

DEGREE WORKS

Student Manual



Degree Works – Getting Started

How do I access Degree Works?

1. Log in to BannerWeb - <http://banner.northgatech.edu>
2. Click on Student Services
3. Click on **Degree Works** link

Student Services

Student Records

Pay On-line: View your holds; Display your grades and transcripts; Review charges and payments.

Registration

Check your registration status; Add or drop classes; Select variable credits, grading modes, or levels; Display your class schedule.

Admissions

File an application for admissions; Review existing applications, their status, and the status of supporting requirements.

Financial Aid

Student Authorization: Apply for Financial Aid; Review the status of your financial aid applications; Check status of document requirements; Review loans.

Degree Works

NGTC Advising System

Audit Worksheet Overview

The *Student View* in Degree Works provides general information about your completed and remaining program requirements, grouped into blocks.

North Georgia Technical College Degree Works

Student View AA573NBZ as of 06/17/2015 at 13:39	
Student	Degree
ID	Major
Advisor	Overall GPA
Online Ready	Holds
Phone Number (000) 000-0000	

Student	Displays Full Name	Degree	Displays the Degree you will earn upon graduating
ID	Displays your NGTC Student ID number	Major	Displays your program major
Advisor	Displays your Program Advisor	Overall GPA	Displays your overall GPA for all NGTC coursework
Online Ready	Completion of the Online Readiness Survey available under Advisement on the Current Students tab	Holds	Displays any holds to your student account
Phone Number	Displays your phone number. If number is incorrect complete a Change of Name/Address form .		

Legend and Disclaimer

The legend, which near the bottom of the page, contains all of the unique symbols that are important for interpreting the Degree Works audit worksheet.

Legend

<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	* Prerequisite Required	(TR) Transfer Class	(EX) Exempt Class
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	@ Any course number	(AU) Audited Class	

Complete – This symbol will appear beside all requirements that have been completed within the audit. The row will highlighted light yellow and will display the course(s) that fulfilled the requirement along with the grade and term in which the course was taken.

Not Complete – This symbol will appear beside all requirements that have not yet been completed. The row will be highlighted in red and will also indicate the courses(s) that will be required to complete the requirement.

General Education Core AAS		Academic Year: Fall Semester 2015			
<input type="checkbox"/> GENERAL EDUCATION CORE AND COLL 1010					
<input type="checkbox"/> College and Career Success Skills		Still Needed: 1 Class in COLL 1010			
<input checked="" type="checkbox"/> Composition & Rhetoric	ENGL 1101	Composition and Rhetoric	B	3	Spring 2015
<input checked="" type="checkbox"/> Introductory Psychology	PSYC 1101	Introductory Psychology	TRB	3	Fall 2014
Satisfied by		PSY150 - General Psychology - Southwestern Community College			
<input type="checkbox"/> Area III Natural Sciences/Mathematics		Still Needed: 1 Class in MATH 1101* or 1111* or 1127*			
<input checked="" type="checkbox"/> Area IV Humanities/Fine Arts	ARTS 1101	Art Appreciation	TRC	3	Fall 2014
Satisfied by		HUM160 - Introduction to Film - Southwestern Community College			

Course Links – When a requirement has not yet been completed, the audit will display courses that are required to complete the requirement. The courses are also hyperlinks, and when clicked will display catalog information about the course. Course numbers that are followed by an * indicate the course contains prerequisites.

General Education Core AAS		Academic Year: Fall Semester 2015			
<input type="checkbox"/> GENERAL EDUCATION CORE AND COLL 1010					
<input type="checkbox"/> College and Career Success Skills		Still Needed: 1 Class in COLL 1010			
<input checked="" type="checkbox"/> Composition & Rhetoric	ENGL 1101	Composition and Rhetoric	B	3	Spring 2015
<input checked="" type="checkbox"/> Introductory Psychology	PSYC 1101	Introductory Psychology	TRB	3	Fall 2014
Satisfied by		PSY150 - General Psychology - Southwestern Community College			
<input type="checkbox"/> Area III Natural Sciences/Mathematics		Still Needed: 1 Class in MATH 1101* or 1111* or 1127*			
<input checked="" type="checkbox"/> Area IV Humanities/Fine Arts	ARTS 1101	Art Appreciation	TRC	3	Fall 2014
Satisfied by		HUM160 - Introduction to Film - Southwestern Community College			

In Progress – This symbol will appear for requirements where the classes needed to fulfill the requirement are currently being taken or are registered to be taken for a future semester. The row will be highlighted light blue and include the semester the course is to be taken.

