



# College of Graduate Studies

TENNESSEE TECH

## Degree Works Upgrade - INFORMATION GUIDE

August 2024

The Degree Works degree audit system was upgraded on August 12, 2024 to include new features with a new design. Previously known as the “Classic Dashboard” TTU is now using the “Responsive Dashboard”. This new modern version brings a friendly student dashboard with a fresh and neat look for advisors and students to view academic progress. What will you see? A new modern design, mobile-friendly interface, and ADA compliant for accessibility. In the new responsive dashboard, only the fields with information will be displayed. We’ve highlighted a few of the main tools in the new dashboard.

**Search for a Student in Degree Works** -You can use the Student Header to search for students within Degree Works.

### Degree Audit

Graduation application deadlines:

✓ Fall - apply by June 1

✓ Spring - apply by September 1

✓ Summer - apply by February 1

Undergraduate students - Apply after 80 hours are earned.

Graduate students - Apply the semester prior to the intended term of graduation.

► THE SENIOR EXIT EXAM IS A REQUIRED EXAM FOR GRADUATION (Undergraduates only)

Student ID

Advanced search

If you do not know the student's Banner ID, select Advanced Search.

Student ID

Advanced search

Search for the student by name or filter by degree, major, class, etc. When you have chosen the appropriate criteria, select Search.

### Find Students

Curriculum ^

Degree ▾

Catalog year ▾

Major (0/124) ▾

Minor (0/81) ▾

College (0/8) ▾

Concentration (0/225) ▾

Custom ▾

[Clear](#)[CANCEL](#)[SEARCH](#)

## Top Navigation Features

### - Print, Advisor/Committee, Email, GPA Calculator, Class History, Notes

Note that on the top right of the screen you can access the print feature, view the advisor and committee list (via the envelop), email the student, and access the GPA calculator, class history and notes.




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[GPA Calculator](#)[Class History](#)[Notes](#)

**Degree Audit Blocks** - The Degree Audit is divided into multiple sections called blocks. The blocks will show the student's progress towards their degree.

**Collapse and Expand Blocks** -You can collapse the blocks for quick navigation through the audit.

To collapse all of the blocks in the audit, select Collapse all.

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## Master of Business Administration

IN-PROGRESS

Credits Required: 30 Credits Applied: 30 Catalog Year: Spring 2024

## MBA Business Administration

IN-PROGRESS

Credits Required: 30 Credits Applied: 30 Catalog Year: Spring 2024

TRANSFER CREDIT: A maximum of nine (9) semester credit hours may be transferred from other AACSB accredited schools. Credit will not be allowed for courses taken more than five(5) years prior to application to Tennessee Tech.

	Course	Title	Grade	Credits	Term	Repeated
④	30 Credits are Required					
✓	Residency Requirement is 21 Credits					
④	21 Credits at 6000 or 7000 Level Required					
④	CORE COURSES (24 Credit Hours)					
	Enrollment in core courses requires the approval of the MBA Director.					


To expand all of the blocks in the audit, select Expand all. You can also use the arrows within each block to collapse and expand the block. Each block header includes the number of credits applied from that block, the catalog year, and if the requirements of the block have been completed. The first block is the Degree Overview. It shows a summary of the main components necessary to obtain the degree. The subsequent blocks show the credits that have been completed and how they have been completed. They also show incomplete requirements and instructions for how to complete them.

**Completed Requirements** -The requirements that the student has completed are denoted by a green check mark. The course name, student's grade, number of credits, and term the course was taken are to the right of the requirement.

④	CORE COURSES (24 Credit Hours)					
	Enrollment in core courses requires the approval of the MBA Director.					
✓	Accounting Information for Management Decisions	ACCT 6010	Acct Info for Mgmt Decisions	A	3	Spring 2024
✓	Organizational Leadership	BMGT 6200	Organizational Leadership	B	3	Spring 2024
④	Business Strategy - B Grade or Higher Required	BMGT 6950	Business Strategy	IP	(3)	Fall 2024
④	Management of Information Technology	DS 6220	Management of Info Technology	IP	(3)	Fall 2024
✓	Managerial Economics	ECON 6000	Managerial Economics	A	3	Spring 2024
✓	Analytical Decision Making	ECON 6050	Analytical Decision Making	A	3	Summer 2024
✓	Financial Management	FIN 6020	Financial Management	A	3	Summer 2024

**Incomplete Requirements** - The requirements that a student has not completed

are denoted by a red circle. The course that is still needed to satisfy the requirement is listed to the right. Note an @ symbol means any course number will satisfy the requirement, i.e. COUN 6@

 Assessment in Counseling	<b>Still Needed:</b>	3 Credits in <a href="#">COUN 6670</a>
 Trauma, Grief, and Crisis Counseling	<b>Still Needed:</b>	3 Credits in <a href="#">COUN 6680</a>
 Practicum	<b>Still Needed:</b>	3 Credits in <a href="#">COUN 6800</a>

**Course Information** - By clicking on the course listed on the dashboard, the Course Information window will appear.

## Course Information

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### COUN 6320 - 3 Credits - Group Counseling

Course Description: Prerequisite: COUN 6300, COUN 6360, and COUN 6362. Introductory course in group counseling; objectives, principles, and techniques of group counseling.

**Other Blocks** - There are several other blocks that may provide information on the student:

1. Fall Through – Electives. These are courses that do not fit the program of study and may have to be manually moved by COGS into the student's program of study. Common with transfer courses.
2. Preregistered: The courses listed here are courses currently in-progress.
3. Exceptions: When a course is manually moved into the program of study. You will see what course was moved, when and by whom.
4. Notes: allows an advisor or COGS to add a note regarding student activity. An example would be changing a major.

## Fall Through - Electives

Credits applied: 3    Classes applied: 1

## Preregistered

Credits applied: 9    Classes applied: 3

## Exceptions

## Notes

Notes - The notes feature allows advisors to use predefined or personalized notes to help track conversations with students and document any advisor recommendations. Notes may be viewed by all advisors, which will be helpful if the student decides to change their program of study.





*IMPORTANT! Notes are considered part of the student's academic record (even if you check "Not available to student") and can be requested under FERPA. Notes are viewable by the student and any faculty/advisor/staff who have access to the student's audit in Degree Works. Notes should be limited to academic advising recommendations and must not include any personal or sensitive information.*

### Notes



Status	Description	Created on	Created by
	Removed LICN code in SGASADD - [REDACTED], changed major from C&I to CP; LICN no longer applies.	07/23/2024	Morabito, Lucinda S

**LEGEND** - At the bottom of the audit, you will see a legend that explains the icons found in the degree audit.

Legend	
 Complete	 Not complete
 Complete (with classes in-progress)	 Nearly complete - see advisor
 Prerequisite	 Any course number
(R) Repeated class	

**Class History** (accessible from the top right menu) - Displays a condensed list of courses by semester, that the student has completed and/or is scheduled to take. This section is for informational purposes only.

Headlines:

Class History <span>×</span>			
Fall 2025			
Course	Title	Grade	Credits
ECON 6000	Managerial Economics	B	3
ECON 6050	Analytical Decision Making	B	3
MKT 6100	Strategic Marketing	A	3
Spring 2026			
Course	Title	Grade	Credits
ACCT 6010	Acct Info for Mgmt Decisions	IP	3
DS 6570	Cyber Security Mgmt.	IP	3
PRST 6540	Health Informatics	IP	3

For additional assistance with Degree Works, contact the Degree Progression and Graduation staff in Graduate Studies, 931-372-3233.