DegreeWorks User Guide
DegreeWorks Overview

What is DegreeWorks?
DegreeWorks is a comprehensive web-based academic advising, transfer articulation, and degree audit tool designed for students and advisors to monitor academic progress towards degree completion. DegreeWorks allows students to stay on track and plan coursework for future terms.

How does DegreeWorks work?
DegreeWorks reviews the degree requirements for a program of study and uses academic coursework completed, enrolled, and registered courses to create the degree audit. In addition, DegreeWorks will show any outstanding requirements.

What will I find within the academic degree evaluation audit?
The degree evaluation/audit is set up in block format and consists of:

- Degree Requirements
- Learning Support (if applicable)
- Candidacy Requirements (if applicable)
- Undergraduate Pre-requisites (if applicable)
- General Education
- Major
- Auxiliary/Major Support Courses
- Minor
- Additional Courses (that may be used as electives)
- Insufficient Courses
- In-Progress Courses

Once a requirement has been completed, a green circle with a green check will appear next to the course. In-Progress courses will have a half-colored blue circle. If there is a requirement not met, there will be a red circle and will read still needed. Refer to the Legend section of this document for additional details.

What is the Progress Circle?
The Progress Circle looks at all requirements in the Degree block, not just coursework.

What catalog years are built in DegreeWorks?
The most recent, seven years of Undergraduate and ten years of Graduate Studies. Example: Undergraduate 2016-Present.
Accessing DegreeWorks and Navigation

DegreeWorks is the academic degree audit that is designed to help facilitate comprehensive academic advising and will be used for Course Program of Study (CPoS) to help the Financial Aid Office determine which courses can be paid using Federal Aid. The audit compares a student’s academic history to degree requirements for academic programs offered at Middle Tennessee State University. Please note, DegreeWorks is not an official transcript nor official verification of degree completion. The graduation analyst will determine when the student meets college requirements for graduation.

How to access DegreeWorks

- Log in to Pipeline MT
- Click on Registration & Students Records on the left side of page
- Scroll down to Academic Records and click on DegreeWorks (undergraduate students only) or click on the DegreeWorks icon to view your academic audit.

How to access DegreeWorks (Advisors)

- Log in to PipelineMT
- Click Advisors
- Under Student Details, click DegreeWorks for Undergraduate Students
- Select Term and Click Submit
- Enter M#, press enter, click Submit

DegreeWorks Navigation Links

The Worksheet is the student’s degree audit/evaluation and will display when the M# is entered.

The What-If, when clicked, allows students and advisors reviewing the student’s audit to learn how credits earned apply towards a different major.
DegreeWorks Evaluation/Audit Layout

DegreeWorks will display your Program of Study with all the degree requirements listed. Please verify your major is consistent with your educational goals. If you need to change your Program of Study, please see your Academic Advisor.

Reviewing the Audit

The Degree Audit contains general information including overall GPA, assigned advisor, and program, major, minor, concentration (if applicable), registration holds, graduation status, graduation program, and graduation term. Some items such as graduation status and graduation term will only be displayed once the completed paperwork has been filed.

The Degree Progress Circle reads all requirements listed in the block, not just courses completed. Once all requirements are complete, the Degree Progress Circle will display 100%.
Degree Block – Student with One Major

**BS - Bachelor of Science**

Credits required: 120  Credits applied: 149  Catalog year: 2020-2021 Fall

- 120 Hours Required
- Minimum 25 Percent of Hours at MTSU
- Last 18 of 30 hours at MTSU
- 50 Senior College Hours
- 36 Upper-Division Hours
- 2.0 Minimum Overall GPA
- K-Section/Prescribed Course Requirement
- Undergraduate Course Prerequisites (if needed)
- General Education Requirements
- Major including Upper-Division Hours at MTSU
- Minor Requirement
- Candidacy for Interactive Media

