



DEGREE NAVIGATOR 6 STUDENT TUTORIAL

This is a basic tutorial designed to guide you through Degree Navigator version 6 (DN6). Degree Navigator is a supplemental online program that allows students to monitor their progress towards the completion of their degree(s).

Degree Navigator may be accessed via <http://degree.ou.edu>

Degree Navigator should be used as a supplement, not as a replacement for advising. Contact your College Academic Advisor with any questions and/or concerns.

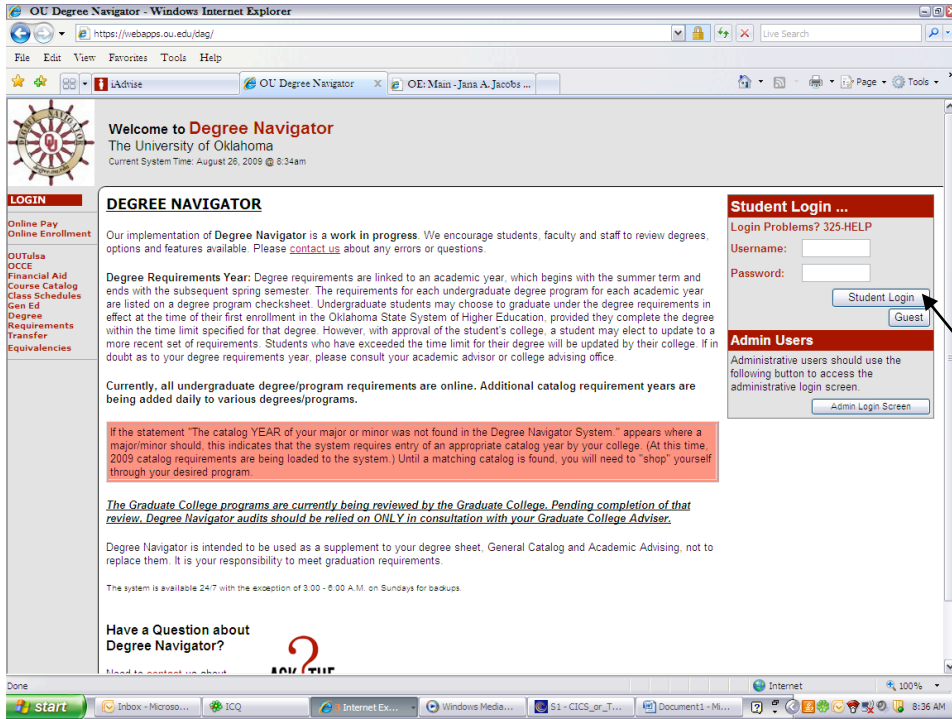
Contents

•How to Log-in.....	2
•Home and DN Audit TAB introduction.....	2
•Home TAB	
• Course Record.....	3
• My Notes.....	4
•Course and Requirement Legends.....	5
•DN Audit TAB	
• Search Courses.....	6-7
• My Course Plan.....	8
• My Degrees.....	9
• Search Degrees.....	10
• DN Audit.....	11



This icon will alert you to important information

How to Log-in



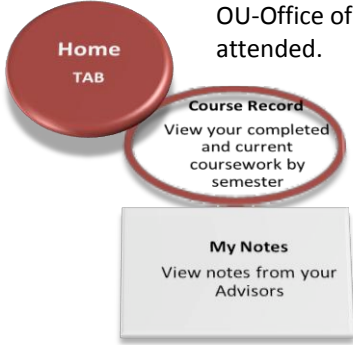
Home and DN Audit TAB introduction

Listed below are the main TABS in DN6, along with the pages found in that section.

