MISSOURI SOUTHERN
STATE UNIVERSITY
OFFICE OF THE REGISTRAR

DEGREE WORKS
USER MANUAL
ADVISOR/FACULTY/STAFF GUIDE

September 2026

QUESTIONS? Contact DegreeWorks@mssu.edu
Office of the Registrar Website

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Introduction to Degree Works

Degree Works is an online degree evaluation guide available to all students who have been admitted to MSSU since 2010. Former students and graduates who left MSSU prior to 2010 will be able to access a Degree Works audit if they return to MSSU.

Degree Works is often referred to simply as degree audit or degree evaluation. It is programmed from corresponding published catalog requirements of majors, certificates, and minors. It provides a listing of completed, in-progress, future coursework, and other major, minor, certificate degree requirements. The audit includes completed coursework that may not fulfill any requirements for the declared major or minor. The audit is organized into sections, referred to as cards, with each card outlining specific requirements for fulfilling degree requirements and other supplementary information.

The audit should be used concurrently with the official catalog and consultation with your departmental advisor to ensure all degree requirements are met.

Degree Works is used as the primary graduation checklist tool tracking and displaying the degree requirement completion. However, there may be some requirements that are not able to be documented on the audit therefore, the Office of the Registrar verifies and confirms degree completion.

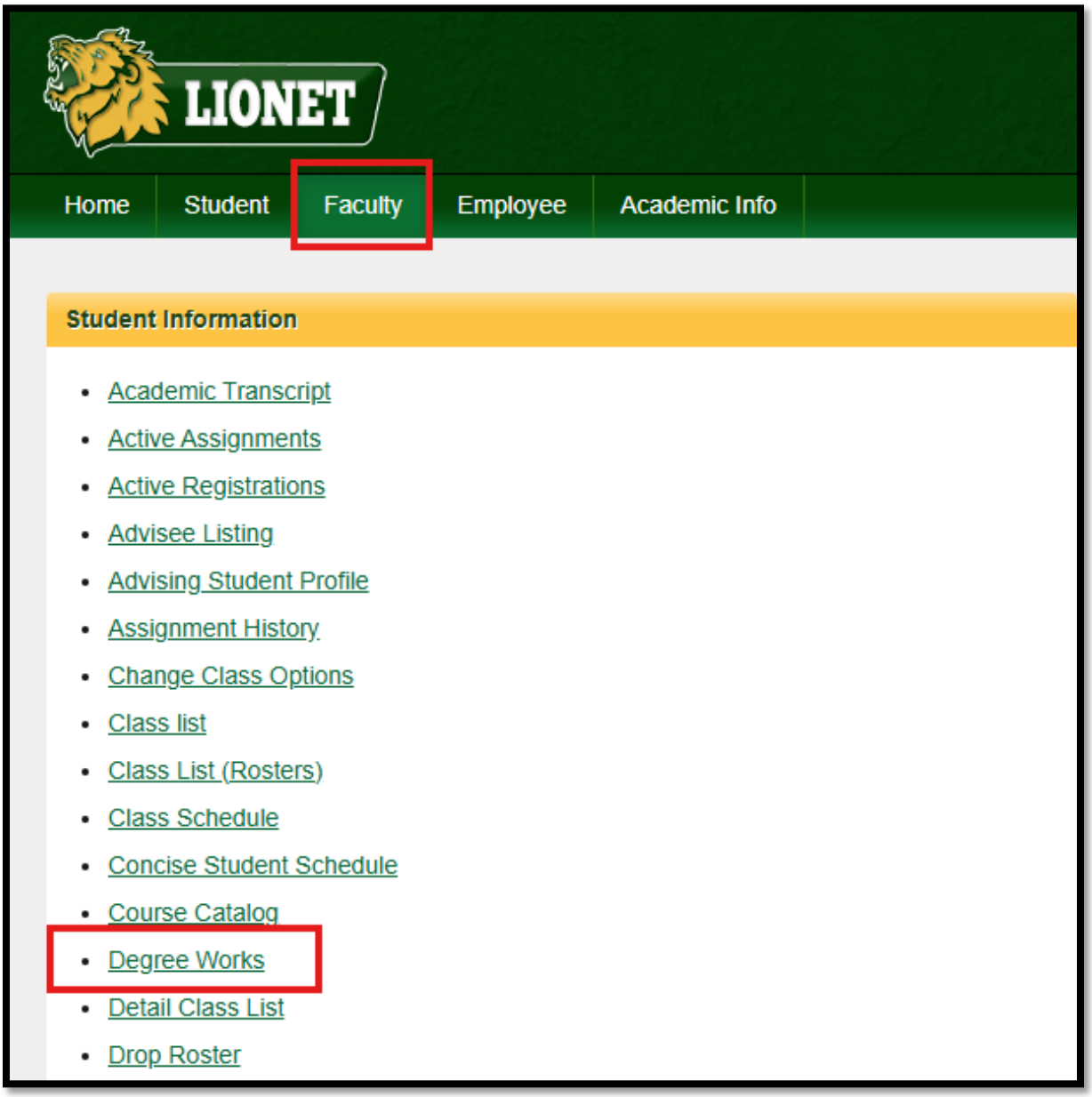
Degree Works is mobile friendly and readily accessible on smart phones and tablets.

How current is the audit?

The information in Degree Works is as changes are made to the student information system, Banner. As changes are made to a student record (e.g., applied petitions, enrollments, withdrawn classes, etc.), most changes should be reflected immediately.

How to log into Degree Works

- Log into Lionet.
- Click the "**Faculty**" tab and scroll to "**Student Information**" to locate "**Degree Works**". You can also click the "**Student**" tab and find "**Degree Works**" under the "**Profile**" section.

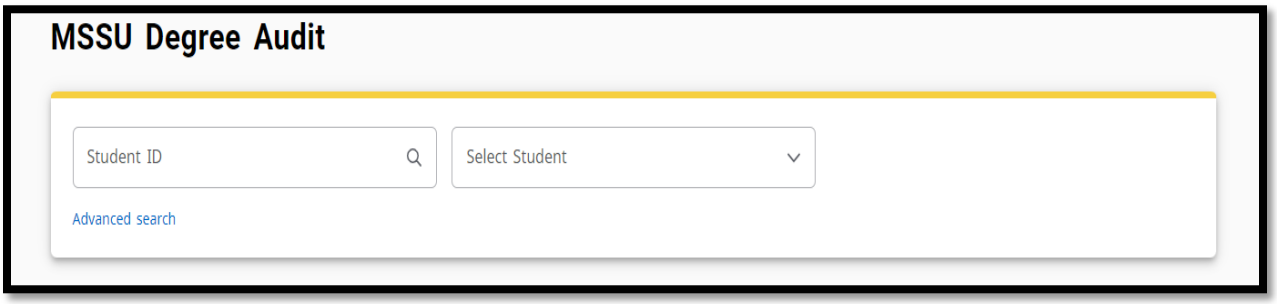


How to access an advisee or student's audit

Advisor with assigned advisees

For advisors with advisees including Admin. Assistants who are temporarily assigned to students, the system auto populates advisees up to a maximum of 500 advisees. This list includes currently enrolled advisees, graduated advisees, and former advisees who are no longer at Southern.

For the system to stop populating graduated and former advisees, advisors must end the advising assignment in Banner. Please consult with the department Admin. Assistant or the Office of the Registrar for instructions on how to end the advisor's assignment.
To search for a particular advisee, click on the **Select Student** field.
If you know the Student ID of the student, you may also enter it in the Student ID text box.



Faculty/staff with no assigned advisees

Faculty/staff with no advisees assigned, can still access a student's Degree Works audit by entering the *Student ID* in the Student Id textbox (including the "S").

Use the Student ID text box if ID number is known or use the Advanced search feature to find the student whose audit you want to access.

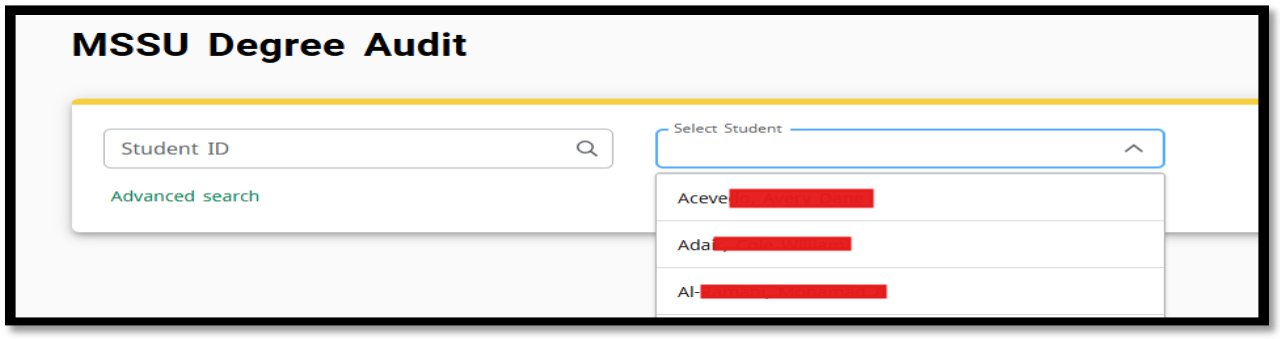


Advanced Search process

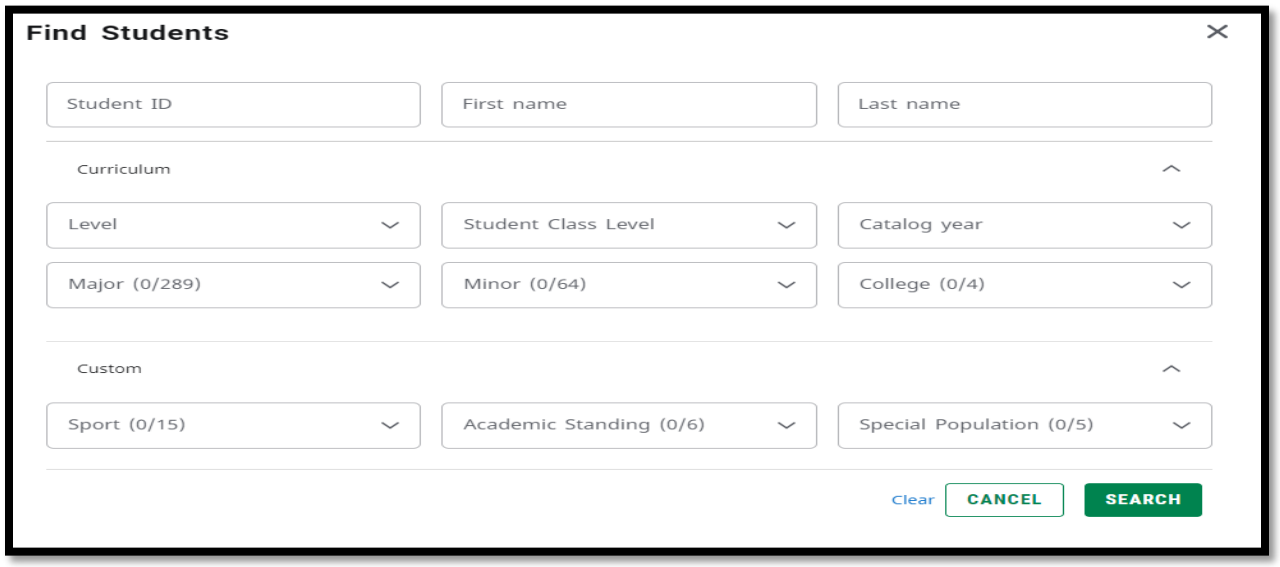
Advisors can search for individual students or category of students based on the search criteria entered. For example, an advisor can search for the list of one specific major or minor under

one specific catalog year.

If you search by a category of students, the search will produce the list of students. You can fine tune your search for just one student or multiple by clicking on the students and clicking the "SEARCH" button. If you select multiple students their audits will be available to you through the "SELECT STUDENT" field using the drop-down arrow.



To return the search to your auto-populated advisees, click the browser's refresh button or enter F5 on your keyboard.



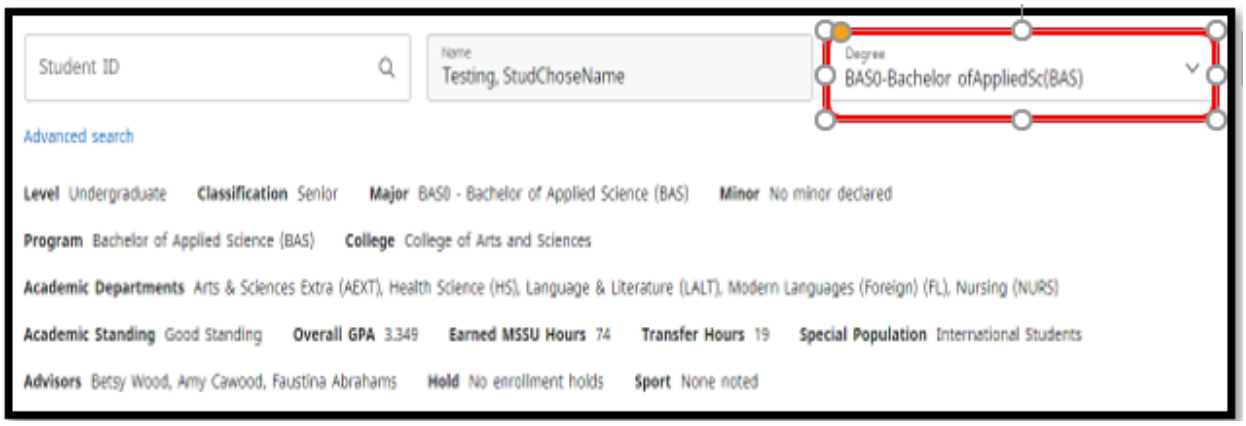
Degree Works is organized and laid out as individual **CARDS** that can be expanded or collapsed.

The student search produces a card with the student's information.

Header Card – Student Information displays

Student ID, Name, Degree, Level, Classification, Major, Minor, Program, College, Academic Departments (associated with all majors and minors declared), Academic Standing, Overall GPA, Earned MSSU Hours, Special Population (displays only if student is an International student, Benefit receiving Veteran, Athlete, or Honors student) Transfer Hours, Advisors on the student's record, Hold (displays holds that restrict enrollment), and Sport.

The Degree section of the audit is able to load a maximum of seven active/declared majors accessible through the drop-down feature.



LAYOUT OF AUDIT AND GENERAL GUIDELINES IN INTERPRETING AUDIT DETAILS

The legend below is a summary of how to interpret the characters used in the audit.



Course Information:

- Course description: Most courses are displayed as hyperlinks to the catalog and the online schedule book for future terms if it has been published. If the hyperlink is active, hovering over it will display the full title and the number of credits. Clicking on it will open the course description and future course offerings if published. The future course offerings seat availability posted are usually behind by a day since degree audits refresh overnight.
    - MOTR – Missouri Transfer number
    - Attribute: LOWR – Lower division
    - Attribute: UPPR – Upper division
    - Attribute: Alphabet/Numerical# - indicates where a course fits in the General Education section
    - Attribute: M# - Office of the Registrar programming coding
- Transfer Equivalencies: Some course descriptions include a list of Transfer equivalences for other institutions. "Transfer equivalences" are tentative equivalent transfer courses that may be transferred to MSSU upon the submission of an official transcript. The course displayed is programmed from the published Transfer Guide.
- Transfer courses: Courses that are transferred in will be displayed below the course for which it transferred in as and will have a notation "Satisfied by …title and course number... transfer institution"
- Prerequisites: Courses that have prerequisites are denoted with the "Clipboard" icon beside them. When you click on the course, it opens the course description.

Card organization and notations displayed

Cards are organized as sections of information meeting degree requirements and other supplemental information.

There are cards that are all displayed on all audits, while other cards are only displayed depending on the student's major and/or other credits they have.

