Q: What is DegreeWorks?
A: DegreeWorks is a web-based planning tool to help students and advisors monitor student's progress toward degree completion. DegreeWorks provides a more accessible, convenient, and organized way for students to know where they are academically and how they can plan the rest of their college careers. DegreeWorks is not a substitution for consultation with an academic advisor. Students will still need to see an academic advisor in order to receive access to register for classes.

Q: Who has the ability to access DegreeWorks?
A: DegreeWorks is available to advisors and students through Banner Web/MyInfo.

Q: Where can I access DegreeWorks?
A: DegreeWorks is accessible by logging into Banner Web/MyInfo.

Q: Can I register for classes in DegreeWorks?
A: No. DegreeWorks is a snapshot of courses in-progress, planned, and in academic history. Registration will continue to be handled through the Student Services tab of Banner Web/MyInfo.

Q: I just registered for next semester, and the courses I registered for aren't in DegreeWorks yet. How current is my information?
A. The information in DegreeWorks is refreshed each night. Any changes made in our student information system, such as course registration and final grades, will be seen in DegreeWorks the next business day.

Q: How do I know what classes I need to take?
A: Your worksheet/audit will outline for you courses still needed to meet program/major requirements within each specific block. You can use this information to discuss your plan with your academic advisor. However, it is important to remember that DegreeWorks is not a substitution for consultation with an academic advisor.

Q: Can I see a list of all of the classes I've taken?
A: Yes. On the worksheet tab, click on the Class History link at the top for a printable list of courses taken as well as transfer courses. Please reference your Banner Web/MyInfo unofficial transcript for further details.

Q. I am a graduate student, non-degree seeking student, or pre-professional major. Why does DegreeWorks tell me no audit is available?
A. DegreeWorks is currently built for undergraduate students at City College and the University campus. We hope that audit functionality will be available in the future for graduate students. Because DegreeWorks functions off of a degree program that MSU Billings offers, the program is not available for students who are not earning a certificate, associate, or bachelor's degree at our institution as is the case with non-degree seeking or pre-professional majors.

Q. I am a new transfer student and I do not see any of my transfer work in DegreeWorks. When can I expect to see it ?
A. DegreeWorks runs hand-in-hand with our student information system (Ellucian Banner). All transfer work must be entered manually into our student information system before it appears in DegreeWorks. Transfer work is being entered every day by staff in Admissions and Records and it takes time to input each data element for every student. Generally speaking, if you have submitted official copies of all your transfer work,

you can expect to see it entered by the end of your first term in attendance. Once entered, it will be viewable in DegreeWorks.

Q. I have transfer work that shows in electives, but my advisor told me it fulfilled degree requirements. How do I remedy this concern?
A. We are working through several thousand student records to enter what are commonly referred to as exceptions. These include transfer work, new common course numbering changes, and reasonable substitutions. We are happy to review your work and ask the appropriate office, department, or advisor to review your record and enter substitutions. To start this process please complete the Electronic Degree Audit Adjustment Form and submit it to Admissions and Records.

Q: What do I do if I believe my academic information is incorrect?
A: We are in the beginning stages of transitioning to this electronic degree audit system. The system is not completely updated for all students, especially those with transfer courses that need to be applied to specific degree requirements. During this transition period, the hand-written advising worksheets and transcript evaluations are the official documentation showing how your credits apply toward your program requirements. We are happy to review your work and ask the appropriate office, department, or advisor to review your record and enter substitutions in your electronic degree audit as appropriate. To start this process please complete the Electronic Degree Audit Adjustment Form and submit it to Admissions and Records.

Q. Do I have to fill out the graduation application and submit my advising worksheets, or can you just use DegreeWorks?
A. Moving forward, our goal is to use DegreeWorks to the fullest extent possible which will hopefully eliminate the need for the current graduation application and advising worksheet. **However,** at the present time, if you are planning to apply to graduate for Summer 2013 or Fall 2013, we ask that you please submit the graduation application and completed advising worksheet while our catalog and processes are in transition. Feel free to also include the DegreeWorks Audit as part of your graduation application packet.

Q. I am preparing to graduate, but my catalog is not available in DegreeWorks.
A. The current catalog available in Degreeworks is the 2011-2013 catalog for University Campus students and the 2012-2013 catalog for City College Students. Future catalogs will also be available, but past catalogs will not be. In many cases DegreeWorks can still be used to evaluate your degree requirements by making appropriate substitutions. We are happy to review your work and ask the appropriate office, department, or advisor to review your records to enter substitutions if there are minor differences between the current catalog and the catalog that applies to you. To start this process please complete the Electronic Degree Audit Adjustment Form and submit it to Admissions and Records.

Q. I am thinking of changing my major or my major is wrong – can DegreeWorks help?
A. Official changes of major should be filled out/submitted to the Advising Center. You can use the 'what if' function in DegreeWorks to see how your existing classes would apply to your new major. Please be advised that exceptions won't carry forward when running a what-if audit. You may need to visit directly with an academic advisor before making a decision about officially changing your major.

Q: Where can I see my second program/major?
A: If you have declared an additional program/major, they are broken out into individual requirement blocks within the Student View worksheet.

Q: Where can I see my audit for my second degree?

A: You can access your second degree audit by using the Degree drop down menu at the top of the screen for the Student View worksheet.

Q: What is the What-If feature?
A: What-If allows an advisor or student to see a worksheet/audit for a new or second major, or the addition of a minor; whether they are currently undeclared or thinking about changing their major. The What-If allows students to view how their progress changes with a new major, which classes can still be applied towards the new major or minor, which classes will not count, and which new classes need to be taken.

Q: Can my advisor see my What If scenario?
A: Since What If scenarios are not stored in DegreeWorks, your advisor can only see your results if the two of you work through a What If procedure together.

Q: Can I save a What If scenario?
A: No. What If plans are not saved in DegreeWorks. You would need to run a new What If scenario next time you log in to see it again. However, you can print a copy of the What If results.

Q: If I use the What-If feature, does this mean that I have changed my major?
A: No. The What If function is for information purposes only. Official changes of major should be filled out/submitted to the Advising Center.

Q: If I like what I see in a What If scenario, how do I initiate the changes?
A: The What If function is for information purposes only. It is a good idea to visit directly with an academic advisor before making a decision about officially changing your major. Official changes of major should be filled out/submitted to the Advising Center.

Q: What does the GPA Calculator show?
A: The Term Calculator will show you your estimated cumulative GPA after you fill in hypothetical grade information.

Q: Is this calculated GPA guaranteed?
A: No. This is an estimate only. The Term Calculator shows your estimated cumulative GPA after you fill in hypothetical grade information. By putting in your current earned units and GPA and placing your in-progress courses in the table (populated by default for you) along with the grade you anticipate receiving for each course; you will see a revised cumulative GPA based on the estimates you provide. The results are intended as a guide and are not guaranteed. Certain courses have unique impacts on certain transcripts which will not be reflected in these calculations.