

# Nova Southeastern University Degree Works User Guide

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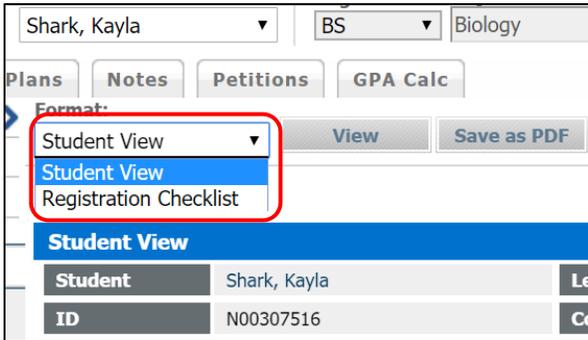
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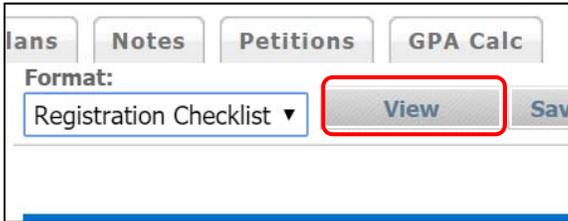
## Degree Works Audit Overview

### Audit Views

1. Degree Works offers two views for advisors and students, the Student View and Registration Checklist. The Student View is the default view and consists of the student's degree audit. The Registration Checklist is a future-oriented view that will only display requirements that have not been met. As students progress through their program, the Student View will display more green checkboxes and the Registration Checklist will be shorter.
2. To move to another view, click the down-arrow by your current view and select your desired view.



3. Click the View button to be taken to your desired view.



### Student View Example

Student View					
<b>Student</b>	Shark, Kayla	<b>Level</b>	Undergraduate Day	<b>Minor</b>	
<b>ID</b>	N00307516	<b>College</b>	Halmos Coll of Nat Sci & Ocn	<b>Transfer Hours</b>	48
<b>Classification</b>	Junior	<b>Degree</b>	Bachelor of Science	<b>Academic Standing</b>	
<b>Advisor</b>	Bailey, Jodene J	<b>Major</b>	Biology	<b>Holds</b>	Alvin Sherman Library-x246 Bursar's ext 25200 Transcript/Diploma Hold x2
<b>Overall GPA</b>	3.70	<b>Concentration</b>		<b>Student Attribute</b>	

Degree Progress	
Requirements	75%

Degree in Bachelor of Science		Catalog Year:	2017 Fall	Credits Required:	120
		GPA:	3.70	Credits Applied:	61
<input type="checkbox"/>	120 Credit Hours Required	Still Needed:	A minimum of 120 credit hours are required. You currently have 61; you need 59 additional credit hours.		
<input type="checkbox"/>	30 Minimum Credit Hours at Nova	Still Needed:	A minimum of 30 credit hours must be taken at NSU.		
<input checked="" type="checkbox"/>	Minimum 2.0 Overall GPA met				
<input type="checkbox"/>	General Education Requirements	Still Needed:	See <b>General Education Requirements</b> section		
<input type="checkbox"/>	Major Requirements	Still Needed:	See <b>Major in Biology</b> section		
<input type="checkbox"/>	Open Electives Requirement	Still Needed:	See <b>Open Electives</b> section		

Completed, in-progress, preregistered, and incomplete coursework along with program policy requirements.

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## Registration Checklist Example

<b>Degree in Bachelor of Science</b>		<b>Catalog Year:</b> 2017 Fall	<b>Credits Required:</b> 120
		<b>GPA:</b> 3.70	
Still Needed: See General Education Requirements section			
Still Needed: See Major in Biology section			
Still Needed: See Open Electives section			
<b>General Education Requirements</b>		<b>Catalog Year:</b> 2017 Fall	<b>Credits Required:</b> 30
		<b>GPA:</b> 3.70	<b>Credits Applied:</b> 29
Still Needed: 3 Credits in COMP 1500:4999			
<b>Major in Biology</b>		<b>Catalog Year:</b> 2017 Fall	<b>Credits Required:</b> 76
		<b>GPA:</b> 4.00	<b>Credits Applied:</b> 30
Still Needed: 1 Class in BIOL 1510*			
Still Needed: 1 Class in BIOL 3600*			
Still Needed: 1 Class in CHEM 2400*			
Still Needed: 1 Class in CHEM 2410*			
Still Needed: 1 Class in MATH 2100*			
Still Needed: 1 Class in PHYS 2350* or 2400*			
Still Needed: 1 Class in PHYS 2360* or 2500*			
Still Needed: 1 Class in PHIL 3010* or 3180* or 3200* or 3220* or 3360*			
Still Needed: 4 Credits in BIOL 3000:4999			
Still Needed: 11 Credits in BIOL 2600* or 3000:4999 or CHEM 3650* or MATH 2001* or 2200* or 3050*			

Incomplete requirements only. You can click on each course to see the course details.