Most cards display summary information of what is being applied to that card:

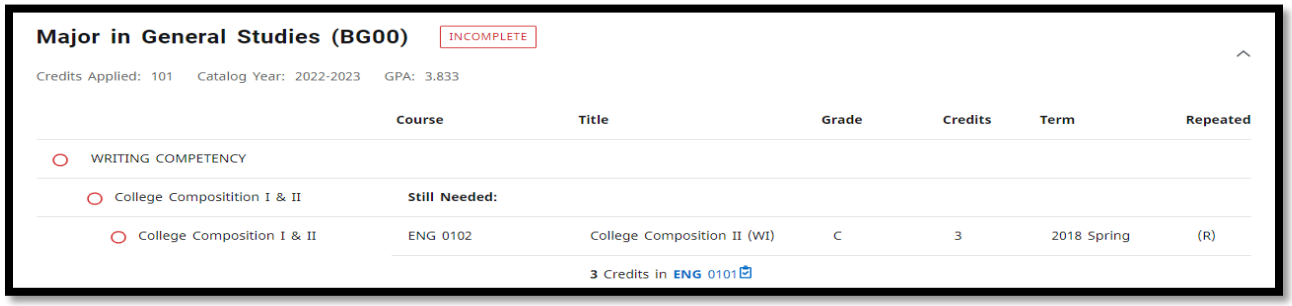
- Credits Applied - This refers to the total number of credits that are included in that part of the card and/or into the overall audit.
- Catalog Year – It is the catalog year requirements for which the audit is being evaluated.
- GPA – This displays the GPA calculated for the courses in that specific card. This could be different from the overall GPA displayed in the header card.
- 

This notation is displayed on cards with all requirements on that card completed.
- 

This notation is displayed on cards with some requirements not yet

completed.

- Within the card, the coursework/requirements are organized in 5-7 columns depending on the card.
- Completion icon: displays if a specific requirement has been completed or not.
- Specific requirement: For example, 1A Social & Behavioral Sciences (6hours)
- Course number: displays the course number if the requirement is met.
    - If the requirement was completed through a transfer course or petition, it will be noted.
    - If the requirement is incomplete, it will be noted by "Still Needed"
- Title: displays the full title of the course. If there are requirements not met, they will be displayed. If the course has a prerequisite, clicking on the course number will display the course description and the prerequisite.
- Grade: displays the grade earned. If it is a course in progress, the grade posted will be "R"
- Credits: displays the number of credits for the course
- Term: displays the term in which the course or requirement was met. If it is one in-progress, it will be in parenthesis. For example, (3).
- Repeated: displays courses that have been repeated with the repeat icon "(R)".

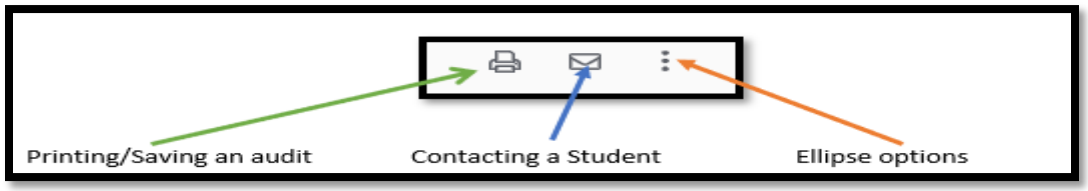


Applied Academic Petitions

An applied academic petition will be posted to the requirement for which it was approved with a notation of the person who processed it and the date it was processed. All applied petitions will be listed together in the "*Academic Petitions*" card.



TOP RIGHT CORNER RESOURCES



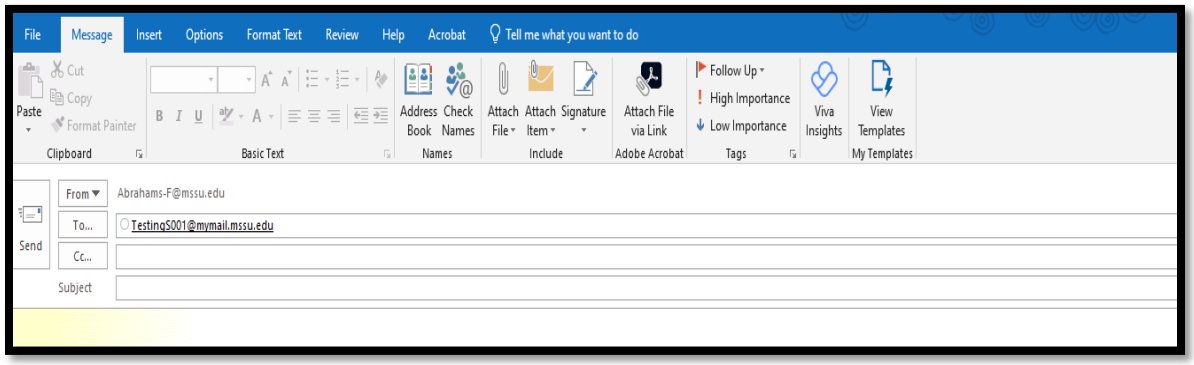
PRINTING/SAVING AN AUDIT

- Printing Audit: Click the "Print" icon on the top right corner and follow the print dialog options. Please note that this version of Degree Works prints several pages, (sometimes over 15 pages). You have the option to reduce the print-scale to reduce the number of pages.
  You may also save the audits rather than print them.
- Saving Audit: Click the "Print" icon on the top right corner, change the default "Printer" destination options to "Save as PDF" option and follow the prompts.

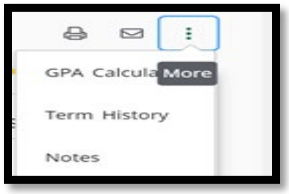
CONTACTING A STUDENT

Click on the Envelope icon on the top right. It will open with the student's name and email address. Click on the email address to open the outlook email dialogue box





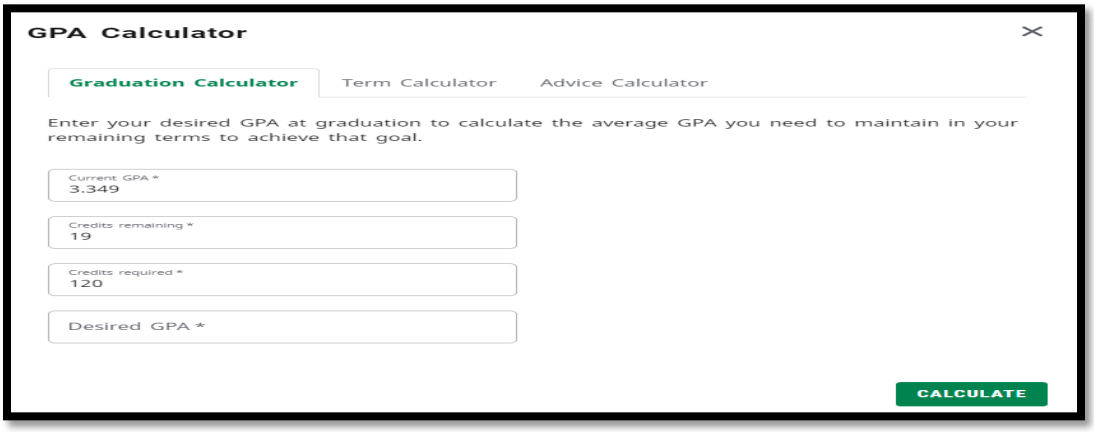
"ELLIPSE" icon has three features: GPA Calculator, Term History, and Notes



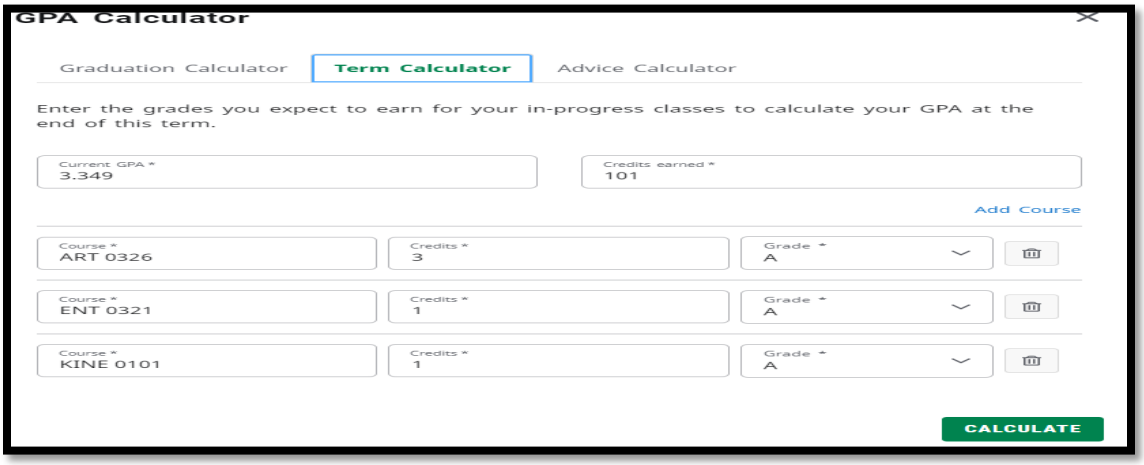
GPA CALCULATORS

Students can enter the parameters required for each calculator and the program will calculate an estimated GPA.

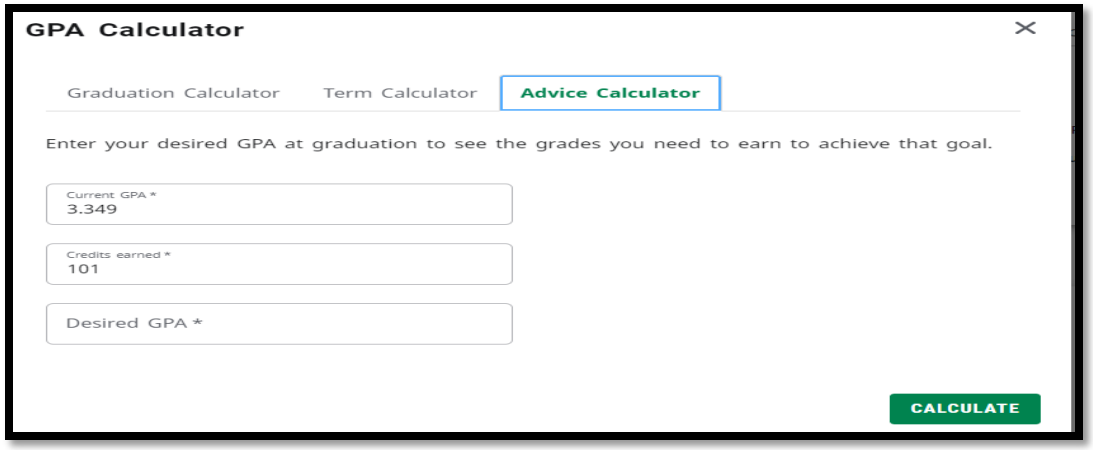
The "*Graduation Calculator*" accepts current GPA, credits remaining, credits required, and target GPA and calculates the average GPA required to graduate with the target GPA.



The "*Term Calculator*" accepts current GPA, credits completed, and GPA goals for the term's remaining credits, and projects an end-of-term GPA.

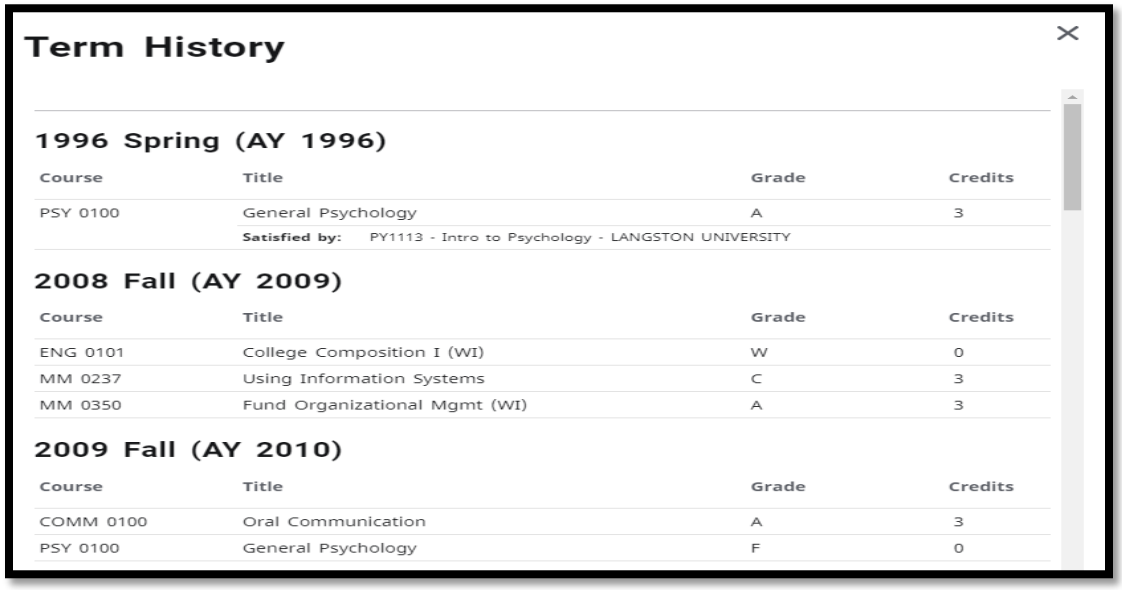


The "*Advice Calculator*" accepts current GPA, credits earned, and target GPA and returns an average GPA needed to meet target GPA depending on remaining credits requirements.



TERM HISTORY

Displays the student's completed coursework in a semester-by-semester view starting from the earliest to the last semester taken and current in progress courses. Term History can be printed by right-clicking and selecting the print option.



NOTES

Advisors or staff can add notes to a student audit as a self-reminder of an action taken, a reminder to the student of an action to take, something to consider, etc.

To add a note, click on the Ellipse icon to access the Notes feature. You have the option of hiding the note from the student by checking the "*Not available to student*" box. This note will be visible to other staff with Degree Works access, but not visible to students.

Posted notes will be listed in the "*Notes"* card.

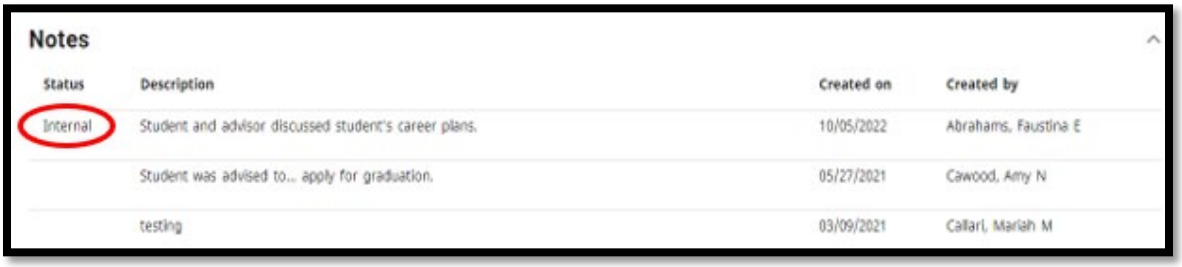
It is advised to exercise good judgment when posting notes. Make it informational rather than subjective. Notes are permanent and cannot be edited or deleted after they are saved.

To assist in using objective informational notes, the system is populated with several "Predefined notes" for selection. You may choose to use any of those or create your own or a combination of both predefined and additional in the "Add description" textbox.



