DEGREE WORKS FACULTY USER GUIDE

Fall 2021
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What is Degree Works

Degree Works is a degree audit and advising system to help students, administrators, and advisors plan for academic success. Degree Works is a stand-alone system, separate from Banner, but is highly dependent on the accuracy and completeness of student records in the Banner Student system, which provides Degree Works with its underlying academic history and curriculum data.
The Landing Page

You can enter the students @ I.D. number or do an Advanced Search to look by First and Last Names. Advisors should have a Drop Down arrow for their students. After entering the student ID, click enter.

Advance Search:
Enter the students First and Last names, then click SEARCH.
You could also find groups of students by searching by the Tabs or click **CUSTOM** AND search these Tabs for a special student population.
The Worksheet
You will see all of the up to date information on the student under the Worksheet.

Once the Worksheet comes up, please click the process button.
Scroll down to view the students’ academic record. It shows what the student has taken and what the student still needs to complete the degree.

**DNP - Family Nurse Practitioner**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
<th>Repeated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Pharmacology and Therapeutics Across the Life Span</td>
<td>Still needed: 3 Credits in NURS 723G</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Pediatric Pathophysiology, Developmental Assessment, and Health Promotion</td>
<td>Still needed: 2 Credits in NDNP 725G</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diagnosis &amp; Management 1: Introduction to Diagnostic Reasoning</td>
<td>Still needed: 2 Credits in NDNP 840G</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diagnosis &amp; Management 1: Introduction to Diagnostic Reasoning, Clinical</td>
<td>Still needed: 2 Credits in NDNP 841G</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diagnosis &amp; Management 2: Common Health Conditions, Episodic &amp; Chronic</td>
<td>Still needed: 4 Credits in NDNP 842G</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diagnosis &amp; Management 2: Clinical Practicum/Seminar</td>
<td>Still needed: 3 Credits in NDNP 843G</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Doctor of Nursing Practice**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Still needed: 3.0 GPA Requirement Met</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Requirements</td>
<td>DNP Project Required</td>
</tr>
<tr>
<td>DNP Project Requirement</td>
<td>DNP Project is required. Contact your advisor for more information.</td>
</tr>
</tbody>
</table>

Blocks included in this block

- DNP - Nursing Major
- DNP - Pediatric Acute Care Nurse Practitioner
Notes

If you would like to add a note to the students Worksheet, click the 3 dots in the upper right-hand corner and click Notes.

Click ADD a NEW NOTE

There are no notes for this student.

Then SAVE
Creating a Plan of Study

1) Click the PLAN icon:

If you have a Plan already uploaded, double click on the Plan of Study. If not, click NEW PLAN.

2) Select Template

3) Enter your starting term from drop down menu:
4) Select your Plan of Study or Search Templates-Then *double click* on the Template

5) Use the PROCESS button for the latest information on each student.

6) Your Plan of Study is uploaded into Degree Works. Make your Plan ACTIVE click the

Check the Active and Locked box

- [ ] Active
- [ ] Locked
Changing a Plan of Study

1) Click on the 3 dots in the course box

To move a course, click on the 3 dots in the course box

<table>
<thead>
<tr>
<th>Fall 2021</th>
<th>Spring 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits:  7.0</td>
<td>Credits:  6.0</td>
</tr>
</tbody>
</table>

- **NRSG 780**
  - Credits: 3.0
  - Minimum grade: C

- **NRSG 782**
  - Credits: 3.0
  - Minimum grade: C

- **NRSG 785**
  - Credits: 1.0
  - Minimum grade: C

- **NRSG 790**
  - Credits: 3.0
  - Minimum grade: C

- **NURS 810**
  - Credits: 3.0
  - Minimum grade: C
2) Click “Reassign this requirement”

3) Select the term you want to move the Course-Select

**Reassign Requirement**

Reassign to which term?

Select term *
Fall 2023
4) And click **Reassign**

The course will appear in the semester you choose.

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**Spring 2022**

Credits: 9.0

- **NRSG 790**
  - Credits: 3.0
  - Minimum grade: C

- **NJRS 810**
  - Credits: 3.0
  - Minimum grade: C
To Add a Term

1) Click the Add Term button for the drop down

![Add Term Button]

2) Your Plan of Study is uploaded into Degree Works. Make your Plan ACTIVE click the

Check the Active and Locked box

☐ Active  ☐ Locked

ALWAYS REMEMBER:

Each student should have only 1 ACTIVE Plan of Study