## Class History

- The **Class History** button displays a term-by-term list of the student's courses along with the Student Header.

Class History					
Student	Shark, Kayla	Level	Undergraduate Day	Minor	
ID	N00307516	College	Halmos Coll of Nat Sci & Ocn	Transfer Hours	48
Classification	Junior	Degree	Bachelor of Science	Academic Standing	
Advisor	Bailey, Jodene J	Major	Biology	Holds	Alvin Sherman Library-x24601 Bursar's ext 25200 Transcript/Diploma Hold x25200
Overall GPA	3.70	Concentration		Student Attribute	
Fall 2017					
BIOL	1500	Biology I/Lab		A	4
BIOL	1999	Prior Learning in Biology		TR	3
		<i>Transferred from</i> BSC1005 - General Biology - Keiser Univ - Ft Lauderdale			
BIOL	1999	Prior Learning Credit in BIOL		TR	1
		<i>Transferred from</i> BSC1005L - General Biology - Lab - Keiser Univ - Ft Lauderdale			
BIOL	1999	Prior Learning in Biology		TR	3
		<i>Transferred from</i> BSC1006 - Advanced Biology - Keiser Univ - Ft Lauderdale			
BIOL	3320	Anatomy and Physiology I/Lab		TR	4
		<i>Transferred from</i> BSC2085C - Human Anatomy & Physiology I - Keiser Univ - Ft Lauderdale			
BIOL	3330	Anatomy and Physiology II/Lab		TR	4
		<i>Transferred from</i> BSC2085C - Human Anatomy & Physiology I - Keiser Univ - Ft Lauderdale			
BIOL	3400	Microbiology/Lab		TR	4
		<i>Transferred from</i> MCB2000C - Microbiology I - Keiser Univ - Ft Lauderdale			
CHEM	1300	General Chemistry I/Lab		TR	4
		<i>Transferred from</i> CHM2045 - General Chemistry - Keiser Univ - Ft Lauderdale			

## Degree Audit

### How the Degree Audit is Organized

- The Student View of the degree audit will display a student's program requirements starting with the overall degree requirements. The order that sections appear will be determined by how they are listed in the degree section.
  - Students pursuing a double major will see their primary major requirements and secondary major requirements listed one section after another.
  - Students declaring a concentration will see their concentration requirements listed directly after their major requirements.

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Degree in Bachelor of Science		Catalog Year:	2017 Fall	Credits Required:	120
		GPA:	3.70	Credits Applied:	61
<input type="checkbox"/> 120 Credit Hours Required	Still Needed:	A minimum of 120 credit hours are required. You currently have 61; you need 59 additional credit hours.			
<input type="checkbox"/> 30 Minimum Credit Hours at Nova	Still Needed:	A minimum of 30 credit hours must be taken at NSU.			
<input checked="" type="checkbox"/> Minimum 2.0 Overall GPA met					
<input type="checkbox"/> General Education Requirements	Still Needed:	See <b>General Education Requirements</b> section			
<input type="checkbox"/> Major Requirements	Still Needed:	See <b>Major in Biology</b> section			
<input type="checkbox"/> Open Electives Requirement	Still Needed:	See <b>Open Electives</b> section			

This audit is comprised of 4 sections:  
 1) Degree in Bachelor of Science  
 2) General Education Requirements  
 3) Major in Biology  
 4) Open Electives

2. Some section headers (the thick blue bar at the top of each section) will display a selection of Catalog Year, GPA, Credits Required, and/or Credits Applied.
  - a. The GPAs are calculated from the courses that make up that respective section. (A student can have a different General Education Requirement GPA than their Major GPA because different courses populate those sections)
  - b. The Credits Applied value will consist of: completed courses, in-progress courses, and preregistered courses. (Ex: If a student has completed three 3-credit courses, is in-progress with two 3-credit courses this term and is preregistered for four 3-credit courses next term, the total credits applied would be 27 credits)
    - i. **Completed** = (3 courses \* 3 credits) = 9 credits
    - ii. **In-progress** = (2 courses \* 3 credits) = 6 credits
    - iii. **Preregistered** = (4 courses \* 3 credits) = 12 credits

Degree in Bachelor of Science		Catalog Year:	2017 Fall	Credits Required:	120
		GPA:	3.70	Credits Applied:	61
<input type="checkbox"/> 120 Credit Hours Required	Still Needed:	A minimum of 120 credit hours are required. You currently have 61; you need 59 additional credit hours.			
<input type="checkbox"/> 30 Minimum Credit Hours at Nova	Still Needed:	A minimum of 30 credit hours must be taken at NSU.			
<input checked="" type="checkbox"/> Minimum 2.0 Overall GPA met					

3. Each requirement will display a symbol to the left denoting its status.
  - a. **Red unchecked box** = Unmet requirement – you will see “Still Needed” advice on the right.
  - b. **Blue tilde box** = In-progress, preregistered, or planned requirement – you will see the course information on the right.
  - c. **Green check box** = Completed requirement – you will see the course information on the right.