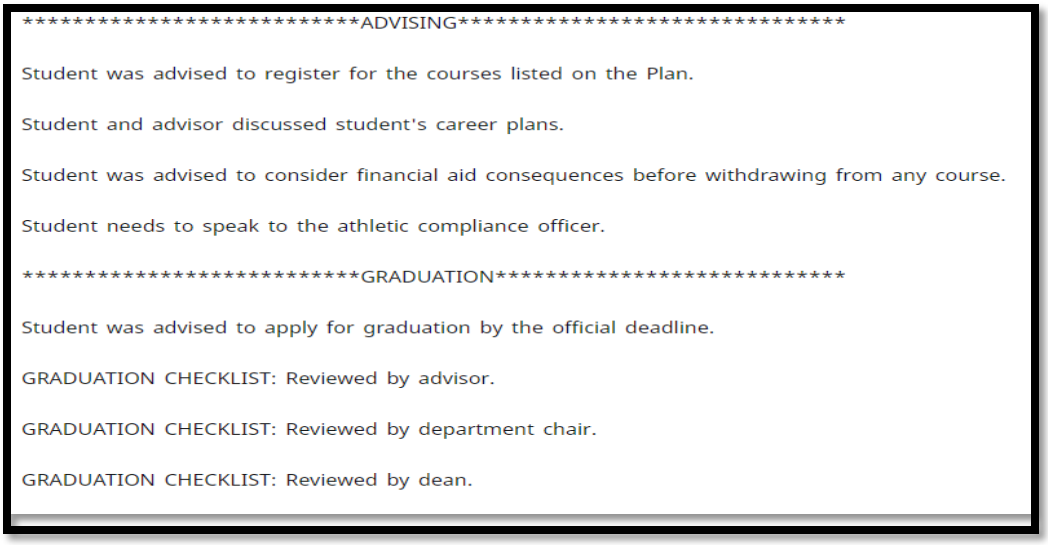
Notes Unavailable to Students

When a note is not available to students, it will be accessible to the advisor and other staff in the "Notes" Card with an "Internal" status to indicate not visible to the student.

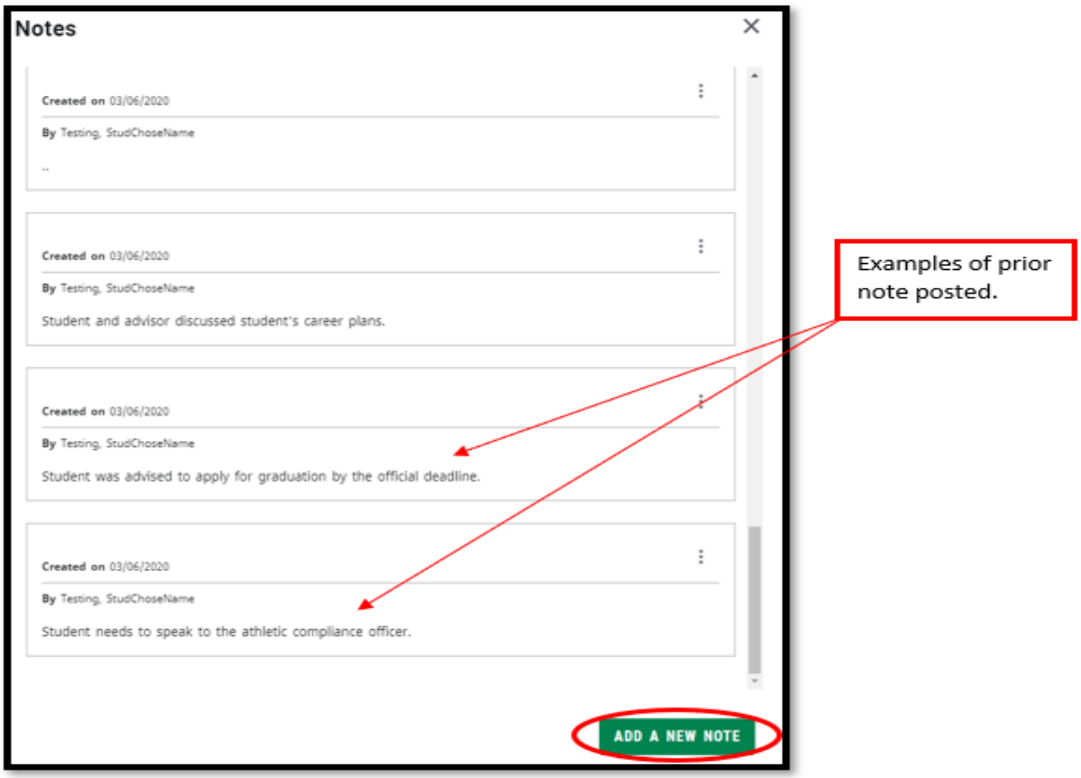


Examples of Predefined notes

These are a list of predefined informational notes for selection.



If there are notes already posted on a student's record, you will see the list of notes and a button to add new notes.

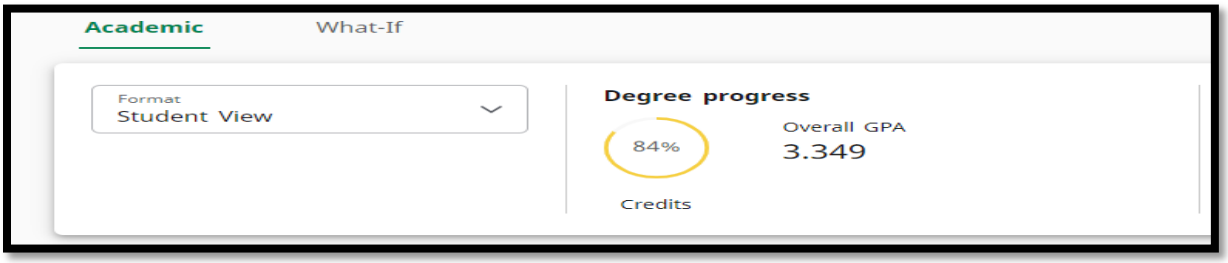


CARDS DISPLAYED ON ALL AUDITS

ACADEMIC & WHAT-IF section

This section has three features:

- The Academic
- What-If
- Degree progress wheel

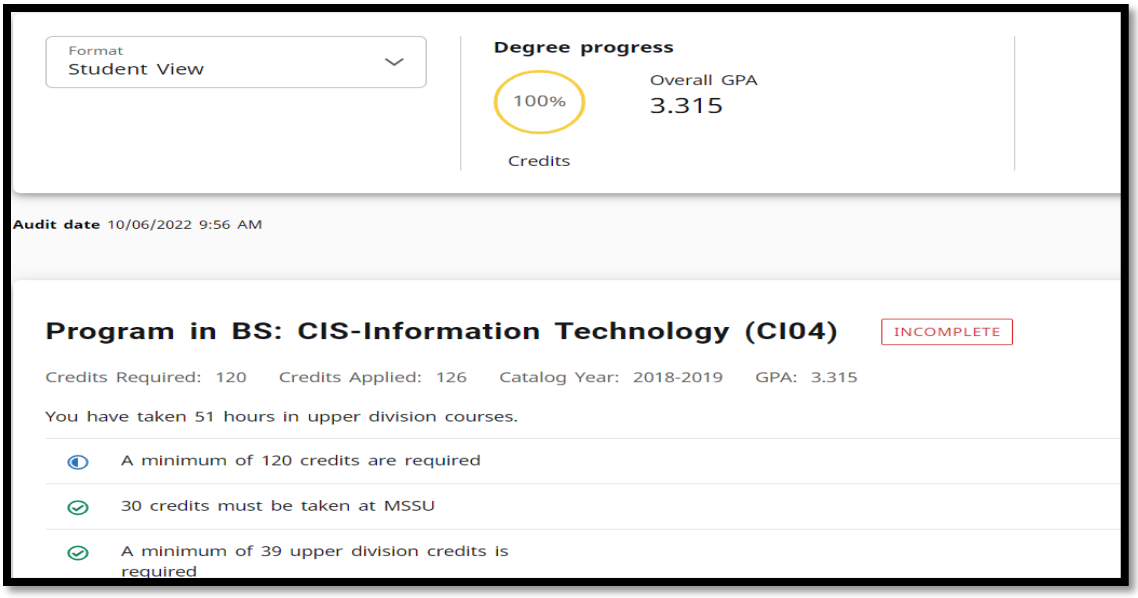


Degree Progress Wheels



The "***Degree Progress – Credits***" wheel calculates and displays all credits earned as a percentage of the minimum credits required to graduate. It does not factor in whether the credits completed are credits applicable to the major and/or minor declared or not. The figure SHOULD NOT be used as a measure of how close you are to completing a declared major.

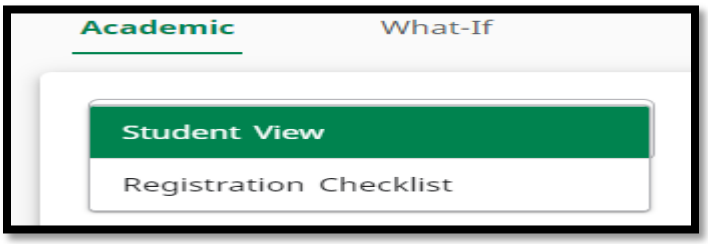
Below is an example of the Degree Progress Wheel showing 100% (student has 126 credits applied), but not all requirements are met as is displayed by the INCOMPLETE notation in the Program card. Although the Degree Progress Wheel is at 100%, all the degree requirements have not been completed.



The ***"Degree Progress – Overall GPA"*** displays the overall GPA also posted in the header card with the student information.

ACADEMIC section

Has two options, the "**Student View**" and "**Registration Checklist**"



STUDENT VIEW CARDS

Student View: This is the default audit for the student displaying their current audit. If a student has multiple majors, use the drop-down icon in the Degree text field to toggle to the other declared majors.



If a student has only one major, there will be no drop-down option.

Program Card

The Program card features a summary of what the student has completed relative to the published catalog of general and degree specific requirements of the Associates/Baccalaureate degree.

For the general degree requirements, the card displays the requirement, what has been completed, whether it is complete/incomplete, and what is still needed to meet the requirement.

For the program specific requirements, the card displays the link to the program requirements card.

The card displays if all the requirements are completed or not completed with **"COMPLETE"** or **"INCOMPLETE**" notations. Hovering on the COMPLETE icon will display the message "*Great job, this set of requirements are complete!*", a good motivation for students.

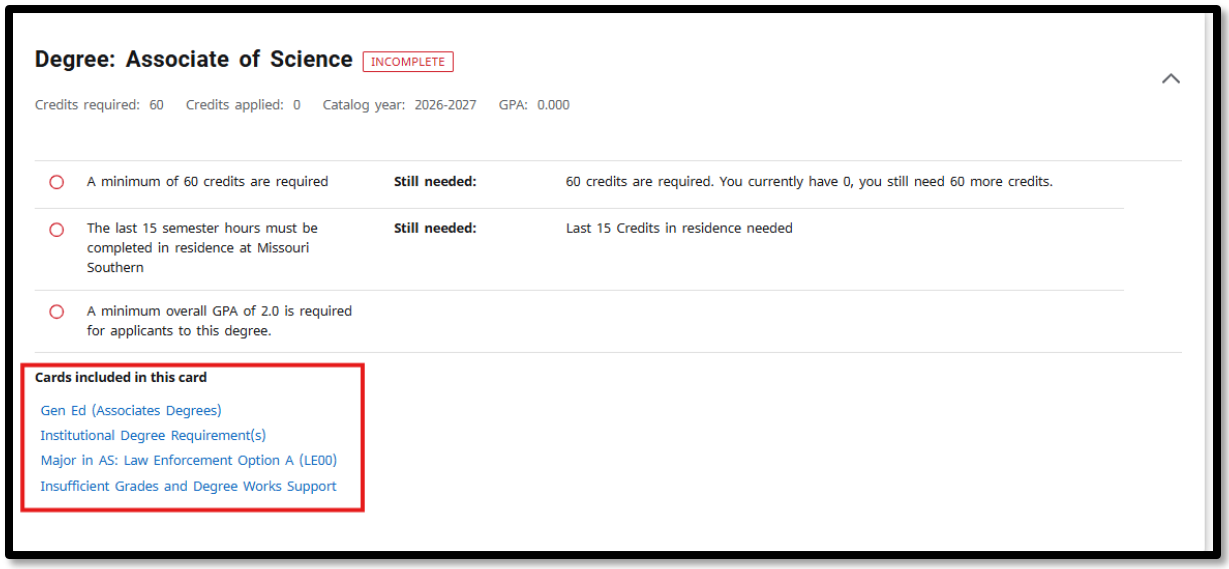
Hovering over the INCOMPLETE icon displays the message, "*Not complete*".

The blue texts in the Program card are hyperlinks to specific cards. Clicking on any of them would take you to that specific card.

Baccalaureate Program Card



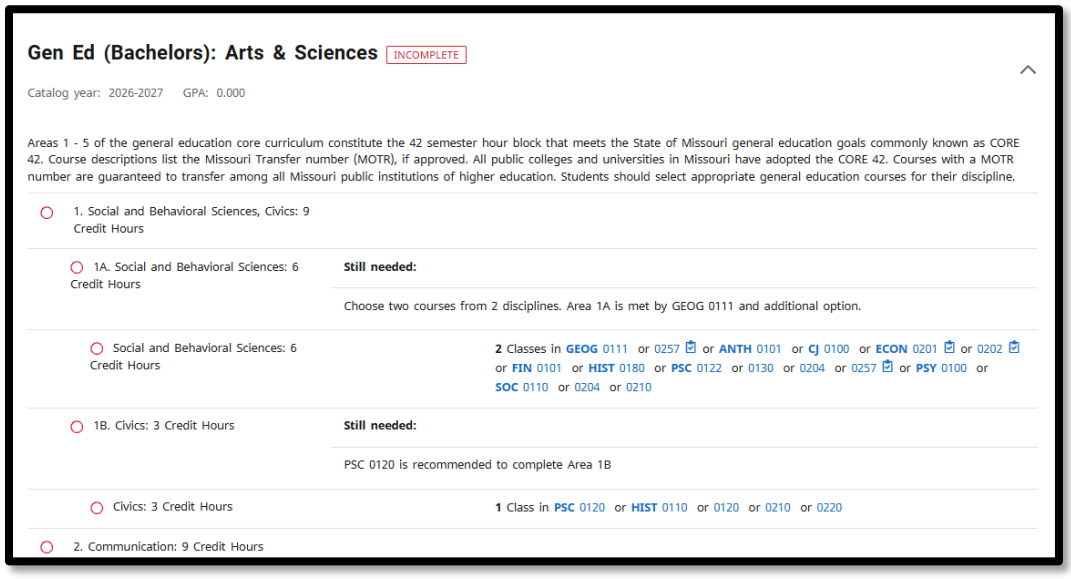
Associates Program Card



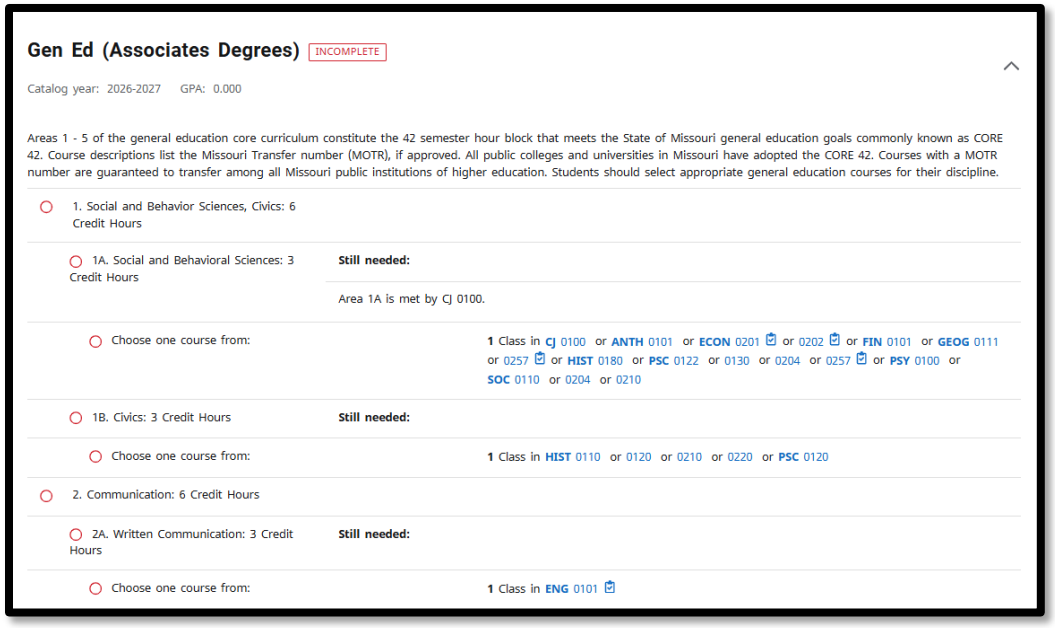
GENERAL EDUCATION BACCALAUREATE/ASSOCIATE DEGREE PROGRAMS CARDS

The general education cards for baccalaureate programs are different from the general education card for the associates' programs because there are different requirements. The Baccalaureate general education cards include College of Arts & Sciences, College of Business, Comm., & Technology, College of Health, Life Sciences, & Educ., and Muli-Interdisciplinary. The example shown below is one of the Gen Ed (Bachelors): Art & Sciences.

