Quick Guide: Using Degree Works to Self-Advise

1. Access *MyBridge* by using your unique student identification number and password.
2. Navigate to the *Student Information* tab.
3. Click on the *My BV Degree* link. This link opens in a new tab or in a pop-up window depending on your browser configuration.
4. Verify your student ID, name, and major appear at the top of the Degree Works worksheet. The *Student View* section contains additional information such as your current GPA and account holds.
5. The degree progress bar offers quick visual feedback of how far along you are within your program. This percentage of completion considers not only your completed courses, but also your total number of hours applied, GPA, etc. A degree progress bar indicating 100% is not, in and of itself, considered proof of credential. Certified credentials are included on academic transcripts.
6. The degree type section immediately follows the degree progress bar and indicates you are pursuing a certificate or associate credential.
7. The major area lists the courses from your program's pattern sheet within the academic catalog you are following. Students following a program pattern sheet from the 2018-2019 or more recent academic catalog will notice the major courses on Degree Works are displayed in the same order as in the academic catalog. Students in prior catalogs will see the major area courses have been separated from the general education courses.
8. Click on a course subject code and number (e.g. ENGL 101) to see the course description. When available, additional course information such as pre-requisites and upcoming schedule offerings is also viewable.
9. Courses you have successfully completed within your program will display your final grade within the major area course list. If the successfully completed course is not part of a group requirement with unmet conditions, a check mark will also be displayed immediately before the course title. This indicates the requirement is fully met.
10. Courses in which you are currently enrolled will display *IP* or *In Progress* instead of a final grade. If the in progress course is not part of a group requirement with unmet conditions, a tilde (~) will be displayed immediately before the course title.
11. Unmet course requirements will display *Still Needed*: within the major course area. Unmet courses will also display a small red square immediately before the course title.
12. Courses you have completed, but are not currently applied toward your credential will be displayed in the *Fallthrough*, *Not Counted*, or *Insufficient* areas below the major area. *Fallthrough* indicates the course has not been identified as part of your major, *Not Counted* indicates the course is not college-level (e.g. <100-level), and *Insufficient* indicates the course was not successfully completed. If you believe you have completed a comparable course and it is not applying toward your credential, please inform your academic advisor and they will complete a substitution form if appropriate.

NOTE: Degree Works is a supplemental resource to the academic catalog. Failure to adhere to pre-requisite and co-requisite guidelines may result in significant administrative changes to your schedule.

BridgeValley Community and Technical College

Student View as of 03/18/2020 at 00:00

Student	Test, Tommy T	**Major Code**	1102	**Instititional GPA**	4.00
ID	B000XXXXX	**Academic Standing**		**Transfer GPA**	
Degree	Certificate	**Hold**	None	**Overall GPA**	4.00
Major	General Ed-CAS				

Degree Progress

Requirements   18%

Results as of 03/18/2020. The percentage shown assumes sucessful completion of requirements currently in progress.

☐ **Degree in Certificate in Applied Science**		Catalog Year:	2019-2020 Academic Year	Credits Required:	30
		GPA:	4.00	Credits Applied:	1

Unmet conditions for this set of requirements:	30 credits are required. You currently have 1, you still need 29 more credits.

☐	Minimum Credits at BridgeValley Community & Technical College	Reason:	Minimum credits taken at BridgeValley Community and Technical College: You have <earned> but still need a minimum of <needed> credits.
✅	You meet the minimum overall 2.0 cumulative GPA requirement.		
✅	You meet the minimum overall 2.0 institutional GPA requirement.		
☐	Major Requirements	Still Needed:	See **Major in General Ed-CAS** section

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☐ **Major in General Ed-CAS**		Catalog Year:	2019-2020 Academic Year
		GPA:	4.00

Your GPA in these classes is 4.00.

☐	English Composition I	Still Needed:	**1** Class in **ENGL** 101*
☐	Mathematical Reasoning	Still Needed:	**1** Class in **MATH** 113*
☐	First Year Experience	Still Needed:	Choose from 1 of the following:
☐	Enhanced First Year Experience	Still Needed:	(**3** Credits in **GNST** 110) or
☐	First Year Experience/Classroom Success Strategies/ Professional Development	GNST 102 Still Needed:	First Year Experience A 1 Fall 2015 (**2** Credits in **GNST** 103 and 104)
☐	Program Specified GEC-3	Still Needed:	**1** Class in **ARTS** 110 or 120 or **HUMN** 101*
☐	Fundamentals of Business Computer Applications	Still Needed:	**1** Class in **ATEC** 115
☐	English Composition II	Still Needed:	**1** Class in **ENGL** 102*
☐	Oral Communication	Still Needed:	**1** Class in **COMM** 100
☐	Social Science Elective	Still Needed:	**1** Class in **ECON** 201* or 202* or **HIST** 111* or **PSYC** 101* or 201* or **SOCI** 101* or 110* or 120* or 130*
☐	Natural Science Elective	Still Needed:	**4** Credits in **BIOL** 101 or 102 or 201 or 202 or 210* or 220* or 221* or 230* or 231 or 245* or **CHEM** 100 or 110* or 111* or **MTGY** 100 or **PHSC** 100* or 101 or **PHYS** 100* or 101* or 102*

☐	Health and Wellness	**Still Needed:**	**1** Class in **PHED** 101

Not Counted

Credits Applied: 0 Classes Applied: 1

SOOL 099	Orientation to Online Learning *Max of zero classes/credits exceeded*	CR	0	Summer 2016

Notes

	Who	Date
Time management issues were discussed	Ritter, Sherri E	03/06/2018

Legend

☑	Complete	≈	Complete except for classes in-progress	(T)	Transfer Class	IP	In Progress
☐	Not Complete	≈	Nearly complete - see advisor	@	Any course number	*	Course requires pre-requisite(s)

Disclaimer

This audit is NOT OFFICIAL and is only a guide.

Students are responsible for complying with all graduation requirements, programmatic and otherwise, as outlined in the college catalog. College catalogs are available at www.bridgevalley.edu/college-catalogs

To apply for graduation or to obtain more information about programs of study, students must consult their academic advisors. This degree audit is NOT A SUBSTITUTE for an academic transcript. Unofficial academic transcripts are only available through the MyBridge system. Official academic transcripts may be requested through the National Student Clearinghouse at www.getmytranscript.com