<input checked="" type="checkbox"/> <b>Biology I/Lab</b>	<b>BIOL 1500</b>	Biology I/Lab	A	4	Fall 2017
<input checked="" type="checkbox"/> <b>Biology II/Lab</b>	<b>BIOL 1510</b>	Biology II/Lab	PLAN	(4)	*Planned Ter
<input type="checkbox"/> <b>Genetics/Lab</b>	Still Needed:	1 Class in <b>BIOL 3600*</b>			

### How to Read a Degree Audit

1. An audit is made up of several sections. Each sections' requirements will differ based on the student's program. The section header will display the name of that section along with listing its respective Catalog Year, GPA, Credits Required, and Credits Applied.
2. All requirements with a red unchecked box must be completed for the checkbox in the section header to be completed.
3. The labels on the left column will remain stagnant while the advice on the right column will dynamically change based on what the student still needs.
4. Once a requirement has been met, the “Still Needed” advice will disappear.

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5. Requirements met by transfer courses will display the original course name, course number, transfer institution, transfer grade, credits earned, and term the course was transfer in.

Not checked until all other boxes in this section are checked

Data for this section only

Major in Biology		Catalog Year:	2017 Fall	Credits Required:	76
		GPA:	4.00	Credits Applied:	30
<input type="checkbox"/> 76 Major Credit Hours Required	Still Needed:	A minimum of 76 credit hours in the major are required. You currently have 30; you need 46 additional credit hours.			
<input type="checkbox"/> 38 Minimum Credit Hours at Nova	Still Needed:	A minimum of 38 credit hours must be taken at NSU.			
<input checked="" type="checkbox"/> 2.25 Minimum GPA					
<b>CORE REQUIREMENTS</b>					
<input checked="" type="checkbox"/> Biology I/Lab	<b>BIOL 1500</b>	Biology I/Lab	A	4	Fall 2017
<input type="checkbox"/> Biology II/Lab	Still Needed:	1 Class in <b>BIOL 1510*</b>			
<input type="checkbox"/> Genetics/Lab	Still Needed:	1 Class in <b>BIOL 3600*</b>			
<input checked="" type="checkbox"/> General Chemistry I/Lab	<b>CHEM 1300</b>	General Chemistry I/Lab	TR	4	Fall 2017
	Satisfied by	CHM2045 - General Chemistry - Keiser Univ - Ft Lauderdale			
<input checked="" type="checkbox"/> General Chemistry II/Lab	<b>CHEM 1310</b>	General Chemistry II/Lab	TR	4	Fall 2017
	Satisfied by	CHM2046 - Advanced Chemistry - Keiser Univ - Ft Lauderdale			
<input type="checkbox"/> Organic Chemistry I/Lab	Still Needed:	1 Class in <b>CHEM 2400*</b>			
<input type="checkbox"/> Organic Chemistry II/Lab	Still Needed:	1 Class in <b>CHEM 2410*</b>			

Advice changes as needed

Transfer course

6. Unmet course requirements are linkable. When a course is clicked on, a text box will display that course's title, description, and any other applicable information such as prerequisites, course attributes, section information, and credits.
- a. Courses with a "\*" denote that a prerequisite is required for that course. The asterisk will display on a course even if the student has already met the prerequisite for that course.

BIOL 3600		4 Credits		Genetics/Lab	
Review of principles of Mendelian and quantitative inheritance considered at a morphological and molecular level, including a survey of population genetics, theories of natural selection, the study of amino acids, and nucleotide substitutions as *evolutionary clocks. Prerequisites: BIOL 1500 and CHEM 1310 or CHEM 1310H or CHEM 2310 or CHEM 2310H and, MATH 3020 or MATH 3020H or MATH 2020 or MATH 2020H. Frequency: Every Fall and Winter.					
Prerequisites: <b>BIOL 1510</b> and <b>CHEM 1310</b> or <b>CHEM 1310H</b> or <b>CHEM 2310</b> or <b>CHEM 2310H</b> and <b>MATH 3020</b> or <b>MATH 3020H</b> or <b>MATH 2020</b> or <b>MATH 2020H</b>					
Attributes: SGBL, SGMB, UMB1					
Sections:	Term	Crn	Section	Seats Open	Meeting Times
	Fall 2018	21119	DA1	20 (out of 20)	M 07:30 - 10:15 M 07:30 - 10:15 F 10:30 - 12:30 F 10:30 - 12:30 MWF 11:10 - 12:00 MWF 11:10 - 12:00
		21121	DA2	20 (out of 20)	W 07:30 - 10:15 W 07:30 - 10:15 F 10:30 - 12:30 F 10:30 - 12:30

7. In the following example, the "3000/4000-level Biology Electives" requirement has two 4-credit courses applying towards it. The Still Needed advice displays 4 Credits in BIOL 3000:4999. This means that the original requirement was 12 Credits in BIOL 3000:4999 and the advice changed based on what the student took. Clicking on "BIOL 3000:4999" will open a text box listing all courses with a prefix of BIOL and course number within the range of 3000:4999.

