

A Quick Guide to Viewing the Degree Works Audit

HOW TO SEARCH FOR A STUDENT

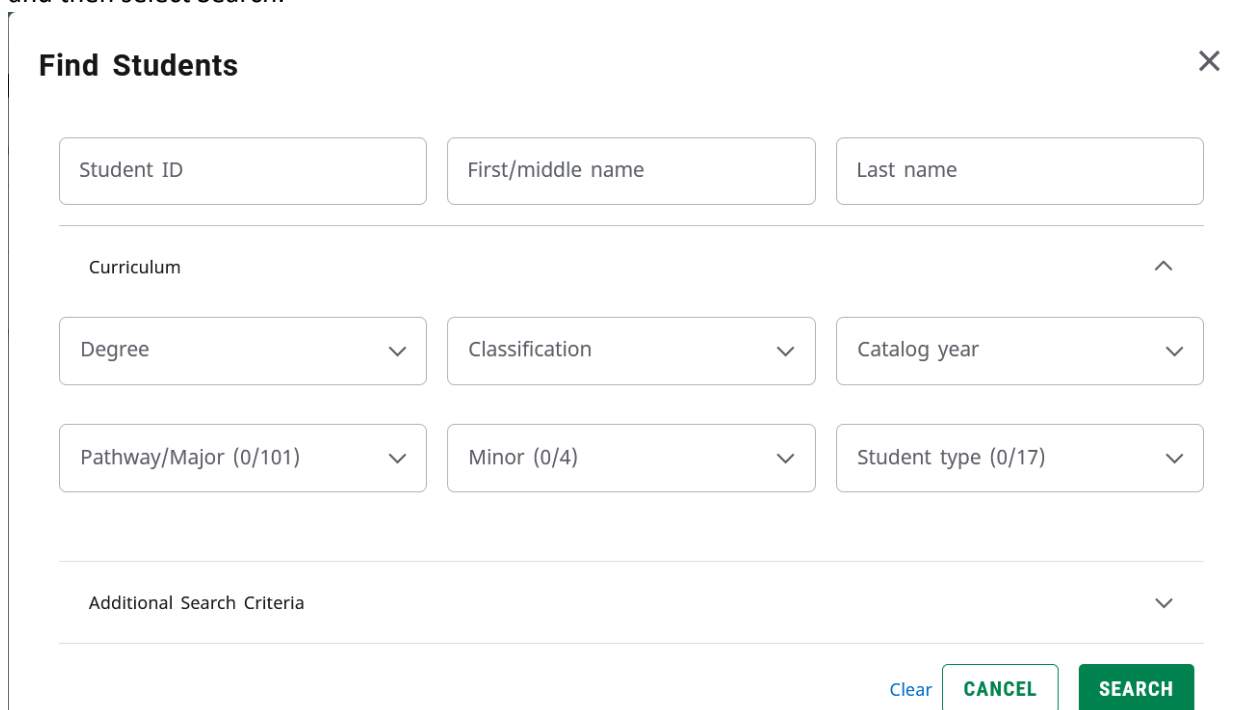
There are two ways to search for a student:

1. Enter the student's GCID # in the Student ID field



The screenshot shows the top navigation bar of the Gordon State College system. On the left is the Gordon State College logo. In the center are links for 'WORKSHEETS' and 'LINKS'. On the right is a user profile for 'Kristi M Hayes' and a menu icon. Below the navigation bar is a section titled 'Worksheets'. Inside this section is a search interface with a text input field labeled 'Student ID' and a magnifying glass icon. Below the input field is a link for 'Advanced search'.

2. Select Advanced Search and enter the student's first and last name or advanced search criteria and then select Search.



The screenshot shows a modal window titled 'Find Students' with a close button (X) in the top right corner. The modal contains several search criteria fields: 'Student ID', 'First/middle name', and 'Last name'. Below these is a section for 'Curriculum' with a dropdown arrow. Under 'Curriculum' are three dropdown menus: 'Degree', 'Classification', and 'Catalog year'. Below these are three more dropdown menus: 'Pathway/Major (0/101)', 'Minor (0/4)', and 'Student type (0/17)'. At the bottom of the modal is a section for 'Additional Search Criteria' with a dropdown arrow. At the bottom right of the modal are three buttons: 'Clear', 'CANCEL', and 'SEARCH'.

3. Uncheck the box next to ID to unselect the students' names. Then select the student names you are searching for and click Select

☒	ID	Name ↑	Degree	Pathway/Major	Level	Classification
☒	929264204	Stennis, Jordan Victoria	ASCC	Nursing (Transfer) Pathway	US	Sophomore

CANCEL
SELECT

VIEWING THE WORKSHEET (AUDIT)

1. **Student Header:** The Student Header provides useful information at the top of the audit for viewing. The header displays pertinent information regarding the student's record such as the student's classification, the pathway or major, the program of study, the student's academic standing, the student's assigned advisor, applicable test scores, as well as other relevant student information.

Worksheets

Student ID
929

Name

Degree
Bachelor of Science

Level Undergraduate **Classification** Junior **Pathway/Major** Management Administration - BS Degree **Program** BS - Mangement and Administration

College Gordon College **First Term Enrolled** Spring 2020 **Last Term Enrolled** Spring 2022 **Academic Standing** none **Graduation Application** AA

Last Admit Term Spring 2020 **Test Scores** S01-500, S02-500, TOFL-82

2. **Degree Audit:** The Degree Audit is divided into multiple sections to provide better organization and is equipped with the ability to collapse sections for quicker navigation to a section. To collapse a section click on the arrow in the top right-hand corner of the block.