**Major - Interactive Media, BS**

Credits required: 53  Credits applied: 53  GPA: 3.923

Your GPA in these classes is 3.923.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
<th>Repeated</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 Upper-Division Hours at MTSU</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orientation to Media Arts</td>
<td>EMC 1010 Orientation to Media Arts</td>
<td>P</td>
<td>1</td>
<td>Spring 2021</td>
<td></td>
</tr>
<tr>
<td>American Media and Social Institutions</td>
<td>JOUR 1030 American Media and Social Inst</td>
<td>A</td>
<td>3</td>
<td>Fall 2020</td>
<td></td>
</tr>
<tr>
<td>Basic Video Production</td>
<td>VFP ELLD LD: Intro Film Prod</td>
<td>TB</td>
<td>3</td>
<td>Fall 2015</td>
<td></td>
</tr>
</tbody>
</table>
Degree Block – Student with a Double Major

BS - Bachelor of Science  INCOMPLETE
Credits required: 120  Credits applied: 60  Catalog year: 2021-2022 Fall

- 120 Hours Required
- Minimum 25 Percent of Hours at MTSU
- Last 18 of 30 hours at MTSU
- 56 Senior College Hours
- 36 Upper-Division Hours
- 2.0 Minimum Overall GPA
- Undergraduate Course Prerequisites (if needed)
- General Education Requirements
- Major including Upper-Division Hours at MTSU
- Minor Requirement
- Major Support Courses
- Required Minor including Upper-Division Hours at MTSU

Major - English  INCOMPLETE
Credits required: 36  Credits applied: 6  GPA: 0.000

Unmet conditions for this set of requirements:  HOURS NEEDED: 30
Your GPA in these classes is 0.000.

Course  Title  Grade  Credits  Term  Repeated
- 12 Upper-Division Hours at MTSU
- Intro to Literary Studies OR Writing & the Literary Imagination

Major - Psychology, BS  INCOMPLETE
Credits required: 38  Credits applied: 6  GPA: 4.000

Unmet conditions for this set of requirements:  HOURS NEEDED: 32

Course  Title  Grade  Credits  Term  Repeated
- 12 Upper-Division Hours at MTSU
- 9 Upper-Division Core Hours at MTSU
- 15 Hours PSY Courses at MTSU including Required 9 Upper-Division in Core
- PSYCHOLOGY CORE COURSES
Learning Support – Display K Sections

Learning Support Requirements

- Math K-Section/Prescribed Course Requirement
  Still needed: MATH 1010K or 1530K (K-section/prescribed course) is required.

Candidacy to a Program (if applicable)

Candidacy: 2.25 GPA in Pre-Business Courses

Credits required: 12  Credits applied: 12

Unmet conditions for this set of requirements: Minimum GPA unsatisfied
A GPA of 2.25 is required. Your GPA is 0.000.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Accounting I</td>
<td>ACTG 2110 Principles of Accounting I</td>
<td>TB</td>
<td>3</td>
<td>Spring 2021</td>
</tr>
<tr>
<td>Satisfied by: ACCT020001 - Accounting Financia - Western Kentucky University</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statistical Methods I</td>
<td>BIA 2610 Statistical Methods</td>
<td>NA</td>
<td>(3)</td>
<td>Fall 2022</td>
</tr>
<tr>
<td>Principles of Economics, Macroeconomics</td>
<td>ECON 2410 Principles of Macroeconomics</td>
<td>TA</td>
<td>3</td>
<td>Spring 2021</td>
</tr>
<tr>
<td>Satisfied by: ECON020301 - Prin Economcs-Macro - Western Kentucky University</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of Economics, Microeconomics</td>
<td>ECON 2420 Principles of Microeconomics</td>
<td>TA</td>
<td>3</td>
<td>Fall 2020</td>
</tr>
<tr>
<td>Satisfied by: ECON020201 - Prin Economcs-Micro - Western Kentucky University</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Undergraduate Prerequisites

Undergraduate Prerequisites (if needed)

- College Algebra
  Still needed: MATH 1710 is a pre-requisite for MATH 1630 and MATH 1810
## General Education Requirements – Complete

