



Student Orientation to Degree Navigator College of Arts & Sciences



Welcome to Degree Navigator (DN), an online program that lets students monitor their progress toward the completion of their degree(s). It is designed as a supplement, not a replacement, for existing advising resources: the Degree Requirement Checksheet, the OU General Catalog, and most importantly, the academic advisor or counselor.

Degree Navigator shows students all the degree program requirements, how the course work they have already completed applies to the degree, and what remains to be done to complete their degree. The system is available 24 hours a day, 7 days a week.

TABLE OF CONTENTS

HOW TO LOG ON	2
UNDERSTANDING THE INTERFACE	2
USING AUDIT REPORTS.....	3
<i>Understanding the audit report:</i>	4
<i>Requirements</i>	4
<i>Non-Visual Requirements</i>	5
<i>Audit Report Descriptions</i>	5
VISUALIZE DEGREE	6
SEARCHING FOR OTHER MAJORS/MINORS.....	7
<i>Degree Search</i>	7
<i>Course Search:</i>	7
<i>Department Search:</i>	7
NOTES.....	7
MY DN RECORD (UNOFFICIAL TRANSCRIPT)	8

How to log on

Student Login ...
Login Problems? 325-HELP
Username:
Password:
Student Login
Guest

To access Degree Navigator (DN), go to <http://degree.ou.edu>. Enter your OU Username (4+4) and password in the student login screen. Click Student Login.

Understanding the Interface

Once you log on, you will see your name in the upper part of the right column. Under your name, you will see your declared major(s) and minor(s) listed with their respective codes. Honors requirements are listed separately, usually above the major. Pre-professional codes, minors, second majors, and/or second degrees are listed separately. When applicable, a student with multiple major/minors will have a link at the bottom which combines requirements from everything a student has declared. ****Verify that everything you intend to pursue has been declared****. To make official changes to your degree program, visit the Arts and Sciences Academic Services office in 124 ELLH.

UNIVERSITY OF OKLAHOMA Logout

SEARCH | PROFILE | NOTES | HELP

Student name

TEST, STUDENT IS
Pre- Social Work-2104X -- Admission to this major is a selective process. Not all students with the minimum 2.50 are admitted. You have not yet been formally admitted.(2104X)

My DN Record

Use this feature to search for a new major. See page 7.

Use this feature to read notes left by your academic advisor. See page 7.

Your declared major(s) and minor(s) will display as links here. When you click on these links, Degree Navigator loads the respective graduation requirements in the middle screen. To compare your coursework against the degree requirements, you'll need to run an "Audit" report. See page 3.

Use this link to view your *unofficial* transcript. See page 8.

Powered by **Dag**

Using Audit Reports

When you click on a major link, Degree Navigator displays the respective graduation requirements in the middle screen. To compare your coursework against the degree requirements, you'll need to run an "Audit" report. There are several audit reports in Degree Navigator. The College of Arts & Sciences recommends students use the "Graduation Report with Current & Selected Courses"

Step 1: Click the major or minor link to load the graduation requirements.

The screenshot shows the University of Oklahoma Degree Navigator interface. At the top, there is a navigation bar with "SEARCH", "PROFILE", "NOTES", and "HELP" links, and a "Logout" button. The main content area is titled "PROGRAM REQUIREMENTS, 2/7/2007". Below this, there is a "Degree Description" dropdown menu with a "Visualize Degree" link. The "Social Work 2104A" section includes a "Version" dropdown set to "2006Su" and an "Apply" button, along with "Hours: 120". A "Requirements" section is highlighted in yellow, showing "Requirement V1: University General Education - Types : Type01". Below this, a table lists requirements, including "V. Senior Capstone Experience (CAP):" with a note "A total of 1 course from { Any Senior Capstone Experience. }". On the right side, a red sidebar contains a "TEST, STUDENT IS" section with a warning message: "Pre- Social Work- 2104X -- Admission to this major is a selective process. Not all students with the minimum 2.50 are admitted. You have not yet been formally admitted.(2104X)". Below this is a "My DN Record" link.

This close-up shows the "Degree Description" dropdown menu. The menu is open, displaying several options: "Degree Description", "Audit - Graduation Report with Current & Selected Courses", "Audit - Full Report with Course Status", "Audit - Program of Studies Status Report", "Audit - Short Progress Report", and "Audit - Outstanding Requirements Report". The "Audit - Graduation Report with Current & Selected Courses" option is highlighted in blue. Below the dropdown, the "Version" is set to "2006Su" and "Hours" is "120".