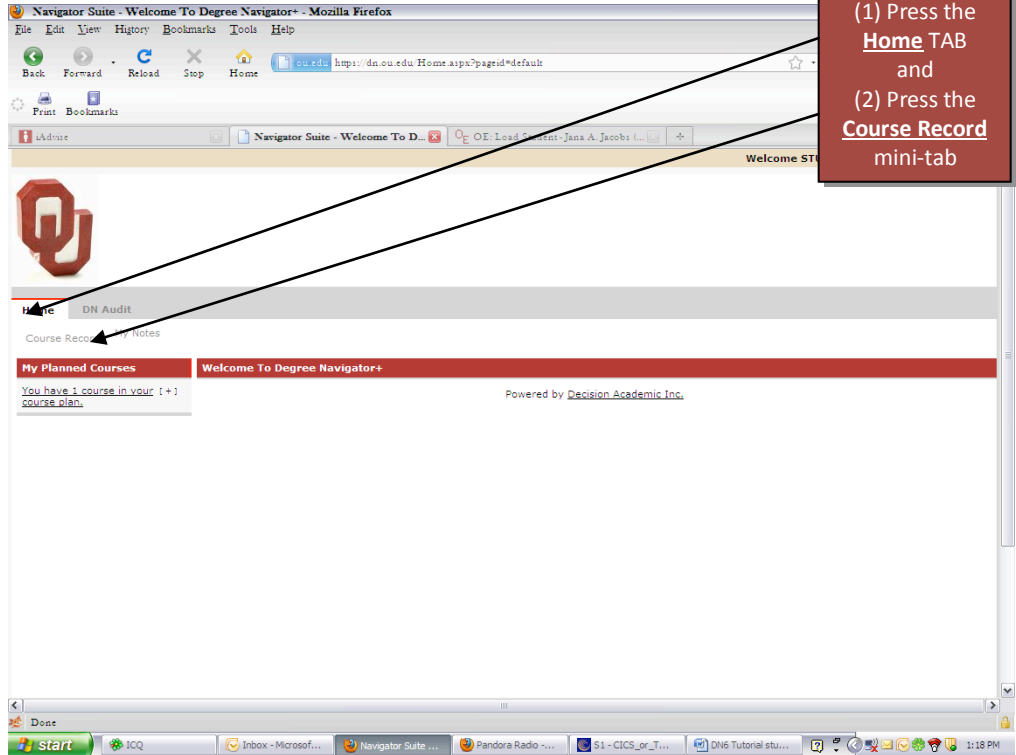


Home TAB: Course Record

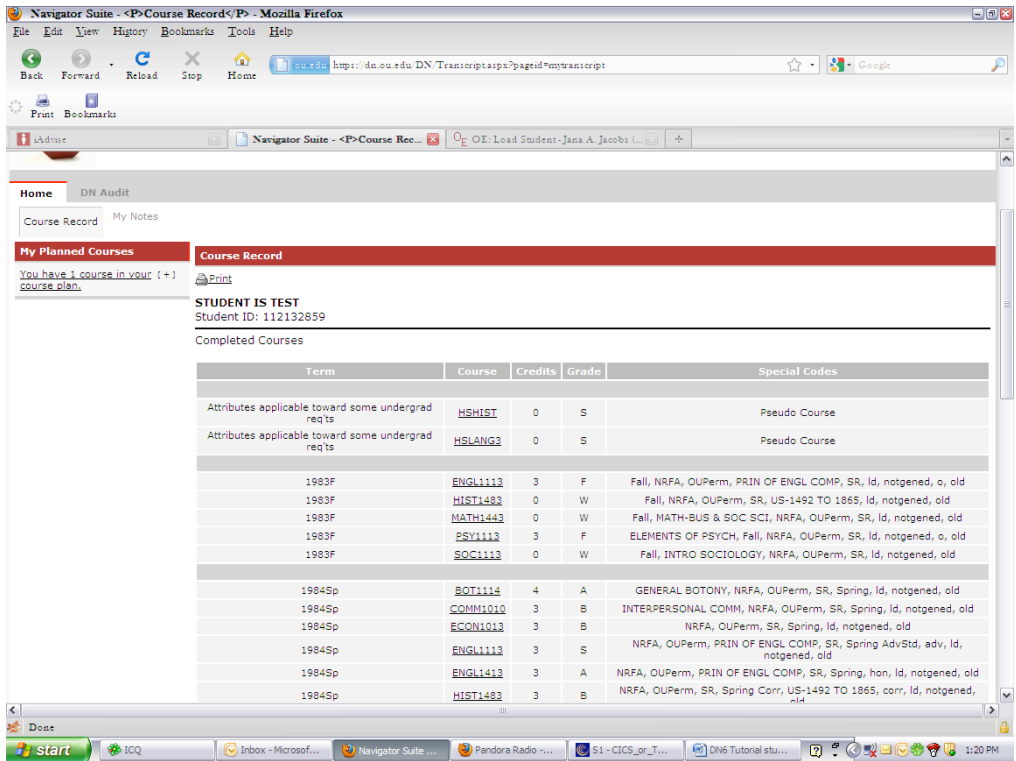
The **Course Record** allows you to view all completed (with grades) and currently enrolled courses. All courses are listed in sequential order by semester. This is a good way to verify that OU-Office of Admissions has received all of your transcripts from other schools you may have attended.