General Education Baccalaureate Degrees Cards

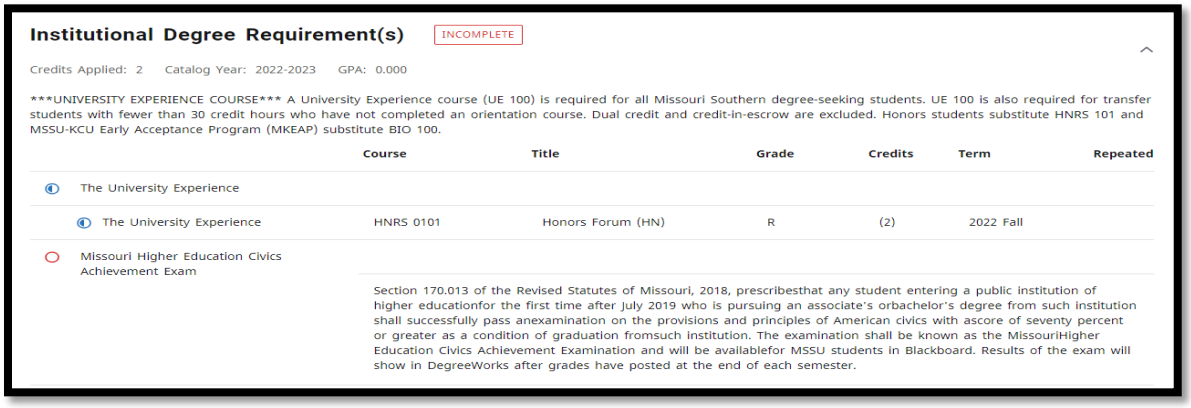


General Education Associates Degrees Cards

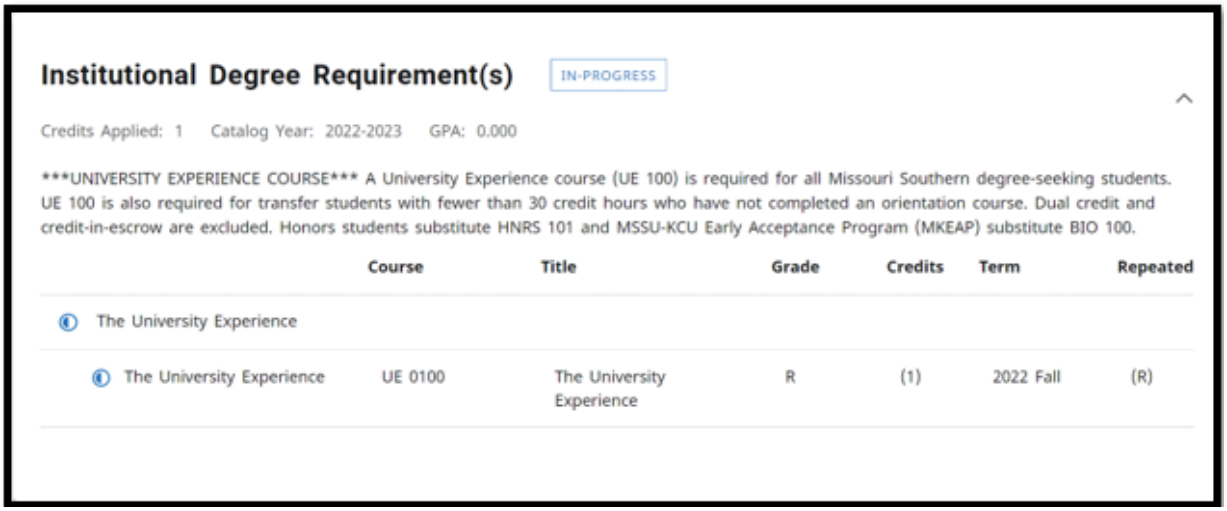


INSTITUTIONAL DEGREE REQUIREMENTS CARD

- **<u>University Experience:</u>** The UE 100 is required for all first-time degree-seeking students at Missouri Southern and for all transfer students with fewer than 30 credit hours who did not transfer in an orientation class. Some specific programs may have substitute classes that meet this requirement.
- **<u>Missouri Civics Achievement Exam</u>** is required for all first-time freshmen pursuing an associates or bachelor level programs, admitted to MSSU starting the fall of 2019. Transfer students are not required to take it. If a student is required to take the exam, the card will display the requirement either as completed or incomplete. See example below of one displaying incomplete.



The screenshot below demonstrates the same card for transfer students. Notice the card does not populate Missouri Higher Education Civics Achievement Exam section.



Institutional Degree Requirement(s) IN-PROGRESS

Credits Applied: 1 Catalog Year: 2022-2023 GPA: 0.000

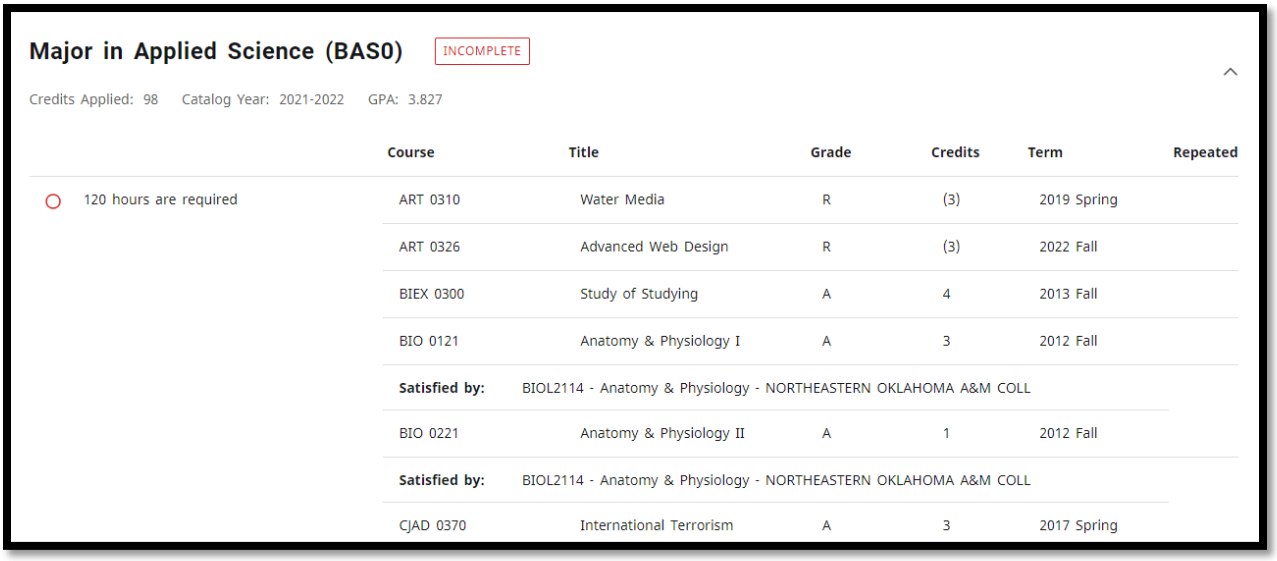
UNIVERSITY EXPERIENCE COURSE A University Experience course (UE 100) is required for all Missouri Southern degree-seeking students. UE 100 is also required for transfer students with fewer than 30 credit hours who have not completed an orientation course. Dual credit and credit-in-escrow are excluded. Honors students substitute HNRS 101 and MSSU-KCU Early Acceptance Program (MKEAP) substitute BIO 100.

	Course	Title	Grade	Credits	Term	Repeated
The University Experience						
The University Experience	UE 0100	The University Experience	R	(1)	2022 Fall	(R)

If a transfer student transfers in the Civics exam, we post it to their transcript.

MAJOR CARD(S)

In general, this card displays the major specific requirements. However, if the major requirements are organized in sections such as majors with a separate supporting requirements section, then there may be multiple cards for each of the required sections. For example, Education majors may have other Major cards such as BSE/BME Supporting Requirements

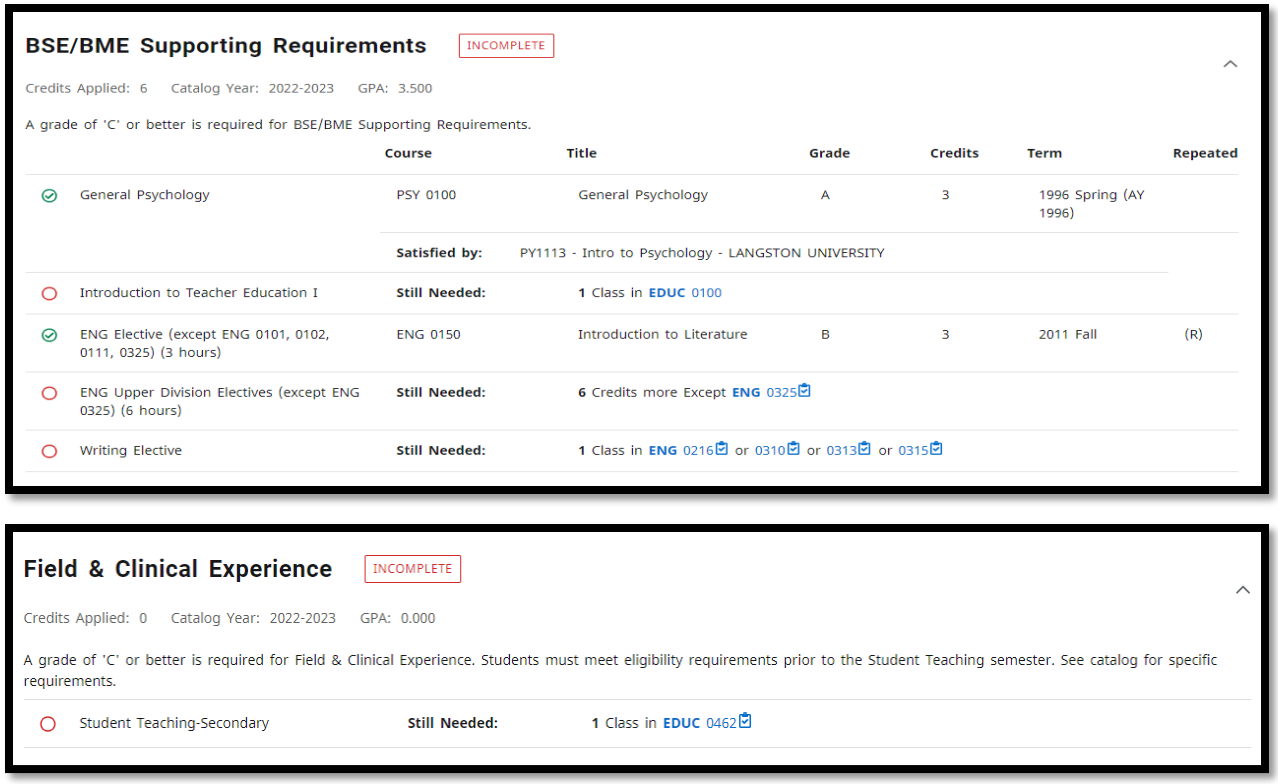


Major in Applied Science (BAS0) INCOMPLETE

Credits Applied: 98 Catalog Year: 2021-2022 GPA: 3.827

	Course	Title	Grade	Credits	Term	Repeated
120 hours are required	ART 0310	Water Media	R	(3)	2019 Spring	
	ART 0326	Advanced Web Design	R	(3)	2022 Fall	
	BIEX 0300	Study of Studying	A	4	2013 Fall	
	BIO 0121	Anatomy & Physiology I	A	3	2012 Fall	
	Satisfied by:	BIOL2114 - Anatomy & Physiology - NORTHEASTERN OKLAHOMA A&M COLL				
	BIO 0221	Anatomy & Physiology II	A	1	2012 Fall	
	Satisfied by:	BIOL2114 - Anatomy & Physiology - NORTHEASTERN OKLAHOMA A&M COLL				
	CJAD 0370	International Terrorism	A	3	2017 Spring	

Examples of other Education majors' cards



BSE/BME Supporting Requirements INCOMPLETE

Credits Applied: 6 Catalog Year: 2022-2023 GPA: 3.500

A grade of 'C' or better is required for BSE/BME Supporting Requirements.

	Course	Title	Grade	Credits	Term	Repeated
General Psychology	PSY 0100	General Psychology	A	3	1996 Spring (AY 1996)	
	Satisfied by: PY1113 - Intro to Psychology - LANGSTON UNIVERSITY					
Introduction to Teacher Education I	**Still Needed:**	**1** Class in **EDUC** 0100				
ENG Elective (except ENG 0101, 0102, 0111, 0325) (3 hours)	ENG 0150	Introduction to Literature	B	3	2011 Fall	(R)
ENG Upper Division Electives (except ENG 0325) (6 hours)	**Still Needed:**	**6** Credits more Except **ENG** 0325				
Writing Elective	**Still Needed:**	**1** Class in **ENG** 0216 or 0310 or 0313 or 0315				

Field & Clinical Experience INCOMPLETE

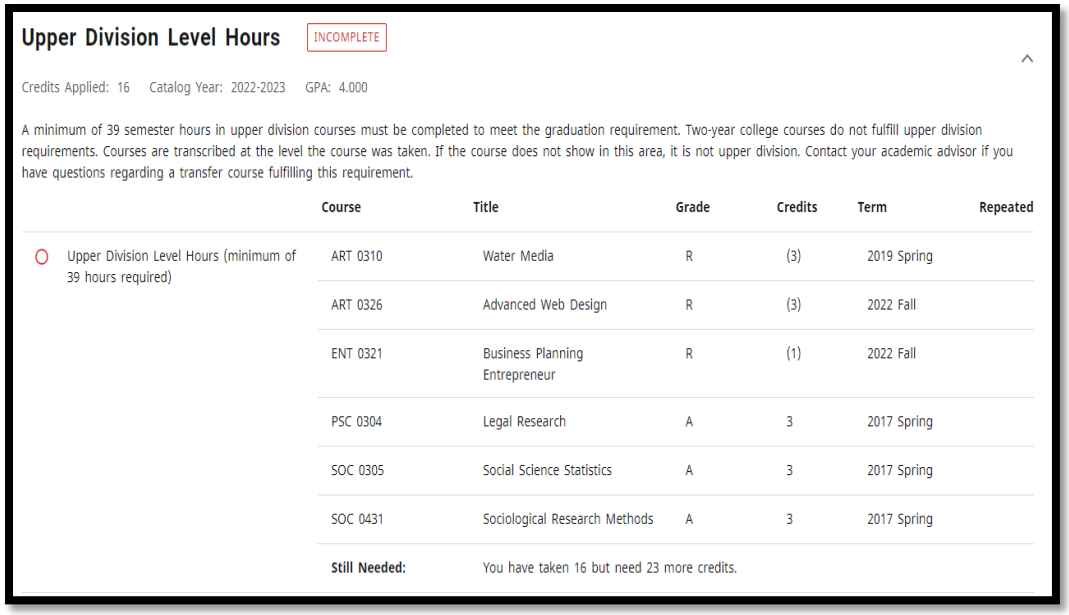
Credits Applied: 0 Catalog Year: 2022-2023 GPA: 0.000

A grade of 'C' or better is required for Field & Clinical Experience. Students must meet eligibility requirements prior to the Student Teaching semester. See catalog for specific requirements.

