Degree Works Worksheets

Introduction

Degree Works is an advising tool that can assist students and their advisors with understanding program requirements, creating a plan to complete a program in a timely manner, and tracking progress toward degree completion.

The **Worksheets** tab of Degree Works includes a **degree audit** (academic audit) for a student's currently declared program(s). A What-If audit can also be run for any other program a student might be considering and allows the student or advisor to see how their coursework would be applied toward the new program.

A student's USI courses and any transfer credits are included in their audit, and the audit indicates whether requirements are complete, complete with in progress coursework, or not complete. Unmet requirements list the acceptable courses from which to select. Each course ID is an active link that provides course information such as the course description, any prerequisites, and sections being offered in upcoming terms.

Requirements for all credentials formally awarded by the University are found in Degree Works, including microcredentials, certificates, post-baccalaureate certificates, and post-master's certificates, plus associate, baccalaureate, master's, and doctoral degrees.

The Registrar's Office uses Degree Works during the graduation review process to confirm that a student has met all degree requirements and is eligible to be awarded a degree/credential.

Degree Works **Plans** allow either a student or their academic advisor to develop a semester-by-semester sequence of courses to complete all requirements in the student's declared program. Refer to the Degree Works Plans tutorial for more information about Plans.

Additional features found throughout Degree Works are outlined in the pages below.

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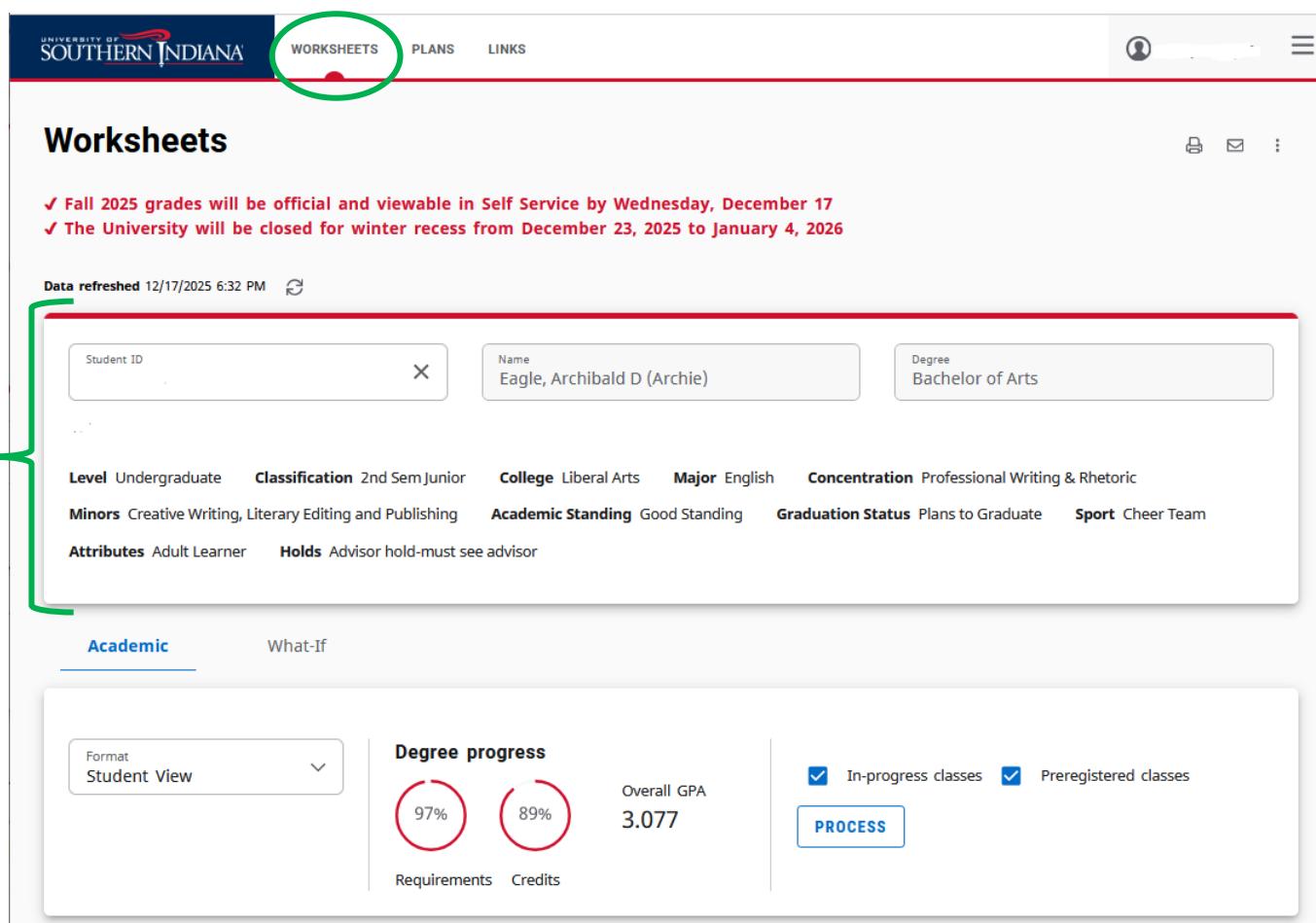
Who is eligible to use Degree Works?

