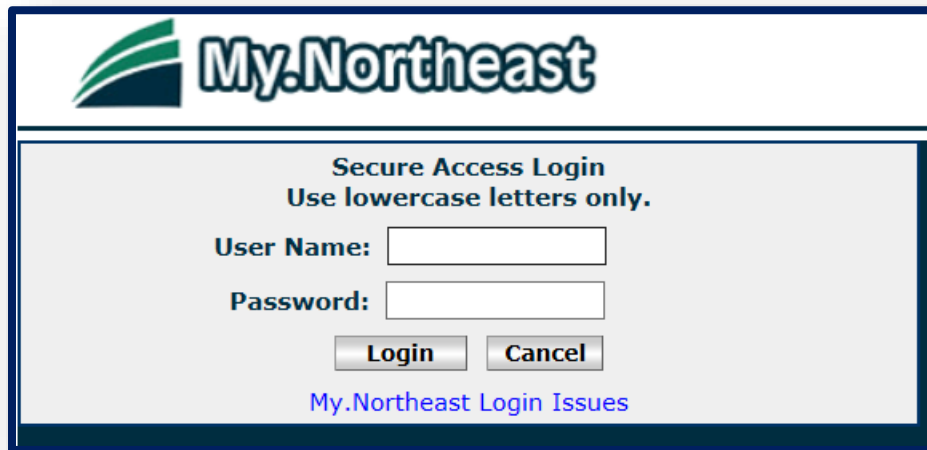


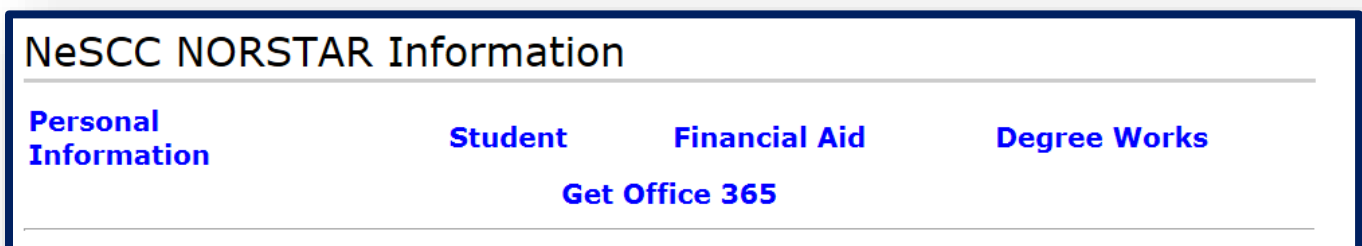
Logging into Degree Works

1) To access Degree Works you will need to log in to your My.Northeast account.



The image shows a login window for My.Northeast. At the top left is the My.Northeast logo. Below it, the text reads "Secure Access Login" and "Use lowercase letters only." There are two input fields: "User Name:" and "Password:". Below the fields are two buttons: "Login" and "Cancel". At the bottom, there is a link that says "My.Northeast Login Issues".

2) Click on Degree Works.



The image shows a navigation bar for NeSCC NORSTAR Information. It has a title "NeSCC NORSTAR Information" at the top. Below the title, there are four main menu items: "Personal Information", "Student", "Financial Aid", and "Degree Works". Under the "Student" menu item, there is a sub-item "Get Office 365".

Audit Overview

The first section of the audit, the Student Header, contains key elements of your student record such as Degree, Major, Class Level, Advisor, GPA, Earned Credit Hours*, etc.








Student Header

Student View AA14A9W8 as of 05/05/2016 at 11:40			
Student ID	[REDACTED]	Degree	Associate of Science
Class Level	Sophomore	College	General Education
Advisor	Peters, Audrey D	Major	University Parallel (AA or AS)
Substitutions		Concentration	General - TBR Transfer (AS-UNPA)
Student Type	Continuing	Registration Holds	Accounts Receivable
		Earned Credit Hours	58
		Directory Restriction	N
		Overall GPA	3.603
		Messages	Honors Program Participant
		Third Party Release	[REDACTED] (FA/Acad)
		Graduation Holds	Missing 4hrs electives
		Transfer Credit Hours	

*Note: Earned Credit Hours are college level hours only that include transfer hours.

Legend

The legend contains all of the unique symbols that are important for interpreting the Degree Works audit.

Legend	
	Complete
	Complete except for classes in-progress
	Transfer Class
	Prerequisite
	Not Complete
	Nearly complete - see advisor
	Any course number

- ✔ **Complete** – This symbol will appear beside all requirements that have been completed within the audit. The row will be 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.

COMMUNICATIONS						
✔ Composition I	ENGL 1010 Satisfied by	Composition I engl101 - Univ Tennessee Knoxville*	TC	3	Spring 2011	
☐ Composition II	Still Needed: 1 Class in ENGL 1020					

- ☐ **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 course(s) that will be required to complete the requirement.

