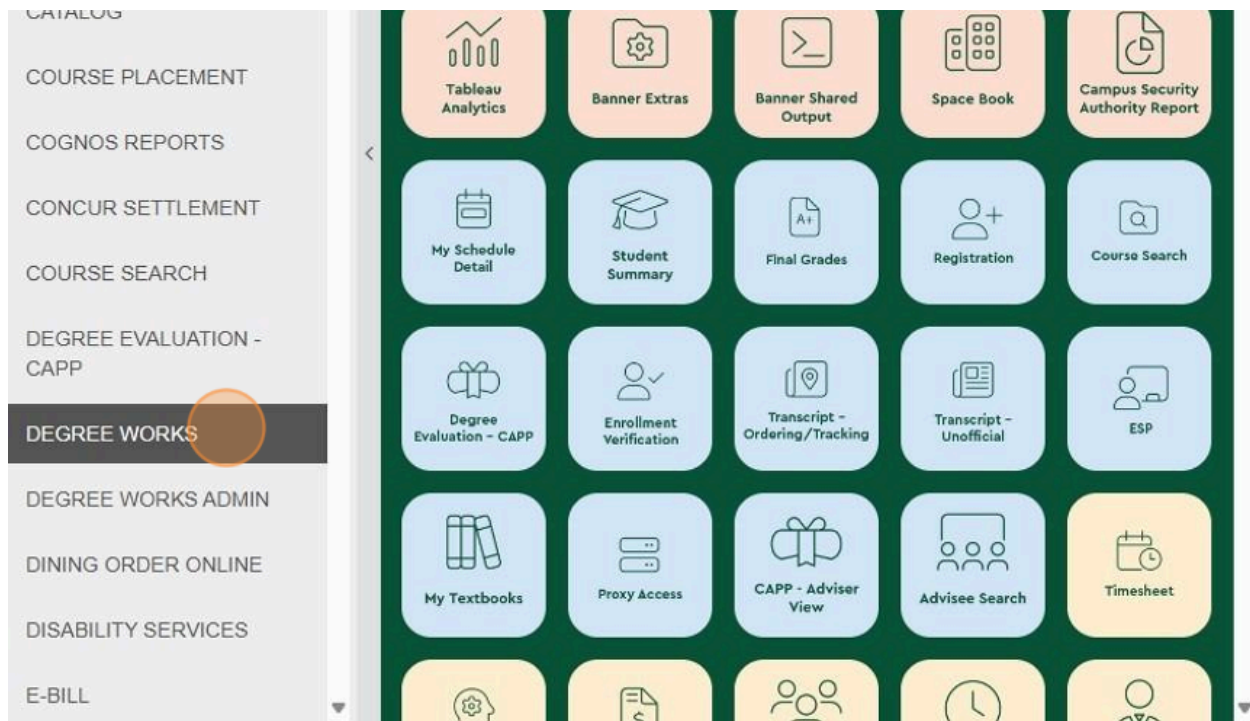


Using DegreeWorks

Alert! DegreeWorks is only available to students with programs in the 2024-2025 Catalog and forward. Pre-2024-2025 students can still reference their Degree Audit - CAPP.

1. Navigate to mynmu.nmu.edu

2. Click "DEGREE WORKS"



3. In the first DegreeWorks screen you will be either able to enter a Student IN or perform an advanced search.

Degree Audits



[Advanced search](#)