Step 2: Click on the Degree Description down arrow and select "Graduation Report with Current and Selected Courses" to compare your coursework against the degree requirements

Understanding the audit report:

The audit report returns your name, ID number, and lists the degree (major or minor) you are auditing.

UNIVERSITY OF OKLAHOMA Logout

SEARCH | PROFILE | NOTES | HELP

GRADUATION REPORT WITH CURRENT & SELECTED COURSES, 2/7/2007

Graduation Report with Current & Selected Courses Audit - Graduation Report with Current & Selected Courses [Visualize Degree](#)

TEST, STUDENT IS
Student ID: 112132859
Report for degree: Social Work 2104A (2006Su)
Completed Hours: 101 of 120 Completed Requirements: 0 of 8

Version: 2006Su

✓ Indicates course has been fulfilled
● Indicates course is current
● Indicates course is in the course plan

Requirements

✗ **Requirement V1: University General Education - Types : Type01**
Total Courses: 13
Completed: 6
Needs: 7 more courses are needed to satisfy this requirement.

The required number of courses from each of the following sets of courses:

V. Senior Capstone Experience (CAP):

TEST, STUDENT IS
Pre- Social Work- 2104X -- Admission to this major is a selective process. Not all students with the minimum 2.50 are admitted. You have not yet been formally admitted.(2104X)

[My DN Record](#)

Below the Version menu is a key for the coursework. The check mark indicates the course has been completed with an acceptable grade. The green circle indicates a course in which you are currently enrolled or pre-enrolled. The yellow circle is a feature that allows students and advisors to “map out” future semesters. *This feature is not tied in to the enrollment system.*

✓ Indicates course has been fulfilled
● Indicates course is current
● Indicates course is in the course plan

Requirements

The Requirements area lists the following categories of requirements:

- Major (which can take two, three, or more categories)
- Major Support
- University General Education
- Specific course work required by the college
- Upper Division Hours
- Overall Hours

Requirements

✗ **Requirement V1: University General Education - Types : Type01**
Total Courses: 13
Completed: 6
Needs: 7 more courses are needed to satisfy this requirement.

Non-Visual Requirements

At the end of the Graduation Report, you will see a chart listing “other” or “Non Visual” requirements. These may include the following and will vary according to the major:

- Upper Division Hours
- Upper Division Gen Ed course in addition to the Upper Division Capstone
- Minors/Second Major/Second Degree requirements (if applicable)
- State Regent’s Requirements
- Residency Requirements
- High School Curricular Deficiencies (if any)
- GPAs (Major, OU, Overall, as well as the Retention GPAs)

Non Visual Requirements

Requirement	Minimum	Maximum	Applied	Status
University General Education Hours	40		25	✘
Upper-Division General Education Requirement	1		0	✘
Admission Deficiency High School History	1		1	✔
University maximum on non-resident work allowed in last 30 hours		15	5	✔
College (A&S) requirement for upper-division resident (OU) work in major	15		n	✘

The **Applied** column contains the student data and the **Status** column indicates whether or not a requirement has been satisfied.

Audit Report Descriptions

Graduation Report with Current & Selected Courses:

This report is used by the college to print out the final audit for a student once s/he has completed all graduation requirements. It is a combination

of the Program of Studies Status Report and the Full Report. This report is the recommended report for students and departmental advisors to use for advising.

Degree Description	Degree Description
Version:	2006Su
Hours:	120
	Degree Description Degree Description Audit - Graduation Report with Current & Selected Courses Audit - Full Report with Course Status Audit - Program of Studies Status Report Audit - Short Progress Report Audit - Outstanding Requirements Report

Full Report with Course Status: This report is extremely detailed and complete. It is used as the “primary” report by the college. This report is the only one that lists “Courses Used” and “Courses Unused” for this program. This report displays both degree requirements and the student’s progress towards completion.

Program of Studies Status Report: This report starts with a grid that displays the non-visual “other” requirements. This report is good to use when checking the student’s major GPAs, as they are listed first in the grid. The column labeled “applied” is the column that displays the student data.