General Education Core AAS		Academic Year: Summer Semester 2015			
<input checked="" type="checkbox"/> GENERAL EDUCATION CORE					
<input checked="" type="checkbox"/> Composition & Rhetoric	ENGL 1101	Composition and Rhetoric	B	3	Spring 2012
<input checked="" type="checkbox"/> Language Arts/Communication Elective	ENGL 1102	Literature and Composition	B	3	Summer 2012
<input checked="" type="checkbox"/> Area II Social/Behavioral Sciences	PSYC 1101	Introductory Psychology	B	3	Fall 2012
<input checked="" type="checkbox"/> Area III Natural Sciences/Mathematics	MATH 1111	College Algebra	A	3	Summer 2012
<input checked="" type="checkbox"/> Area IV Humanities/Fine Arts	ENGL 2130	American Literature	B	3	Summer 2013
<input checked="" type="checkbox"/> General Education Elective	SOCI 1101	Introduction to Sociology	NA	(3)	Summer 2015

Disclaimer - It is important to read and understand the disclaimer located at the bottom of the worksheet. Please note that this audit worksheet is not an official transcript or an official notification of completion of degree, diploma, or certificate requirements. You should refer to the NGTC college catalog and talk with your advisor to fully interpret the audit worksheet.

Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Students are responsible for complying with all academic policies as published in the North Georgia Technical College catalog, including any requirements that may not be included in this DegreeWorks worksheet report.

Blocks

Each section in a Degree Works audit worksheet is called a Block. Each block header will contain a title and the Academic Year, which is your official catalog term.

Diploma(Or Degree or Certificate) - This block contains summary of general requirements; 25% of coursework taken at NGTC, Learning Support, Gen Ed Core, and Diploma Requirements.

Diploma		Academic Year: Spring Semester 2014
A minimum of 25% of your curriculum must be completed at your home school.		
<input checked="" type="checkbox"/> You meet the minimum GPA requirement.		
<input type="checkbox"/> Learning Support	Still Needed:	See Learning Support Classes section
<input type="checkbox"/> General Education Core	Still Needed:	See General Education Core Diploma section
<input type="checkbox"/> Diploma Requirements	Still Needed:	See Diploma in Business Admin Tech section

Learning Support Classes – This block shows which learning support courses (if any) you need or are currently taking.

Learning Support Classes		Academic Year: Spring Semester 2014
<input type="checkbox"/> MATH 0090 In-Progress		
<input type="checkbox"/> ENGL 0090 In-Progress		
<input type="checkbox"/> Learning Support Reading	Still Needed:	1 Class in READ 0090*

General Education Core – Contains the general education core requirements for your program.

General Education Core Diploma		Academic Year: Spring Semester 2014
<input type="checkbox"/> GENERAL EDUCATION CORE		
<input checked="" type="checkbox"/> Interpersonal Relations & Professional Development	EMP 1000	Interpersonal Rel & Prof Dev B 2 2 Fall 2009
<input type="checkbox"/> English	Still Needed:	1 Class in ENGL 1010*
<input type="checkbox"/> Mathematics	Still Needed:	1 Class in MATH 1012*

Diploma, Degree or Certificate in ... – Within in this block are the major requirements for your program.

Diploma in Business Admin Tech		Academic Year: Spring Semester 2014
<input checked="" type="checkbox"/> Introduction to Computers	COMP 1000	Introduction to Computers NA (3) Spring 2014
<input type="checkbox"/> Word Processing	Still Needed:	1 Class in BUSN 1400* Age <= 4
<input type="checkbox"/> Document Production	Still Needed:	1 Class in BUSN 1440* Age <= 4
<input type="checkbox"/> Business Document Proofreading & Editing	Still Needed:	1 Class in BUSN 2190* Age <= 4
<input type="checkbox"/> Office or Financial Accounting	Still Needed:	1 Class in ACCT 1100 or BUSN 2200 Age <= 4
<input type="checkbox"/> Specialization in Business Admin.		(See Specialization in Business Admin. Assistant section)
<input type="checkbox"/> Specialization in Medical Admin.		(See Specialization in Medical Admin. Assistant section)

Specialization - This block contains required specializations (if any) for your degree. Only one specialization is required.

Specialization in Business Admin. Assistant		Academic Year:	Spring Semester 2014
<input type="checkbox"/> Digital Technologies in Business	Still Needed:	1 Class in BUSN 1190* Age <= 4	
<input type="checkbox"/> Office Procedures	Still Needed:	1 Class in BUSN 1240* Age <= 4	
<input type="checkbox"/> Spreadsheet Applications	Still Needed:	1 Class in BUSN 1410* or ACCT 1120* Age <= 4	
<input type="checkbox"/> Desktop Publishing and Presentation Applications	Still Needed:	1 Class in BUSN 1430* Age <= 4	
<input type="checkbox"/> Electronic Mail Applications	Still Needed:	1 Class in BUSN 2160* Age <= 4	
<input type="checkbox"/> Applied Office Procedures	Still Needed:	1 Class in BUSN 2210* Age <= 4	
<input type="checkbox"/> Specific Occupational-Guided Electives	Still Needed:	6 Credits in ACCT 1105* or 1115* or 1125 or 1130* or 2145 or 2140 or COLL 1000 or BAFN 1100 or BUSN 1100 or 1300 or 1410* or 1420* or 1430* or 2240* or 2250* or 2380* or 2390* or MGMT 1100 or 1105 or 1125 or 2215	