4. To do an advanced search, click "Advanced search"

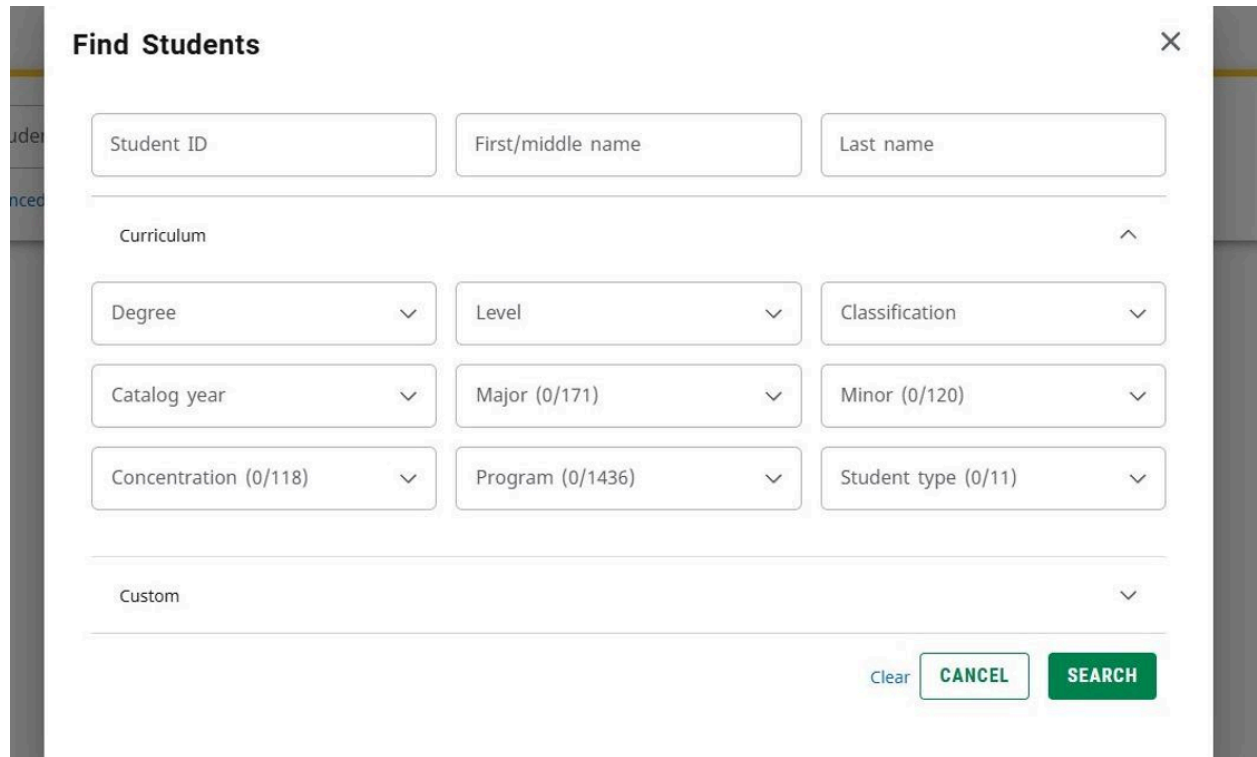
Degree Audits



[Advanced search](#)

6/7/24

5. This will pop up a "Find Students" page, from here you can enter a variety of information into the filter. Please note that if you select multiple options it will require those options. For example, selecting "Criminal Justice" and "English" will only yield results for students who belong to both programs.



The image shows a "Find Students" modal window. At the top left is the title "Find Students" and at the top right is a close button "X". Below the title are three input fields: "Student ID", "First/middle name", and "Last name". A horizontal line separates these from the "Curriculum" section. The "Curriculum" section has a header "Curriculum" with an upward arrow. Below it are nine dropdown menus arranged in a 3x3 grid: "Degree", "Level", "Classification", "Catalog year", "Major (0/171)", "Minor (0/120)", "Concentration (0/118)", "Program (0/1436)", and "Student type (0/11)". Another horizontal line separates this from the "Custom" section, which has a header "Custom" with a downward arrow. At the bottom right are three buttons: "Clear", "CANCEL", and "SEARCH".

6. Once you've filled in your criteria click search.

6/7/24

^

▼

Level

▼

Classification

▼

▼

Major (0/171)

▼

Minor (0/120)

▼

on (0/118)

▼

Program (0/1436)

▼

Student type (0/11)

▼

▼

Clear

CANCEL

SEARCH

7. DegreeWorks will then provide you a list of students that meet that criteria. If 0 please revise your search criteria. Otherwise, you are able un-check students or...