Admitted undergraduate students are eligible to use Degree Works if their first term at USI was Summer 2006 or later. Admitted graduate students are eligible to use Degree Works if their first graduate term at USI was Summer 2013 or later.

Students who started before these terms will work with their academic advisor to track their progress toward degree completion (likely by using a spreadsheet version of a check sheet listing all degree requirements).

Accessing Degree Works

Students and faculty/advisors access Degree Works by logging into myUSI. A shortcut to Degree Works can be found on the myUSI dashboard, or a link can be found under the Students menu after opening Self Service (Faculty can access a student's Degree Works record via a link under Advising Student Profile).

Once logged into Degree Works, the default view is the **Worksheets** tab. An Academic Audit (audit) for the student's currently declared program(s) will be displayed.

Some functions may be limited depending on the user's role, and certain actions cannot be performed by students. For example, only an advisor can add a note to a student's worksheet.

Sections of a degree audit

A degree audit is divided into sections (blocks), including:

- **Student header** – information about the student, including their declared program, academic standing, holds, overall (cumulative) GPA, and more. Degree progress graphics provide a visual representation of progress toward degree completion.

- **Degree** – University requirements for the degree, such as total hours, upper-level hours, hours in residence, minimum cumulative GPA, etc.

- **Core 39** – for undergraduate degrees; shows Core 39 requirements and may include program-specific Core 39 requirements.

- **Major(s), Concentration(s), and Minor(s)** – requirements for various academic programs.

Other blocks may be included in an audit, based on the student's academic records:

- **General Electives** – Coursework not applied to a specific area of the program (Core 39, major/concentration, minor). Hours DO count toward graduation.

- **Insufficient** – withdrawn coursework, grades below the minimum required for a program or requirement, no-transfer credit, etc.

- **In-progress** – All currently enrolled coursework (current and future terms).

- **Not counted** – Developmental coursework, credit that exceeds allowed course limits, etc.

- **Exceptions** – A summary of any exceptions that have been made to the student's audit.

- **Notes** – Any informational notes an advisor has added to the student's audit.

If desired, click Collapse all (or Expand all) to collapse (or expand) all blocks in the audit.

A collapsed block will show only the block header information (block name, credits, bulletin term, etc.) and the block status (incomplete, complete, in progress).

Click anywhere on the block header of a collapsed block to expand the block and show its requirements and coursework.

Information found in an audit

Icons beside each requirement found in the audit indicate the completion status of the requirement.

A legend at the end of the audit indicates what each icon means.

Both USI coursework and any transfer coursework are included in the audit.

If a requirement is not complete, valid course option(s) will be listed.

Minor in Creative Writing INCOMPLETE

Credits required: 18   Credits applied: 6   Bulletin term: SPRING 2025   GPA: 4.000

Unmet conditions for this set of requirements: 18 credits are required. You currently have 6, you still need 12 more credits.