<input type="checkbox"/> 3000/4000-level Biology Electives	<b>BIOL 3320</b>	Anatomy and Physiology I/Lab	TR	4	Fall 2017
	Satisfied by	BSC2085C - Human Anatomy & Physiology I - Keiser Univ - Ft Lauderdale			
	<b>BIOL 3330</b>	Anatomy and Physiology II/Lab	TR	4	Fall 2017
	Satisfied by	BSC2085C - Human Anatomy & Physiology I - Keiser Univ - Ft Lauderdale			
	Still Needed:	4 Credits in <b>BIOL 3000:4999</b>			

8. The end of that audit may display as needed sections such as Courses Not Used, Insufficient, In-Progress, Notes, and/or Exceptions. These sections will also display on the PDF view.

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- a. **Courses Not Used** = Lists courses that have been taken and completed with a passing grade, however they had no requirement to apply toward in the student's program. Courses that are not degree-applicable are not eligible for financial aid. This section can also include passing non-courses that did not fulfill an audit requirement.

Courses Not Used		Credits : 32	Classes: 18
ATTR 1999	Prior Learning Credit in ATTR	TR	1 Winter 2013
Satisfied by: HSC1101 - Intro to Healthful Living - Broward College			
MATH 1040	Algebra for College Students	TR	3 Winter 2013
Satisfied by: MAC1105 - College Algebra - Broward College			
NOVA 1999	Prior Learning	TR	1 Winter 2013
Satisfied by: OPT1110L - Physical & Geo Optics Lab - Broward College			
NOVA 1999	Prior Learning	TR	2 Winter 2013
Satisfied by: OPT1150L - Ophthalmic Lenses Lab - Broward College			

- b. **Insufficient** = Lists courses that are not able to fulfill requirements such as Withdrawn, Remedial, Audit, Failed, Incomplete, or Repeated courses.

Insufficient		Credits : 0	Classes: 2
BIOL 3600	Genetics/Lab	W	0 Winter 2018
COMP 2000	Advanced College Writing	W	0 Winter 2018

- c. **In-Progress** = Lists courses that are in-progress for the current term or preregistered for a future term. Courses used in the Look Ahead audit are also listed here and display with a Planned Term.

In-progress		Credits : 11	Classes: 3
MATH 2100	Calculus I	PLAN	4 *Planned Ter
PHIL 3010	Ethical Issues in Commun.	PLAN	3 *Planned Ter
PHYS 2350	General Physics I/Lab	PLAN	4 *Planned Ter

- d. **Notes** = Lists notes added to a student's audit from newest to oldest. The note will display who entered it and on what date.

Notes	Entered by	Date
Worked on Academic Planning with Student.	Villedrouin, Natacha	07/16/2018
Referred Student to Financial Aid before withdrawing/dropping a course.	Garcia, Derianne I	07/13/2018
Student was advised to register for the courses listed on the Planner.	Farach, Lisa A	07/13/2018

- e. **Exceptions** = Lists all exceptions applied to the student's audit (Ex: Substituting one course for another or waiving a requirement). The exception will list the type of exception applied, the description placed by the person who entered the exception, and the date the exception was entered on. The Who column will always display "Exception By: Advisor". The Block and Enforced column is used by the person entering the exception only.

Exceptions					
Type	Description	Date	Who	Block	Enforced
Apply Here	Apply BIOL 3330 here.	07/18/2018	Exception By: Advisor	RA000158	Yes

### Degree Progress Bar

- The Degree Progress bar is listed under the Student Header and before the first section of the student's audit. This progress bar takes into consideration the number of met versus unmet requirements on the whole audit. For example, this student has 61 credits applying towards their required 120 credits, equaling 50.83% completed. The progress bar is also looking at minimum GPA requirements, residency, and each section making up the audit, causing this number to reflect a wholistic view of progress (75% versus 50.83%).
  - If a student has any in-progress or preregistered courses applying in their audit, the Degree Progress bar will never be 100%.

