

COLUMBIA STATE COMMUNITY COLLEGE

Degree Works Advisor User Guide

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What Is Degree Works?

Degree Works is a web-based tracking system that allows students and advisors to monitor academic progress toward degree/certificate requirements. The worksheet is in an easy-to-read format that adapts to mobile, tablet, and desktop devices. Degree Works meets the WCAG 2.1 A&AA accessibility standards.

The worksheet also shows how coursework from previous colleges applies to a student's program requirements.

Please Note: Degree Works is not an official transcript, nor is it the official verification of degree completion.

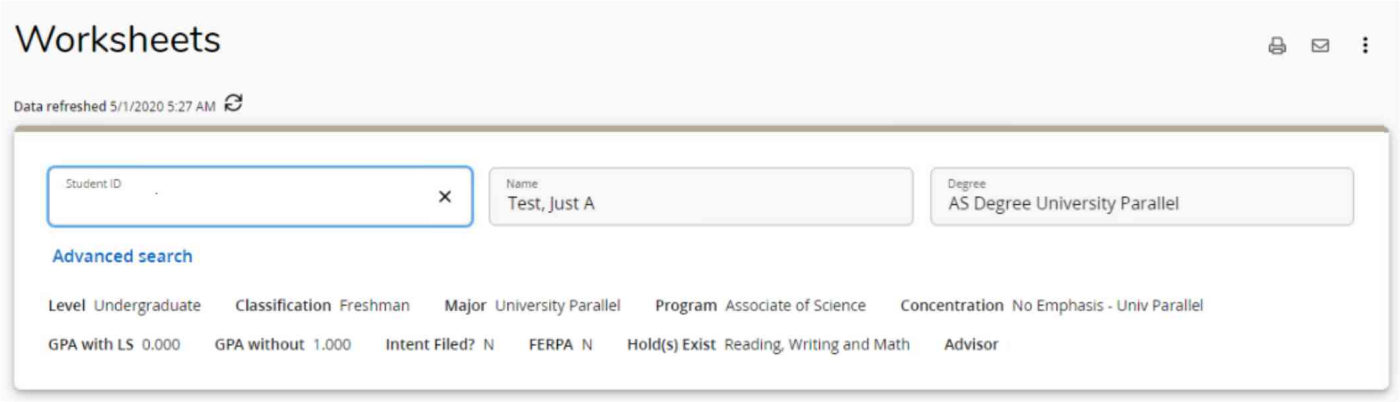
Accessing Degree Works

All students who are pursuing a degree or certificate can access Degree Works. For faculty, staff, and advisors, log in to MyCN:

1. Go to Banner Self-Service
2. Select "Faculty & Advisors"
3. Scroll to the bottom for Degree Works

Degree Worksheet Layout

Student Data Card



The Student Data Card provides an overview of the student's program, major, and concentration. GPAs with and without learning support courses are also displayed.

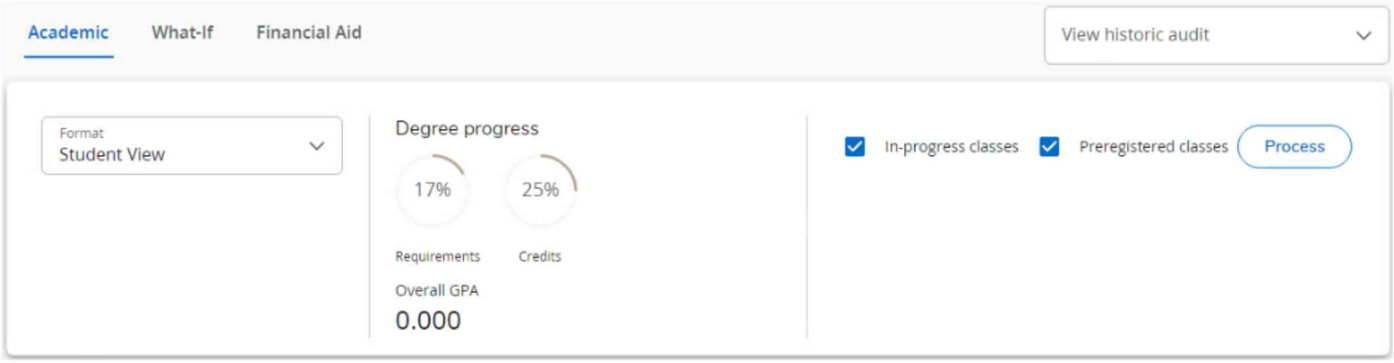
The Student Data Card displays the student's advisor, any holds, and whether the student has submitted an "Intent to Graduate" or FERPA[1] form.