Student Teaching-Secondary	**Still Needed:**	**1** Class in **EDUC** 0462

UPPER DIVISION (UD) LEVEL CARD

- This card is displayed only for bachelor level programs. Students pursuing a bachelor's degree must complete at least 39 upper division credits.
- Upper division courses are courses that are 300 level and above.
- This card displays the first 39 upper division credits earned to meet the 39 Upper Division graduation requirement. It does not factor in program specific upper division requirements completed.
- Any UD credits completed after the first 39 credits will be populated in the major and "Additional Courses" cards as applicable.



Upper Division Level Hours INCOMPLETE

Credits Applied: 16 Catalog Year: 2022-2023 GPA: 4.000

A minimum of 39 semester hours in upper division courses must be completed to meet the graduation requirement. Two-year college courses do not fulfill upper division requirements. Courses are transcribed at the level the course was taken. If the course does not show in this area, it is not upper division. Contact your academic advisor if you have questions regarding a transfer course fulfilling this requirement.

	Course	Title	Grade	Credits	Term	Repeated
Upper Division Level Hours (minimum of 39 hours required)	ART 0310	Water Media	R	(3)	2019 Spring	
	ART 0326	Advanced Web Design	R	(3)	2022 Fall	
	ENT 0321	Business Planning Entrepreneur	R	(1)	2022 Fall	
	PSC 0304	Legal Research	A	3	2017 Spring	
	SOC 0305	Social Science Statistics	A	3	2017 Spring	
	SOC 0431	Sociological Research Methods	A	3	2017 Spring	
	Still Needed:	You have taken 16 but need 23 more credits.				

Transfer Courses from 2-year Colleges

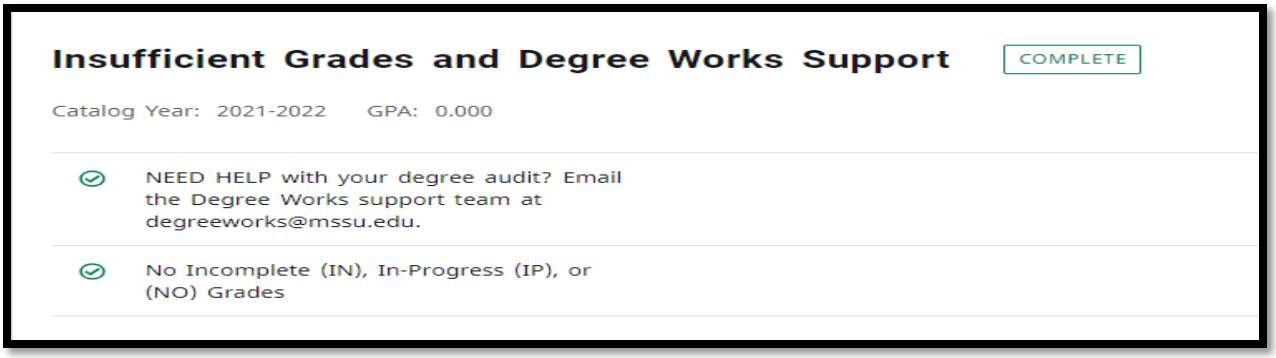
- Transfer courses are transcribed at the level the course was taken.
- Transfer courses that are articulated as upper division courses at MSSU will not be automatically given the UD attribute and will not count towards the upper division requirements. This means such courses will not be displayed on the Upper Division card.
- Students may work with their advisors to explore submitting an academic petition to have the course count as meeting the 39 UP requirements.

INSUFFICIENT GRADES AND DEGREE WORKS SUPPORT CARD

This card tracks and displays courses for which the student has an Incomplete (IN), In-Progress (IP), or No (NO) Grades.

Apart from Certificate only seeking students, all other degree earners, cannot graduate with an “IN”, “IP”, or “NO” grades regardless of the major they are graduating with.

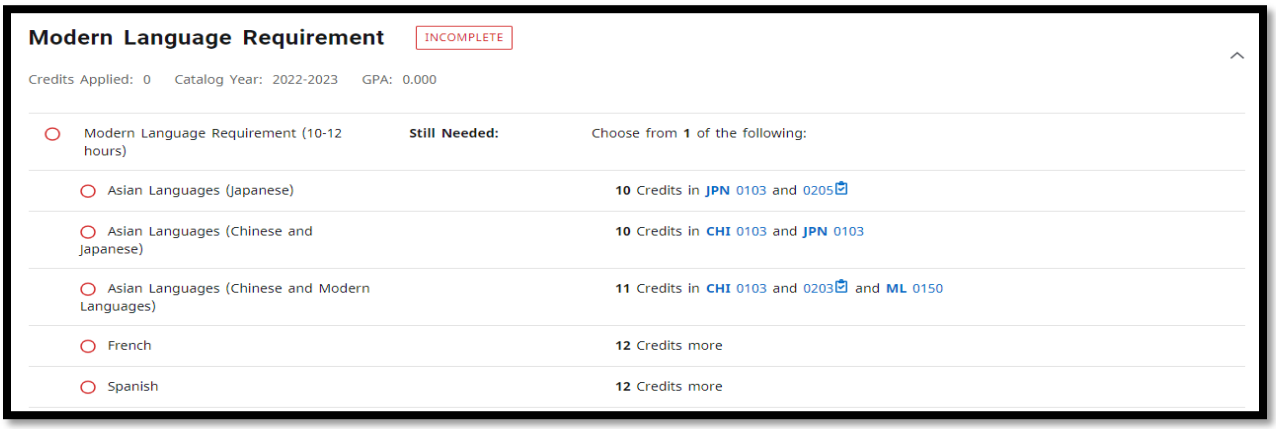
Both the support information and grade section will show complete unless the student has an “IN”, “IP”, or “NO” grade.



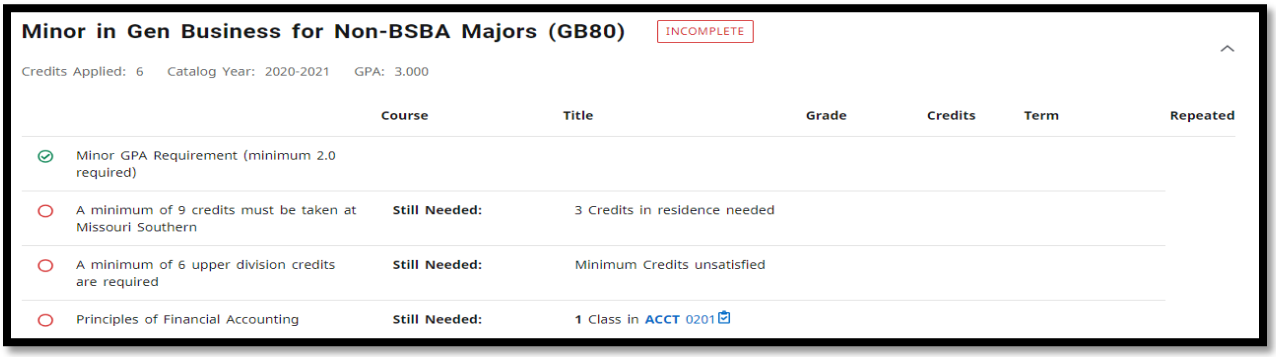
OTHER DISPLAYED CARDS

Other displayed cards are dependent on factors such as, Bachelor of Arts majors requiring Modern Languages credits, majors that have other specific requirements, minors, students with notes, etc.

MODERN LANGUAGES REQUIREMENT CARD (displayed if BA major)

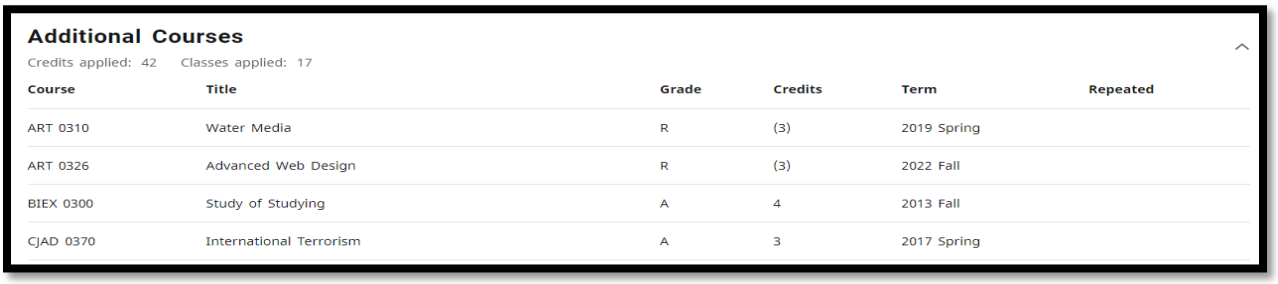


MINOR CARD (IF DECLARED)



ADDITIONAL COURSES CARD

The *"Additional Courses"* card displays transferred associate's degrees with a notation showing "Met", and courses which are not required or used in any of the other degree requirement cards. Courses in this card count in the student's GPA and toward the total hours required for graduation.



Additional Courses

Credits applied: 42 Classes applied: 17

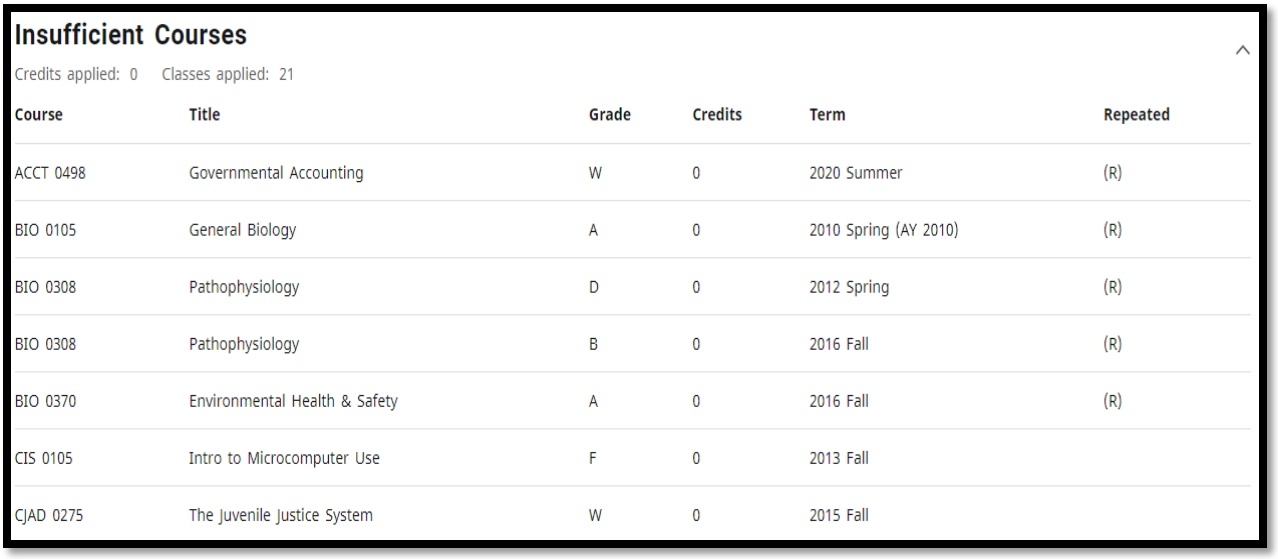
Course	Title	Grade	Credits	Term	Repeated
ART 0310	Water Media	R	(3)	2019 Spring	
ART 0326	Advanced Web Design	R	(3)	2022 Fall	
BIEX 0300	Study of Studying	A	4	2013 Fall	
CJAD 0370	International Terrorism	A	3	2017 Spring	

INSUFFICIENT COURSES CARD

The "Insufficient Courses" card will show courses that have "F" grades (Fail), "W" grades (Withdrawn), "IN" grades (Incomplete), "IP" grades (In Progress), "NO" grades (grades not reported), and "(R)" grades (Repeated Courses). Courses listed on this card are not counted toward degree requirements.

In some instances, a repeated course will be displayed on this card, until it is completed at which time the audit updates and moves it to the appropriate position applying the MSSU repeat policy.

Courses in this card do not count in the student's overall GPA or toward the total hours required for graduation.



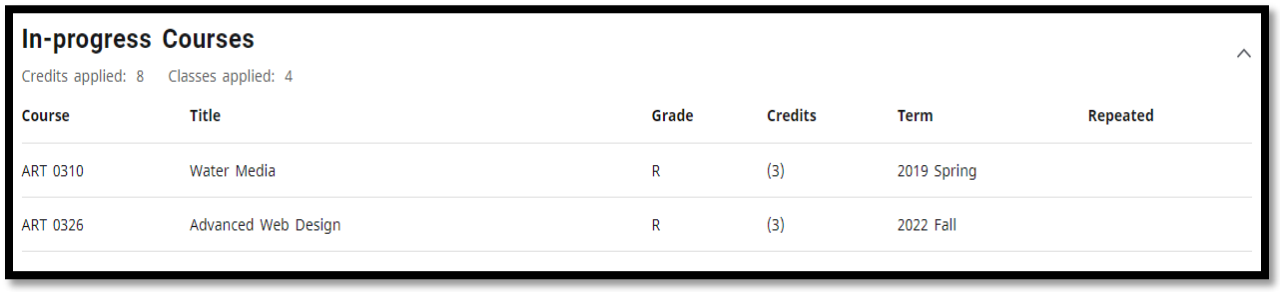
Insufficient Courses

Credits applied: 0 Classes applied: 21

Course	Title	Grade	Credits	Term	Repeated
ACCT 0498	Governmental Accounting	W	0	2020 Summer	(R)
BIO 0105	General Biology	A	0	2010 Spring (AY 2010)	(R)
BIO 0308	Pathophysiology	D	0	2012 Spring	(R)
BIO 0308	Pathophysiology	B	0	2016 Fall	(R)
BIO 0370	Environmental Health & Safety	A	0	2016 Fall	(R)
CIS 0105	Intro to Microcomputer Use	F	0	2013 Fall	
CJAD 0275	The Juvenile Justice System	W	0	2015 Fall	

IN-PROGRESS COURSES CARD

The "*In-Progress Courses*" card of the audit shows courses for which you have registered but not completed.
This section also includes courses that you have pre-registered for a future term that has not yet started.



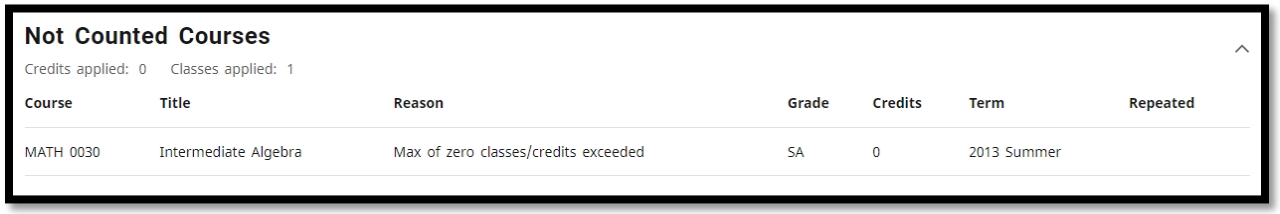
In-progress Courses

Credits applied: 8 Classes applied: 4

Course	Title	Grade	Credits	Term	Repeated
ART 0310	Water Media	R	(3)	2019 Spring	
ART 0326	Advanced Web Design	R	(3)	2022 Fall	

NOT COUNTED COURSES CARD

The "*Not Counted Courses*" card lists courses that are below the 100 level which are generally excluded from degree requirements. For example, ENG 80.