(1) Press the **Home TAB** and
(2) Press the **Course Record** mini-tab



- The **Course Record** will include OU and transfer courses that are current and completed.
- The **Term** column lists the semester the course was taken
- The **Course** column lists the course number. If it is a transfer course that equates to an OU course, the OU course number will be listed. If your transfer course is not equated to an OU course, it will list as TRF1999(lower-div) or TRF3999(upper-div).
- The **Credits** column lists the hours earned for the course.
- The **Grade** column lists the earned grade.
- The **Special Codes** column lists the original course title (helpful when reviewing transfer courses).



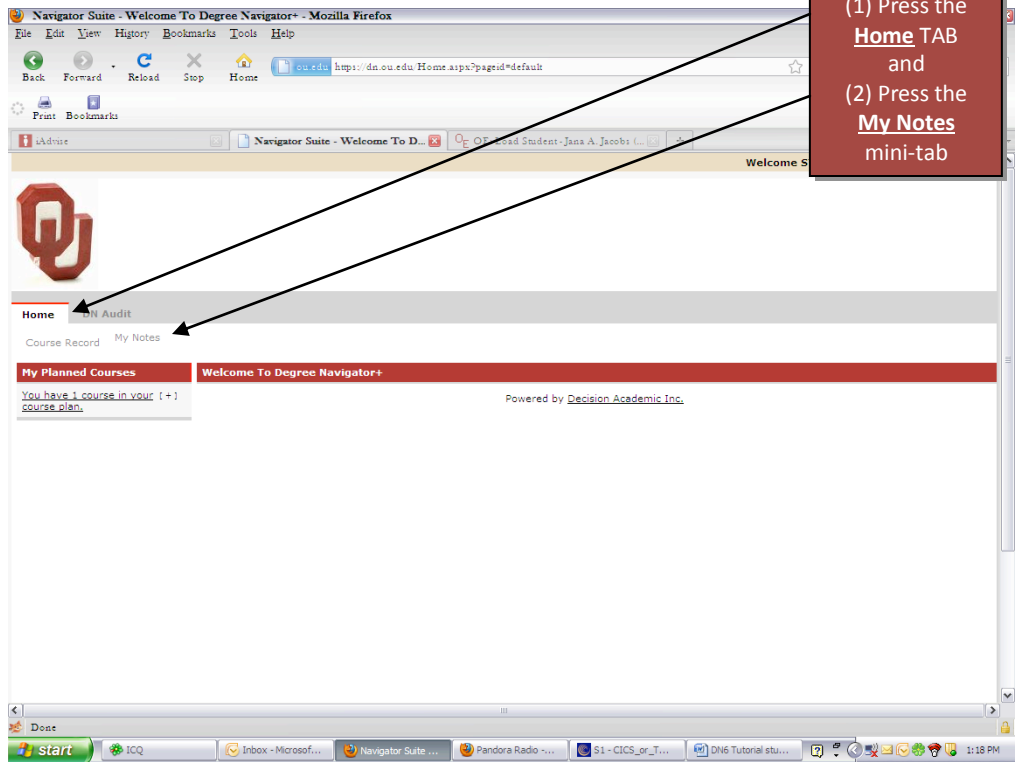
Home TAB: My Notes

My Notes allows you to view notes from your Advisors. Your advisors will list important information about your degree, as well as courses discussed during your advising appointments

Home TAB
View your completed and current coursework by semester

My Notes
View notes from your Advisors

(1) Press the **Home TAB** and
(2) Press the **My Notes** mini-tab




The **My Notes** page allows you to view notes from your advisors.

The **From** column lists the Advisor who wrote the note.