You can contact the student about their audit by clicking the ✉ button.

Clicking the ⋮ Tools menu allows access to the GPA Calculator and the student's class history.

[1] The FERPA form allows students to authorize the release of confidential academic, financial aid, discipline, and student account information otherwise protected by the Family Educational Rights and Privacy Act (FERPA) to designated persons.

Worksheet Format/Progress Card

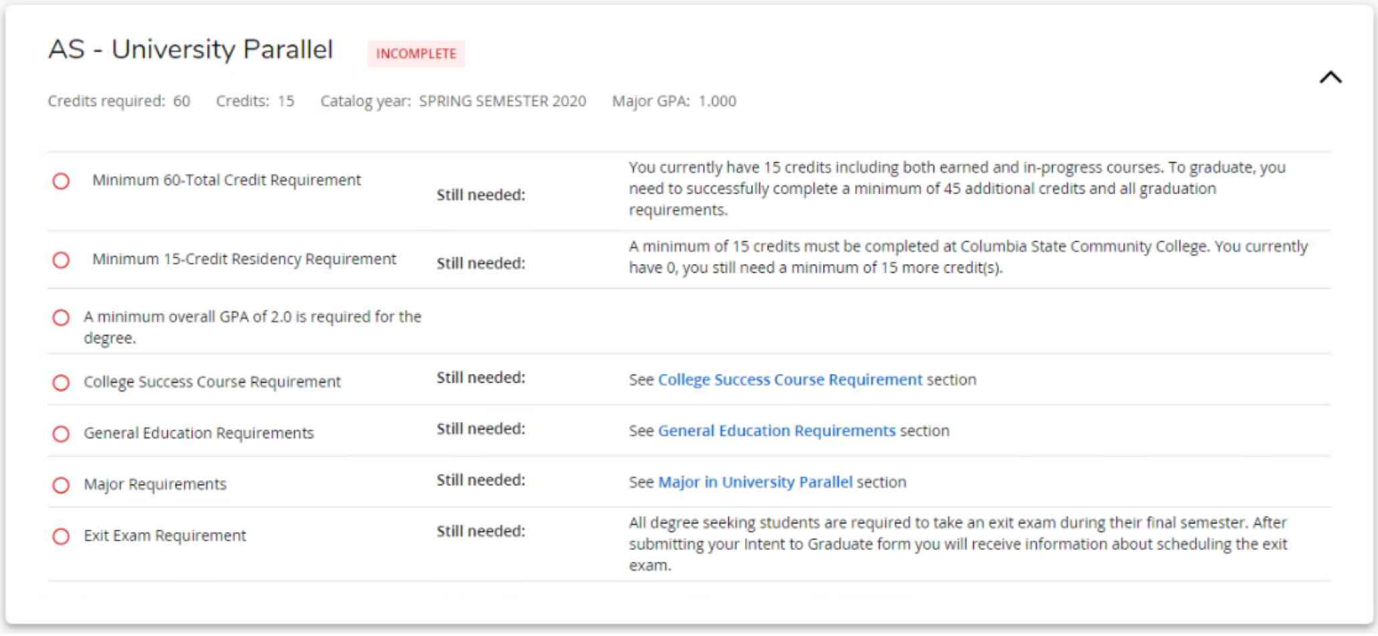


The progress card displays the student's overall progress towards their program as well as their program GPA.

The worksheet defaults to the "Student View" format. However, you have the option to change the format of the worksheet. To display what requirements the student has remaining for their program of study, change the worksheet format to "Registration Checklist."

A "What-If Analysis" is available here by clicking the **What-If** button next to **Academic** button already highlighted. More information can be found in the What-If Analysis section of this guide.