		Course	Title	Grade	Credits	Term	Repeat
✓	Creative Writing	ENG 302.	Creative Writing	A	3	Fall 2025	
○	Advanced Creative Writing	Still needed:	1 Class in **ENG** 402.📋				
○	The Writer at Work	Still needed:	1 Class in **ENG** 491.				
○	Creative Writing Electives	Still needed:	2 Classes in **ENG** 303.📋 or 304.📋 or 305.📋 or 361.📋 or 399.📋 or 459.				
◑	Literature Elective	ENG 265.	Intro to American Lit Hist	IP	(3)	Spring 2026	

- A clipboard icon displayed after a course ID indicates the course has a pre-requisite. 📋
- Click on a blue course ID (an active link) to see course information such as the course description, any pre-requisites, future sections begin offered, etc.

Course Information

ENG 305. - 3 Credits - Creative Non-Fiction Workshop

A course in which students will hone critical skills and polish their prose in the literary essay. Use only once in ENG majors/minors; for graduation, may be taken three times.

Prerequisites:
ENG 302. with a minimum grade of D

Sections:

Term	CRN	Section	Seats open	Title	Meeting times
Spring 2026	10987	001	6 (out of 15)	Creative Non-Fiction Workshop	Tu Th 09:00am - 10:15am

In-progress coursework for which credit has not yet been earned will be listed with an IP grade and the credit hours in parentheses.

		Course	Title	Grade	Credits	Term	Repeat
✓	Creative Writing	ENG 302.	Creative Writing	A	3	Fall 2025	
○	Advanced Creative Writing	Still needed:	1 Class in **ENG** 402.📋				
○	The Writer at Work	Still needed:	1 Class in **ENG** 491.				
○	Creative Writing Electives	Still needed:	2 Classes in **ENG** 303.📋 or 304.📋 or 305.📋 or 361.📋 or 399.📋 or 459.				
◑	Literature Elective	ENG 265.	Intro to American Lit Hist	IP	(3)	Spring 2026	

Courses that have been repeated/are being repeated will include a repeat indicator (R).

Insufficient

Credits applied: 0   Classes applied: 5

Course	Title	Grade	Credits	Term	Repeat
ANTH 131.	Intro to Physical Anthropology	F	0	Spring 2024	
COMM 494.	Mass Communicatn Law	D+	0	Fall 2023	(R)
GEOL 161.	Introduction to Geology	F	0	Fall 2024	
MATH 114.	Quantitative Reasoning	F	0	Fall 2023	(R)
WLC 155.	Cultural Awareness	F	0	Fall 2025	

Format for course IDs

- Courses with **-EL** at the end of the course number indicate transfer elective credit, awarded in the subject at the level specified. For example:

SPAN 1-EL	100-level Spanish elective
NURS 2-EL	200-level Nursing elective
HIST 3-EL	300-level History elective

- If a requirement is not complete, valid course option(s) may include the **@** symbol as a **wildcard** for either the discipline/prefix, all/part of the course number, or both. For example:

BIOL @	BIOL prefix, any course number
HP 3@	HP prefix, any 300-level course number
MKTG 3@ or MKTG 4@	MKTG prefix, any 300- or 400-level course number
@ @	any prefix, any course number

Multiple degrees

If a student is seeking more than one degree (such as an associate and a bachelor's, a certificate and a bachelor's, etc.), the Degree field will provide a drop-down list. This allows you to switch between audits for the different degree types.