Collapse all

Degree in Bachelor of Science INCOMPLETE

Credits required: 120 Credits applied: 91 Catalog year: 2019-2020 GPA: 4.000

Unmet conditions for this set of requirements: 120 credits are required. You currently have 91, you still need 29 more credits.
 If you began your academic career prior to Fall 2007, please see your academic advisor for further advice.

This audit also comes with a legend which can be found at the bottom of the worksheet.

Legend

☒ Complete	☐ Not complete
☒ Complete except for courses in-progress	☐ Nearly complete - see advisor
☒ Prerequisite	☐ Any course number
(R) Repeated Course	

The **Degree** block as well as the **Core Curriculum** block provides the user an overview of the requirements for the degree and core (Area A – E) requirements. The user can easily utilize the

legend to determine which areas within the degree have been met, are currently in progress or are still needed. For areas that still have courses remaining, users can click on the blue hyperlinks to easily access the block with the remaining course requirements.

Degree in Bachelor of Science

INCOMPLETE

Credits required: 120 Credits applied: 91 Catalog year: 2019-2020 GPA: 4.000

Unmet conditions for this set of requirements: 120 credits are required. You currently have 91, you still need 29 more credits.

If you began your academic career prior to Fall 2007, please see your academic advisor for further advice.

✓	You meet the minimum GPA requirement.		
✓	Core Curriculum (AREAS A-E)		
○	Major and AREA F Requirements	Still needed:	See Major in Management Administration and Area F section
ⓘ	BS IN MANAGEMENT ADMINISTRATION REQUIRED COURSES		
✓	Institutional Requirements Outside Core (AREA G)		
○	Non Course Requirements	Still needed:	See Non Course Requirements section

Core Curriculum (AREAS A-E)

COMPLETE

Credits required: 42

✓	AREA A: ESSENTIAL SKILLS
✓	AREA B: INSTITUTIONAL OPTIONS
✓	AREA C: HUMANITIES/FINE ARTS
✓	AREA D: SCIENCE, MATHEMATICS, AND TECHNOLOGY
✓	AREA E: SOCIAL SCIENCES

The remaining course blocks on the audit (such as the example block seen below) list the requirements needed for each particular section of the degree. Just as seen in the Degree and Core Curriculum block, each requirement provides the user with a status of Complete, Complete Except for Courses In-Progress, or Not Complete/Still Needed. The legend found at the bottom of the worksheet reflects the symbol for each status.

Major in Management Administration and Area F

INCOMPLETE

Credits required: 78 GPA: 4.000

Unmet conditions for this set of requirements:

78 credits are required. You currently have 45 credits, you still need 33 more credits.

	Course	Title	Grade	Credits	Term	Repeated
✓	Area F - Business Administration					
i	Principles of Management	MGNT 3000	Principles of Management	CURR	(3)	Fall 2022
i	Principles of Marketing	MGNT 3100	Marketing Mgnt Principles	CURR	(3)	Fall 2022
i	Financial Management	MGNT 3200	Financial Management	CURR	(3)	Spring 2022
i	Applied Statistics	MGNT 3341	Applied Statistics	CURR	(3)	Fall 2022
i	Management Information Systems	MGNT 3400	Mgnt Information Systems	CURR	(3)	Fall 2022
i	Entrepreneurship and Small Business Managment	MGNT 3500	Entrepreneurship & Small Bus	CURR	(3)	Spring 2022
○	Managerial Economics	Still needed:	1 Course in MGNT 3600			
○	Capstone Senior Seminar	Still needed:	1 Course in MGNT 4900			

The **Non-Course Requirement** block contains the Required High School Curriculum Course Requirements (CPC) as well as the Legislative requirements. These requirements are fulfilled by courses taken at the high school or college level. Please refer to the Academic Catalog for specifics on satisfying outstanding Non-Course requirements.

Non Course Requirements

INCOMPLETE

○	CPC English	Still needed:	CPC-English with value of SH
○	CPC-Foreign Language	Still needed:	CPC-Foreign Language with value of SH
○	CPC-Math	Still needed:	CPC-Math with value of SH
○	CPC-Natural Science	Still needed:	CPC-Natural Science with value of SH
○	CPC-Social Science	Still needed:	CPC-Social Science with value of SH
✓	CPC Total Completions	CPC Total Completions	SN
✓	Leg. Constitution - Georgia	Leg. - Constitution - Ga.	SF
✓	Leg. Constitution - U.S.	Leg. - Constitution - U.S.	SF
✓	Leg. History - Georgia	Leg. - History - Ga.	SF
✓	Leg. History - U.S.	Leg. - History - U.S.	SF

The **Fallthrough** block list courses that the student successfully completed but are not being utilized in the current degree plan.

Fallthrough Courses

Credits applied: 6 Courses applied: 2

Course	Title	Grade	Credits	Term	Repeated
PHED 1010	Physical Fitness for Life	CURR	(3)	Fall 2022	
PSYC 3040	Social Psychology	CURR	(3)	Fall 2022	

The **Current/Future Schedule** block lists classes which the student is currently enrolled in or is pre-registered for during a future term.

Current/Future Schedule

Credits applied: 25 Courses applied: 8

Course	Title	Grade	Credits	Term	Repeated
BIOL 2250K	Microbiology	CURR	(4)	Spring 2022	(R)
HUMN 1500	Humanities I	CURR	(3)	Spring 2022	
PSYC 1101	Intro to Psychology	CURR	(3)	Spring 2022	

As emphasized by the disclaimer at the bottom of the worksheet, please remember that Degree Works is a tool that is meant to assist students, faculty, and staff in guiding students toward degree completion. However, students should still seek regular academic advisement from their assigned advisor and utilize the Gordon State College Academic Catalog for official documentation regarding degree requirements.

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. Please contact the Registrar's Office regarding this degree audit report, your official degree/certificate completion status, or to obtain a copy of your academic transcript.