Not Counted Courses

Credits applied: 0 Classes applied: 1

Course	Title	Reason	Grade	Credits	Term	Repeated
MATH 0030	Intermediate Algebra	Max of zero classes/credits exceeded	SA	0	2013 Summer	

ACADEMIC PETITIONS CARD

This section displays all approved academic petitions that have been programmed for your audit. Disregard the Block and Enforced column information. Those columns are informational notifications intended for the Office of the Registrar staff.



Academic Petitions

Type	Description	Created on	Created by	Block	Enforced
Substitute	Replace SPAN 0203 with ELEC 0200	09/07/2017	Martin, April M	RA000165 was not found	No
Apply Here	Apply ELEC 0100 here.	09/13/2017	Martin, April M	RA000100 was not found	No
Substitute	Replace MGMT 0337 with CJAD 0370	12/14/2017	Martin, April M	RA000025 was not found	No
Substitute	Replace ELEC 0100 hello!	12/14/2017	Martin, April M	RA000190 was not found	No

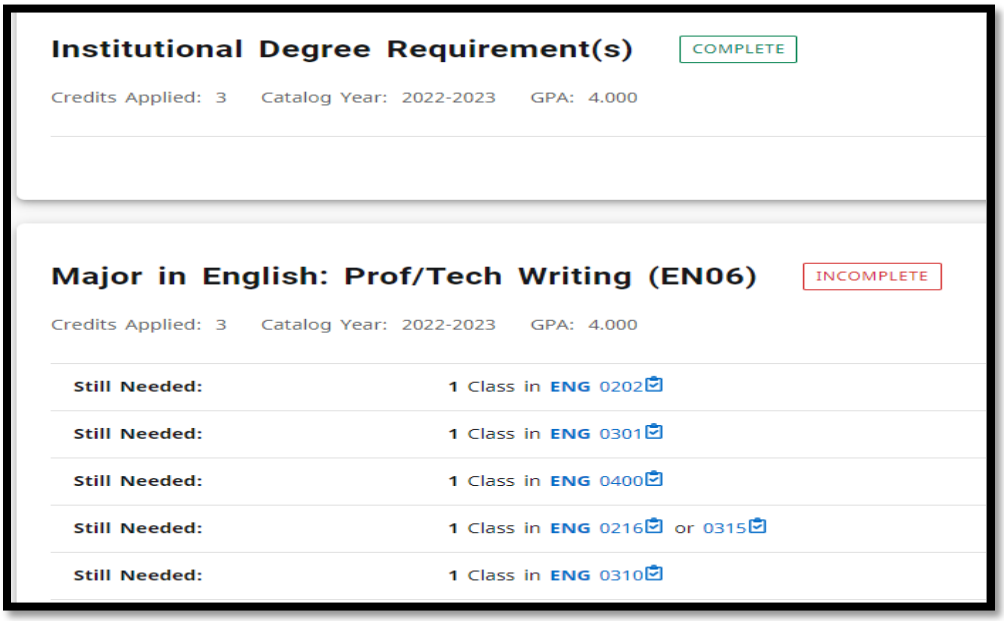
NOTES CARD

The notes card displays informational notes that advisors have posted to a student's record. If the originator of the note set it to be hidden from the student, the note will have a status of "Internal"



Academic Tab - Registration Checklist

Displays summary of completed requirements and incomplete requirements organized in cards.
For cards with completed requirements, the program does not list them individually.
For cards with incomplete requirements, it lists only the requirements not yet met.
The card does not list electives needed to meet graduation requirements.



"WHAT-IF" TAB and How to Run a What-If Audit for Non-Degree Seeking Students

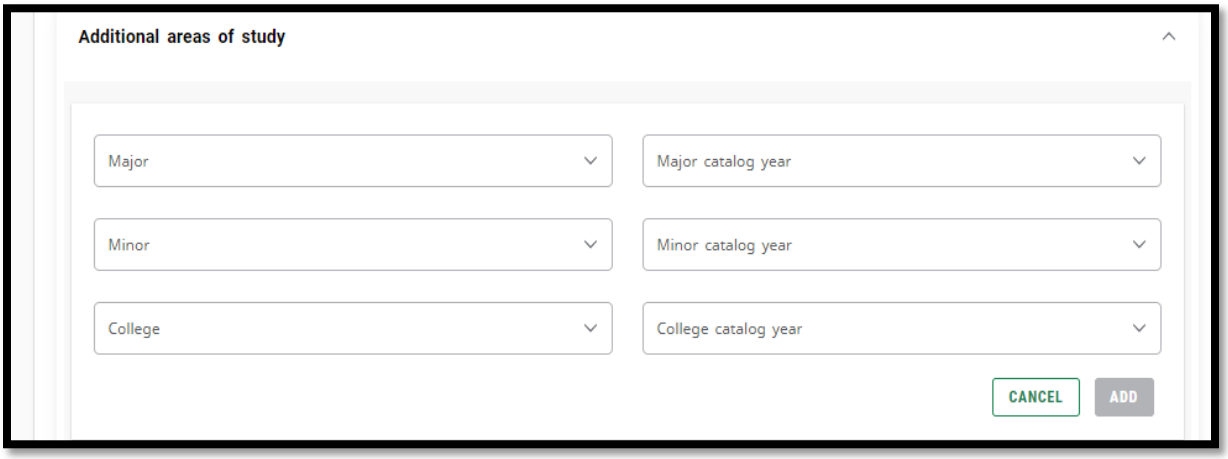
The What-If tab serves two functions:

i. For students with multiple majors/credentials, it is used to view the full degree requirements for each of the majors independent of the others.

ii. It is used to explore requirements of another major, minor, or catalog year without officially making changes to the major/minor/catalog year. This function is also for non-degree seeking students when they wish to see how their courses will apply to a specific program.

When processing a "What-If" analysis, there are multiple items to enter: Some items are required, and some are optional, but you can choose also. Items that are required have * beside them and noted as red in the section below

a. Determine whether to use Current curriculum, In-progress classes, preregistered classes. The system defaults on in-progress classes and Preregistered classes already selected for you. It is recommended to leave it with the default settings, but you can choose to uncheck those to see what the audit will look like without those.
b. Program –
a. Catalog year (choose the catalog year of your declared major or the major you are exploring)
b. Degree type (For example, Bachelor of Science, Bachelor of Arts, Associate of Science, etc.)
c. Level (Undergraduate, Non-Degree Seeking, Graduate, or Graduate Non-Degree Seeking)
c. Areas of Study –
a. Major (This starts with the major code, the major description, and the degree type. For example, *BI06 – Biology-Preprof-Dent (BS))*
b. Major catalog year (will default to what you selected in the Program area)
c. Minor (if exploring a minor)
d. Minor catalog year
e. College
f. College catalog year
d. Additional areas of study – this allows you to add other majors or minors.

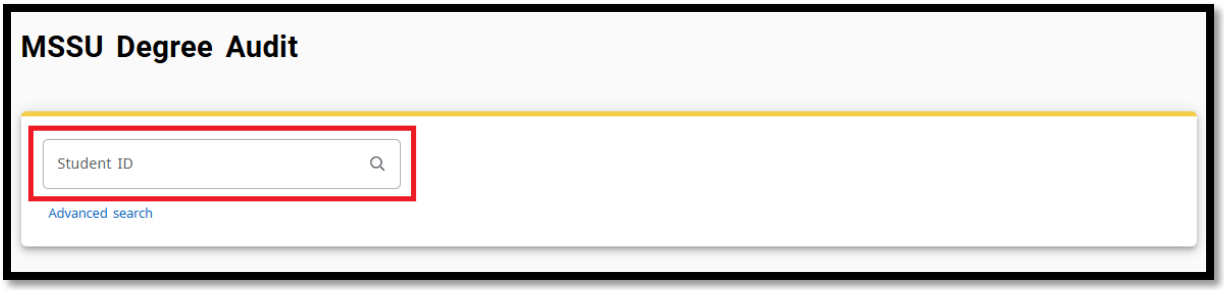


e. Future classes (optional if you want to explore adding future classes)
- Subject – enter 3-4 letter Subject prefix. For example, BIO
- Number – enter 4-digit Course number. For example, 0108

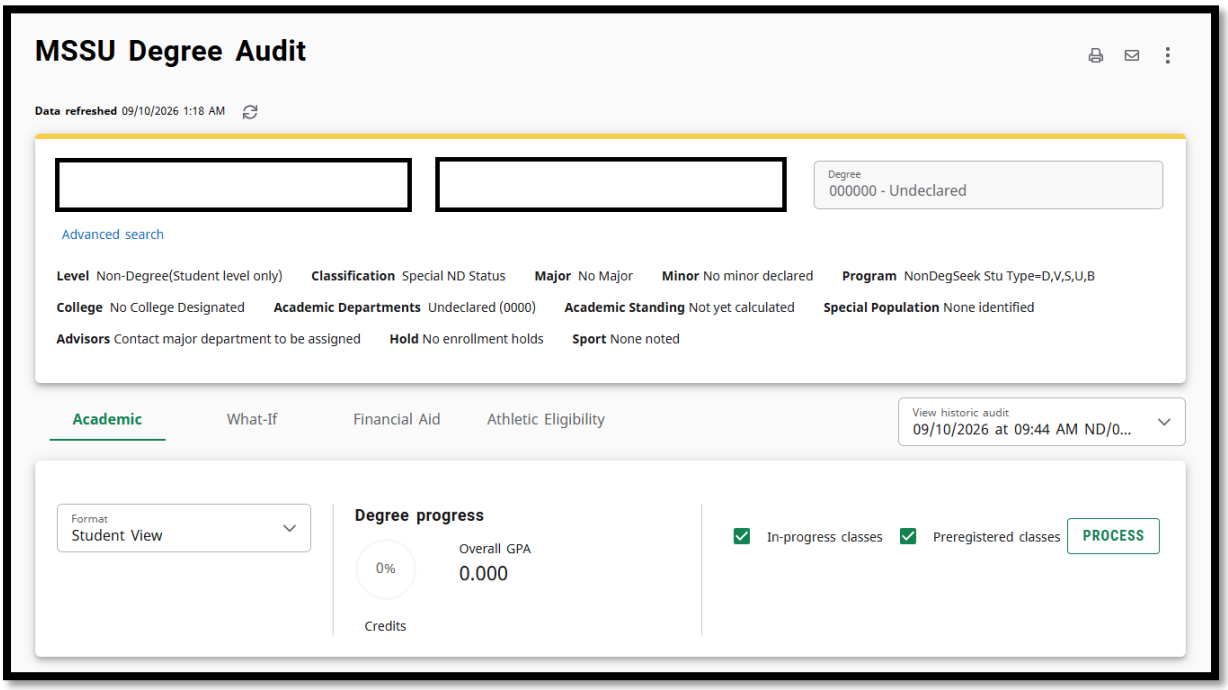
How to Run a What-If Audit for Non-Degree Seeking Students

For Non-Degree Seeking students, they will not see their course on the traditional Academic Audit section. This is because of the non-degree seeking student level. To be able to see these courses, a What-If audit must be processed.

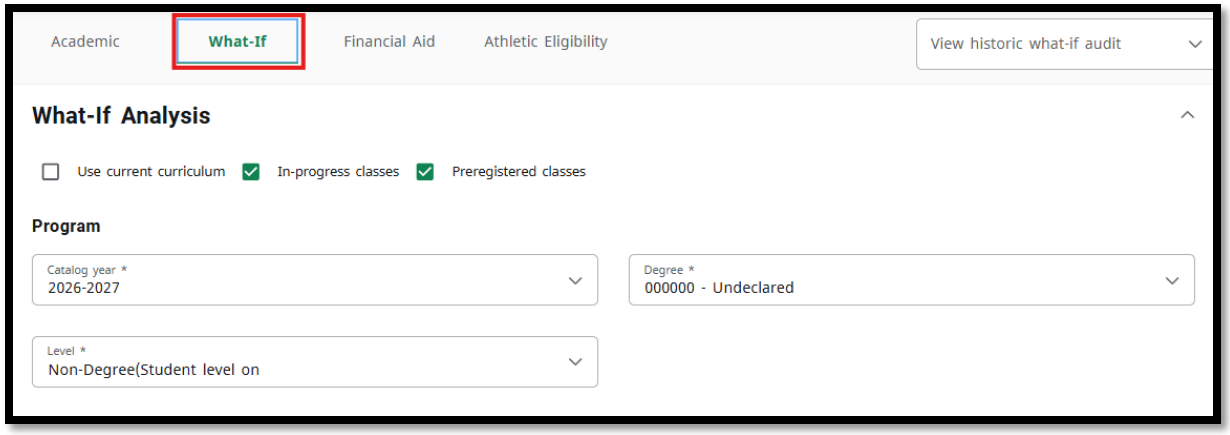
To process a *What-If* audit for non-degree seeking students, you must first open *Degree Works* located in Lionet: Degree Works Dashboard. Type in the Student ID number and click Enter.



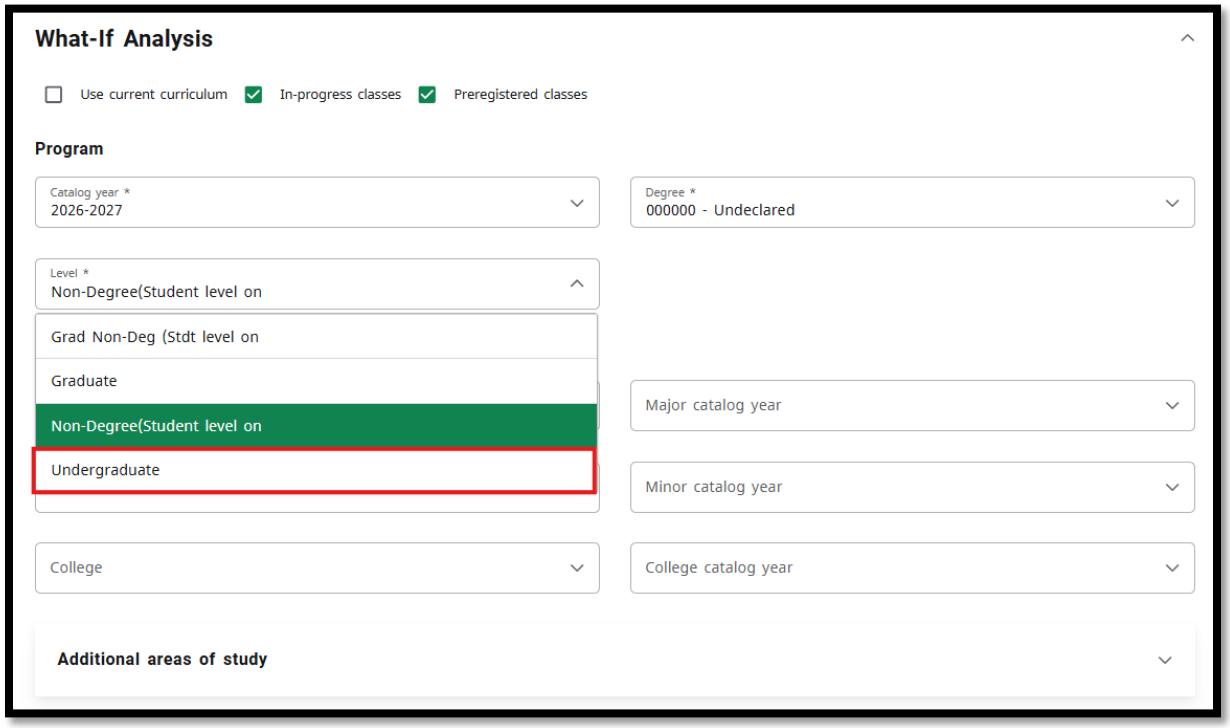
This will bring you to the front face of the audit in the Academic Tab.