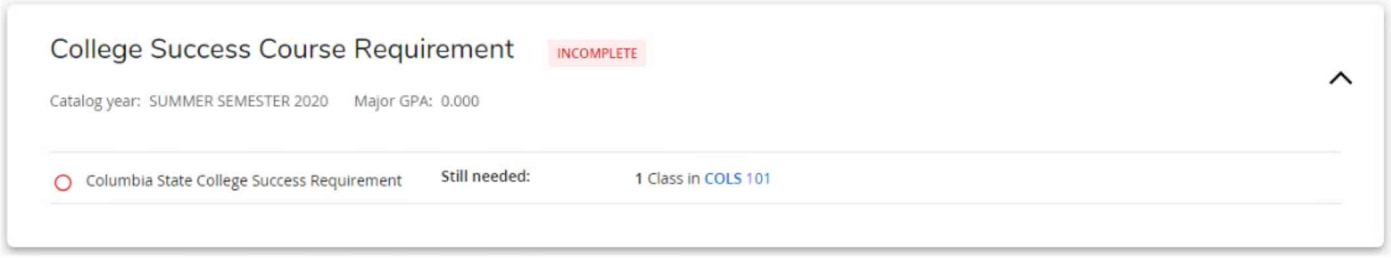
Degree Requirements Card



The Degree Requirements Card details the specific items that need to be completed for the student's program. The information in this section includes the minimum number of hours required for the degree, minimum GPA requirements, and assessment requirements such as the Exit Exam.

Please Note: Certain programs have additional assessment items that must be completed.

College Success Requirement Card



College Success Course Requirement INCOMPLETE

Catalog year: SUMMER SEMESTER 2020 Major GPA: 0.000

Columbia State College Success Requirement	Still needed:	1 Class in COLS 101

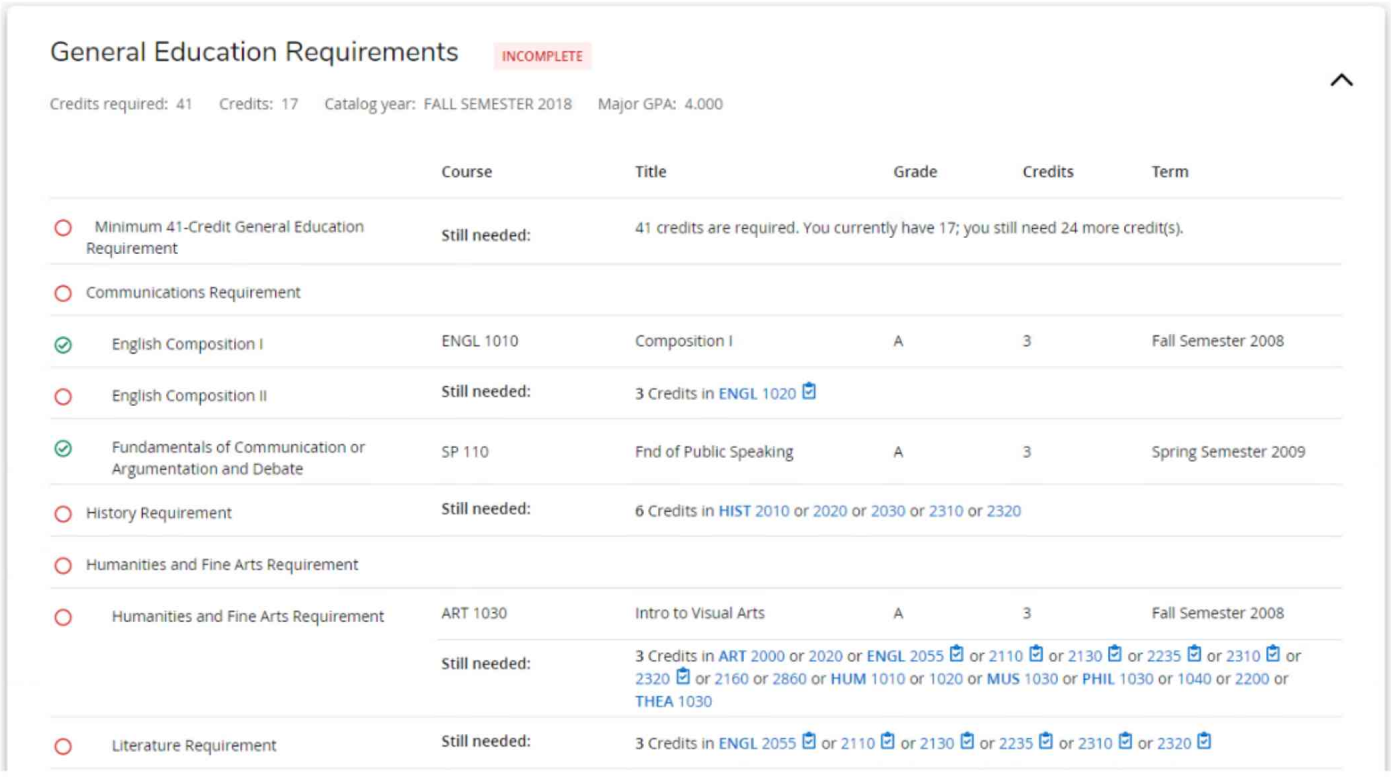
The College Success Course Requirement section is **required for degree-seeking students only.**

