



HOW TO: Self-Advise with Degree Works

1. Log in to your **MyBridge** account.
2. Click the **MyBVDegree** link. This link opens in a new tab or in a pop-up window depending on your browser configuration.
3. 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.
4. The degree progress area 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. Degree progress indicating 100% completion is not, in and of itself, considered proof of credential. Certified credentials are indicated on academic transcripts.
5. The degree type section immediately follows the degree progress area and indicates you are pursuing a certificate or associate credential.
6. 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.
7. Click on a course subject code and number (e.g. ENGL 101) of a course you haven't taken to see the course description. When available, additional course information such as pre-requisites and upcoming schedule offerings will also be listed.
8. 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.
9. 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.
10. 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.
11. 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.