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Student View					
<b>Student</b>	Shark, Kayla	<b>Level</b>	Undergraduate Day	<b>Minor</b>	
<b>ID</b>	N00307516	<b>College</b>	Halmos Coll of Nat Sci & Ocn	<b>Transfer Hours</b>	48
<b>Classification</b>	Junior	<b>Degree</b>	Bachelor of Science	<b>Academic Standing</b>	
<b>Advisor</b>	Bailey, Jodene J	<b>Major</b>	Biology	<b>Holds</b>	Alvin Sherman Library-x24601 Bursar's ext 25200 Transcript/Diploma Hold x25200
<b>Overall GPA</b>	3.70	<b>Concentration</b>		<b>Student Attribute</b>	

**Degree Progress**

Requirements  75%

<b>Degree in Bachelor of Science</b>	<b>Catalog Year:</b> 2017 Fall	<b>Credits Required:</b> 120
	<b>GPA:</b> 3.70	<b>Credits Applied:</b> 61

## In-Progress and Preregistered Checkboxes

1. The Include in-progress classes and Include reregistered classes checkboxes are listed at the top of the audit. These boxes are defaulted to always include their respective type of courses in the audit. You can choose to unselect a box and view the audit with or without certain types of courses.
  - a. After unchecking a box, click the Process New button to see the updated audit. This will remove or add in-progress or preregistered courses from the audit and doing so will also update the Degree Progress bar.

<b>Format:</b> Student View ▾	View	Save as PDF	Process New	<input checked="" type="checkbox"/> Include in-progress classes <input checked="" type="checkbox"/> Include preregistered classes	<a href="#">Class History</a>
----------------------------------	------	-------------	-------------	--	-------------------------------

## Legend

1. The **Legend** displays icons frequently used in a degree audit.

Legend
<input checked="" type="checkbox"/> Complete
<input type="checkbox"/> In-Progress/ Registered
(TR) Transfer
* Prerequisite
<input type="checkbox"/> Not Complete
<input type="checkbox"/> Nearly Complete
Any Course
@ Discipline/ Number

## Process New

1. The **Process New** button refreshes a student's degree audit after making a change such as adding a note or submitting a petition. This button does not update data changes outside of Degree Works (Ex: Banner). Examples of when to click this button:
  - a. You just added a note to an audit.
  - b. You want to select or deselect the Include in-progress/preregistered classes box and view the updated audit.

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## Save as PDF

- To view a printer friendly version of an audit, click the Save as PDF button.

- A box will open displaying the printer friendly view where you can download this to your device. This view will include everything from the Student View of the web audit such as the sections making up a student's audit and all as needed sections (Courses Not Used, In-progress, Insufficient, etc.).

## Student Header

- The Student Header is located at the top of a student's audit and displays relevant curriculum information.
- Names, such as the student or advisor, are links that will open your preferred email tool. While you can use these links to quickly email a student/advisor, Degree Works is not a messaging or notification tool.
- If a student has multiple data points (Ex: majors, minors, holds, etc.) they will all list vertically in their respective areas.
- The Overall GPA displayed in the Student Header is the overall cumulative GPA from Banner.

Student View					
<b>Student</b>	Shark, Kayla	<b>Level</b>	Undergraduate Day	<b>Minor</b>	
<b>ID</b>	N00307516	<b>College</b>	Halmos Coll of Nat Sci & Ocn	<b>Transfer Hours</b>	48
<b>Classification</b>	Junior	<b>Degree</b>	Bachelor of Science	<b>Academic Standing</b>	
<b>Advisor</b>	Bailey, Jodene J	<b>Major</b>	Biology	<b>Holds</b>	Alvin Sherman Library-x24601 Bursar's ext 25200 Transcript/Diploma Hold x25200
<b>Overall GPA</b>	3.70	<b>Concentration</b>		<b>Student Attribute</b>	

## Tabs

- This row contains the following screens to navigate to:
  - Worksheet** = Access the student's degree audit.

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- b. **Plan** = Advisors can view or edit a student's educational plan from this tab. Students can view their educational plan from this tab.
- c. **Notes** = Advisors can add a note to a student's degree audit from this tab. See the *How to Add a Note* section for more information.
- d. **Petitions** = Advisors can submit a Petition for a student from this tab. A Petition is a request for an exception. See the *How to Submit a Petition* section for more information.
- e. **GPA Calc** = Access the three GPA calculators. See the *GPA Calculators* section for more information.

### Top Links

1. Students can access an **Apply for Degree/Diploma** link that will open in a new tab to Nova's degree application site.
2. The **FAQ** (Frequently Asked Questions) link will open in a new tab.