The College Success requirement can be waived for students who meet one of the criteria below:

1. Transferred 12 hours of earned credit from another institution (excluding Prior Learning Assessment)
2. Completed 12 hours of credit with Columbia State prior to Fall 2016

Please Note: If the College Success Course is waived, the student must still meet the overall minimum total credit hours for their program.

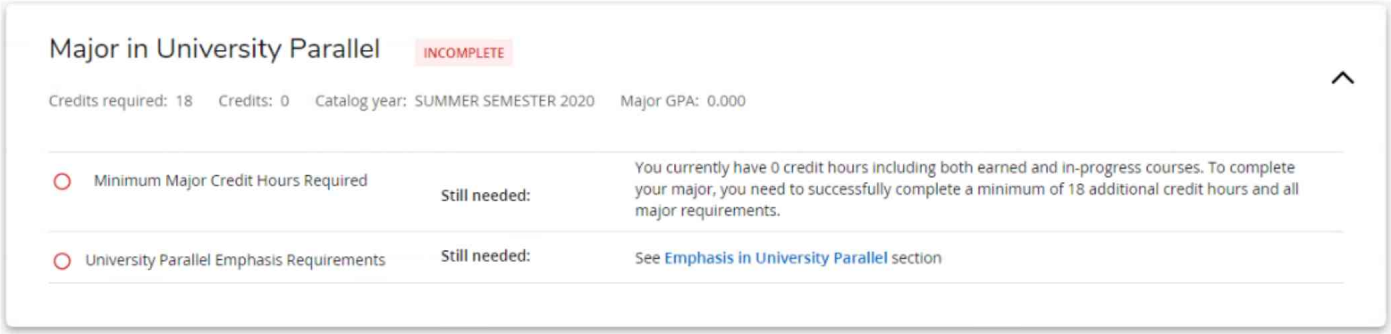
General Education/Major/Emphasis Cards



General Education Requirements INCOMPLETE

Credits required: 41 Credits: 17 Catalog year: FALL SEMESTER 2018 Major GPA: 4.000