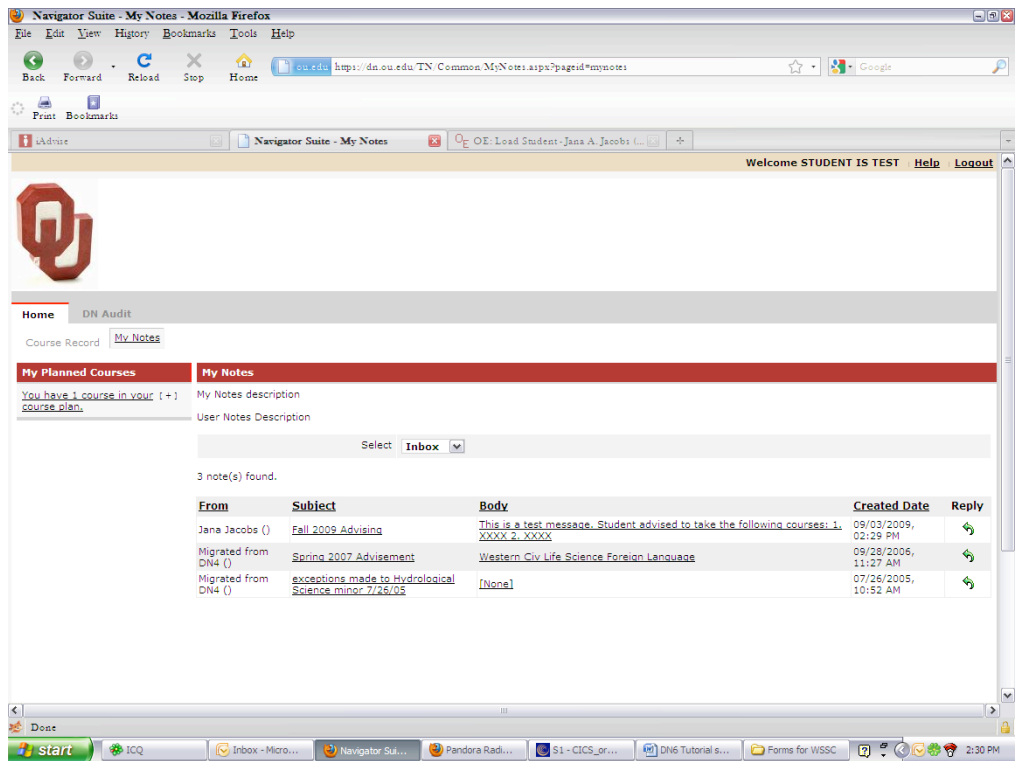
The **Subject** and **Body** columns are listed in chronological order (beginning with most recent note written). The **Body** lists the full note. There is no need to click on it.



REPLYING TO NOTES

Although there is a  icon, this does not contact your advisor by email.

Please email your advisor if you have questions about an advising note.



Course and Requirement Legends

Explains the various symbols used in the Degree Navigator, so that you can interpret your Audit/Graduation Report.

[-] Legend

Course Legend

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

Requirement Legend

- ✓ Indicates requirement has been fulfilled
- ✗ Indicates requirement has not been fulfilled
- ⌘ Indicates requirement will be fulfilled with successful completion of in-progress or planned courses

HOW TO READ LEGENDS

If a student has met the content of a requirement, but has not met the minimum hour requirements, the Graduation Report will indicate that:

- ✗ the hours requirement has not been fulfilled. (to the left of the requirement)
- ✓ the content/course requirement has had a course applied to it (to the right of the requirement)

Requirement V2 : Freshman - Types: Type04

Total Credits: 30
Completed: 26
Needs: 4 more credits are needed to satisfy this requirement.