If a student is only seeking one degree type, the name of the degree listed in the Degree field will be grayed out and there will not be a drop-down list.
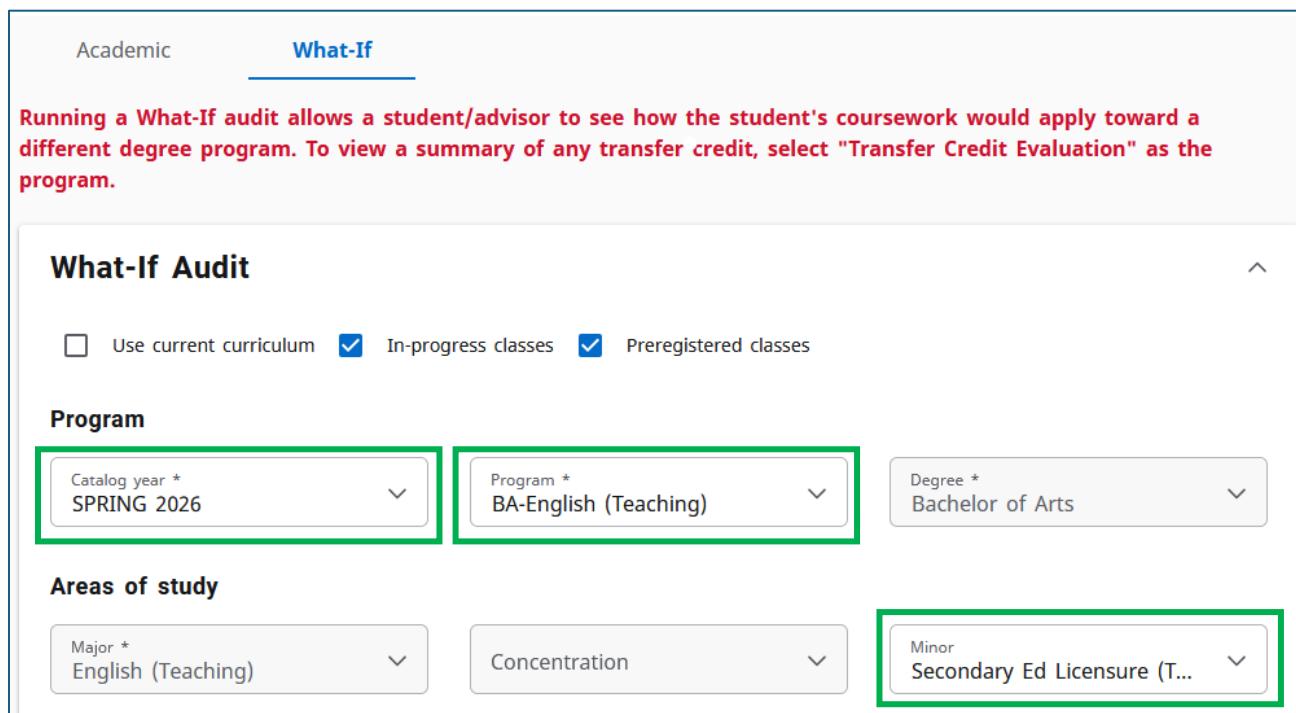
What-If audit

If a student is considering changing their academic program (changing their major, adding a second major or a minor, changing from a BS to a BA, etc.), running a What-If audit allows the student or advisor to see how their coursework would be applied toward the new program.

To run a What-If audit, click the What-If tab found below the student header.

Use the drop-down fields to select the desired curriculum for the what-if audit (bulletin term, program, etc.).

- If the selected program does not include concentrations, the Concentration drop-down will be grayed out (not available).
- If the program requires the selection of a concentration, the Concentration* drop-down will include a list of valid concentrations from which a value must be selected (*required).

To add a second major or additional minor(s) to the what-if audit, click on "Additional areas of study" to expand the section, then click the plus (+) button to generate additional drop-down fields. Select the additional area(s) of study then click the ADD button.

If additional areas of study should be included, click the plus (+) button again and repeat as needed.

NOTE: any additional areas of study added to the what-if audit will use the same bulletin term selected for the primary program.

When all what-if criteria have been selected (program, additional areas of study, future classes), click the PROCESS button at the bottom of the page to run the what-if audit. **PROCESS**

A What-if audit does not affect the student's currently declared program. The student must submit a Change of Academic Program form to officially change their major, minor, concentration, or degree type, or a Change of Academic Bulletin form to change their bulletin term.

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Future classes

When running a what-if audit, you have the option to add any classes the student may PLAN to take in the future to see how they would apply toward the program. This feature is useful in preparation for Priority Registration (before a student enrolls in future coursework). *This does not register students for classes.*

To run a what-if audit for the student's *currently declared* curriculum and add future classes, check the box beside "use current curriculum." The drop-down fields for bulletin term, program, concentration, etc. will be hidden, but future classes can still be added.