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
<th>Repeated</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>Expository Writing</td>
<td>TB-</td>
<td>3</td>
<td>Fall 2015</td>
<td></td>
</tr>
<tr>
<td>Satisfied by:</td>
<td>ENGL0191 - College Comp I - Southern Adventist University</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 1020</td>
<td>Research &amp; Arg Writing</td>
<td>TB-</td>
<td>3</td>
<td>Spring 2017</td>
<td>(R)</td>
</tr>
<tr>
<td>Satisfied by:</td>
<td>ENGL0110 - English Comp - Lee University</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMM 2200</td>
<td>Fundamentals of Communication</td>
<td>TB+</td>
<td>3</td>
<td>Spring 2017</td>
<td></td>
</tr>
<tr>
<td>Satisfied by:</td>
<td>COMM0211 - Public Speaking - Lee University</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 2010</td>
<td>Survey United States Hist I</td>
<td>TA</td>
<td>3</td>
<td>Spring 2016</td>
<td></td>
</tr>
<tr>
<td>Satisfied by:</td>
<td>HIST2010 - Surv Am History - Volunteer State Community Coll</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIST 2020</td>
<td>Survey United States Hist II</td>
<td>A</td>
<td>3</td>
<td>Spring 2019</td>
<td></td>
</tr>
</tbody>
</table>

### HUMANITIES AND/OR FINE ARTS

Complete 9 Hours With 3 hours from Literature: ENGL 2020, 2030, HUM 2610. Three different prefixes required.

- **Hum & Fine Arts: Course List**
  - ENGL 2030 | The Experience of Literature | A | 3 | Fall 2020 |
  - HIST 1010 | Survey Western Civilization I  | TC  | 3 | Spring 2017 |
  - **Satisfied by:** | HUMN0201 - Foundations of Western Culture - Lee University |
  - MUS 1030 | Introduction to Music          | TD   | 3 | Fall 2017  |
  - **Satisfied by:** | MUS1110 - Intro to Music - Univ of Tennessee-Chattanooga |

### MATHEMATICS

- **Mathematics**
  - MATH 1010 | Math for General Studies       | A | 3 | Fall 2020 |

### NATURAL SCIENCES

Complete 2 natural sciences (lecture & lab sets) with different prefixes.

- **Natural Sciences: MTSU or Transfer Courses**
  - GEOL 3010 | Oceanography                    | TC  | 3 | Fall 2017 |
  - **Satisfied by:** | GEOL2250 - Oceanography - Univ of Tennessee-Chattanooga |
  - PGEO 1030 | Physical Geography             | A  | 4 | Fall 2020 |

**Exception by:** Billingsley, Janet E | On: 06/04/2022 | Remove Course and/or Change the Limit: Waive 1 hour of Natural Science

### SOCIAL/BEHAVIORAL SCIENCES

Complete 6 Hours. Two different prefixes required.

- **Soc/Beth Scl: Course List**
  - ANTH 2010 | Cultural Anthropology          | TA  | 3 | Fall 2017 |
  - **Satisfied by:** | ANTH1000 - Cultural Anthropology - Univ of Tennessee-Chattanooga |
  - PS 1005 | American Govt and Politics     | TD+ | 3 | Fall 2016 |
General Education Requirements Incomplete

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
<th>Repeated</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 2200</td>
<td>Fundamentals of Communication</td>
<td>TA</td>
<td>3</td>
<td>Spring 2021</td>
<td></td>
</tr>
<tr>
<td>ENGL 1020</td>
<td>Expository Writing</td>
<td>B+</td>
<td>3</td>
<td>Fall 2020</td>
<td></td>
</tr>
<tr>
<td>ENGL 1010</td>
<td>Research and Arg Writing</td>
<td></td>
<td>3</td>
<td>Fall 2021</td>
<td></td>
</tr>
<tr>
<td>HIST 2010</td>
<td>Survey United States History I</td>
<td>B</td>
<td>3</td>
<td>Spring 2022</td>
<td></td>
</tr>
<tr>
<td>HIST 1120</td>
<td>Survey World Civilization II</td>
<td></td>
<td>3</td>
<td>Spring 2021</td>
<td></td>
</tr>
<tr>
<td>HUM 2030</td>
<td>The Experience of Literature</td>
<td></td>
<td>3</td>
<td>Spring 2020</td>
<td></td>
</tr>
<tr>
<td>MUS 1030</td>
<td>Introduction to Music</td>
<td></td>
<td>3</td>
<td>Summer 2021</td>
<td></td>
</tr>
</tbody>
</table>