A total of 30 credits from {ENGL1113, CHEM1315, MATH1823, PSC1113, ENGL1213, EXPO1213, MATH2423, HIST1483, HIST1493, PHYS2514, CS1323}

- ✓ with at least 3 credits from **First Semester**: {ENGL1113 ✓}
- ⌘ and at least 5 credits from **First Semester**: {CHEM1315 ■}
- ✓ and at least 3 credits from **First Semester**: {MATH1823 ✓}
- ✓ and at least 3 credits from **First Semester**: {PSC1113 ✓}
- ✓ and at least 3 credits from **Second Semester**: {ENGL1213 ✓, EXPO1213}
- ✗ and at least 3 credits from **Second Semester**: {MATH2423 ✓}
- ✓ and at least 3 credits from **Second Semester**: {HIST1483, HIST1493 ✓}
- ✓ and at least 4 credits from **Second Semester**: {PHYS2514}
- ✗ and at least 3 credits from **Second Semester**: {CS1323}

Conditions:

- No credits with special code (PNP), may be used from { Freshman, V3 - Freshman Orientation Requirement, V4

Completed Courses:

CHEM1315 (5, 2010Su, current, LR, lab, NSL, lib)
 ENGL1113 (3, 2006F, B, EC1, Fall, NRFA, OUPerm, PRIN OF ENGL COMP, SR, Id)
 ENGL1213 (3, 2007Sp, B, EC2, NRFA, OUPerm, PRIN OF ENGL COMP, SR, Spring, Id)
 HIST1493 (3, 2008Sp, C, HST, NRFA, OUPerm, SR, Spring, U S 1865 TO PRESENT, Id)
 MATH1823 (3, 2008Sp, C, CALC/ANALYT GEOM I, MTH, NRFA, OUPerm, SR, Spring, Id)
 MATH2423 (2, 2008Su, C, ANAL GEOM&CALC II, JC, MTH, OSS, Summer, Transfer, Id, tr)
 PHYS2514 (4, 2007F, C, Fall, GEN PHYS FOR ENGRS, NRFA, NS, OUPerm, SR, Id)

MISSING HOURS

✗ and at least 3 credits from **Second Semester**: {MATH2423 ✓}

This student earned 2 hours credit of MATH2423. Since 3 credits are required, the student is missing 1 hour and must meet with his/her College Advisor to discuss this.

DN Audit TAB: Search Courses

Search Courses allows you to search for courses to add to your **Course Plan** (a shopping cart that saves a trial schedule for your advisor to see or for your own use each semester).

DN Audit TAB

Search Courses
Search for courses to add to your course plan

My Course Plan
Manage courses in your course plan

My Degrees
View and audit degrees you are currently in

Search Degrees
Search degrees and run audits against them

DN Audit
Determine requirements remaining in degree

(1) Press the **DN Audit** TAB and
(2) Press the **Search Courses** mini-tab or Press **Search Courses** from the center list.

(1) Enter search criteria
(2) Select **Term** for Course Plan
(3) Choose how many course results you want to view per page
(4) Press **Search**

The **Search Courses** page allows you search courses to add to your **Course Plan**.

Example:
If I need to take MATH1523 in Spring 2010:


Enter MATH1523 and select the term Spring 2010.

To add this course to your Course Plan, click on the icon.

Code	Title	Credits	View	Plan
MATH1523	Elementary Functions	1,3,2		

Select "3" (or appropriate number) credit hours and verify the term/semester you want to take the course.
Click **Add** button