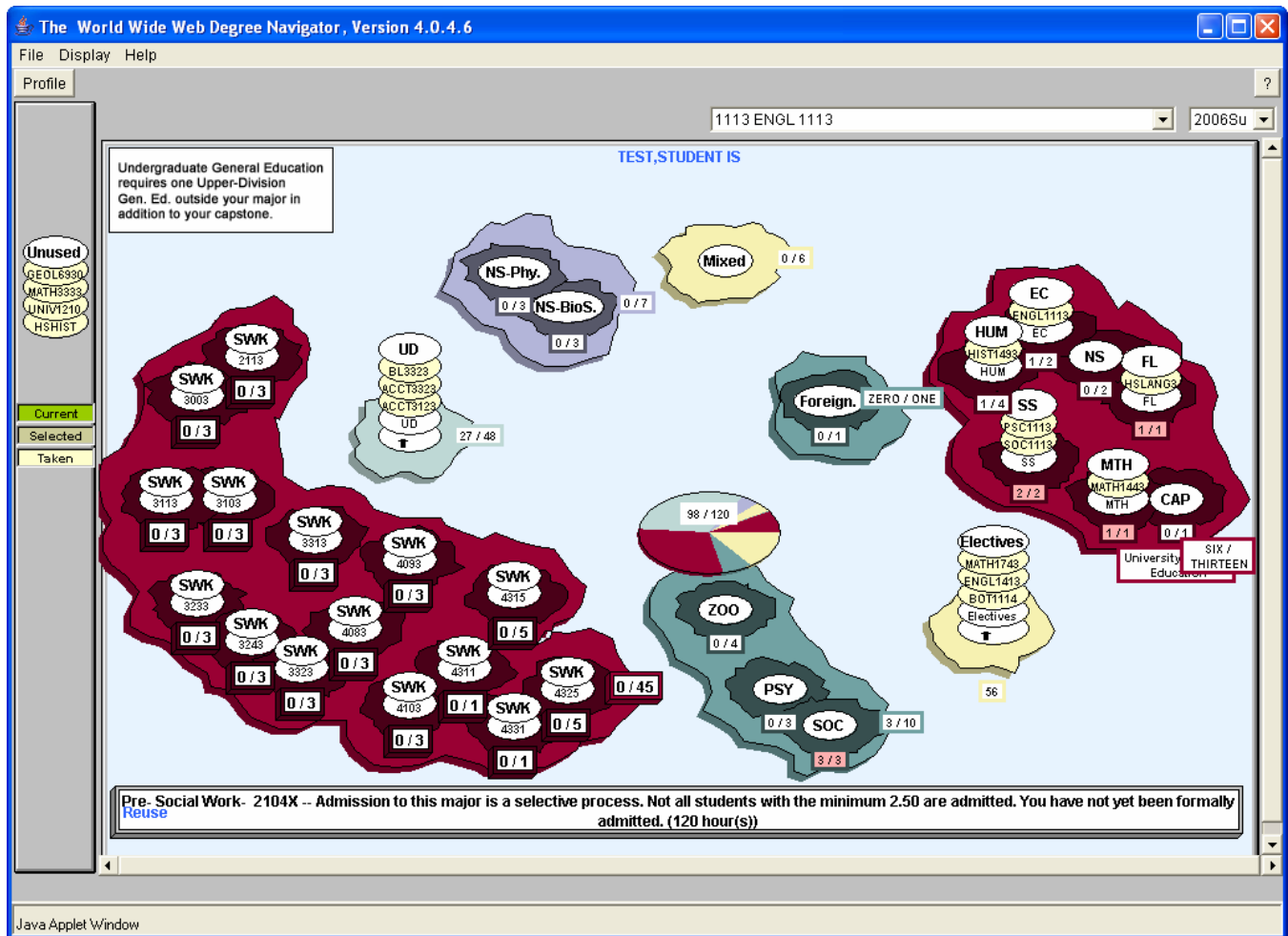
Short Progress Report: This report contains only essential degree audit information and is designed to print in one or two pages. It shows which courses the student has finished and says how many are still needed but does not show which specific courses are left, nor does it display degree requirements.

Outstanding Requirements Report: This report lists visual requirements still needed to fulfill a degree program. The satisfied requirements are not displayed.

Visualize Degree

You may prefer to use the “Visualize Degree” screen to view degree requirements.

