NEW DegreeWorks Student Guide

IMPORTANT REMINDER:

Every attempt has been made to ensure the accuracy of the information provided in your audit, however, errors can occur. Given this, we strongly encourage you to review your DegreeWorks audit with an Advisor. They will compare your DegreeWorks audit to your official transcript to confirm your progress towards graduation.

Logging into DegreeWorks

- Log into The Nest:

- On the Nest Homepage, click the DegreeWorks icon

Always “Process”

After logging into DegreeWorks, always click on Process to refresh your program information. This is particularly important during Registration and Add/Drop periods.
Verifying your Student Information

Please verify that your name and program information are correct. If your Major/Program information is incorrect, please contact your Advisor or Program Director.

Your Worksheet

The Format drop-down lists two audit report formats: Student View and Registration Checklist. This drop-down defaults to the Student View, which lists all requirements and indicates the ones you have completed. The Registration Checklist only lists the requirements and indicates if they have been fulfilled.

If you are pursuing a double major, and the majors are in different degree programs (e.g., BA in English and a BS in Mathematics), you will need to select the correct degree from the drop-down menu titled Degree, in the student information bar, to view the requirements for each major.

Three dots in the corner – click on this to see a complete class history

Legend

The Legend, found on the bottom of the audit, will be a guide to interpret the information contained in your Degree audit.
Student View Worksheet

Below is the Student View Worksheet indicating all requirements as well as those that are completed or in progress.

- The links in the summary section (circled below) take you to each area of your curriculum.
- The highlighted text below indicates the number of courses completed and in progress.
- Your curriculum is determined by your Student Admit Year and program. Please contact your Advisor or Program Director if you have questions about your degree requirements.
- Review the requirements in each section to determine the classes that you still need.

![Student View Worksheet](image)

Math & Language Placement

- Always confirm that your math and language placement are correct. If not, please contact your Advising Center for assistance.

![Math & Language Placement](image)
What-If

PLEASE NOTE THAT THE WHAT IF OPTION IS NOT FULLY FUNCTIONAL AT THIS TIME

For Undergraduate Students, using the What-If audit, you can compare the requirements for alternative Majors, Minors, and/or Concentrations using your current class history. To generate a What-If audit:

- Click the What If tab
- Select the appropriate Academic Year in the Catalog Year* drop-down menu (e.g. 2019-2020)
- Select the appropriate Student Level in the Level* drop-down menu (e.g. Undergraduate Day)
- Select the appropriate Program in the Degree* drop-down menu (e.g. Bachelor of Science)
- Select the Major/Concentration/Minor you are interested in comparing in the appropriate drop-down menus
- To compare a Secondary Major/Minor/Concentration, select the area of study from the appropriate drop-down menus under the Additional Areas of Study heading
- When you have finished selecting your What-If curriculum, click Process
Notes Entered by an Advisor

An Advisor may add notes to document your conversation following an advising meeting. You can view these notes at the bottom of your worksheet.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Created on</th>
<th>Created by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Considering a minor in Managing Human Capital. Referred student to Dr. Lucy</td>
<td>08/08/2019</td>
<td>Beasley, Maria B</td>
</tr>
<tr>
<td></td>
<td>Ford to discuss requirements and get approval for the minor.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Disclaimer
SJU DegreeWorks is intended to be a useful supplement to advisement and should be used as such. It is not intended to take the place of the academic advisement process or supersede any decisions made by academic units on behalf of students. Likewise, with regard to progress toward the degree, it is solely advisory and not an official confirmation of degree completion.