Curriculum

▼

Custom

▼

Clear

CANCEL

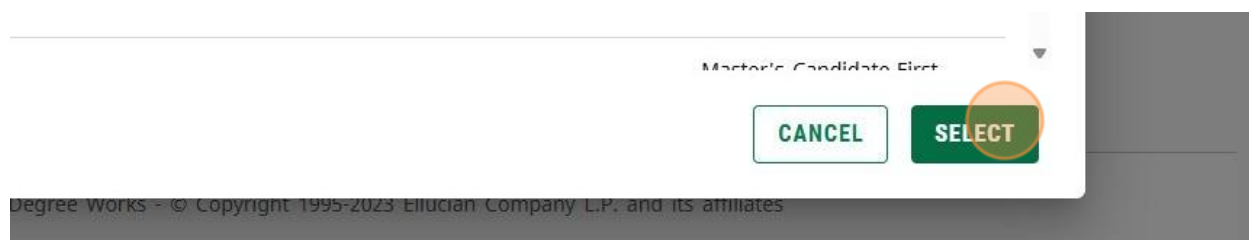
SEARCH

Students found: 82

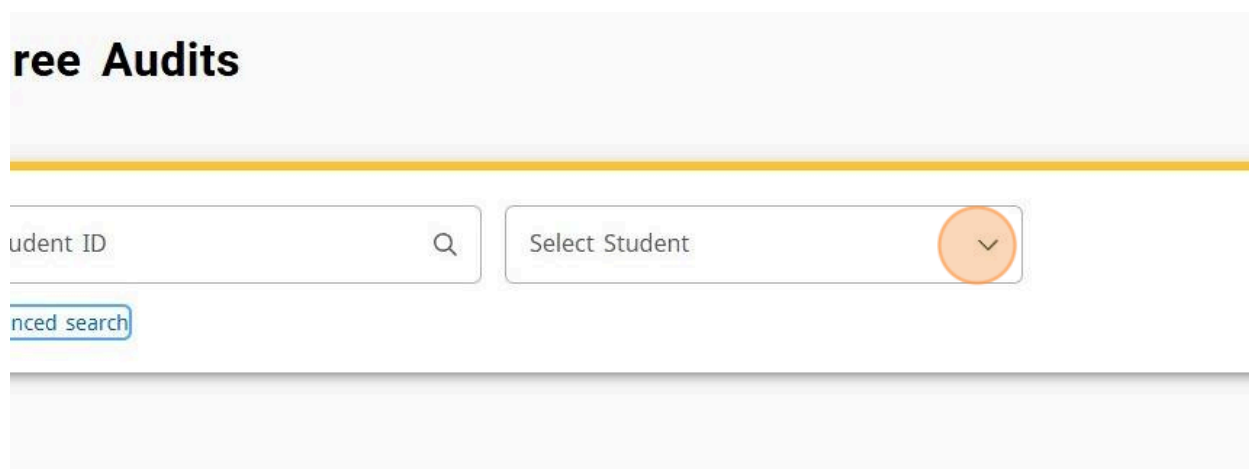
☒	ID	Name ↑	Degree	Major	Level	Classification
☒			BS	English	UG	Freshman
☒			BS	English	UG	Freshman
☒			BS	English	UG	Freshman First Year Exp

