

# DegreeWorks FAQ

## Q. What is DegreeWorks?

A. DegreeWorks is a resource to provide you with clear information on the required courses to complete your degree at New England College.

## Q. When can I use my DegreeWorks audit?

A. DegreeWorks will be extremely helpful in scenarios such as the following:

- Meeting with your academic, program, or major advisor
- Creating a list of questions to discuss with your advisor
- Identifying courses needed to complete your degree
- Determining what major(s) or program(s) of study you would like to pursue
- Deciding whether to add a minor or certificate
- Evaluating progress towards degree completion
- Evaluating a change of academic program
- Verifying your transfer credits (if applicable)

## Q. Who can access my DegreeWorks Audit?

A. You are able to access your own DegreeWorks worksheet. Your advisor is also able to access your information. Additionally, advisors are able to add notes to your worksheet to help document and track your progress.

## Q. I don't see my transfer credit or AP classes on my Degree Audit Worksheet. What should I do?

A. You should contact the Registrar's Office ([registrarsoffice@nec.edu](mailto:registrarsoffice@nec.edu)) to make sure they have received the Official documents needed to add credit to your academic record.

## Q. DegreeWorks says I am a Sophomore but I am in my third year at NEC. What does this mean?

A. Your class standing at NEC is based on the number of credits you have earned. To graduate on time, you should be planning to complete approximately 30 credits each year.

0-29	First Year
30-59	Sophomore
60-89	Junior
90+	Senior

## Q. How come my Degree Progress and Credit totals include the classes I'm taking now and the ones I registered for but haven't started?

DegreeWorks includes In-Progress courses so you can see how they apply towards your degree requirements. This includes your classes for the current term AND any registrations for future terms. Changes to your schedule can impact your progress towards degree completion.

DegreeWorks uses "best fit" logic in placing your classes towards degree requirements. As you continue to take classes, or change your schedule, classes may shift on your audit.

**Q. How do I know how many elective credits I need to complete my degree?**

Undergraduate students must complete a minimum of 60 credits to earn an Associate's Degree and 120 to earn a Bachelor's degree. The total number of elective credits each student needs varies based on transfer credit, minors, etc. To determine the number of electives you need, add up the credits in your remaining requirements. Add those credits to the total number of earned credits at the top of your audit. The difference between this number and 120 (Bachelor's) or 60 (Associates) is the number of elective credits you will need.

**Q. I have two majors but only one is showing in DegreeWorks. How do I see what I need for my second major?**

A. If only one major is showing on your degree audit, try the "What-if" feature. You will want to select both programs, majors, and a minor if you have one, and "Process What-If." This will show your Degree Audit with both majors. You may need to do this every time there has been a change to your audit.

Your advisor is able to add notes to your Audit that address the second major or degree, but substitutions will not automatically populate on your second program. Please see your advisor or the Registrar's Office should you have additional credits.

**Q. Does the "What-If" feature change my major?**

No. When you select a "What If" major you are not changing your major but rather viewing how your credits would be used should you change your major.

Note: The What-If feature does not change your major. You will need to file a change of major form in order to formally change your major.

**Q. I'm thinking of adding a minor or double majoring. Can DegreeWorks show me what I'd need?**

A. You can use the What-If feature to do an audit for the potential minor or 2<sup>nd</sup> major.

Note: The What-If feature does not change your major. You will need to file a change of major form in order to formally change your major.

**Q. I just dropped a class. When will DegreeWorks be updated?**

A. DegreeWorks updates each night if changes are made to your academic record. That includes course grades, adding or dropping classes, or changes to your major or minor.

**Q. How do I know what classes I need to take?**

A. DegreeWorks identifies the courses needed to complete your degree but does not substitute for your advisor.

**Q. How do I know if a course has a prerequisite or when a course I need will be offered?**

A. Most of the time, if a course has a prerequisite, you will see an asterisk (\*) next to the course number. When you click on the course, a list of prerequisites, meeting times, and the terms it is being offered will show.

Be sure the course you need is offered in a term and format you can access. (For example, Campus undergraduate students are eligible to enroll in courses offered in the 15-week terms, J-term, and the Summer I and II terms.)

**Q. How do I know what classes I need to take?**

A. Your DegreeWorks Audit clearly shows what is needed to meet the various requirements for your degree and major. Requirements not yet completed display the subject and course number for all courses that you can take to meet that requirement.

**Q. Can I register through DegreeWorks?**

A. No. DegreeWorks is a snapshot of courses in-progress, planned, and in academic history. Registration occurs in MyNEC under Student Services> Registration> Add/Drop.

**Q. Can I check my grades in DegreeWorks?**

A. Yes. Once grades are viewable in MyNEC, they are available in DegreeWorks following the overnight update from Banner.

**IMPORTANT:** Be sure your scheduled classes are shown in your audit as meeting a requirement. Taking classes that show as “Courses Not Applied to this Degree” will NOT count toward your degree. Also be mindful of retaken courses as they can affect your degree outcome. Contact the Registrar’s Office if you have retaken a course. You are encouraged to review your Audit and to discuss your plan with your academic advisor.