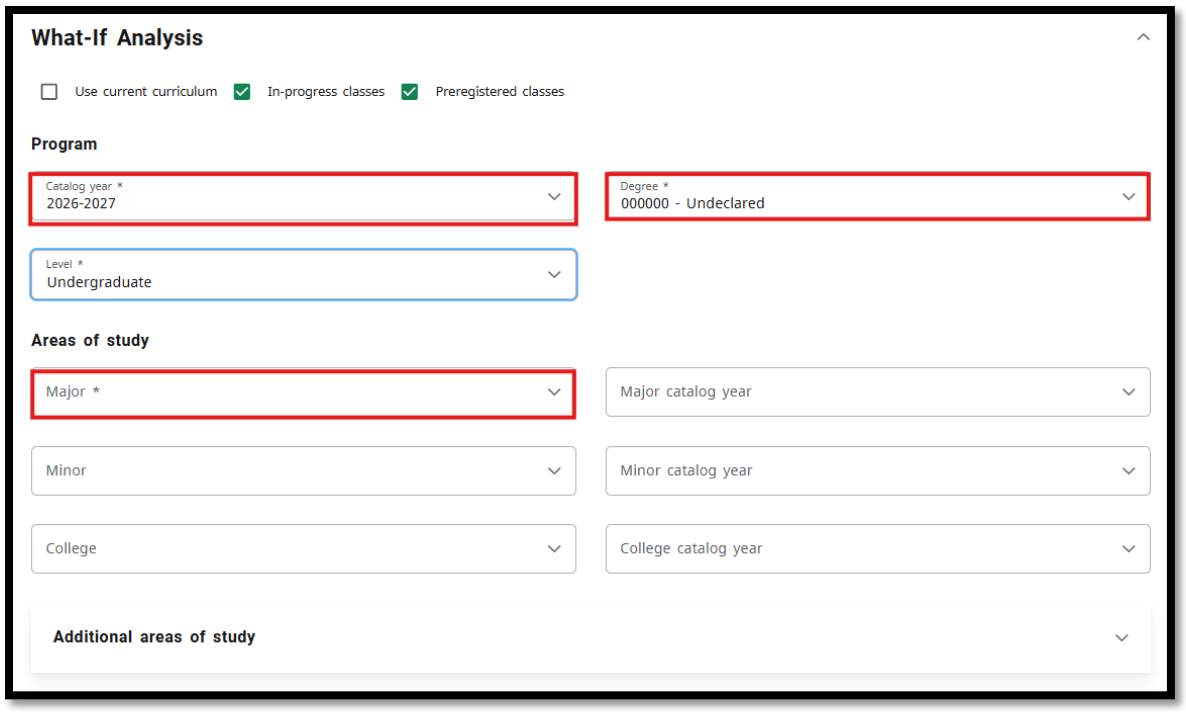
Click on the What-If tab



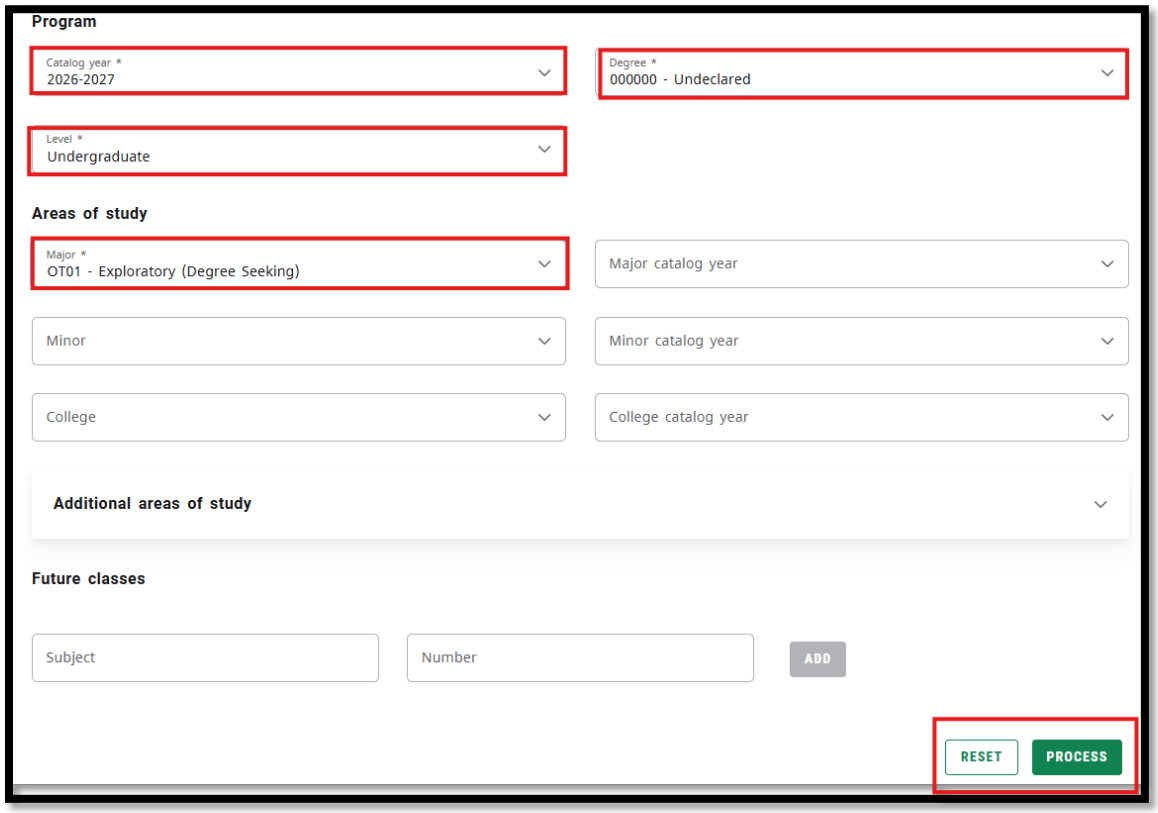
Change the Level from "*Non-Degree(Student level on"* to "*Undergraduate"*.

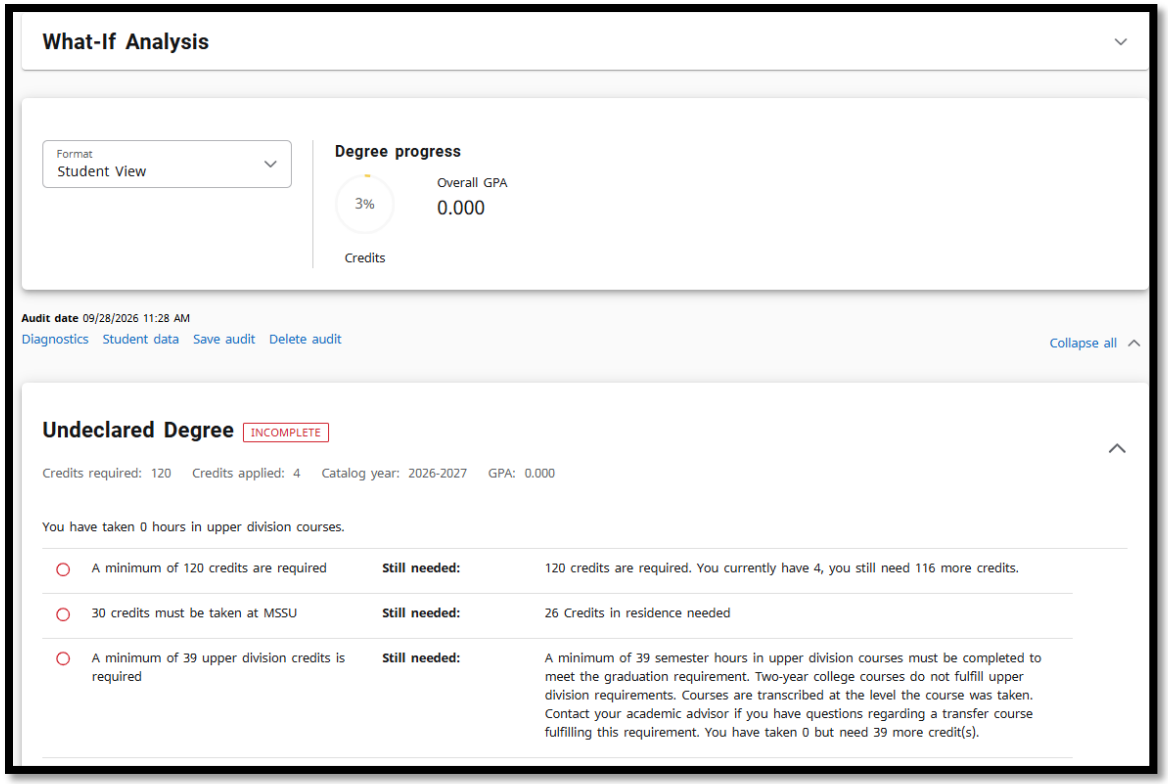


Select the catalog year, the degree, and the major that the student wishes to study.



Once the fields have been selected, click “Process” in the lower right corner of the What-If tab. This should populate the What-If Audit with the chosen major, degree, and the courses progress.

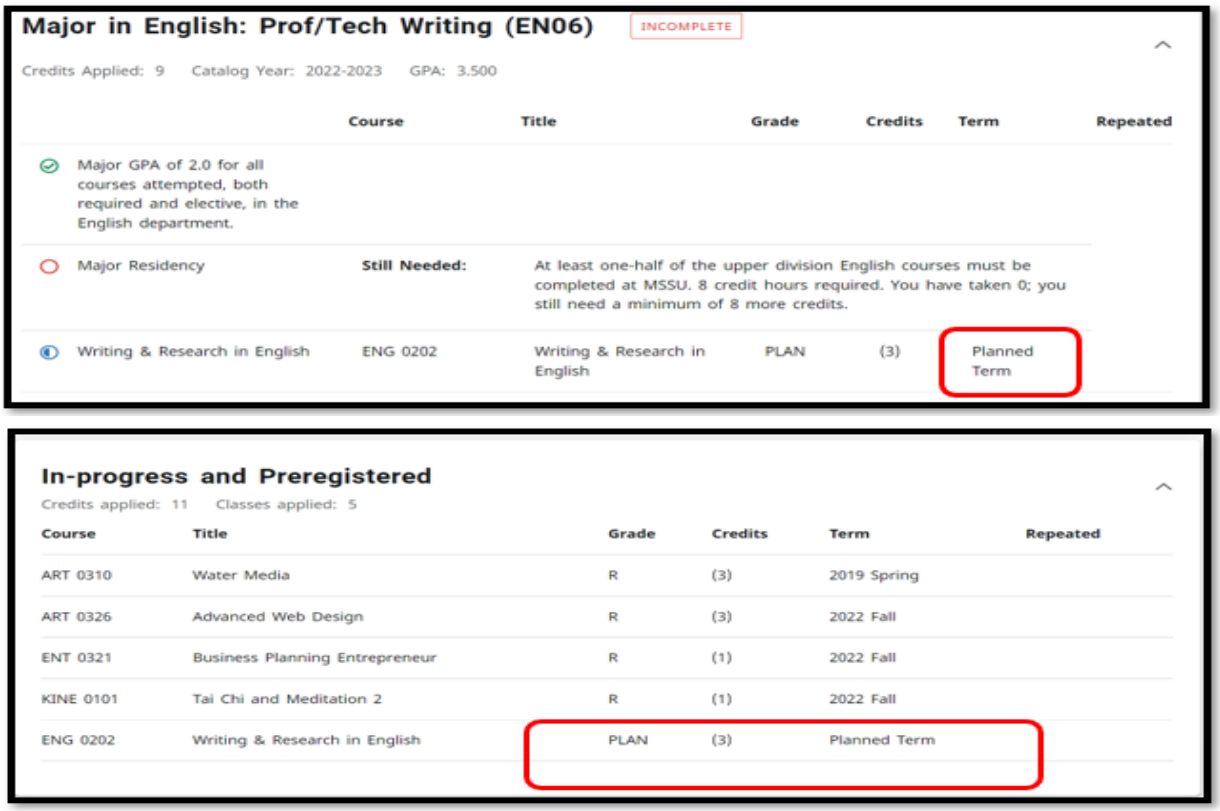




You can also use the What-If Audit to plan for future classes.



If future courses are processed in a “What-If” analysis, it will show up as a “**Planned Term**” on the card where that requirement was needed, and in the “In-progress” card as a “Planned Term”.
In the example below, ENG 202 is a required course for the student’s major. A “What-If Future course” ENG 202 was processed, and it was posted to the “Major” in English card and in the “In-progress” card as seen below.



Major in English: Prof/Tech Writing (EN06) INCOMPLETE

Credits Applied: 9 Catalog Year: 2022-2023 GPA: 3.500

	Course	Title	Grade	Credits	Term	Repeated
Major GPA of 2.0 for all courses attempted, both required and elective, in the English department.						
Major Residency	**Still Needed:**	At least one-half of the upper division English courses must be completed at MSSU. 8 credit hours required. You have taken 0; you still need a minimum of 8 more credits.				
Writing & Research in English	ENG 0202	Writing & Research in English	PLAN	(3)	Planned Term	

In-progress and Preregistered

Credits applied: 11 Classes applied: 5

Course	Title	Grade	Credits	Term	Repeated
ART 0310	Water Media	R	(3)	2019 Spring	
ART 0326	Advanced Web Design	R	(3)	2022 Fall	
ENT 0321	Business Planning Entrepreneur	R	(1)	2022 Fall	
KINE 0101	Tai Chi and Meditation 2	R	(1)	2022 Fall	
ENG 0202	Writing & Research in English	PLAN	(3)	Planned Term	

If ENG 202 is not a requirement, but an elective, it will show up in the “Additional Courses” card.
To process another “What-If” analysis, you have two options:

i. Click on the “RESET” button to refresh the page and give you a new “What-If” audit page.
ii. Click the **Academic** tab to get out of the “What-If” tab and then click back on the “What-If” tab.

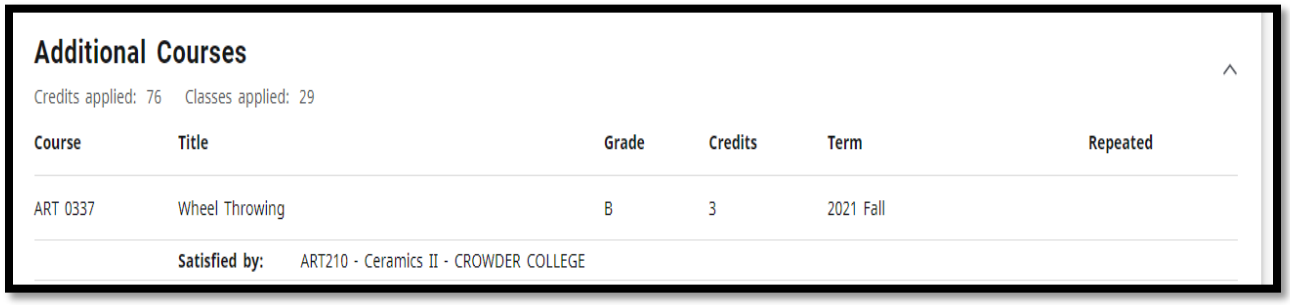
The system saves the last three “What-If” audits processed.