### Top Row of Student Data

1. This row will still display:
  - a. **Find icon** = Search for students.
  - b. **Name** = You can use the backward and forward arrow to toggle between student's audits. The down-arrow will display the names of students populated from your search results.
  - c. **Degree** = If a student is pursuing multiple degrees, click the down-arrow to toggle between the different degree audits. For example, you will not see the curriculum for a BS and BA audit on one page. You will have to use the down-arrow on the Degree field to see either curriculum.
  - d. **Major** = This will display the student's major associated with the degree displaying.
  - e. **Level** = This will display the student's level code associated with the degree displaying.
  - f. **Class Level** = This will display the student's class level associated with the degree displaying.
  - g. **Last Audit** = This is the last date a new audit was generated for this student.
  - h. **Notes icon** = You can use this icon to add a note to a student's degree audit. See the *How to Add a Note* section for more information.

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NSU NOVA SOUTHEASTERN UNIVERSITY

Apply for Degree/Diploma

Find Student ID Name Degree Major Level Class Level Last Audit

N00307516 Shark, Kayla BS Biology U1 Junior Today

Worksheets Plans Notes Petitions GPA Calc

Worksheets Format: Student View View Save as PDF Process New

What If

Include in-progress classes

Include preregistered classes

[Class History](#)

## What If Audit & Look Ahead Audit

1. The What If functionality allows a user to view a student's **you to view your** degree audit with hypothetical curriculum changes applied.
2. The Look Ahead functionality allows a user to view a student's **you to view your** degree audit with hypothetical courses applied to their current curriculum.

## How to Run a What-If Audit

1. From the Student View, click on the What If tab.

Worksheets Plans Notes Petitions

Worksheets Format: Student View

What If

Look Ahead

Legend

<input checked="" type="checkbox"/> Complete	Student	Shark, K
	ID	N00307

2. The student's current Level, Degree, and Academic Year will be auto-populated. If you wish to select a major outside of the current Degree, you must change the Degree.
  - a. The Level, Degree, Academic Year, Program, and Major must be selected. You can opt to select a Minor or Concentration.
  - b. The Degree dropdown list will filter the Major list.
  - c. As you select your areas of study, the selection(s) will appear in the text box to the right. Select entries from this text box and click Remove if you wish to remove that area of study.

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Format: Student View Process What-If  create PDF  Include in-progress classes  Include preregistered classes

**What-If**

**IMPORTANT: Generating a What-if Analysis does not change your actual academic record. To discuss changes to your academic record, you must contact your academic advisor/program office.**

Level: Undergraduate Day  
 Degree: Bachelor of Arts  
 Academic Year: 2018 Fall

**Choose Your Different Areas of Study**

Select an item to add it to your Chosen Area of Study

Program: Pick a Program  
 Major: Pick a Major  
 Minor: Pick a Minor  
 Concentration: Pick a Concentration

Chosen Areas of study  
 PROGRAM: CAHSS - Bachelor of Arts Day  
 MAJOR : International Studies  
 CONC : Culture and the Arts

Remove

Check these to view the audit with or without certain types of courses.

This section is auto-populated.

Program and Major are required to run the What If audit.

Filtered by the Degree

3. Click Process What-If to be directed to the Student View of the hypothetical audit.
  - a. If you want to save your What If audit as a PDF, check the “create PDF” box before clicking Process What-If.
4. To change your What If audit areas of study, select the Back button in the upper-left corner.
5. You can view your selected areas of study from the hypothetical audit by clicking on the down arrow by Selected What-If items.

Back Selected What-If Items: Look Ahead Courses Used:

## NOVA DWTEST Environment

Student View				What If Audit	
<b>Student</b>	Shark, Kayla	<b>Level</b>	Undergraduate Day	<b>Minor</b>	
<b>ID</b>	N00307516	<b>College</b>		<b>Transfer Hours</b>	48
<b>Classification</b>	Junior	<b>Degree</b>	Bachelor of Arts	<b>Academic Standing</b>	
<b>Advisor</b>	Bailey, Jodene J	<b>Major</b>	International Studies	<b>Holds</b>	Alvin Sherman Library-x24601 Bursar's ext 25200 Transcript/Diploma Hold x25200
<b>Overall GPA</b>	3.70	<b>Concentration</b>	Culture and the Arts	<b>Student Attribute</b>	

**Degree Progress**

**Requirements** 33%

Degree in Bachelor of Arts		Catalog Year:	2018 Fall	Credits Required:	120
		GPA:	3.70	Credits Applied:	61
<input type="checkbox"/> 120 Credit Hours Required	Still Needed:	A minimum of 120 credit hours are required. You currently have 61; you need 59 additional credit hours.			
<input type="checkbox"/> 30 Minimum Credit Hours at Nova	Still Needed:	A minimum of 30 credit hours must be taken at NSU.			
<input checked="" type="checkbox"/> Minimum 2.0 Overall GPA met					

6. You can also perform a Look Ahead audit from the What If tab. See the *How to Run a Look Ahead Audit* section for more information.