Specialization in Medical Admin. Assistant		Academic Year:	Spring Semester 2014
<input type="checkbox"/> Medical Terminology	Still Needed:	1 Class in BUSN 2300 or ALHS 1090 Age <= 4	
<input type="checkbox"/> Anatomy	Still Needed:	1 Class in BUSN 2310 Age <= 4 or ALHS 1011 Age <= 4	
<input type="checkbox"/> Medical Administrative Procedures	Still Needed:	1 Class in BUSN 2340* Age <= 4	
<input type="checkbox"/> Medical Office Billing/Coding/Insurance	Still Needed:	1 Class in BUSN 2370* Age <= 4	
<input type="checkbox"/> Human Pathological Conditions	Still Needed:	1 Class in MAST 1120* Age <= 4	
<input type="checkbox"/> Specific Occupational-Guided Electives	Still Needed:	9 Credits in ACCT 1105* or 1115* or 1125 or 1130* or 2145 or 2140 or BAFN 1100 or BUSN 1100 or 1240* or 1300 or 1410* or 1420* or 1430* or 2240* or 2250* or 2380* or 2390* or COLL 1000 or MGMT 1100 or 1105 or 1125 or 2215	

Fallthrough Courses – This block contains courses taken in other majors/transferred that do not apply to the current major.

Fallthrough Courses				Credits Applied:	3.33	Classes Applied:	1
MSD 103	Leadership	B 2	3.33	Fall 2009			

Insufficient - This block contains courses with insufficient grades or expired time limits.

Insufficient				Credits Applied:	2	Classes Applied:	2
MAT 097	Math III	F*2	0	Summer 2009			
SCT 100	Intro to Microcomputers	C 2	2	Summer 2009			

In-progress – Within this block are courses being taken this term or registered for in future terms. Also indicated by the blue highlight in the audit.

In-progress				Credits Applied:	9	Classes Applied:	3
COMP 1000	Introduction to Computers	NA	3	Spring 2014			
ENGL 0090	Learning Support English	NA	3	Spring 2014			
MATH 0090	Learning Support Math	NA	3	Spring 2014			

Not Counted - This block contains courses that do not apply toward the graduation requirements (usually Learning Support).

Not Counted				Credits Applied:	6	Classes Applied:	2
ENGL 0090	Learning Support English	NA	3	Spring 2014			
MATH 0090	Learning Support Math	NA	3	Spring 2014			

Graduation Status – This block list program majors. The Status is “Sought” for any major the student has completed one term in but not completed. The Registrar’s Office changes the status to “Pending” when a graduation application has been received and has passed the initial audit pending successful completion of the student’s last term. “Awarded” means the student has graduated from a program. Date Received contains the graduation date for “Pending” or “Awarded”.

Graduation Status			
Major Code	Major Description	Status	Date Received
BAT2	Business Admin. Tech. Diploma	Sought	
CJ02	Criminal Justice Diploma	Sought	

Test Scores – Within this block are test scores.

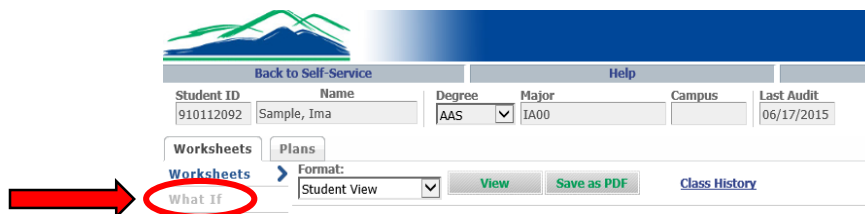
Test Scores			
Test	Description	Date Taken	Score
ASRB	ASSET Reading-B	04-JUN-09	
ASWB	ASSET Writing-B	04-JUN-09	
COM1	Compass Reading	19-MAY-09	
COM2	Compass Writing	19-MAY-09	
COM3	Compass Math	19-MAY-09	
COM4	Compass Algebra	19-MAY-09	