8. Click "SELECT" to allow them to be viewed.

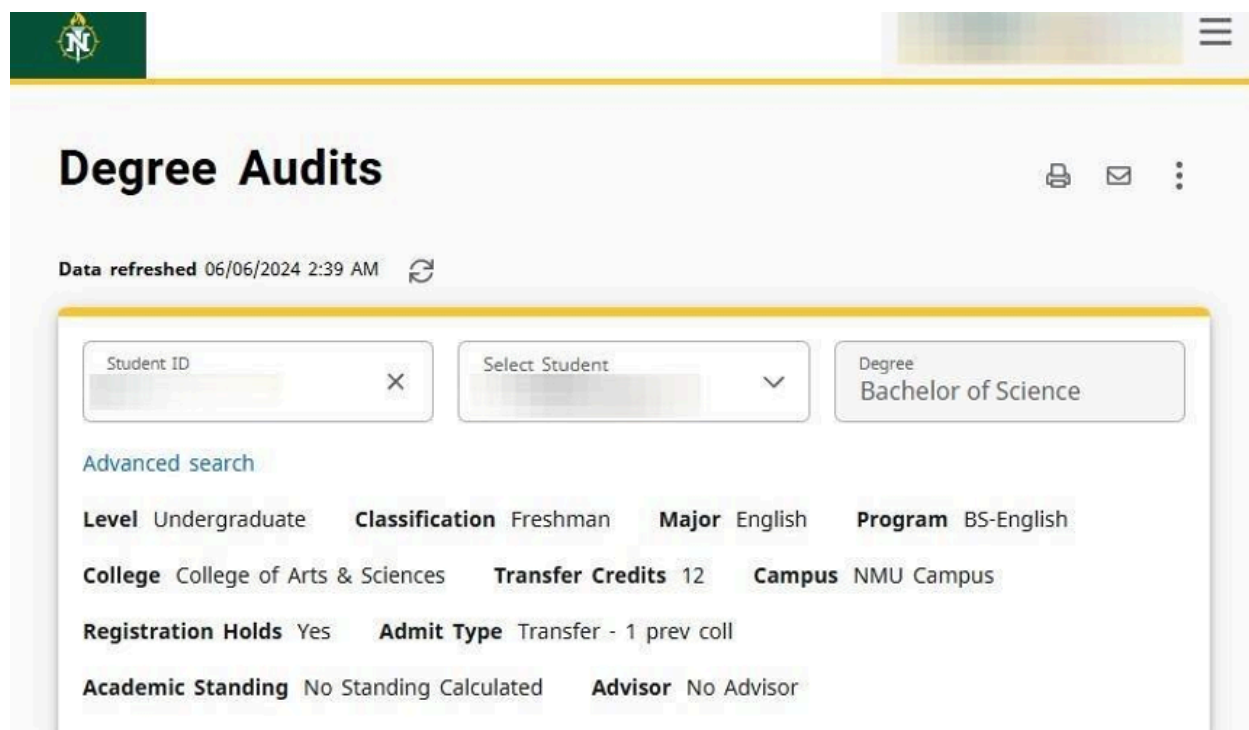
6/7/24



9. Now on the Degree Audits page you will be able to view the students from the list you created. Click the drop down "Select Students" to view and select a student.



10. You should now view the student's degree works. The first block is the student's information.



6/7/24

11. The next block will show you:

- (1) Format: This will allow you to view the audit as an overall view (Student) or a checklist (Registration).
- (2) Degree Progress: This % will show what percentage of requirements they have completed. This is a rough estimate and depends on what programs the student has officially documented. Their NMU GPA will also be listed after their first completed semester at NMU.
- (3) Filter Options: You can toggle on and off if you would like to see "In-progress Classes" or "Preregistered classes". If you click one off or on, you must click process to view the results.

The screenshot shows the 'Academic' tab of an audit tool. It includes a 'Format' dropdown set to 'Student ...', a 'Degree progress' section with a 19% progress indicator and an NMU GPA of 0.00, and filter checkboxes for 'In-progress classes' and 'Preregistered classes', both of which are checked. A 'PROCESS' button is located at the bottom right of the filter section. A 'View historic audit' link with a date '05/13/2024 a...' is in the top right corner.

12. The next block will be the Degree Block. This block will show you the degree requirements. In this example we are looking at a Degree in Bachelor of Science.

We can see that this is "INCOMPLETE" and will remain incomplete until all requirements are met. Some requirements will list courses, others will describe the requirement.

The screenshot displays the 'Degree in Bachelor of Science' requirements block, which is marked as 'INCOMPLETE'. It shows 'Credits required: 120', 'Credits applied: 12', and 'Catalog year: 2024-2025'. Below this, two requirements are listed with their 'Still needed' status:

Requirement	Still needed:
Minimum Total Credits Required	You currently have 12 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 108 additional credits and all graduation requirements.
Minimum Credits Earned from Northern Michigan	You currently have 0 credits. You still need a minimum of 30 additional credits.

6/7/24

13. The Degree may also require other connected requirements that will link to other blocks. Once those blocks are complete, they will be marked complete in their respective blocks and they will complete the requirement found in the degree.

