About Degree Works

What is Degree Works?

Degree Works is a web-based advising tool designed for students and academic advisors to assist in monitoring a student’s academic progress toward degree completion. Degree Works also allows students and their advisors to plan future academic coursework.

What is an audit?

A Degree Works audit is a review of past, current and "planned" coursework that provides information on completed and outstanding requirements necessary to complete a degree/major/minor/concentration. The audit is divided into block requirements such as Degree, General Education, and Major Requirements. Each block works like a checklist with boxes that are automatically checked when a requirement is met. Review the audit legend for more information.

Is my information confidential?

Yes. Degree Works is accessed through your secure NEST (portal) login.

Who has the ability to access Degree Works?

Like other processes you use through NEST, Degree Works is accessed through your secure login. Remember that your academic advisor(s), Graduate Program Coordinator and other authorized staff will be able to view the information contained in Degree Works.

Can I register for classes in Degree Works?

No. Degree Works is a snapshot of courses in-progress, planned, and in academic history. Registration, add/drop, etc., are still handled through the registration function through NEST.

Are my grades visible in Degree Works?

Yes. Once grades have been processed at the end of the semester, they are viewable in Degree Works. Courses in-progress are listed with a grade of "REG."
Is Degree Works a transcript? Is my audit the same as my transcript?

No. Degree Works is an audit of your progress toward graduation, as well as an outline of requirements still needed to complete your program of study. Your transcript is your official academic record and provides a chronological list of courses completed and other academic information. You can view your unofficial transcript through NEST and request an official transcript by contacting the Office of the Registrar.

Can I see a list of all of the classes I've taken?

Yes. Click on the "class history" link at the top of your audit for a printable list of courses taken.

Can I see my placement test results?

Yes. Click the “Test Scores” link at the top of your degree audit. This will display your placements based on any placement tests you have taken. To interpret these results, click on “Test Score Interpretation” at the top of the page.

What do I do if I believe my information is incorrect?

You should first consult with your academic advisor and review your audit with him/her to ensure accuracy.

The first step is to clarify what information you believe is wrong. These are some of the most common problems and courses of action:

*My major is wrong on my audit.*

If you have not officially changed/declared your major, you will need to do so and have it approved for the change to occur. If you believe you have already officially changed/declared your major, contact the Office of the Registrar for a status update.

*The requirements for my major are wrong.*

Look at the catalog term that appears on the major requirements block of the audit. According to our records this is the catalog (entry year for your class) that you are using to complete your major requirements. If you believe you should be using older or newer requirements, contact the Chair of your academic department and the Office of the Registrar.

*My transfer courses don’t appear in the right place.*

If you are concerned about a transfer course that should be applying in the audit, contact your academic advisor.
Classes are not applying in the “right” place.

Degree Works uses a ‘best fit’ approach for meeting requirements so classes may apply to different sections as you take more courses. If you have further questions, please contact your academic advisor or the Office of the Registrar.

My minor is missing from my audit.

If you have not officially declared your minor, you will need to request a declaration of minor (and have it approved) for the update to occur. If you believe you have already officially declared a minor, contact the Office of the Registrar for a status update.

How can I update information?

You cannot update course information in Degree Works. If you need to change your major/minor/concentration (Undergraduates only), you need to complete a "Change of Major", available in each academic department, and obtain approval from the department. Graduate students must consult with their Graduate Program Coordinator and contact the Graduate School. The Office of the Registrar updates your record.

Using the Audit

What will my audit show me?

Your audit will display the courses you've taken (both here at Montclair State University and at other institutions) and those in progress. The audit will show you any degree, major, minor, concentration, and additional requirements that are being met by the courses you've taken or that may be met upon satisfactory completion of courses in progress.

Will I be able to view my entire history of courses taken at Montclair State University and other schools?

Degree Works uses the information that is current for your audit. You will be able to view any courses that have been completed/registered for/transferred by the date your audit was last refreshed (data is dynamically refreshed). Keep in mind that any grade changes that have not been formally submitted and accepted will not appear on your audit. Transfer work in progress will show with 0 credits.
How do I know what classes I need to take?

Your audit will outline for you courses still needed to meet degree, major, minor, concentration, and/or additional requirements within each specific block. You may then use this information to discuss your academic plan with your academic advisor.

Can I view course information in Degree Works?

Yes. By clicking on a course in your audit you can view the course description, pre-requisites required, and available course sections for the upcoming semester.

If I withdraw from a class, will that be reflected in my audit?

Courses from which you have withdrawn will appear in the “Work Not Applicable to Program” block on your audit.

What do some of the different areas (blocks) of my audit mean?

Degree in...
This block shows your overarching degree requirements, including the total number of credits needed and all other parts of your degree including (if applicable) general education major, concentration, minor, and teacher education requirements.