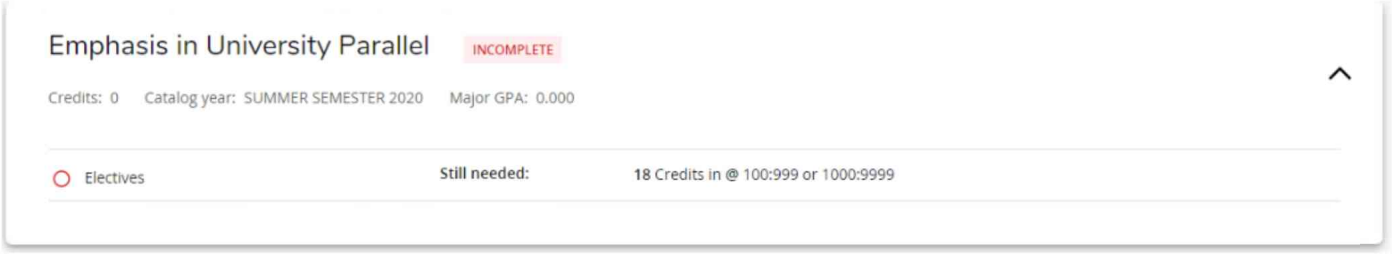
	Course	Title	Grade	Credits	Term
Minimum 41-Credit General Education Requirement	Still needed:	41 credits are required. You currently have 17; you still need 24 more credit(s).			
Communications Requirement					
English Composition I	ENGL 1010	Composition I	A	3	Fall Semester 2008
English Composition II	Still needed:	3 Credits in ENGL 1020			
Fundamentals of Communication or Argumentation and Debate	SP 110	Fnd of Public Speaking	A	3	Spring Semester 2009
History Requirement	Still needed:	6 Credits in HIST 2010 or 2020 or 2030 or 2310 or 2320			
Humanities and Fine Arts Requirement					
Humanities and Fine Arts Requirement	ART 1030	Intro to Visual Arts	A	3	Fall Semester 2008
	Still needed:	3 Credits in ART 2000 or 2020 or ENGL 2055 or 2110 or 2130 or 2235 or 2310 or 2320 or 2160 or 2860 or HUM 1010 or 1020 or MUS 1030 or PHIL 1030 or 1040 or 2200 or THEA 1030			
Literature Requirement	Still needed:	3 Credits in ENGL 2055 or 2110 or 2130 or 2235 or 2310 or 2320			



Major in University Parallel INCOMPLETE

Credits required: 18 Credits: 0 Catalog year: SUMMER SEMESTER 2020 Major GPA: 0.000

Minimum Major Credit Hours Required	Still needed:	You currently have 0 credit hours including both earned and in-progress courses. To complete your major, you need to successfully complete a minimum of 18 additional credit hours and all major requirements.
University Parallel Emphasis Requirements	Still needed:	See Emphasis in University Parallel section



These cards display the course requirements for the student's degree program[2]. Included are the student's Effective Catalog Year, Major GPA (courses taken that apply to their audit), the title of the requirement as well as courses that will satisfy the requirement.

Refer to the legend below for icon definitions:



Click on any of the courses listed to see the description of the course, any prerequisite(s) attached to the course, what semester(s) the course is offered, and how many seats are available for each course.

Completed Columbia State courses appear as follows:

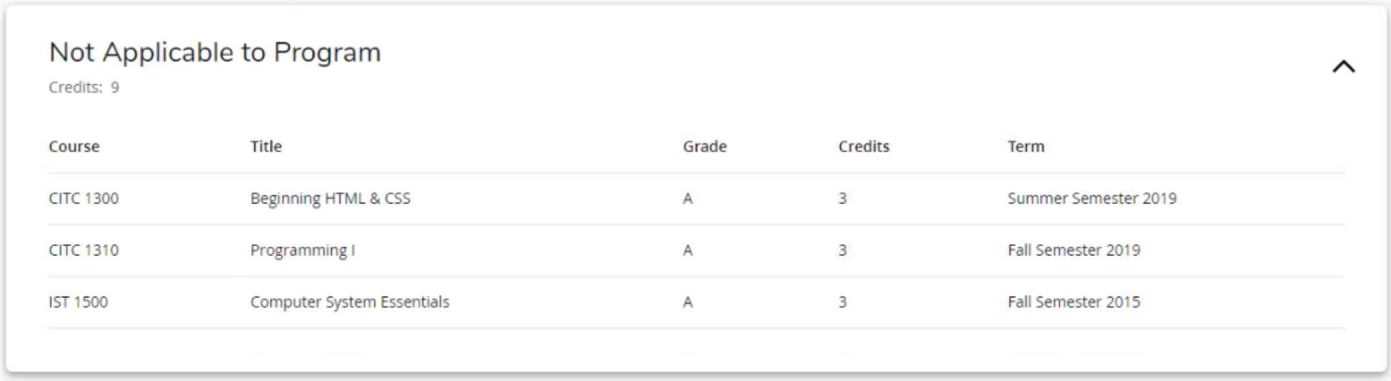


Transfer courses will appear as follows:



In the **Satisfied by** section of the course, it will show the original course rubric and transferring institution. If the student is a transfer student and their transfer work has not been posted, please contact the Records office with the student's name and A#.

