DEGREE WORKS
FOR
ADVISORS, DEPARTMENT HEADS, & ACADEMIC DEANS

HOW TO LOGIN

1. Go to https://my.nsula.edu/ and Login with the same Username and Password used to sign on to your computer.

2. Answer the Security Questions, if needed, and click “Save” then click “Take me to mynsula.” If security questions are not needed, just click “Take me to mynsula.”
3. Click on the “DegreeWorks Icon.”

4. Once you’ve logged in successfully to Degree Works, you should see this screen.
SEARCH FOR A STUDENT

To search for a student, you can either type their Student ID number and press Enter in the box provided or click on the icon. NOTE: Degree Works does not recognize Social Security Numbers.

If you click on the icon, the box below should appear. Type in a student’s first and/or last name then click “Search.” Check the box beside their name and click “Ok.”

NOTE: This page (shown below) can be used to select an individual student using name, student ID or a group of students defined by other selection criteria. Not all fields shown may be present on your search page.
PROCESSING DEGREE AUDITS

Degree audits are processed using the Worksheets tab. To access this screen, select the student you wish to process. This will automatically take you to the Worksheets screen and the most recent audit for this student will load automatically.

The student context information will be displayed in the fields at the top of the window once the student has been selected. This information includes the degree pursued, major, student level, classification, and when this audit was processed. The date of audit processing in the field to the right of the “Classification”. To update the Banner student data used by the audit and/or to process a new audit for the student select the “Process New Button”. When that button is pressed two things happen: (1) Banner for the student is checked to see if there is new or changed data to bring to Degree Works and (2) a new audit is generated using the most up to date Banner data. These two actions are reflected in the date fields at the top of the screen. “Last Banner Refresh” tells the last time new data was requested from Banner for this student, while “Last Audit” tells when the audit displayed was generated. Pressing “Process New” will synchronize the Degree Works audit with the most recent Banner student data.
STUDENT AUDIT OVERVIEW

The student’s audit should appear. Advisors can use this audit to advise students.

NOTE: An audit can be viewed with the “In-Progress” and “Preregistered” classes included or not included by selecting or not selecting the check boxes provided and click “Process New”. See below.

NOTE: You will also see the following blocks as you scroll down:

Degree Block: This block displays the overall requirements of the degree.
Core Block: This block displays all of the core requirements.

<table>
<thead>
<tr>
<th>Core Block</th>
<th>Credits Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Core</td>
<td>40</td>
</tr>
</tbody>
</table>

Major Block: This block displays all of the major requirements. It will also let you know if a concentration is required for this particular major.

<table>
<thead>
<tr>
<th>Major Block</th>
<th>Credits Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major in Family &amp; Consumer Sciences (138)</td>
<td>60</td>
</tr>
</tbody>
</table>

Concentration or Minor Block: This block displays all of the concentration and/or minor requirements if a concentration/minor has been added.

<table>
<thead>
<tr>
<th>Concentration or Minor Block</th>
<th>Credits Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conc in Child Devrptn &amp; Family Relations (128E)</td>
<td>20</td>
</tr>
<tr>
<td>Minor in Social Science (180)</td>
<td>30</td>
</tr>
</tbody>
</table>
**Electives and/or Support Block:** This block displays all of the elective and/or support requirements needed for that particular major.

**Bottom of the Audit:** This displays all *Unused Courses* (Courses taken but not applied to this particular major); *Courses Not Applicable to the Program* (Courses failed or withdrawn); *In-progress* (Courses currently enrolled); *Courses Not Counted* (Courses that exceeds the maximum number of repeats or transfers allowed); and *Exceptions* (Substitutions applied to a student’s audit).
NOTES

To leave a note on a student’s audit, click the Notes tab located at the top of the screen. Click “Add Note.” You can either click and select an option given or type your own note. For example, “Student was advised to take Math 1020 for the Fall 2014 semester on 07-14-14.” Once you’re done, click “Save Note.” This note will appear on the bottom of the student’s audit.

NOTE: Choose your words wisely and remember that the students will be able to see this note as well.
EMAIL

If you would like to email a student regarding his/her audit, you can do so by double-clicking on the student’s name. Students will also be able to double-click and email their advisors as well.

This should automatically generate an email template. Type email and click “Send.”
COURSE INFORMATION

If a course is needed and the student would like to see what classes are available for the current semester, double-click on the course needed.

The window below should appear. It will display a description of the course and what classes are available for the current semester.
GPA CALCULATOR

Click on the GPA Calc tab to calculate a student’s Term GPA or to get Advice on how to achieve their desired GPA.

Term Calculator: Select the desired grades for currently enrolled courses and click “Calculate.”

Advice Calculator: Type the Desired GPA and Click “Calculate.”
WHAT-IF AUDITS

What-If audits allow you to process speculative degree audits for a student using their current class history. To access the What-If screen, click the What-If tab located on the Introduction page.

