

LCC Degree Works Help

AUDITS AND WHAT-IFS

The audit shows a major I don't want.

Degree Works shows the program you have declared. If you wish to change your program, either the major or the year, contact the Academic Advising Center in the Gannon StarZone or by phone at 517-483-1957.

In the meantime, you can do a What-If on the program you want. In the Worksheets tab on the left side, click on the What-If button. Select an academic year (one that does not predate your first courses at LCC), select a major from the dropdown, and click the Process What-If button. Requirements then are shown as completed, in-progress (enrolled courses), or still needed, just as they are in an audit.

I just added or dropped courses, but Degree Works doesn't show them.

The information in Degree Works is refreshed each night. Any changes made today (e.g., grade changes, courses added or dropped, or change of program) will be shown in Degree Works tomorrow.

I received an error that said "No requirement blocks were found."

This means your declared major is not in Degree Works yet. In this case, you will need to consult the applicable curriculum guide or change your program.

If you wish to change your program, either the major or the year, contact the Academic Advising Center in the Gannon StarZone or by phone at 517-483-1957.

The degree bar looks checked off, but the next line says, "Your declared catalog term and/or major are prior to Fall 2011."

This means the year of your major is not in Degree Works. In this case, you will need to change your major to a newer year that is in Degree Works.

If you wish to change your program, either the major or the year, contact the Academic Advising Center in the Gannon StarZone or by phone at 517-483-1957.

My program needs a 2.5 in a certain course, but even though I got a 4.0 when I took it at my previous school, the transfer course is listed in Other Courses rather than satisfying a requirement.

Transfer coursework at LCC has a grade of TR, which is equivalent to a 2.0. If a program needs courses to have specific grades of 2.5 or higher, academic departments will check the original transcript sent by the previous institution, and in the appropriate cases they will submit a substitution/waiver to the Registrar's Office to allow the TR grade. For any questions, consult your advisor.

The Electives area of my AA or AS Degree is checked off, but I'm not sure it actually has enough credits.

An Associate in Arts or Associate in Science needs at least 60 credits in General Education, Major, and Electives. The number of credits required in Electives will vary depending on whether courses in the General Education or Major are 4cr or 3cr, whether a course can be used in both General Education and Major, whether any courses transferred in with fewer credits, etc. Even though the Electives section of your audit will show as complete as soon as the absolute minimum has been met, you might still need further Electives to reach 60 credits in the degree. For any questions, consult your advisor.

Degree Works says I'm not eligible for the General Associate.

If you already have an Associate or higher, you cannot pursue a General Associate. You can however, pursue a different degree.

If you wish to change your program, either the major or the year, contact the Academic Advising Center in the Gannon StarZone or by phone at 517-483-1957.

In the meantime, you can do a What-If on the program you want. In the Worksheets tab on the left side, click on the What-If button. Select an academic year (one that does not predate your first courses at LCC), select a major from the dropdown, and click the Process What-If button. Requirements then are shown as completed, in-progress (enrolled courses), or still needed, just as they are in an audit.

My General Associate was already awarded, but now my audit says I'm not eligible for the General Associate.

Degree Works sees that you have your degree, and it thinks you are trying to get a second General Associate, which cannot be done.

If you wish to change your program, either the major or the year, contact the Academic Advising Center in the Gannon StarZone or by phone at 517-483-1957.

In the meantime, you can do a What-If on the program you want. In the Worksheets tab on the left side, click on the What-If button. Select an academic year (one that does not predate your first courses at LCC), select a major from the dropdown, and click the Process What-If button. Requirements then are shown as completed, in-progress (enrolled courses), or still needed, just as they are in an audit.

PLANS

Can I use Degree Works to plan for future semesters?

Yes, advisors can meet with students and set up your academic plan for each semester.

I can't find the academic plan I made with my advisor.

Click the My Academic Plan (MAP) tab to the right of the Worksheets tab, and any existing plans then should be visible. Either double-click the plan you want to view, or click the plan and then the Open button. Click the Expand All Terms icon to see all planned courses in all planned semesters.

My Academic Plan (MAP) shows the semesters of my plan, but I can't see any courses.

The Expand All Terms icon is to the right of the Description field and the boxes labeled Active and Locked; the label appears when you hover your cursor over it. After you click this icon, you can see courses in your plan, and you can scroll through all planned semesters.

OTHER

I have a question about the Notes near the bottom of my audit or What-If.

Any Notes were left for you by your advisor, and there should be a name and date on the right. For any questions, consult your advisor.

I can't figure out what the blue squiggles on my audit or What-If are.

A wavy blue line means a requirement should be fulfilled with the successful completion of a currently enrolled course. On the right side of the screen will be listed the semester of the enrolled course.

Also, remember to consult the Legend near the bottom of the audit or What-If.

I don't know how often I should check Degree Works.

You should review your Degree Works audit at least four times each semester:

- 1) **Before** you meet with your advisor to discuss registration for an upcoming semester.
- 2) **After** you register to ensure that the courses you selected apply to your requirements as planned.
- 3) **After** your grades for each semester are posted.
- 4) **Any** time you change your schedule or your program.

Are there brief tutorial videos about Degree Works?

Sure, just [click here](#):

I have other questions not answered above.

For questions or concerns about your Degree Works audit, consult your advisor.