# Nova Southeastern University Degree Works User Guide

## How to Run a Look Ahead Audit

1. From the Student View, click on the Look Ahead tab.

The screenshot shows the top navigation bar with tabs for Worksheets, Plans, Notes, and Petitions. Below this, there are more options: Worksheets, What If, and Look Ahead (highlighted with a red box). A 'Format:' dropdown menu is set to 'Student View'. Below the navigation is a 'Legend' section with a 'Complete' checkbox checked and a 'Student' field containing 'Shark, K' and an 'ID' field containing 'N00307'.

2. Enter the courses you wish to have applied toward your current curriculum. Entered courses will display in the text box on the right.

The screenshot shows the 'Look Ahead' form. At the top, there is a 'Format:' dropdown set to 'Student View' and a 'Process New' button. Two checkboxes are checked: 'Include in-progress classes' and 'Include preregistered classes'. Below this is a blue header 'Look Ahead' with instructions: 'To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO RE use the form below to enter the Subject code and Number of each. Once you have created your list of courses, click on the Process Ne'. An important note follows: 'IMPORTANT: Look Ahead functionality does not change your actual. To discuss changes to your academic record, you must contact you'. Below the instructions are two input fields: 'Subject' and 'Number', with an 'Add Course' button. To the right is a list of 'Courses you are considering' containing 'BIOL 1510' and 'BIOL 3600', with a 'Remove Course' button below. A red callout box points to the checkboxes with the text: 'Check these to view the audit with or without certain types of courses.'

3. Click the Process New button at the top to be directed to the Look Ahead audit.

The screenshot shows the 'Look Ahead Courses Used' page. At the top left, there is a 'Back' button and a dropdown menu set to 'Look Ahead Courses Used'. Below this is a blue header for 'Major in Biology' with 'Catalog Year: 2017 Fall', 'Credits Required: 76', 'GPA: 4.00', and 'Credits Applied: 38'. The main content area lists requirements and course status:

- 76 Major Credit Hours Required: **Still Needed:** A minimum of 76 credit hours in the major are required. You currently have 38; you need 38 additional credit hours.
- 38 Minimum Credit Hours at Nova: **Still Needed:** A minimum of 38 credit hours must be taken at NSU.
- 2.25 Minimum GPA: **Complete**
- CORE REQUIREMENTS:
  - Biology I/Lab: **Complete** (BIOL 1500) - Biology I/Lab - A - 4 - Fall 2017
  - Biology II/Lab: **Planned** (BIOL 1510) - Biology II/Lab - PLAN (4) - \*Planned Ter
  - Genetics/Lab: **Planned** (BIOL 3600) - Genetics/Lab - PLAN (4) - \*Planned Ter
  - General Chemistry I/Lab: **Complete** (CHEM 1300) - General Chemistry I/Lab - Satisfied by CHM2045 - General Chemistry - Keiser Univ - Ft Lauderdale - TR - 4 - Fall 2017
  - General Chemistry II/Lab: **Complete** (CHEM 1310) - General Chemistry II/Lab - Satisfied by CHM2046 - Advanced Chemistry - Keiser Univ - Ft Lauderdale - TR - 4 - Fall 2017
  - Organic Chemistry I/Lab: **Still Needed:** 1 Class in CHEM 2400\*

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## GPA Calculators

### Graduation Calculator

1. Click the GPA Calc tab. You will be taken to the Graduation Calculator. This GPA calculator will inform you if your desired GPA is possible given your current status and how it can be achieved.

Find	Student ID	Name	Degree	Major
	N00307516	Shark, Kayla	BS	Biology
Worksheets	Plans	Notes	<b>GPA Calc</b>	Petitions
Worksheets	Format:			
What If	Student View	View	Save as PDF	
Look Ahead				

2. The student's current overall GPA will be auto-populated. Enter the Credits Remaining, Credits Required, and Desired GPA.

GPA Disclaimer	
IMPORTANT: The GPA Calculator is a forecasting tool and is not part of your actual academic record.	
Current GPA	3.700
Credits Remaining	
Credits Required	
Desired GPA	
Calculate	

- a. You can find the Credits Remaining and Credits Required from the header of various sections.

Degree in Bachelor of Science	Catalog Year:	2017 Fall	Credits Required:	120
	GPA:	3.70	Credits Applied:	61

3. Click Calculate to see if the Desired GPA is possible.

- a. **Achievable example:**

Current GPA	3.700
Credits Remaining	61
Credits Required	120
Desired GPA	3.8
You need to average a 3.896 over your final 61 Credits to graduate with your desired GPA.	
Recalculate	

- b. **Unachievable example:**

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	Current GPA	3.700
	Credits Remaining	61
	Credits Required	120
	Desired GPA	4.0
<b>Error:</b> To achieve your desired GPA, you would need to average higher than a 4.0. You would need to average a <b>4.290</b> .		
<input type="button" value="Recalculate"/>		

### Term Calculator

1. This GPA calculator calculates a student's GPA after the current term's grades have been considered. Click on the Term Calculator tab.
  - a. If the student is in-progress with any courses, these courses will auto-populate into the class list with their credits.