COMMUNICATIONS						
✔ Composition I	ENGL 1010 Satisfied by	Composition I engl101 - Univ Tennessee Knoxville*	TC	3	Spring 2011	
☐ Composition II	Still Needed: 1 Class in ENGL 1020					

Course Links – When a requirement has not yet been completed, the audit will display courses that are required to complete the requirement. These courses are also hyperlinks, that when clicked, will display catalog information about the course.

COMMUNICATIONS						
✔ Composition I	ENGL 1010 Satisfied by	Composition I engl101 - Univ Tennessee Knoxville*	TC	3	Spring 2011	
☐ Composition II	Still Needed: 1 Class in ENGL 1020					

- ☒ **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 term. The row will be highlighted light blue and the grade section for the course will display (IP).

COMMUNICATIONS						
✔ Composition I	ENGL 1010	Composition I (E-Reading)	A	3	Spring 2013	
☒ Composition II	ENGL 1020	Composition II	IP	(3)	Spring 2014	
✔ Fund of Speech, Public Speaking, Argumentation	SPCH 2300	Public Speaking E-Reading	A	3	Fall 2012	

Degree Works Wildcard (@) - The “@” symbol in Degree Works works as a wildcard. This means that it represents all classes when used as a prefix, and can also be used to represent all course numbers. When a course prefix is followed by the @ symbol (CHEM @) this means any course number for that prefix can be used to fulfill the requirement.

Theatre Electives

Still Needed: 7 Credits in THEA @ Except THEA 2010 or 2020

In this example the requirements could be fulfilled by any THEA course except for THEA 2010 or 2020.

Blocks

Each section in a Degree Works audit is called a “Block”. Each block header will contain a title for the block and will also display specific course information for that block such as credits applied and classes applied for that block. Like individual requirements, the block header will also contain a symbol stating the status of all requirements within the block.

In-Progress – This block will be located directly above the legend on the bottom. Within this block will be a list of all the courses that you are currently taking and also the courses you are pre-registered for. The top-right corner of the block will display the total number of credits applied and classes applied for this block.

In-progress		Credits Applied: 10		Classes Applied: 4
AUTO 2990	Special Topics-Auto Body	IP	1	Spring 2014
ENGL 0870	Basic/Developmental Writing	IP	3	Spring 2014
INTC 1020	Safety in the Workplace	IP	3	Spring 2014
MATH 0803	LS Math 3	IP	3	Spring 2014

Degree Requirements – This is the main block that houses all of the global rules that apply to all other blocks within the audit. This block will never have the “Complete” symbol until all other blocks have been completed. Within this block you will also find “Unmet Conditions” which are requirements that must be met in order to graduate (residency requirement, Veterans status, etc.). The top-right corner of this block displays the Catalog Year.

Degree in Associate of Science		Catalog Year: Spring 2012
Unmet conditions for this set of requirements: 21 of the last 30 credits must be taken in residence		
<input type="checkbox"/> Apply for Graduation	Still Needed: An application for graduation is required. Submit application to the Admission and Records Office.	
<input checked="" type="checkbox"/> Student not receiving Veterans benefits		
<input type="checkbox"/> Your GPA is below 2.0 - please consult an advisor		

Core Requirements – In this block you will find all the core classes that are required for your degree. The top-right corner of this block will display your Catalog Year, Credits Required, and Credits Applied.

Major in Tennessee Transfer Pathways		Catalog Year:	Spring 2012	Credits Required:	61
				Credits Applied:	15
Unmet conditions for this set of requirements: 61-62 credits are required. You currently have 15, you still need 46 more credits.					
COMMUNICATIONS					
<input checked="" type="checkbox"/>	Composition I	ENGL 1010 Satisfied by	Composition I ENGL1010 - Critical Reading & Exp Writing - East Tennessee State Univ	TB-	3 Spring 2012
<input checked="" type="checkbox"/>	Composition II	ENGL 1020 Satisfied by	Composition II ENGL1020 - Critical Thinking & Argumentat - East Tennessee State Univ	TB-	3 Spring 2012
<input type="checkbox"/>	Fund of Speech, Public Speaking, Argumentation	Still Needed: 1 Class in SPCH 1010 or 2300 or 2320 or TBRC 9990			
HUMANITIES & FINE ARTS					
<input type="checkbox"/>	Literature	Still Needed: 1 Class in ENGL 2030 or 2110 or 2120 or 2130 or 2180 or 2210 or 2220 or 2330 or TBRL 9990			
<input type="checkbox"/>	Humanities & Fine Arts	Still Needed: 2 Classes in ARTH 1030 or 2010 or 2020 or ENGL 2030 or 2110 or 2120 or 2130 or 2180 or 2210 or 2220 or 2330 or HUM 2010 or 2020 or 2340 or 2350 or MUS 1030 or PHIL 1030 or 2020 or 2210 or TBRH 9990 or THEA 1030 or 2010 or 2020			
BEHAVIORAL AND SOCIAL SCIENCES					
<input type="checkbox"/>		SOCI 1010 Satisfied by	Intro to Sociology SOAA1020 - Intro to Sociology - East Tennessee State Univ	TB+	3 Spring 2012
		Still Needed: 1 Class in ECON 1050 or 2010 or 2020 or GEOG 2010 or 1030 or POLS 1030 or PSYC 1030 or 2130 or SOCI 1020 or 1030 or 2010 or SOCW 2010 or TBRB 9990 or WMST 2010			
HISTORY					
<input type="checkbox"/>		HIST 2010 Satisfied by	U.S. History I HIST2010 - The US to 1877 - East Tennessee State Univ	TA-	3 Spring 2012
		Still Needed: 1 Class in HIST 1210 or 1220 or 2020 or 2030			
NATURAL SCIENCE					
<input type="checkbox"/>	General Biology I (Majors)	Still Needed: 1 Class in BIOL 1110			
<input type="checkbox"/>	General Biology II (Majors)	Still Needed: 1 Class in BIOL 1120			

