NORTHERN New Mexico College

FAQs for Advisors

How current is the information in Degree Works?

- Once the "Process New" and refresh buttons are clicked in Degree Works, the information is current and up to date. Complete these two steps each time you pull up a student.

Where does Degree Works get information from?

- The information in Degree Works comes directly from Banner. If you believe a student's catalog year or major is incorrect or if courses aren't displaying in Degree Works, that is the information in Banner, so please double check in Banner or with the registrar's office.

Can I see a list of all of the classes that a student has taken and how many classes they have left to fulfill degree requirements?

- Yes, you can find the courses that have been taken at NNMC as well as transfer courses in the worksheet audit. To identify requirements that still need to be completed, look for unchecked boxes. Degree Works is laid out in block format displaying degree, major, minor, and concentration requirements information.

Can a student register for courses in Degree Works?

- No. Degree Works is a snapshot of courses in-progress, planned, and in academic history. This may be an option in the future.

What can be changed in Degree Works?

- Nothing. Degree Works doesn't allow advisors or students to make any changes such as major, catalog year, register for courses, or fix information.

How can I update information?

- You cannot update course information in Degree Works. To initiate changes to a student's academic program, please consult with registrar's office.

Are grades visible in Degree Works?

- Yes, once grades have been processed at the end of the semester. Midterm grades are not available in Degree Works. While a course is in progress or preregistered, "IP" will be displayed instead of a grade.

How do I make a substitution for a course requirement?

- Please reference the Exception Tutorial or the 'Substitutions in Degree Works' document on the Degree Works for Staff page.

There are a lot of courses in the 'Courses Not Applied to Audit' section. Why?

- If a student has changed majors, courses that were once required may no longer be needed by the new major. Students may have taken more elective courses than required by the major. Students may be pursuing a concentration or minor they need to officially declare.

The major requirements don't look quite right. What could be wrong?

- First, make sure the data has recently been refreshed. If it has not, refresh the data. Secondly, double check the catalog year listed on the Degree block to make sure it matches what requirements you are following. If the catalog year doesn't seem to be correct for the student, contact the registrar's office. If all seems to be correct, please notify the Degree Works Analyst with any discrepancies.

Worksheets

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Data refreshed 7/17/2020 9:13 PM ↻

| Student ID ✕ | Name | Degree Associate in Engineering ⌄ |

What if a student has two declared majors, but I can only see one?

- Click on the degree dropdown box to toggle between the different majors a student has declared.

| Student ID ✕ | Name | Associate in Engineering |
| Advanced search | | BA in Integrated Studies |

What if I have issues accessing Degree Works on my computer?

- If you experience technical issues with Degree Works, first clear your browsing data (cached files and cookies). Secondly, try a different browser. If you still have issues accessing Degree Works, please contact the IT department for a password reset.

If I have additional questions about Degree Works, whom do I contact?

- Contact DeAnna Robinson at deanna.robinson@nnmc.edu.