Enter a course subject and course number, then click the ADD button. Repeat as many times as needed. Each time you click ADD, the course(s) will become listed underneath.

- The course subject field is the prefix/abbreviation for the USI discipline (2 to 4 letters long).
- The course number field must include the period (or L or X) at the end of the 3-digit number.

When all future classes have been selected, click the PROCESS button at the bottom of the page to run the what-if audit. **PROCESS** The what-if audit will be displayed for review

Any coursework added as future classes will be listed with a grade of PLAN and Planned Term for the term.

To revise any criteria (program, additional areas of study, future classes) and run a new what-if audit, click on What-If Audit (or the arrow) to expand the section, make any changes, then click the PROCESS button.

Transfer Credit Evaluation

Any transfer credit (or PLA credit) awarded to the student will appear throughout their academic audit and applied toward the requirements/blocks, where applicable. To view a summary of a student's transfer coursework (but no Core 39 blocks, major block, etc.), run a What-If audit and select "Transfer Credit Evaluation" from the Program list.

After clicking in the Program field, type the first letter of the program (T) to quickly jump to that part of the drop-down list instead of using the scroll bar.

Click the **PROCESS** button at the bottom of the page to run the what-if audit for Transfer Credit Evaluation. If the student has any transfer credit, the Transfer Credit Evaluation what-if audit will provide a summary of the total number of transfer credits applied.

Any transfer credit will be grouped into one of three categories. The Transfer Credit Evaluation what-if audit will include a block for each type of transfer credit found on the student's academic record.

- Special Credit (AP, CLEP, military credit, etc.)
- Transfer Credit from 2-Year Institutions
- Transfer Credit from 4-Year Institutions

Transfer Credit: Special Credit INCOMPLETE

Credits required: 999   Credits applied: 3   Bulletin term: FALL 2025

Unmet conditions for this set of requirements: You currently have 3 hours of applicable special credit

	Course	Title	Grade	Credits	Term	Repeat
○ Special Credit	ENG 105.	Intro to Literature: TOPICS	TSC	3	Spring 2024	
	Transfer ID:	LIT4 - AP-English Literature & Comp - Advanced Placement				

Transfer Credit: 2-Year Institutions INCOMPLETE

Credits required: 999   Credits applied: 6   Bulletin term: SPRING 2026

Unmet conditions for this set of requirements: You currently have 6 hours of applicable 2-year credit

	Course	Title	Grade	Credits	Term	Repeat
○ 2-year institutions	CMST 101.	Intro to Public Speaking	TA	3	First Summer 2024	
	Transfer ID:	COM181 - Transferred Course - Henderson Comm Coll				
	ENG 105.	Intro to Literature: TOPICS	TA	3	First Summer 2024	
	Transfer ID:	ENG161 - Transferred Course - Owensboro Cmty Tech Coll				

Transfer Credit: 4-Year Institutions INCOMPLETE

Credits required: 999   Credits applied: 58   Bulletin term: SPRING 2026

Unmet conditions for this set of requirements: You currently have 58 hours of applicable 4-year credit

	Course	Title	Grade	Credits	Term	Repeat
○ 4-year institutions	ACCT 1-EL	ACCT 100-Level Elective	TA	3	Fall 2023	
	Transfer ID:	ACCT110 - Transferred Course - Western Kentucky Univ				
	ACCT 201.	Accounting Princ I	TA	3	Spring 2024	
	Transfer ID:	ACCT220 - Transferred Course - Western Kentucky Univ				
	ACCT 303.	Intermed Accounting I	TC	3	Fall 2024	
	Transfer ID:	ACCT300 - Transferred Course - Western Kentucky Univ				
	ACCT 304.	Intermed Accounting II	TC	3	Spring 2025	
	Transfer ID:	ACCT301 - Transferred Course - Western Kentucky Univ				