Not Applicable to Program Card

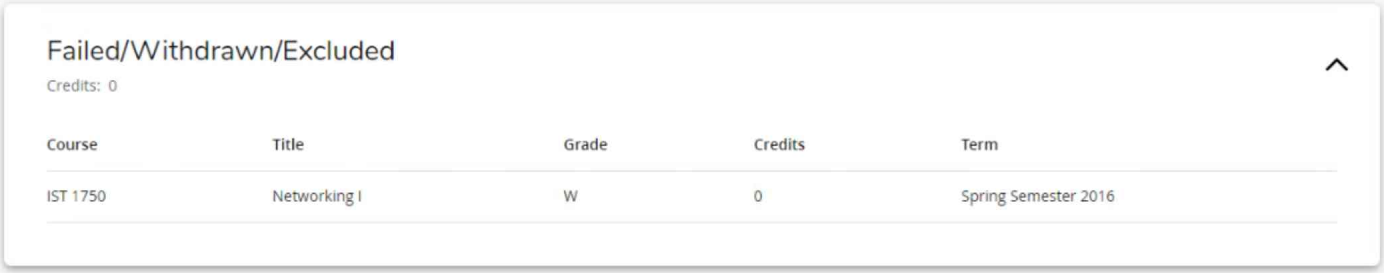


If the Not Applicable to Program Card appears on the student's worksheet, the student is registered for or has completed courses that do not apply to their degree/certificate. If a course appears in this section but should satisfy one of their course requirements, please contact Records.

[2] Students pursuing a certificate will have a different audit layout

Please Note: Courses in this section may not be eligible for payment by financial aid.

Failed/Withdrawn/Excluded Card



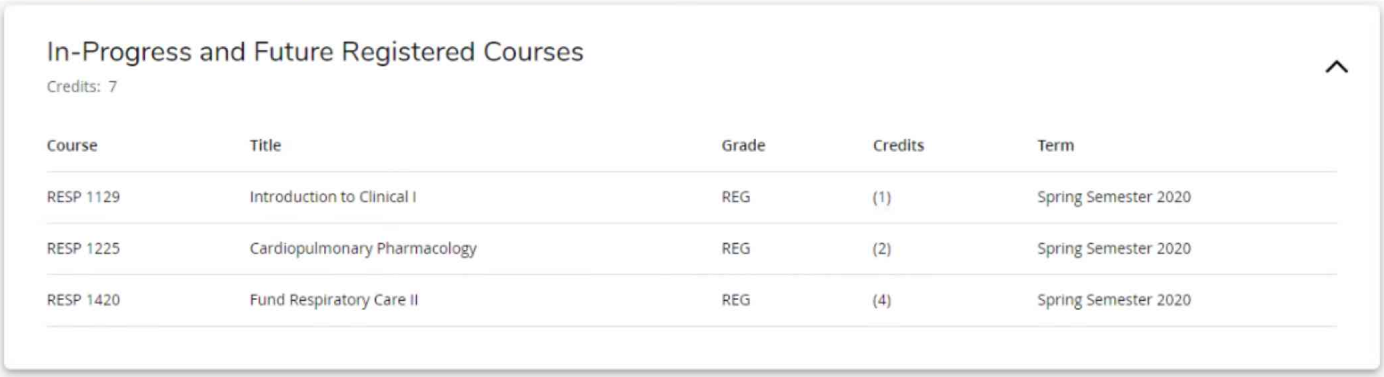
Failed/Withdrawn/Excluded

Credits: 0

Course	Title	Grade	Credits	Term
IST 1750	Networking I	W	0	Spring Semester 2016

The **Failed/Withdrawn/Excluded card** will display on a worksheet if the student has withdrawn or failed a course. If they have repeated a course, the first attempt at the course will appear here. For more information regarding Columbia State's repeat policy, please refer to the current academic year in the Catalog/Handbook.