Free Electives; Credits allowed
Courses falling in this block do not fulfill specific degree requirements but are still counting towards the required credit total to earn your degree.

Courses not being used for this Program
The credits from the courses falling in this block are counting toward the total amount of credits on your transcript. However, those credits are usually over and above the credit total required for graduation. The courses falling in this block are not fulfilling any requirements for your program. Some Undergraduate students who earned an associate’s degree from a New Jersey community college and had their General Education waived may see some of their transfer work falling here.

Work not applicable to Program
Classes falling in this block are not counting towards your degree, usually because of a grade of F, WD, or IN (incomplete). Courses with an RF or RD grade (classes that were repeated to improve the grade) will also appear here.

Not counted
Classes falling in this block are not counting towards your degree, and the credits are not counted in your credit total. Developmental classes such as MATH 071 or READ 099 would fall in this block. If you are a transfer student from a New Jersey community college, any credits you earned at your previous institution in excess of the allowed 60 credits will show here. Courses taken at Montclair and used toward previous Graduate degree programs may also show here.
Classes in which you are currently enrolled, or those for which you have registered for a future term, will show in this block. These classes will also show in your degree audit in the category that they are satisfying.

What do some of the grades my audit mean?

**TIP** – Transfer course in progress. If you are an incoming transfer student, any courses for which you have not earned a grade by the time of the most recent official transcript received by Montclair State University will be displayed with this grade and 0 credits.

**TD** - Montclair State University does not accept transfer grades of “D” unless they are a part of an AA, AS, or AFA from a New Jersey Community College or if they are the first course in a sequence of two courses where a grade of C- or better is earned in the second course. These courses will show with 0 credits until an official transcript showing those requirements have been met has been received. These courses will be removed from the audit if the requirements are not met.

**TA, TB, TC, TR** – Courses transferred in prior to fall 2016 will show with a grade of TR. Courses transferred in beginning in Fall 2016 will show with a grade of T and the letter grade earned at your previous institution.

"What If"

**What is the "What If" feature?**

The "What If" function allows you to view an audit for a major, minor, or concentration you are thinking of declaring. Your "What If" audit will show you what coursework is required for this major, minor, or concentration, what courses you have taken that satisfy requirements, and what courses are still left for you to take.

Please note that the “What If” function will not prevent you from viewing an audit for a major/concentration combination (for example) that does not exist at the institution. Therefore, please be sure to refer to the University Catalog for all approved majors, concentrations, certification requirements, etc. and/or any combination thereof.

**If I use the "What If" feature does this mean that I have changed/declared my major?**

No. The "What If" function is for information purposes only. You will see the header "What If" Audit displayed at the top of the audit whenever an audit is run on a" What If" scenario.

**Can my advisor see my "What If" scenario?**

No. Since “What If” scenarios are not stored in Degree Works, your advisor can only see your results if the two of you work through a “What If” procedure together. You can also save a pdf version to your computer.
or print a copy to show your advisor.

**Can I view multiple "What If" scenarios on the same screen?**

Yes. Degree Works will allow you to select more than one major at a time, or to select multiple major(s), minor(s) and concentration(s). However, the system will not prevent you from selecting combinations that are not approved. Additionally, you must select the appropriate additional curriculum if you are interested in obtaining teacher certification. Please refer to the University Catalog for a complete list of programs which are available for teacher certification.

**Can I save my "What If" scenario?**

No. "What If" plans are not saved on Degree Works. You would need to run a new "What If" scenario next time you log in to see it again. If you want to save multiple "What If" plans, you will need to save them as PDF files to your computer, flash drive, or other storage device for future retrieval.

**If I like what I see in my "What If" scenario, how do I initiate those changes?**

Speak with your academic advisor or the department in which the major/minor is housed. If you need to change/declared your major/minor/concentration (Undergraduates only) you need to complete a "Change of Major", available in each academic department, and obtain approval from the department. The Office of the Registrar updates your record.

**GPA Calculator**

**What does the Term Calculator show?**

The Term Calculator will show you your estimated cumulative GPA after you fill in hypothetical grade information. By putting in your current earned credits and GPA, and your anticipated grades in your pre-populated in-progress courses, you will see a revised cumulative GPA based on the estimates you provided.

**Is this calculated GPA guaranteed?**

No. This is an estimate only and does not take into account rules for repeating courses.

**What does the Graduation Calculator show?**

Enter the GPA you would like to have at graduation. The Graduation Calculator will show what GPA you will need to average over your remaining semesters to obtain your desired GPA at graduation. Please note that an error message will appear if the GPA required is above the highest available GPA at Montclair State
University (4.000).

**Printing**

**Can I print my audit?**
You can print your audit by clicking on the "Print" button at the top or you can print the Registration Checklist and/or save the audit in a PDF.