Registration Checklist/Graduation Checklist

The default Format for the academic audit is the Student View, but two other audit formats are available.
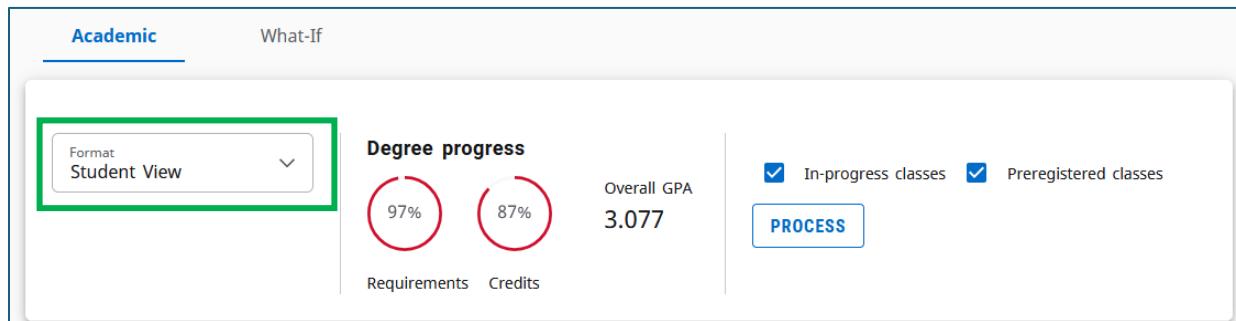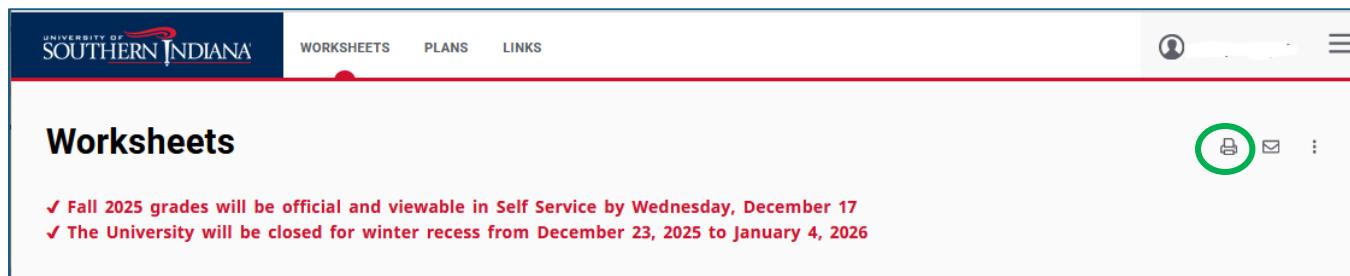

Use the Format drop-down to change to one of the other audit formats:

- **Registration Checklist** – Change the audit format from Student View to Registration Checklist to view only what is not complete (still needed to finish the program).
- **Graduation Checklist** – Change the audit format from Student View to Graduation Checklist to view a summary of the student's progress (complete requirements show courses used, not complete requirements only show labels/no course list).

Select Student View from the drop-down to return to the default view.
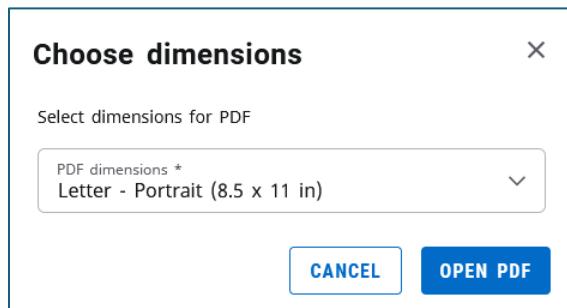
Printing an audit (printer icon)

To print an audit (either an academic audit or what-if audit), click the printer icon (Create PDF) at the top of the /page.

From the pop-up box, select the desired orientation for the PDF (the default is letter – portrait) then click the OPEN PDF button.


A PDF of the audit will be generated. Use your browser's print options to make any desired adjustments to the page layout or scale. Send the document to the desired printer for printing or select Save as PDF.