- **HISTORY**
  - HIST 2010 - Survey United States History I
  - HIST 1120 - Survey World Civilization II

- **HUMANITIES AND/OR FINE ARTS**
  - Complete 9 Hours With 3 hours from Literature: ENGL 2030, HUM 2610. Three different prefixes required.
    - ENGL 2030 - The Experience of Literature
    - HIST 1120 - Survey World Civilization II

- **NATURAL SCIENCES**

  Still needed:
  Complete 2 natural sciences (lecture & lab sets) with different prefixes.

  - **Natural Sciences: Course List**
    - 8 Credits in ASTR 1030 or 1031 or BIOL 1030 or 1110 or 2010 or 2020 or CHEM 1010 or 1030 or 1110 or GEOG 1030 or 1040 or PEGO 1030 or PHYS 1110 or 2010 or 2110 or PSCT 1030 or 1130
  - BIOL 1030 - Exploring Life
  - BIOL 1114 - Gen Biology Lab - Western Kentucky University

  - **Natural Sciences: MTSU or Transfer Courses**
    - BIOL 1030 - Exploring Life
    - BIOL 1114 - Gen Biology Lab - Western Kentucky University

  Need a total of 8 credits; see course list above.
Major In-Progress. Student enrolled in SOC 4980 and SOC 4150 but has not received grades

### Major - Sociology

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 1010</td>
<td>Introductory Sociology</td>
<td>B</td>
<td>3</td>
<td>Spring 2020</td>
</tr>
<tr>
<td>SOC 2980</td>
<td>Sociology as a Profession</td>
<td>C</td>
<td>1</td>
<td>Fall 2021</td>
</tr>
<tr>
<td>SOC 3010</td>
<td>Research Methods</td>
<td>B</td>
<td>3</td>
<td>Spring 2021</td>
</tr>
<tr>
<td>SOC 3040</td>
<td>Data Analysis</td>
<td>A</td>
<td>4</td>
<td>Fall 2022</td>
</tr>
<tr>
<td>SOC 3050</td>
<td>Sociological Theory</td>
<td>A</td>
<td>3</td>
<td>Spring 2021</td>
</tr>
<tr>
<td>SOC 4980</td>
<td>Senior Seminar in Sociology</td>
<td>NA</td>
<td>(3)</td>
<td>Fall 2022</td>
</tr>
<tr>
<td>SOC 3430</td>
<td>Gender and Society</td>
<td>A</td>
<td>3</td>
<td>Spring 2022</td>
</tr>
<tr>
<td>SOC 4550</td>
<td>Sociology of Religion</td>
<td>A</td>
<td>3</td>
<td>Spring 2021</td>
</tr>
<tr>
<td>SOC 4510</td>
<td>Topics in Sociology</td>
<td>NA</td>
<td>(3)</td>
<td>Fall 2022</td>
</tr>
</tbody>
</table>

Major Incomplete

### Major - Sociology

Unmet conditions for this set of requirements:

- Still needed: 12 upper-division hours at MTSU

<table>
<thead>
<tr>
<th>Course</th>
<th>Still needed</th>
<th>Credits required: 47 Credits applied: 0 GPA: 0.000</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 1010</td>
<td>3 Credits in SOC 1010</td>
<td>Still needed:</td>
</tr>
<tr>
<td>SOC 2980</td>
<td>1 Credit in SOC 2980</td>
<td>Still needed:</td>
</tr>
<tr>
<td>SOC 3040</td>
<td>3 Credits in SOC 3040</td>
<td>Still needed:</td>
</tr>
<tr>
<td>SOC 3050</td>
<td>4 Credits in SOC 3050</td>
<td>Still needed:</td>
</tr>
<tr>
<td>SOC 4980</td>
<td>3 Credits in SOC 4980</td>
<td>Still needed:</td>
</tr>
<tr>
<td>SOC 3400</td>
<td>9 Credits in SOC 3400 or 4011 or 4020 or 4058 or 4100 or 4240 or 4360 or 4450 or 4500 or 4511 or 4570 or 4590</td>
<td>Still needed:</td>
</tr>
<tr>
<td>SOC 4390</td>
<td>3 Credits in SOC 4390</td>
<td>Still needed:</td>
</tr>
<tr>
<td>SOC 4540</td>
<td>3 Credits in SOC 4540</td>
<td>Still needed:</td>
</tr>
<tr>
<td>SOC 3210</td>
<td>15 Credits in SOC 3210 or 3250 or 4140 or 4152 or 416E or 4400 or 4650 or 4800 or 4900</td>
<td>Still needed:</td>
</tr>
</tbody>
</table>
### Minor Requirement

#### Minor Requirement - Media & Entertainment

- Minor Requirement

#### Minor - Graphic Design Print

Credits required: 18  
Credits applied: 18  
GPA: 4.00

MINOR GPA: No Minimum Required

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
<th>Repeated</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1610</td>
<td>2-Dimensional Design</td>
<td>TA</td>
<td>3</td>
<td>Fall 2015</td>
<td></td>
</tr>
<tr>
<td>Satisfied by: ARTD109 - Design Principles I - Southern Adventist University</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ART 1620</td>
<td>Drawing I</td>
<td>TA</td>
<td>3</td>
<td>Fall 2015</td>
<td></td>
</tr>
<tr>
<td>Satisfied by: ARTD104 - Beginning Drawing I - Southern Adventist University</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ART 1630</td>
<td>3-Dimensional Design</td>
<td>A</td>
<td>3</td>
<td>Spring 2021</td>
<td>(R)</td>
</tr>
<tr>
<td>ART 2310</td>
<td>Graphic Design Technology</td>
<td>TA</td>
<td>3</td>
<td>Fall 2015</td>
<td></td>
</tr>
<tr>
<td>Satisfied by: ARTG0115 - Intro Computer Graphics - Southern Adventist University</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ART 3325</td>
<td>Typographic Design</td>
<td>A</td>
<td>3</td>
<td>Spring 2019</td>
<td></td>
</tr>
<tr>
<td>ART 3325</td>
<td>Word and Image</td>
<td>A</td>
<td>3</td>
<td>Fall 2021</td>
<td></td>
</tr>
</tbody>
</table>
Minor - when two are required and have been declared

**Minor Requirement - College of Liberal Arts**

- Approved Bachelor of Arts Degree Minor
- Minor Requirement in Secondary Education (7-12)

**Minor - Music Industry**

- 3 Upper-Division Hours at MTSU
- Theory and Aural Skills I
- Music Industry Seminar (0 Credits)
- Foundations in Music Industry
- 4 Hours of Private Instruction and/or Ensembles
- 9 Elective Hours in the School of Music

**Minor - Secondary Education**

- 3 Upper-Division Hours at MTSU
- Admission to Teacher Education Required

To be recommended for licensure, students must have a minimum GPA of 2.500 in the major and must successfully complete program requirements currently in effect. Students should meet with both their major and minor advisors each semester.
Additional Courses (may count toward elective hours if needed)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
<th>Repeated</th>
</tr>
</thead>
<tbody>
<tr>
<td>ESEE 2010</td>
<td>Introduction to Education</td>
<td>A</td>
<td>3</td>
<td>Fall 2021</td>
<td></td>
</tr>
<tr>
<td>ESEE 2011</td>
<td>Intro to Education Practicum</td>
<td>A</td>
<td>1</td>
<td>Fall 2021</td>
<td></td>
</tr>
<tr>
<td>SPED 3610</td>
<td>Learners with Exceptionalities</td>
<td>A</td>
<td>3</td>
<td>Spring 2022</td>
<td></td>
</tr>
<tr>
<td>UNIV 1010</td>
<td>University Seminar</td>
<td>A</td>
<td>3</td>
<td>Fall 2019</td>
<td></td>
</tr>
</tbody>
</table>