In-Progress/Future Registered Card



In-Progress and Future Registered Courses

Credits: 7

Course	Title	Grade	Credits	Term
RESP 1129	Introduction to Clinical I	REG	(1)	Spring Semester 2020
RESP 1225	Cardiopulmonary Pharmacology	REG	(2)	Spring Semester 2020
RESP 1420	Fund Respiratory Care II	REG	(4)	Spring Semester 2020

The **In-Progress and Future Registered Courses** card shows courses that the student is pre-registered for and courses that they are currently taking. If you utilize the **Future Classes** functionality of the What-If Analysis, those courses would appear here as well.

Over the Limit Card



Over The Limit

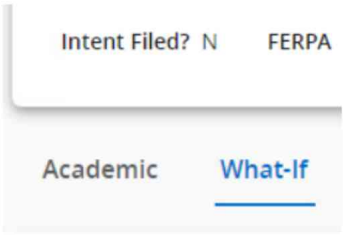
Credits: 3

Course	Title	Reason	Grade	Credits	Term
LS 9000	Learning Support elective	Max of zero classes/credits exceeded	TF	0	Spring Semester 2017
READ 0800	Learning Support Reading I	Max of zero classes/credits exceeded	TP	3	Fall Semester 2016

Any learning support courses the student has taken appear in the **Over the Limit** card.

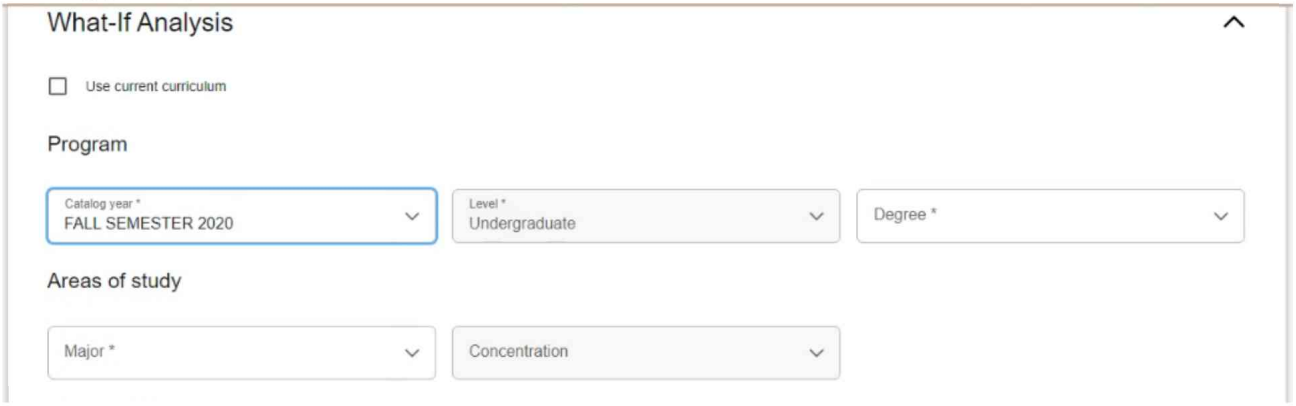
What-If Analysis

The What-If Analysis lets you see how the student's coursework would apply to a different degree/certificate program. To run a What-If Analysis, click the **What-If** button next to the **Academic** button already highlighted above the **Degree Requirements** section.