You can audit a student against the requirements for a different major, minor, degree, catalog year or any other selectable item on the What-If Audit screen. To generate a “What-If” Degree Audit, select Level, Program, and Catalog Year in the “What-If” Block. Then select a Major, Minor, and/or Concentration in the “Choose Your Different Areas of Study” Block. The selected items will be moved to the window on the right. After you’ve made your selections, click “Process What-If” to generate your “What-If” Degree Audit.
SUBSTITUTIONS AND EXCEPTIONS STEPS

Substitution Policy: Authorization for a student to substitute a course for another specified in a curriculum requires the approval of the student’s academic advisor, the head of the department that offers the degree program, and the academic dean whose college offers the degree program. Approved substitutions are valid for the degree program under which the substitution was approved and may not apply to other degree programs.

Graduate Students: Recommended substitutions for coursework in graduate programs are submitted by the major professor/advisor and/or department head to the Dean of the Graduate School for approval.

ADVISORS

1. Enter the CWID of the student for whom you wish to enter a petition. Press enter to display the student’s record.
2. To enter a petition, click the petition tab. This will bring up the petition screen as shown below.
Note: The petition screen allows users to enter a request for exceptions. A petition can be a request to have a particular requirement modified or waived for a particular student.

3. To create a new petition, click the Add Petition button.
This will bring up a text box where you can enter the text for the petition.

4. Type Substitution request information in box. Once you have entered the text for the petition, click the Submit Petition button to save the petition to the database. To add another petition, click the Add Petition button again and repeat the process.

**DO NOT PRESS THE ENTER BUTTON. YOU MUST CLICK “SUBMIT PETITION”**.
A message will appear telling you “your petition was added successfully.”

To delete a petition, click the Delete Petition button. Only petitions created by you can be deleted. Click the Delete button to the left of the petition to remove it from the database. Petitions that have been approved, applied as exceptions or rejected cannot be deleted. Only persons with registrar or deans class authority can delete petitions once they have been acted upon.
5. To View Substitution request – Click on View Petitions
DEPARTMENT HEAD APPROVAL

1. Only petitions with a status of Awaiting Approval may be modified. A text window will open up for those Petitions created by you. To modify a petition, Click in the text window and add or delete text.

   Click the Save button to the left of the petition to save your changes. When a new petition is saved, an e-mail notification should be sent to the Dean or Department head notifying them that there are new petitions awaiting approval.

2. The Department Head of the degree program will approve or deny the substitution request. The department head will click the Modify Petition button. The department head will indicated whether the request is approved or denied. (See above). After the approval or rejection have been typed in the box then click on the paper sheet icon to the left to save information.
3. When the changes have been submitted successfully, you will receive this message.

4. Then Department Head will send an email to the Dean of the student’s degree program. The Dean will take action on the request.
1. To Approve requests for substitutions, click on Exception Management

![Exception Management screenshot]

2. Click on Manage Petitions Awaiting Approval and then click on the “Load Button”. Petitions/Substitution requests that need to be approved will be listed by Program.

The “Manage Petitions Waiting Approval” service is used to approve, reject or add additional documentation to pending petitions. Any petition with a pending status will appear on this list as shown in the screen shot below.

![Manage Petitions Waiting Approval screenshot]
3. **To approve a petition**, click the radio button in the Approve column and then click the Save Changes button. The selected petition will be flagged as approved and will disappear from the list of petitions awaiting approval. **To reject a petition**, click the radio button in the Reject column and then click the Save Changes button. The selected petition will be flagged as rejected and will disappear from the list of petitions awaiting approval. You can take action on a single petition or a group of petitions simultaneously from this screen.

4. When you have successfully saved the approval, you will receive this message. “The petitions were updated successfully”.
5. The Dean can add additional information by clicking on the paper icon next to the request before he/she approves or rejects the request.

Once the additional information has been entered, click the Approve or Reject button below the text window to complete the transaction. The petition will be saved with the appropriate status along with the additional documentation. It is important to remember that an APPROVED PETITION is not the same as an APPLIED EXCEPTION. Once a petition has been approved, it is still necessary for someone to actually process the approved petition as an exception on the students’ record.
6. To View Approved Substitution Requests – Click on “Apply Approved Petitions.”
TO “APPLY APPROVED PETITIONS”

1. Click on the paper icon next to the petition you want to apply.

2. Click on the “Exception Type” you want to do.
3. Type the Substitution information in the blocks above. Then find the requirement in the audit.

4. When you have located the course, click inside the radio button to select the courses or requirement.

After you have entered in the information, click on “Add Exception.”
5. Click on OK if you do not want to add a description. It will generate a description automatically. The comments you make will show up on the audit for the student to see.

6. You should receive this message “Your exception has been added to the database successfully.” Click OK.
7. Click on “Run New Audit”.

8. Scroll down to the button of the audit and you should see the exception as shown above.
9. Scroll down in the audit where the requirement is located and you should see the substitution as shown above.
**UNOFFICIAL TRANSCRIPT**

The students can view their unofficial transcript by clicking on the “Unofficial Class History” Link.

The window below will be displayed. Press Ctrl+P to print.
REGISTRATION CHECKLIST

Select “Registration Checklist” from the drop-down menu and click “View”. The Registration Checklist is a view of only the courses remaining, removing the courses already completed.

PRINTING AN AUDIT

Use the Print Function at the top of the page to print the audit as displayed on the screen.

Save as PDF button saves the audit in PDF format. In this format, you can print or save the PDF and use it as an attachment in an email (please note: the PDF may take a couple of minutes to load).