TROUBLESHOOTING AND SUPPLEMENTAL INFORMATION

Upper Division Credits related to transfer credits from two-year colleges

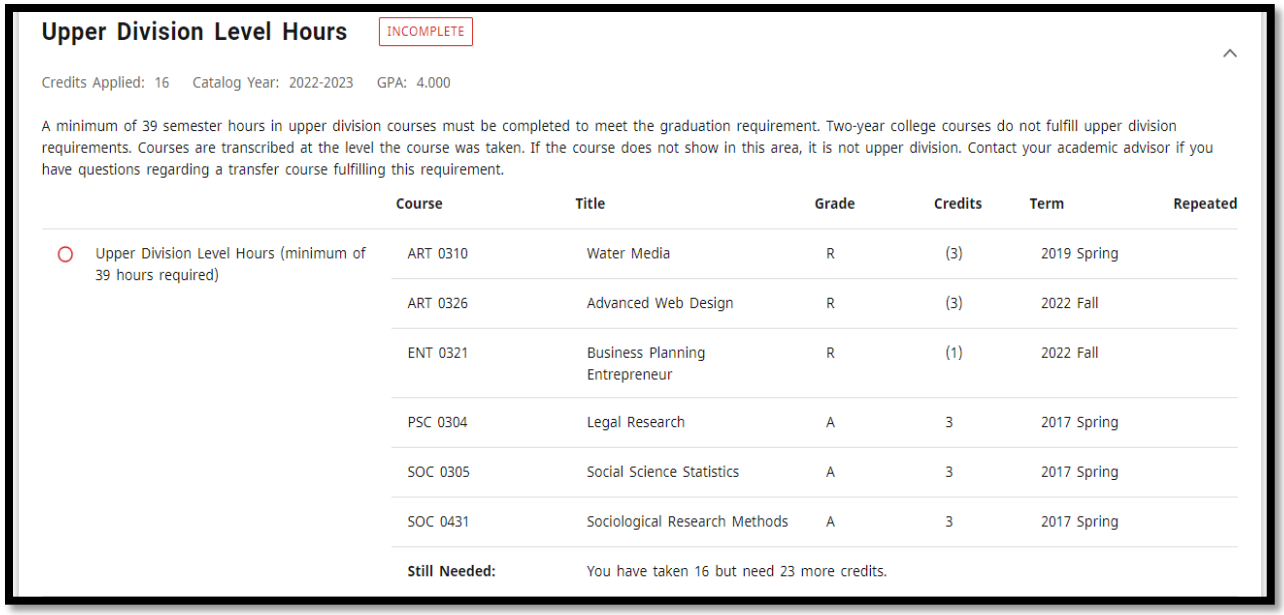
As published in the catalog, transfer courses will be granted lower or upper division attributes based on how the course was originally taken. Credits from two-year colleges will be accepted for lower-level credit only. Students may receive course credit for a 300 or 400 level course, but the credit will not count toward the upper division credit required for a baccalaureate degree.

For example, a student transferred in ART 210 from Crowder and the course is equivalent to MSSU ART 337 so that class is applied to the student's transcript and audit.



The course is not a degree requirement, so it is posted to the "Additional Courses" card as ART 337.

However, since the course was taken at a 2-year community college, it is not eligible to receive upper division attribute and therefore, it is not posted to the "*Upper Division Level Hours"* card as displayed below.



Upper Division Level Hours INCOMPLETE

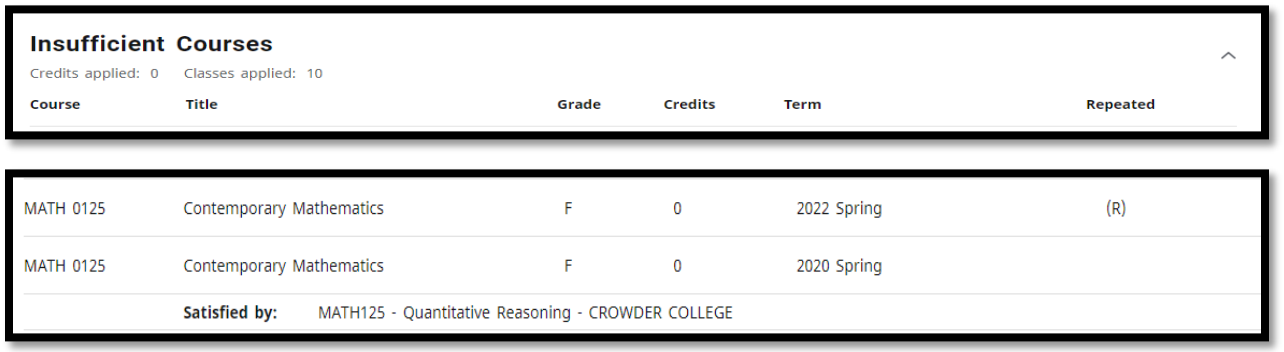
Credits Applied: 16 Catalog Year: 2022-2023 GPA: 4.000

A minimum of 39 semester hours in upper division courses must be completed to meet the graduation requirement. Two-year college courses do not fulfill upper division requirements. Courses are transcribed at the level the course was taken. If the course does not show in this area, it is not upper division. Contact your academic advisor if you have questions regarding a transfer course fulfilling this requirement.

	Course	Title	Grade	Credits	Term	Repeated
○ Upper Division Level Hours (minimum of 39 hours required)	ART 0310	Water Media	R	(3)	2019 Spring	
	ART 0326	Advanced Web Design	R	(3)	2022 Fall	
	ENT 0321	Business Planning Entrepreneur	R	(1)	2022 Fall	
	PSC 0304	Legal Research	A	3	2017 Spring	
	SOC 0305	Social Science Statistics	A	3	2017 Spring	
	SOC 0431	Sociological Research Methods	A	3	2017 Spring	
	Still Needed:	You have taken 16 but need 23 more credits.				

Different Scenarios of how Repeated Courses are placed

The Degree Works auditor places repeated courses into the audit based on grades of previous attempts. Below are two examples of the most common type of placement.
Example 1: The student has two previous attempts for MATH 0125 with grades of “F” placed in the Insufficient Courses card.



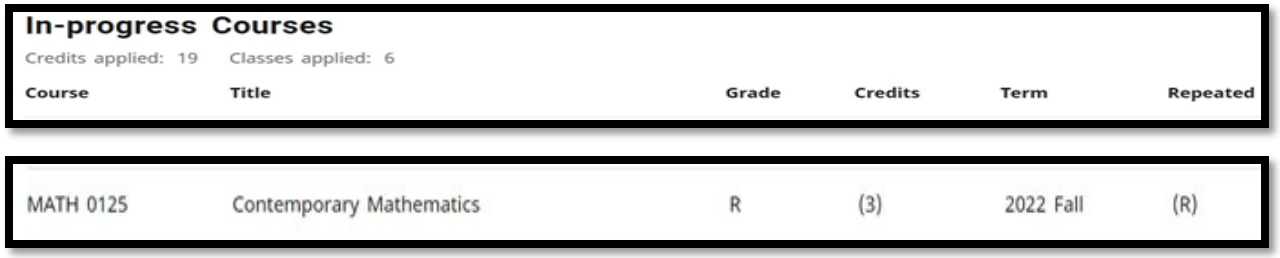
Insufficient Courses

Credits applied: 0 Classes applied: 10

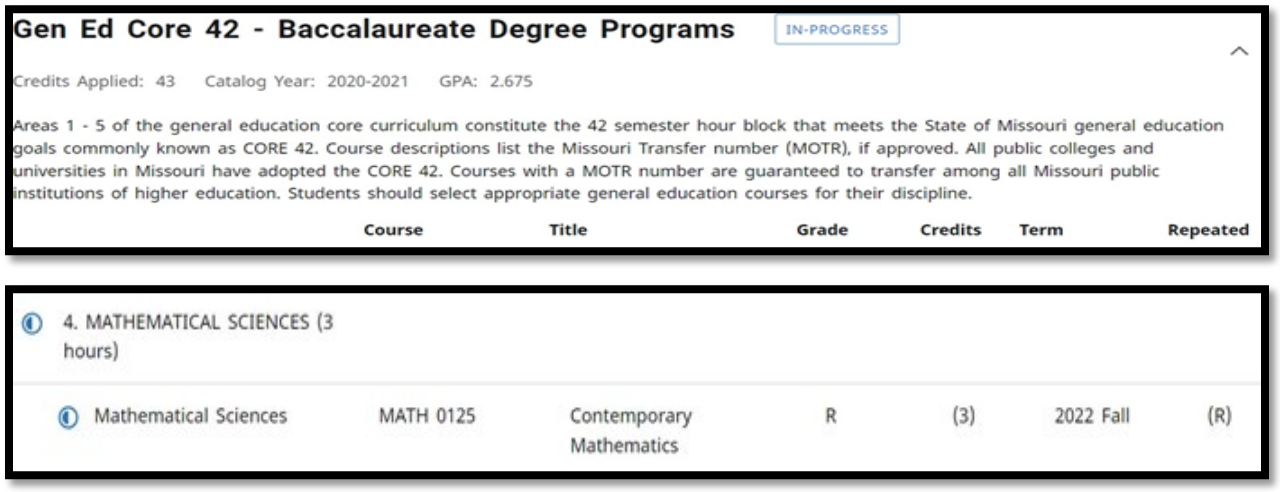
Course	Title	Grade	Credits	Term	Repeated
MATH 0125	Contemporary Mathematics	F	0	2022 Spring	(R)
MATH 0125	Contemporary Mathematics	F	0	2020 Spring	
	Satisfied by:	MATH125 - Quantitative Reasoning - CROWDER COLLEGE			

When the student has a failing grade, you can expect the next attempt to show in two places on the audit, the In-Progress Courses card, and the area that it fulfills within the major (such as a Gen Ed requirement or a specific course for the major). In this case, the course is applied to the Gen Ed.

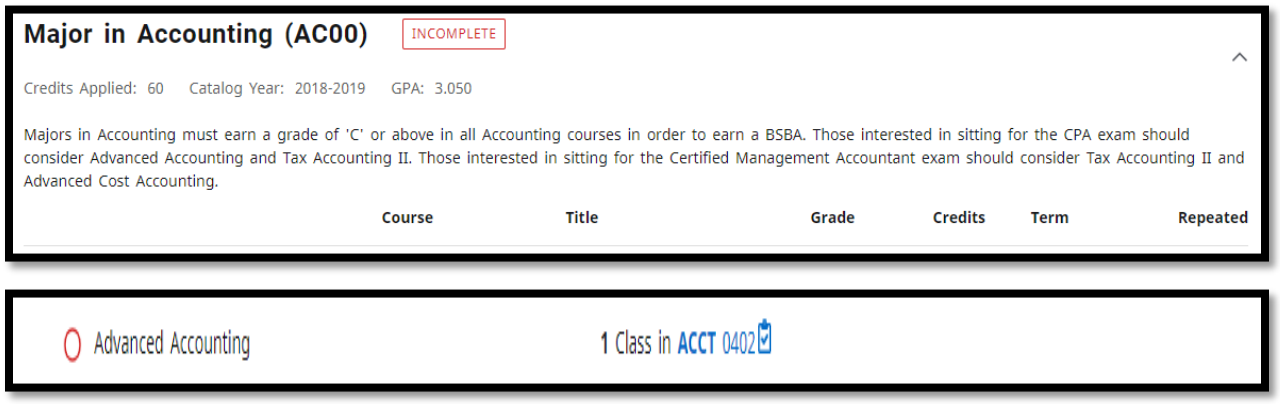
The student is currently enrolled in MATH 0125 as indicated on the In Progress Courses card.



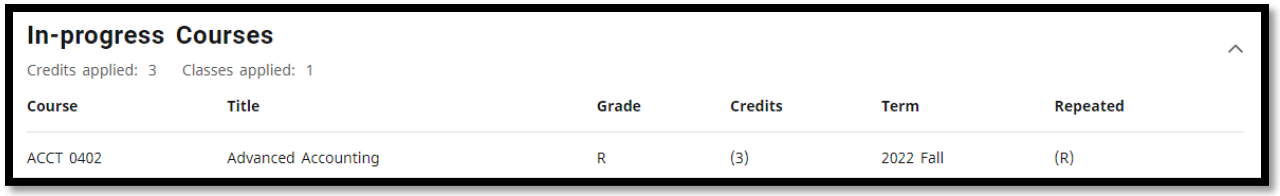
The in-progress course also shows up on the Gen Ed Core 42-Baccalaureate Degree Program card.



Example 2: The student is required to take ACCT 0402 for the Major in Accounting. The requirement does not show met because the student received a “D” grade but needed to have a minimum of a “C” grade.



The student is now currently enrolled in the course again. The new attempt shows on the In-Progress Courses card.

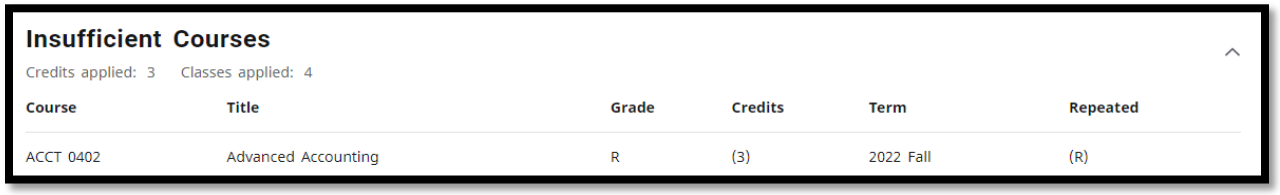


In-progress Courses

Credits applied: 3 Classes applied: 1

Course	Title	Grade	Credits	Term	Repeated
ACCT 0402	Advanced Accounting	R	(3)	2022 Fall	(R)

The course can also be found on the Insufficient Courses card. It will stay there until a new grade posts. If it is a "C" grade or better, it will move to the Major in Accounting card and show the requirement as met.



Insufficient Courses

Credits applied: 3 Classes applied: 4

Course	Title	Grade	Credits	Term	Repeated
ACCT 0402	Advanced Accounting	R	(3)	2022 Fall	(R)

Academic Petitions that occasionally seem to disappear

Approved petitions are usually applied to specific degree requirements. Petitions can fall off or become unhooked due to one or more reasons:

- Because the programming behind the scenes drops an applied petition when there is a change in major, minor, or catalog year on the premise that the petition no longer applies.
- Petitions may unintentionally become unhooked due to periodic Degree Works updates, and it may be unknown to the audit programmers.
- Though petitions may get unhooked from their applied position, they will remain listed in the Academic Petitions card of the audit.

If you notice that a once approved petition has disappeared from where it used to be, contact the Office of the Registrar to discuss reapplying it, if it is still applicable to the degree.

Missouri Civics Achievement Exam

The Missouri Civics Achievement Exam Card is only displayed if the student is required to take the exam. If the student is not required to take the exam, the Civics Exam information will not be present.

- The Civics achievement exam is a state of Missouri graduation requirement effective fall of 2019 for first-time college students pursuing an associate or bachelor's degree.
- At MSSU, this applies to all first-time degree seeking students admitted starting Fall 2019.
- Dual credit students admitted as first-time freshmen are required to pass the exam.
- Transfer students are excluded.
- Students must pass with at least 70% score on the exam.

- Applicable students will not earn their degree if they don't pass the exam. The requirement is included in the graduation checklist.
- High school students who may have taken a kind of civics exam are still required to take the exam required at the college level.
- At Southern, the exam is delivered through the CIVX 100 resource course on Blackboard.
- All students required to take the exam will be automatically enrolled in the course the Friday before the semester starts.
- Every semester, students who have not passed the exam will be enrolled in the course until they pass.
- The audit and transcript of students who pass the exam will be updated at the end of the semester.
- Students are not to be dropped from the class. The Office of the Registrar is the only department that enrolls and drops students from the class if needed. Students are only dropped if they drop all their classes and are therefore not enrolled.
- Students with questions can be referred to the Office of the Registrar or they can email registrar@mssu.edu

Also available for reference is the "***Degree Works Frequently Asked Questions*** and the Degree Works Video tutorials posted on the website.

For general questions regarding an audit, contact the Office of the Registrar at degreeworks@mssu.edu