University		
☐ Institutional GPA Requirement	Still needed:	When your first term is graded, your Institutional GPA will be calculated.
☐ General Education Requirements	Still needed:	See General Education Requirements section
☐ Graduation Requirements	Still needed:	See Graduation Requirements section
☐ Major Requirements	Still needed:	See Major in English section
☐ A concentration is required for this major	Still needed:	Students should select one of the following concentrations: Literature or Writing
Blocks included in this block		
General Education Requirements		
Graduation Requirements		
Major in English		

14. Clicking on the block links will take you to those blocks, otherwise you can get there by scrolling down.



Tip: Tip! Every Degree has different requirements. The next few screens will show you how to read and audit.

15. In this block, the student is required to complete "General Education Requirements" We can see what is required, but we can also see that the student has a course listed.

(1) The red circle means that the requirement is not yet complete, and they should review the requirement to see what is still required.

6/7/24

(2) The student can also see what course applied to this requirement, and the course information. (For privacy, a false grade was entered). In this example we can see that EN 111 as applied towards the "Effective Communication (EEFC)" requirement.

(3) Information on transfer courses can be seen. Transfer courses will show "Satisfied by:". This student brought in ENGL101 transfer credit from Bay De Noc Community College, it was given an NMU equivalency of EN111.

General Education Requirements INCOMPLETE

Catalog year: 2024-2025 GPA: 0.00

	Course	Title	Grade	Credits	Term	Repeated
☐ Minimum General Education GPA of 2.0 Required	Still needed: Your General Education GPA is 0.00					
☐ EFFECTIVE COMMUNICATION (EEFC)	EN 111	Coll Composition 1	TA	3	Fall 2024	
	Satisfied by: ENGL101 - Rhetoric & Composition - Bay De Noc Cmty College					
	Still needed: 1 Class in EN 109 or 211 or FR 300 or GR 202 or 301 or LDR 100 or SN 202 or 301 or SP 100 or SW 272 or EEFC @009 or EWC @009					

☐ QUANTITATIVE **Still needed:** 1 Class in [AS 103](#) or [104](#) or [CS 130](#) or [DATA 100](#) or

16. A half-filled blue circle indicates that the requirement may be met with the successful completion of the listed course. They are either currently attending or pre-registered for the course. That course will be listed.

2.0 Required

☒ QUANTITATIVE REASONING AND ANALYSIS (QUAR)	DATA 109	Introduction to Statistics	PLAN	(4)	Planned Term
☐ SOCIAL RESPONSIBILITY IN A DIVERSE WORLD (SOCR)	Still needed:	1 Class in AH 336 or AN 100 or BC 415 or CHN 101 or DFST 360 or EN 311 or 311Z or 314 or 316 or 317 or 375 or 375Z or 378 or 379 or 411 or 411Z or FR 101 or GC 164 or 300 or GN 100 or GR 101 or 201 or HL 322 or 386 or HON 301 or 302 or HS 201 or 202 or 233 or 252 or 254 or 255 or 330 or ID 100 or LDB 300 or NAS 204 or			

17. Requirements may be shown in groups. In this example the requirement is "Intermediate Composition" the student must choose from one of the following either HON101 **and** HON111 or EN211. Once completed the other options will be hidden and how the requirement was met will be shown.

☐ Intermediate Composition	Still needed:	Choose from 1 of the following:
☐ Origins West Values-Antiquity and Fine Art: Modern Sources - B or higher required		2 Classes in HON 101 and 111
☐ College Composition 2		1 Class in EN 211

18. Requirements will often show class options. Sometimes there are one, or multiple. In the general education there are a lot of options. You can hover over the course for the full title, otherwise for more information you can click on the course link.