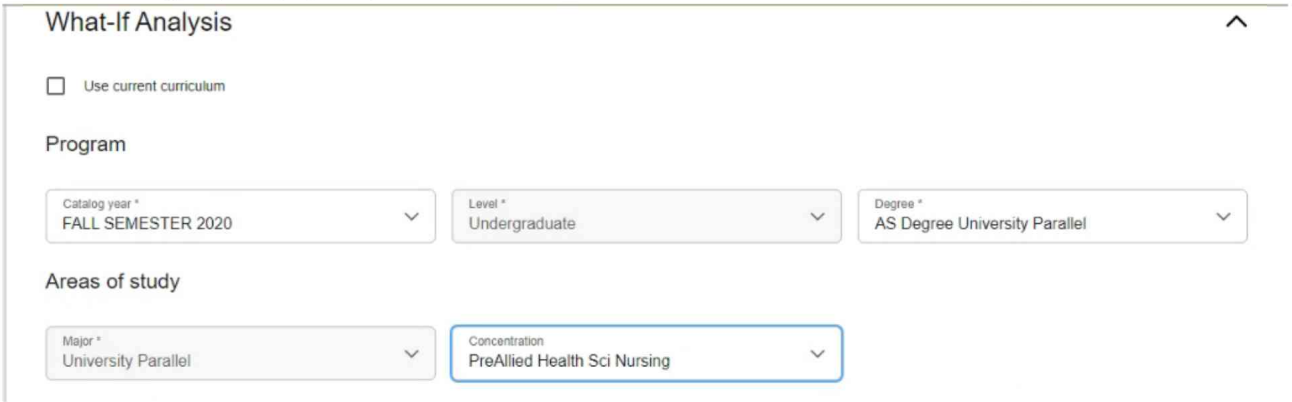


Then follow these steps:

1. Select the catalog year for the student's analysis (if you are unsure, the current or next term are good starting points).



2. Select the degree, major, and/or concentration[3]

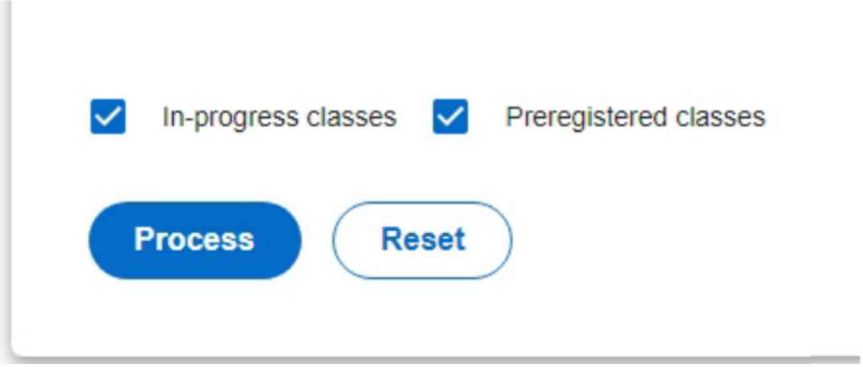


3. Use the "Additional Areas of Study" section to select an additional major or concentration.



4. Click Process

[3] Any field with an asterisk (*) is required for the audit to run



Future Classes

The Future Classes feature allows you to see how classes the student will take in the future fill into their worksheet. You can use this with the What-If analysis or with the student's current program. To use the student's current program, check the following box located directly below the What-If Analysis title line.

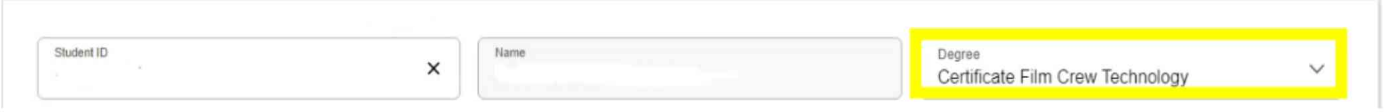


Enter the course subject and course number (for example, ENGL 1010) and click add. Once you have added the classes you want, click the Process button to see the worksheet with those classes added.



Additional Features

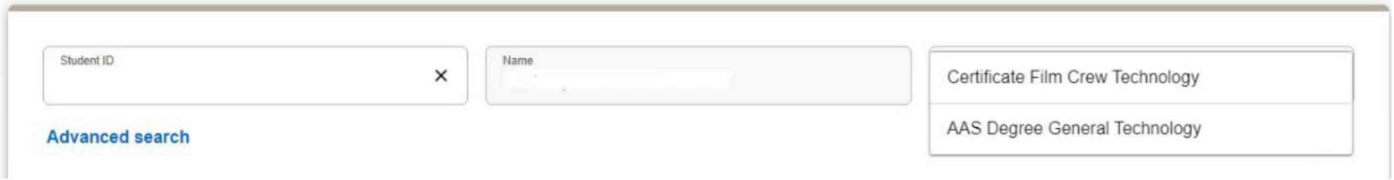
Dual Major Audit



Is your advisee currently pursuing two programs of study? Since Degree Works will only show one program at

a time, you can change the program of their audit by clicking on the “Degree” option in their audit header card that has their name and student ID number.

Select which program you want to see the audit for from the drop-down list that appears.



Once selected, the audit will automatically run.

(revised 2/2026)