Click on the red “Visualize Degree” text link to bring up the Visual display.



Try clicking on various “islands” and courses to get different information.

Close the window to return to Degree Navigator.

Searching for other majors/minors

UNIVERSITY OF OKLAHOMA

SEARCH

Courses

Departments

Degrees

There are three ways to use the Search tool. You can search for courses, departments, or degrees.

Degree Search

When you search for degrees, DN will match up your keyword with any degree program that contains that word.

Click on the area you want to explore and DN will take you back to the main screen with the degree description pull down menu. Now, proceed as you would for your current major (see page 3).

DEGREE SEARCH

Keywords: Native American Studie Search

Show 20 records at a time

Matches Found: 2

1. [Minor in Native American Studies 2212A \(2005Su-\)](#)
2. [Native American Studies 2212A \(2005Su-\)](#)

NOTE: Searching through different degrees will NOT change your declared major. To make official changes to your degree program, visit the Arts and Sciences Academic Services office in 124 ELLH.

Course Search:

You can search for courses by course number or title keyword. DN will match your search keyword(s) with words or word fragments that appear in either the course number or the course title.

Department Search:

When you search by department, DN will match your search keyword(s) or fragments with words that appear in the department name. For example, searching for “History” returns History, History of Science, and Music History. You can then click on a “Courses” link to view all courses offered by that department.

Notes

This is where your advisor will list any departmentally approved exceptions to your major or major support requirements.

To view the notes, hover your mouse over the Notes category and click **Read Notes**.

	SEARCH	PROFILE	NOTES
			Read Notes
NOTES			
	Title	Date	Author
1.	Spring 2007 Advisement	09/28/2006	hemp9549
2.	Western Civ Life Science Foreign Language exceptions made to Hydrological Science minor 7/26/05	07/26/2005	ensl3705
	[None]		

To read the full text of the note, click on the linked number beside the note title.

My DN Record (unofficial transcript)



Under the major/minor listings on the right column, you will see an icon for “My DN Record.”

My DN Record is an unofficial transcript that includes all the course work you have completed (including transfer work), listed semester-by-semester. It includes your current enrollment.

Courses Completed

Term	Course	Hours	Grade	Special
2007Sp				
	BOT3534	4	current	Spring , SR , Current , ud
	GEOG3924	4	current	Spring , SR , Current , ud , MTH
	HIST3633	3	current	Spring , SR , Current , ud , NWC
	HSCI3823	3	current	Spring , SR , Current , ud , WC
	ZOO4983	3	current	Spring , SR , Current , ud , CAP
2006F				
	GEOG1114	4	A	Dec Int , SR , OUPerm , ld , NSL
	PSC3233	3	A	Fall , SR , OUPerm , ud
	ZOO3083	3	C	Fall , SR , OUPerm , ud
	ZOO3403	3	B	Fall , SR , OUPerm , ud
	ZOO4024	4	C	Fall , SR , OUPerm , ud
	ZOO4970	3	C	Fall , SR , OUPerm , ud
1986F				
	ENGL1113	3	C	Fall , tr , Transfer , ld , EC1 , JC , OT , old , COMP AND RHET
	TRF1999	1	A	Fall , tr , Transfer , ld , JC , OT , old , FRESH ORIENT , unequated
	TRF1999	3	A	Fall , tr , Transfer , ld , JC , OT , old , BASIC GRAPHICS , unequated
	TRF1999	3	B	Fall , tr , Transfer , ld , JC , OT , old , PHOTO REPROD , unequated
	TRF1999	3	C	Fall , tr , Transfer , ld , JC , OT , old , BASIC PHOTO , unequated
	TRF1999	3	D	Fall , tr , Transfer , rem , ld , JC , OT , old , INTRO ALGEBRA , unequated
Pseudo Course				
	HSCOMPLIT	0	S	Pseudo Course
	HSHIST	0	S	Pseudo Course
	HSLANGO	0	S	Pseudo Course

When the grade field says “current,” you are either enrolled in the current term or pre-enrolled for a future term.

Note that Interession courses are listed in the previous regular semester.

The “TRF1999” code means the course does not have an OU equivalent but may still apply as hours earned.

The Pseudo Course is not actual college credit but is high school work or placement exam proficiency that fulfills specific curricular requirements.