What If

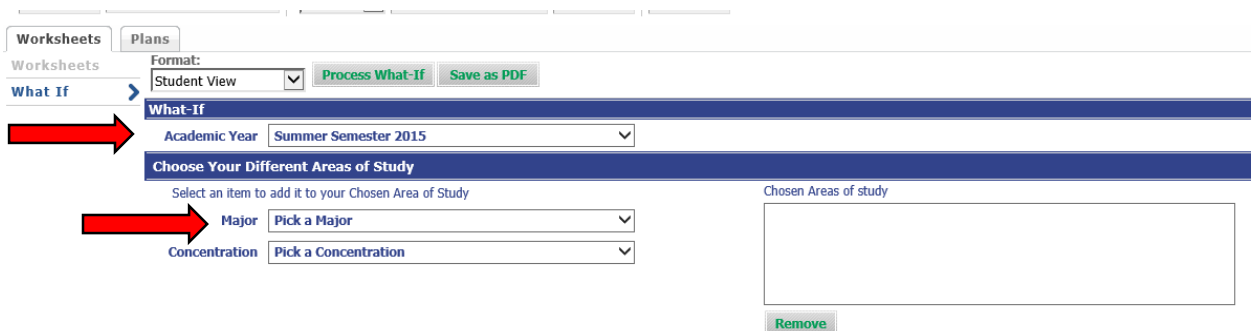
If you are thinking of changing your major, the “What If” audit function allows you to hypothetically change your program major. The “What If” audit will show you what coursework is required for the new program major, what courses you have taken that satisfy requirements, and what courses are still left for you to take.

To use the What If function:

1. Click on the “What If” link on the left-side of the audit screen under the “Worksheets” tab.



2. Use the drop down boxes to select the desired Academic Year and Major.



- Your selection for each area will be added to the list box on the right side of the page. If you would like to change your major, click the “Remove” button located below the list box

“Pick a Concentration” is only required when selecting the Health Care Assistant major.

- Once the “What If” audit has been generated, it will look like the regular Worksheet audit; however, “What If” appears in the top right corner. The “What If” audit display program requirements, including satisfied requirements.

Printing a What If Audit

You have two options:

- On the “What If” audit you can click Print at the top of the page.

- Once you have made your selections on the “What If” parameters screen, click “Save as PDF”. Clicking this button at the top of the screen will process the “What If” and the PDF document will pop up on the screen allowing you to print it out or save it.

The screenshot shows the 'What-If' parameters screen. At the top, there are tabs for 'Worksheets' and 'Plans'. Below the tabs, there is a 'Format:' dropdown menu set to 'Student View'. To the right of the dropdown are two buttons: 'Process What-If' and 'Save as PDF'. The 'Save as PDF' button is circled in red. Below the 'Format:' dropdown is a 'What-If' section with a dropdown menu set to 'Fall Semester 2015'. Underneath is a 'Choose Your Different Areas of Study' section. It includes a prompt 'Select an item to add it to your Chosen Area of Study' and two dropdown menus: 'Major' (set to 'Pick a Major') and 'Concentration' (set to 'Pick a Concentration'). To the right of these dropdowns is a text box labeled 'Chosen Areas of study' containing the text 'MAJOR : Accounting Diploma'. Below the text box is a 'Remove' button.

Please note “What If” audits are unofficial nor do they guarantee acceptance into a program. If you would like to change your major, please discuss the options with the academic advisor and complete a [Change of Program form](#).

PLANS

You may access your graduation plan by clicking on “Plans” on the

The screenshot shows the navigation bar. There are three tabs: 'Worksheets', 'Plans', and 'What If'. The 'Plans' tab is circled in red. Below the tabs, there is a 'Format:' dropdown menu set to 'Student View'. To the right of the dropdown are two buttons: 'View' and 'Save as PDF'.

To print your plan, click “Print” in the lower right corner under the Plans Disclaimer.

Disclaimer: You are encouraged to use this Student Planner as a guide when planning your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Students are responsible for complying with all academic policies as published in the North Georgia Technical College catalog, including any requirements that may not be included in this Degree Works Student Planner.

Last updated by: on 17-Jun-2015

Aud Print

Contact your academic advisor to make changes to your graduation plan.

To return to your audit Worksheet, click the Worksheets tab.

The screenshot shows the navigation bar. There are three tabs: 'Worksheets', 'Plans', and 'What If'. The 'Worksheets' tab is circled in red. Below the tabs, there is a 'Format:' dropdown menu set to 'Student View'. To the right of the dropdown are two buttons: 'View' and 'Save as PDF'.

Questions - *Who should I contact if I still have questions?*

Please refer to [Degree Works FAQs](#) for answers to frequently asked questions.

Your academic advisor is your primary contact for questions concerning your program of study, course selections, change of major, academic achievement and degree requirements.

If you have problems running your audit or receive an error, please send details of your error to Degree Works Help at degreeworks@northgatech.edu from your student email.

Important Note:

DegreeWorks is designed to aid and facilitate academic advising, but is not intended to replace face-to-face advising sessions. It is neither an official academic transcript nor an official notification of degree requirements and should not be treated as such.