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

To access DegreeWorks through The Nest:

- Click on the DegreeWorks icon at the top of your Nest homepage or click on the DegreeWorks Access button (found under Classes and Registration tab).
Always “Process”

After logging into Degree Works, 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 name is spelled incorrectly, please submit a Change of Personal Information ticket through the Registrar’s website. 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 Math), you will need to select the correct degree from the drop down box titled "Degree" in the student information bar to view the requirements for eachmajor.

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 or 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.
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.

Notes

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Created on</th>
<th>Created by</th>
</tr>
</thead>
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<tr>
<td></td>
<td>Considering a minor in Managing Human Capital. Referred student to Dr. Lucy</td>
<td>08/06/2019</td>
<td>Beasley, Maria</td>
</tr>
<tr>
<td></td>
<td>Ford to discuss requirements and get approval for the minor.</td>
<td></td>
<td>B.</td>
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</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.