Insufficient will show courses that have been withdrawn, grade made below a passing grade, and repeated courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
<th>Repeated</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 1630</td>
<td>3-Dimensional Design</td>
<td>FA</td>
<td>0</td>
<td>Spring 2019</td>
<td>(R)</td>
</tr>
<tr>
<td>ASTR 1030</td>
<td>Exploring the Universe</td>
<td>W</td>
<td>0</td>
<td>Fall 2021</td>
<td></td>
</tr>
<tr>
<td>ASTR 1031</td>
<td>Observing the Universe</td>
<td>W</td>
<td>0</td>
<td>Fall 2021</td>
<td></td>
</tr>
<tr>
<td>ECON 2400</td>
<td>Principles of Microeconomics</td>
<td>TF</td>
<td>0</td>
<td>Spring 2018</td>
<td></td>
</tr>
</tbody>
</table>

In-progress shows courses the student is currently enrolled in and any pre-registered courses for the next term when applicable

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
<th>Repeated</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMC 3001</td>
<td>Success in Media Arts</td>
<td>NA</td>
<td>(1)</td>
<td>Fall 2022</td>
<td></td>
</tr>
<tr>
<td>EMC 4000</td>
<td>Media Internship</td>
<td>NA</td>
<td>(3)</td>
<td>Fall 2022</td>
<td></td>
</tr>
<tr>
<td>IAM 3250</td>
<td>Gender and Representation</td>
<td>NA</td>
<td>(3)</td>
<td>Fall 2022</td>
<td></td>
</tr>
<tr>
<td>IAM 4350</td>
<td>User Experience Fundamentals</td>
<td>NA</td>
<td>(3)</td>
<td>Fall 2022</td>
<td></td>
</tr>
</tbody>
</table>
**What-If Analysis**

The “What-If” function allows students to explore other academic programs at the university. The “What-If” audit will show the required coursework for the degree, major, and/or concentration, courses completed that satisfy requirements for a different program of study, and courses required to complete the program. When generating the requirement criteria for a “What-If” audit, it is important to make sure that only valid combinations are entered in the requirement selection fields.

To process a What-if, follow these steps:

1. Select a catalog year
2. Select a program, major, and concentration (if applicable)
3. Add an additional program, major, concentration, and/or minor (if applicable)
4. Click Add then Process as prompted
5. To save as a PDF – While in What-If, click printer icon (top right), open PDF, printer icon again to save as PDF.
**Plan Your Future Classes**

Plan your future classes shows how remaining courses will apply towards the Program of Study on the DegreeWorks audit.

Use this feature to see an audit showing courses for which you plan to register in future terms. Enter the subject code and course number of each anticipated course. Once you have created your list of courses, click Process.
While still in What-If, scroll up through the audit and the course(s) you entered will appear in the DegreeWorks audit as a planned course.

Legend defines areas within the audit

---

**Major - Public Writing and Rhetoric**

Credits required: 36  
Credits applied: 9  
GPA: 4.000

Unmet conditions for this set of requirements:  
HOURS NEEDED: 27

Legend defines areas within the audit
Notes

Notes are predefined and are added by the advisor. Notes can be viewed by the student, staff, and advisor. Once the advisor creates and saves a predefined note, it will appear at the bottom of the page, along with the date and the full name of the person who entered the note. A free form note can be typed and viewed by the student, staff, and advisor unless indicated otherwise.

Add a note by clicking on the three vertical dots at the top right of the page. Click “add a new note” then type note and save.

For Assistance:

- Students contact your academic advisor regarding course substitutions, degree audit, and transfer work not reflected in DegreeWorks
- Faculty – Contact academic advisors within your College
- Academic Advisors, Graduation Analysts, and Staff contact the Registrar’s Office at degreeworks@mtsu.edu