall Semester 2013	(R)

## 2 Exceptions

Type	Description	Created on	Created by	Block	Enforced
Apply Here	<a href="#">Age waiver for degree program working in health</a>	10/12/2021	Johnson, Carol J	LPN to ADN Transition	Yes

## 3 Notes

Status	Description	Created on	Created by
	Registrar note available to student would appear here if applicable	10/13/2021	Johnson, Carol J
Internal	Registrar note would appear here if applicable.	10/05/2021	Johnson, Carol J

### Legend

 Complete	 Not complete
 Complete (with courses in-progress)	 Nearly complete - see advisor
 Prerequisite	 Any course number
 Repeated course	

### Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Contact your academic advisor for assistance in interpreting this report or regarding your official degree/certificate completion status. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements.

## Appendix B

GPA Calculators - Not Official; for planning purposes only. ✕

[Graduation Calculator](#) [Term Calculator](#) [Advice Calculator](#)

Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal.

Current GPA \*  
1.81

Credits remaining \*

Credits required \*

Desired GPA \*

Calculate

### Results:

GPA Calculators - Not Official; for planning purposes only. ✕

[Graduation Calculator](#) [Term Calculator](#) [Advice Calculator](#)

You need to average a 2.57 over your final 15 credits to graduate with your desired GPA.

Current GPA	1.81
Credits remaining	15
Credits required	60
Desired GPA	2.00

Recalculate

## Appendix C

GPA Calculators - Not Official; for planning purposes only. ✕

Graduation Calculator **Term Calculator** Advice Calculator

Enter the grades you expect to earn for your in-progress courses to calculate your GPA at the end of this term.

Current GPA * 3.85	Credits earned * 43
-----------------------	------------------------

[Add Course](#)

Course * NSG 1523	Credits * 6	Grade * A	
----------------------	----------------	--------------	---

Course * NSG 1524	Credits * 3	Grade * A	
----------------------	----------------	--------------	---

[Calculate](#)

## Results:

GPA Calculators - Not Official; for planning purposes only. ✕

Graduation Calculator **Term Calculator** Advice Calculator

### Calculated GPA

By achieving the grades listed here, your GPA at the end of the term will be 3.87

Current GPA	3.85	
Credits earned	43	
Course	Credits	Grade
NSG 1523	6	A
NSG 1524	3	A

[Recalculate](#)

## Appendix D

GPA Calculators - Not Official; for planning purposes only. ✕

[Graduation Calculator](#)   [Term Calculator](#)   [Advice Calculator](#)

Enter your desired GPA at graduation to see the grades you need to earn to achieve that goal.

Current GPA \*  
1.81

Credits earned \*  
29

Desired GPA \*  
2.00

Calculate

## Results:

GPA Calculators - Not Official; for planning purposes only. ✕

[Graduation Calculator](#)   [Term Calculator](#)   [Advice Calculator](#)

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

3 credits at 4 ( A ) grade average

4 credits at 4 ( A- ) grade average

5 credits at 3 ( B+ ) grade average

6 credits at 3 ( B ) grade average

8 credits at 3 ( B- ) grade average

19 credits at 2 ( C+ ) grade average

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

Current GPA	1.81
Credits earned	29
Desired GPA	2.00

Recalculate