	Still needed:	1 Class in EN 109 or 211 or FR 300 or GR 202 or 301 or LDR 100 or SN 202 or 301 or SP 100 or SW 272 or EFFC @009 or EWC @009
☐ QUANTITATIVE REASONING AND ANALYSIS (QUAR)	Still needed:	1 Class in AS 103 or 104 or CS 120 or DATA 109 or EC 140 or 410 or MA 101 or 111 or 113 or 115 or 161 or PH 101 or 102 or PL 160 or PSY 201 or SO 208 or QUAR @009 or QLB @009 or QWC @009
☐ SOCIAL RESPONSIBILITY IN A DIVERSE WORLD (SOCR)	Still needed:	1 Class in AH 336 or AN 100 or BC 415 or CHN 101 or DFST 360 or EN 311 or 317 or 314 or 316 or 3 Intro Socio-Cult Anthropology - 4 Credits or 411 or 411Z or FR 101 or GC 164 or 300 or GN 100 or GR 101 or 201 or HL 322 or 386 or HON 301 or 302 or HS 201 or 202 or 233 or 252 or 254 or 255 or 339 or IP 190 or LDR 300 or NAS 204 or 212 or NU 386 or PL 188 or 270 or PR 332 or PS 207 or 440 or RUS 101 or SN 101 or 102 or 201 or SO 322 or 372 or SOCR @009 or SWC @009
☐ INTEGRATIVE	Still needed:	1 Class in AD 270 or AH 102 or AN 287 or BC 430 or

Tip: Tip! The clipboard checkmark symbol signifies the course has a prerequisite course.

19. Clicking on the course will show full course information, with a link to search the course description in the bulletin and current offerings. Courses cannot be registered on this screen.

6/7/24

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Course Information

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AN 100 - 4 Credits - Intro Socio-Cult Anthropology

Course Descriptions - Undergraduate Bulletin: <http://www.nmu.edu/bulletin/courses/>

Attributes:
WCUL SOCR DIV4

Sections:

Term	CRN	Section	Seats open	Meeting times
Fall 2024	80025	01	50 (out of 75)	M W 09:00am - 10:40am
Fall 2024	80652	02	46 (out of 75)	M W 12:00pm - 01:40pm

or

15

009

1

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20. If a student has substitutions or waivers applied, you will see the comment "Exception by:" listed in the block. Each exception will be listed in the block it is tied to.

irements		4	Fall 2023
		4	Fall 2023
		4	Winter 20
		(4)	Fall 2024
		4	Fall 2023
	Exception by: Registrar Office	On: 06/07/2024	Apply Here: GC 164 approved cou
	Exception by: Registrar Office	On: 06/07/2024	Apply Here: GC 101 approved cou

21. Also, a full list of exceptions can be found at the bottom of the audit.

6/7/24

Exceptions						^
Type	Description	Created on	Created by	Block	Enforced	
Apply Here	GC 164 approved course	06/07/2024	Registrar Office	Minor in Earth, Env, and Geo Sci/Cluster	Yes	

22. Aside from program blocks there are "Electives - credits included". These are courses that the student has taken and apply towards graduation.

| Electives - credits included

led: 15 Classes applied: 5

Title	Grade	Credits	Term
Genl Elec Credit-No Equivalent		3	Fall 2023
Satisfied by:			

23. Some students may have the "General Electives - credits excluded". These are courses that do not count towards other blocks and are not needed to meet the 120 credits required to graduate.

General Electives - credits excluded

Credits applied: 32 Classes applied: 12

Course	Title	Grade	Credits	Term	Repeated
AD 1009	Art & Design Credit		3	Fall 2023	
Satisfied by:					

24. Some students have "Courses not used" these do not apply towards any block or graduation. Typically, these are failed courses, withdrawals, or repeats.

Course not used

Credits applied: 0

Classes applied: 2

Course	Title	Grade	Credits	Term	Repeated
GC 100	Physical Geography	W	0		

25. If the student is preregistered for courses, near the bottom there will be a "Preregistered".

6/7/24

Preregistered					
Credits applied: 16		Classes applied: 4			
Course	Title	Grade	Credits	Term	Repeated
		REG	(4)	Fall 2024	
		REG	(4)	Fall 2024	
		REG	(4)	Fall 2024	
		REG	(4)	Fall 2024	

26. At the bottom of the page is legend and disclaimer.

Legend

Complete

In-Progress (pending final grade)

Prerequisite

(R) Repeated class

Not complete

Review needed - see advisor

@ Any course number

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. Please contact the Registrar's Office to obtain a copy of your official academic transcript.

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Alert: Alert! The DegreeWorks audit is a tool that should be used in conjunction with the Academic Catalog and Academic Advising. Any errors should be discussed immediately with your Academic Adviser. An error on the audit does not mean a student is not responsible for meeting the requirements.

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