Major Requirements – This block will house all of the major requirements for your degree. If you have a concentration, this block will display the specific courses for that concentration. The exit examination requirement is also listed just below these requirements.

CONCENTRATION IN BIOLOGY					
AT UT Knoxville, the math course must be Calculus II. AT UT Knoxville, this sequence must be Organic Chemistry I and either a course in cell biology with laboratory or genetics with laboratory. Tennessee Transfer Path to UT/TBR four year universities in compliance with Complete College Tennessee Act of 2010.					
<input type="checkbox"/>	General Chemistry I	Still Needed: 1 Class in CHEM 1110			
<input type="checkbox"/>	General Chemistry II	Still Needed: 1 Class in CHEM 1120			
<input type="checkbox"/>	Organic Chemistry I	Still Needed: 1 Class in CHEM 2010*			
<input type="checkbox"/>	Organic Chemistry II	Still Needed: 1 Class in CHEM 2020			
<input checked="" type="checkbox"/>	Probability & Statistics or Calculus II	MATH 1530 Satisfied by	Prob & Stats (Non Calculus) MATH1530 - Probability & Statistics - East Tennessee State Univ	TD	3 Spring 2012
<input type="checkbox"/>	Exit Examination Completed	Still Needed: Exit Examination Required			

Electives Not Required for Degree – This block will display all completed courses that are not currently being used to fulfill a requirement within the audit. The content of this block will fluctuate as more and more courses are taken.

Electives Not Required for Degree		Credits Applied: 4		Classes Applied: 2
EDUC 2990	Special Topics- CAMP COLLEGE	A	1	Summer 2013
INFS 1010	Computer Applications	B	3	Fall 2013

Insufficient – This block will display all the courses that do not meet the minimum required grade for the major.

Insufficient		Credits Applied: 0		Classes Applied: 3
BIOL 1110	General Biology I	F	0	Fall 2013
ENGL 1010	Composition I (E-Reading)	F	0	Fall 2013
SOCI 1010	Intro to Sociology	F	0	Fall 2013

Not Applicable to Degree – Within this block will be all of the courses that are not counted towards your degree.

Not Applicable to Degree		Credits Applied: 3		Classes Applied: 3
MATH 0892	Operations w/Alg. Exp. (MLS 2)	A	1	Fall 2011
MATH 0893	Linear Equations (MLS 4)	A	1	Fall 2011
MATH 0894	Analyze Graphs (MLS 3)	A	1	Fall 2011

Note: Courses that appear in these 3 sections will not count towards your degree but may still count in your GPA.

Registration Checklist

Registration Checklist option is a worksheet view that will only show the courses still needed to complete your degree.

Worksheets > **Format:** Registration Checklist **View** **Save as PDF** **Class History**

History **Master Environment**

What If **Degree in Associate of Applied Science** **Catalog Year:** Spring Term 2014

Look Ahead **Major in Nursing** **Catalog Year:** Spring Term 2014 **Credits Required:** 65
GPA: 0 **Credits Applied:** 12

Legend

- Complete
- Complete except for classes in progress
- Transfer Class
- Prerequisite
- Not Complete
- Nearly complete - see advisor

Still Needed: An application for graduation is required. Submit application to the Admission and Records Office.

Still Needed: 3 Credits in ARTH 1030 or 2010 or 2020 or ENGL 2030 or 2110 or 2120 or 2130 or 2180 or 2210 or 2220 or 2330 or HUM 2010 or 2020 or 2340 or 2350 or MUS 1030 or PHIL 1030 or 2020 or 2210 or THEA 1030 or 2010 or 2020

Still Needed: 1 Class in BIOL 1230

Still Needed: 1 Class in BIOL 2010

Still Needed: 1 Class in BIOL 2020

Still Needed: 1 Class in NURS 1100

Still Needed: 1 Class in NURS 1200

Still Needed: 1 Class in NURS 2000

Still Needed: 1 Class in NURS 2200

Still Needed: 1 Class in NURS 2400

Still Needed: 1 Class in NURS 2600

Still Needed: Exit Examination Required