Worksheets	Plans	Notes	Petitions	GPA Calc
<b>Graduation Calculator</b> >				
<b>Term Calculator</b>				
<b>Advice Calculator</b>				

2. Enter the class name, credits, and estimated grade you wish to have calculated in the GPA.

GPA Disclaimer		
<b>IMPORTANT:</b> The GPA Calculator is a forecasting tool and is not part of your actual academic record.		
<b>Current GPA</b>	3.700	
<b>Credits Earned So Far</b>	13	
	<b>Credits</b>	<b>Grade</b>
MATH 2100	3	A [4.000] ▼
PHYS 2350	3	B+ [3.300] ▼
PHYS 2360	3	C+ [2.300] ▼
PHIL 3010	3	A- [3.700] ▼

3. Click the Calculate button.

<b>Current GPA</b>	3.700	
<b>Credits Earned So Far</b>	13	
	<b>Credits</b>	<b>Grade</b>
MATH 2100	3	A 4.000
PHYS 2350	3	B+ 3.300
PHYS 2360	3	C+ 2.300
PHIL 3010	3	A- 3.700

	<b>Calculated GPA</b>	3.520
By achieving the grades listed here, your GPA at the end of the term will be 3.520		
<input type="button" value="Recalculate"/>		

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## Advice Calculator

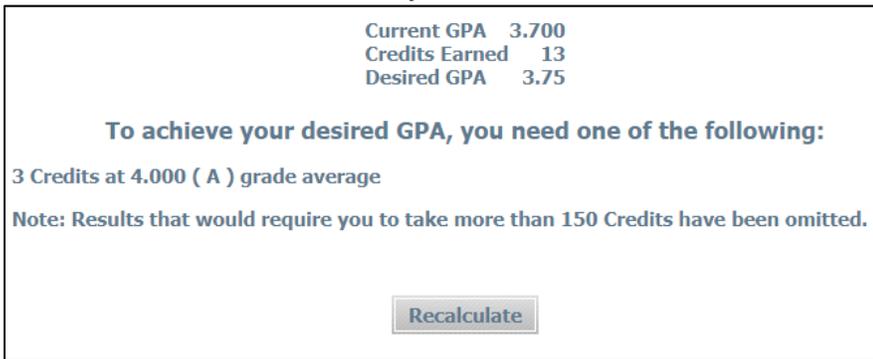
1. This GPA calculator displays the various options available to achieve a desired GPA. Click on the Advice Calculator tab.



The screenshot shows a navigation menu with five tabs: Worksheets, Plans, Notes, Petitions, and GPA Calc. Below the tabs are three options: Graduation Calculator (with a right-pointing arrow), Term Calculator, and Advice Calculator (which is highlighted with a red rectangular border).

2. The overall GPA and earned credits will be auto-populated. Enter the desired GPA and click Calculate.

a. **Achievable example:**



The screenshot displays the following information:

Current GPA	3.700
Credits Earned	13
Desired GPA	3.75

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

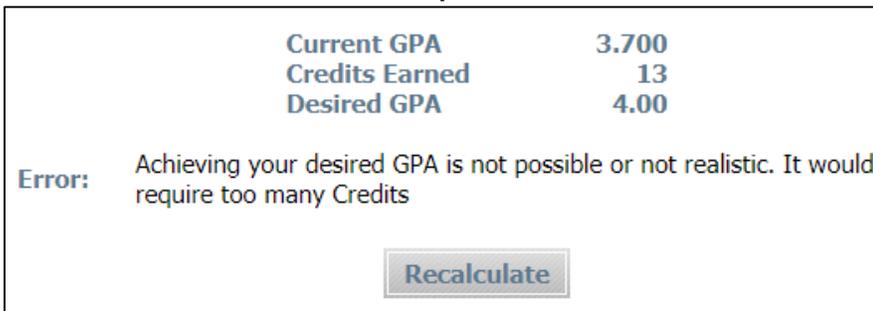
3 Credits at 4.000 ( A ) grade average

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

At the bottom, there is a 'Recalculate' button.

- i. Depending on the student's data, the results may list more than 1 way to achieve the desired GPA.

b. **Unachievable example:**



The screenshot displays the following information:

Current GPA	3.700
Credits Earned	13
Desired GPA	4.00

**Error:** Achieving your desired GPA is not possible or not realistic. It would require too many Credits

At the bottom, there is a 'Recalculate' button.