Contacts (envelope icon)

To view the student's email address and the name(s) and email address(es) of any academic advisors assigned to the student, click the envelope icon (Contacts) at the top of the page.
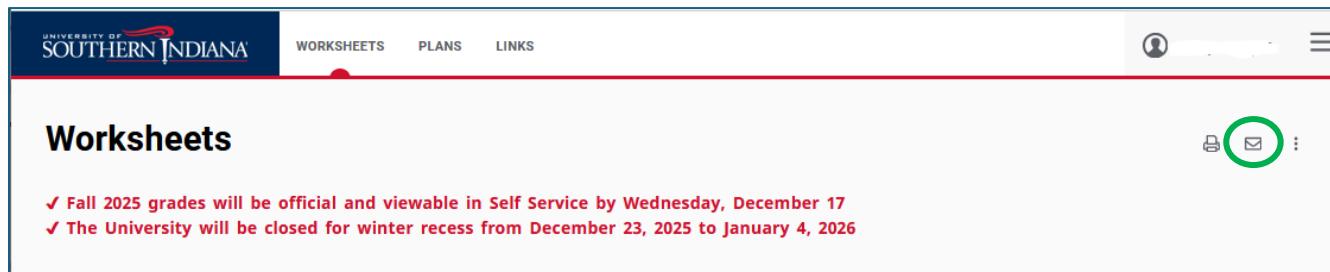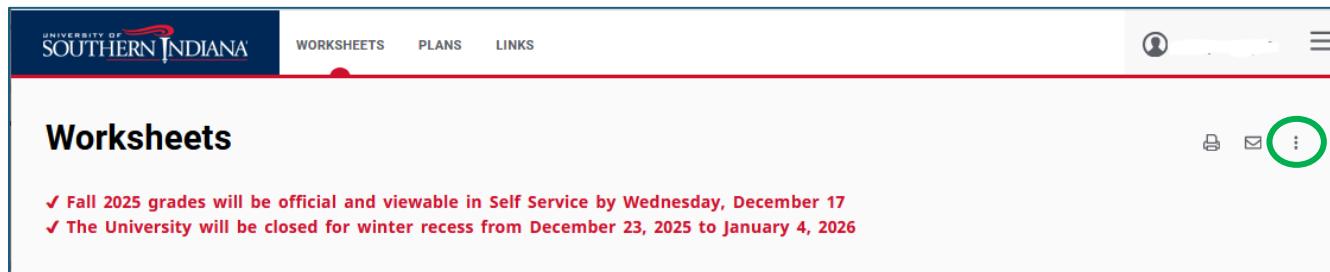

The name(s) and email address(es) will be displayed in a pop-up box. Click on an email address (blue link) to open a blank email message to that recipient (your default email client is used).
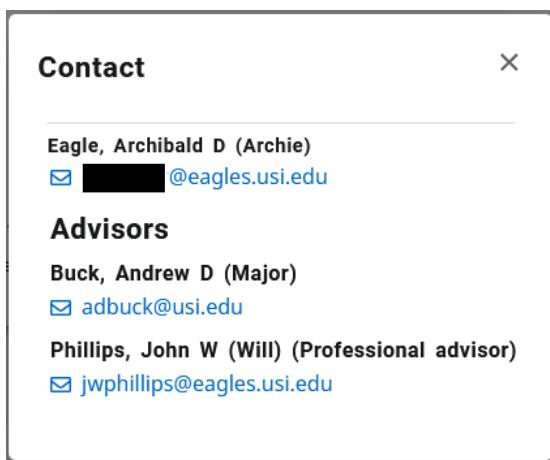
More Options (three dots)

For additional features, click the three dots (More Options) at the top of the /page.

GPA Calculator

Two GPA calculators are available. Courses repeated for GPA improvement are not factored into the results of the GPA calculators. The GPA is not considered official and is provided solely based on the estimate of grades the student might receive.

- The **Term Calculator** allows a student (or their advisor) to enter the grades they expect to earn for their in-progress classes to calculate their anticipated GPA at the end of the term. Select the anticipated grade for each course, then click the CALCLATE button.

- The **Advice Calculator** allows a student (or their advisor) to enter a desired GPA at graduation to see the grades they'd need to earn to achieve that goal. Enter the Desired GPA using up to 3 decimal points (ex: 3.125) then click the CALCLATE button.

Class History

The Class History link provides a chronological list of the student's courses taken at USI and any transfer credit. The list is for informational purposes only and is not a transcript.

Notes

Advisors can add Notes to a student's record in Degree Works. Notes can be viewed through the Notes link under More Options and will also be summarized in a section near the end of the student's degree audit.

If no notes exist, clicking the Notes link will display the following:

⚠️ **Advisors only**

To add a new note, click the ADD A NEW NOTE button.

- The "predefined notes" drop-down allows you to select from a list of common notes; the predefined note will be added to the description box (and can then be edited as needed). Or enter the desired text in the description box.
- Once the note text has been entered, click SAVE NOTE to add the note to the student's audit.

Add a new note   ✕

Predefined notes   ⌄

Add description

☐ Not available to student

CANCEL   **SAVE NOTE**

Notes   ✕

⋮

Created on 03/21/2025

By ████████

Student was advised to apply for graduation by 10/1/25. For spring 2026, student was advised to take ENG 491 for CW minor plus 13 hours of any other coursework to reach 120 hours.
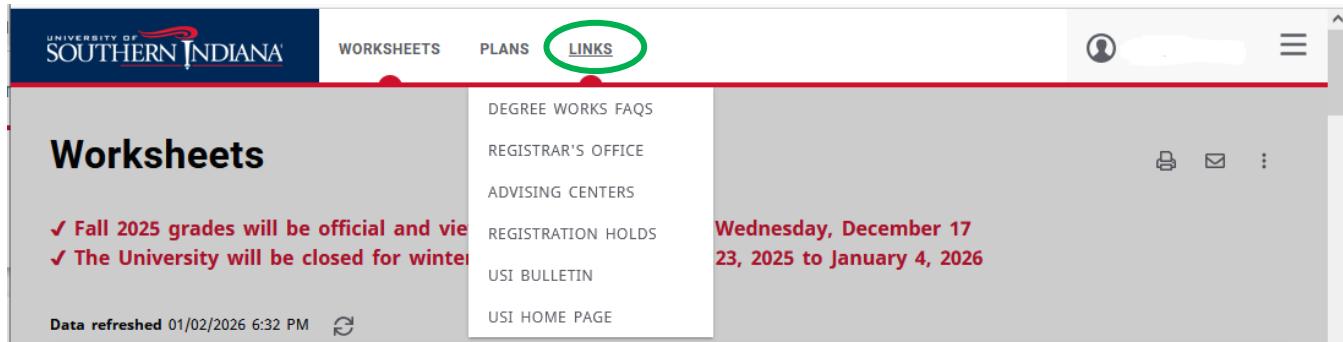
ADD A NEW NOTE

If any notes exist, a Notes block will be included near the bottom of the student's audit to display all notes.

Notes   ⌃

Status	Description	Created on	Created by
	Completed First College Review. On target for FA25 graduation. Graduation plan is in DW, and email has been sent to student and faculty advisor.	03/14/2025	Hooper, Emma Renee
	For fall 2024: EDUC 383, 358, HIST 397, 300, 346	03/12/2024	Mabis, Cacee D
	Student was advised to…register for spring 2024: EDUC 283, HIST 287, 385, 308, POLS 445	10/05/2023	Mabis, Cacee D

Links

A Links menu at the top of the page provides quick access to a number of helpful USI web pages:

Degree Works FAQs	www.usi.edu/registrar/registration/degreeworks
Registrar's Office	www.usi.edu/registrar
Advising Centers (list)	www.usi.edu/university-division/advising-centers
Registration holds (descriptions)	www.usi.edu/registrar/registration/registration-holds
USI Bulletin	bulletin.usi.edu
USI home page	www.usi.edu

Questions?

Students who have questions about requirements for their program (Core 39, major, minor, concentration), building a Plan, progress toward degree completion, course selection for upcoming semesters, or general academic advising should contact their academic advisor in the college of their major for assistance.

Students or advisors who have questions about the Degree Works system itself can visit www.usi.edu/registrar/registration/degreeworks for general information and tutorials. If you still have questions, contact the Registrar's Office for assistance.