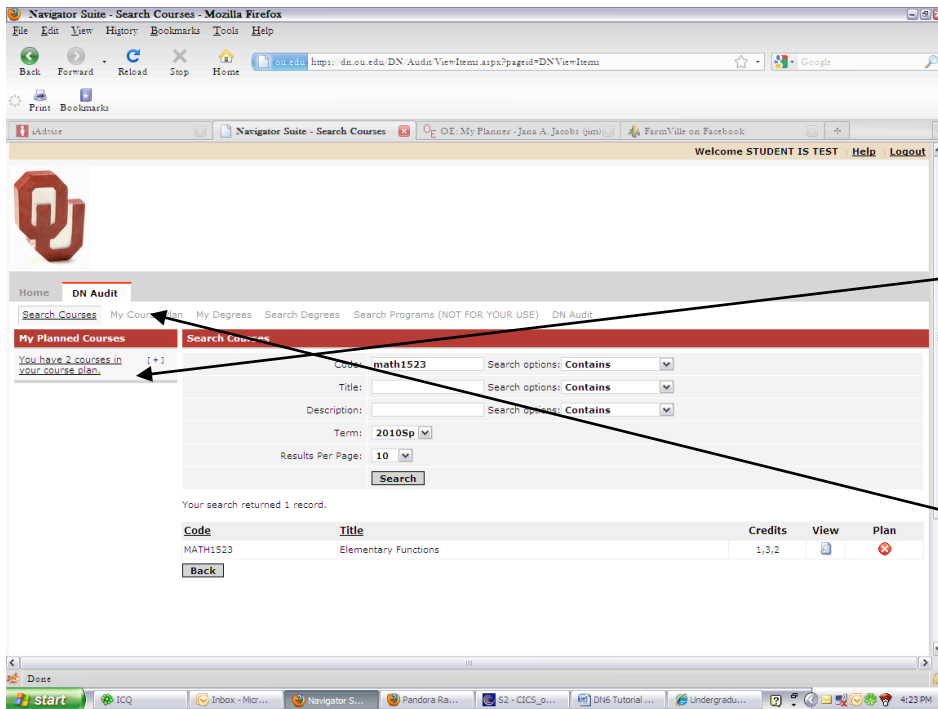
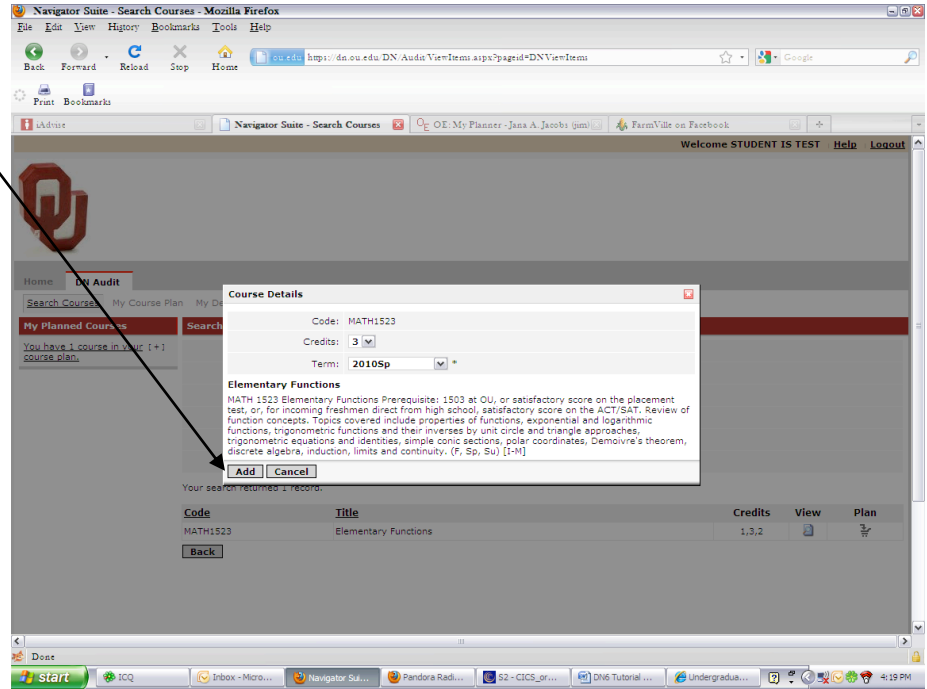
A course description and list of prerequisites is also provided.



ADDING COURSES to MY COUSE PLAN

Please note that Degree Navigator will let you add a course to your Course Plan even if
(A) you have NOT met the prerequisites and/or
(B) The course is NOT offered in the semester you selected

Discuss and verify this with your advisor and the Online Enrollment system.



The course has now been added to your Course Plan.

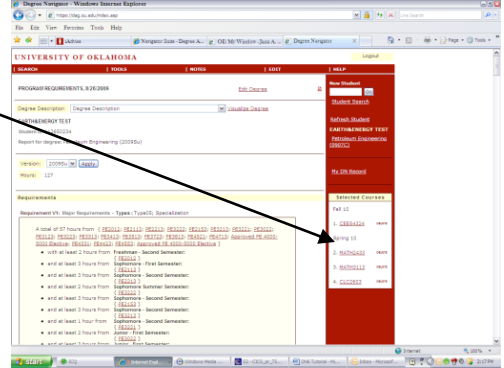
You can click on the link to the left or the **My Course Plan** mini-tab to view the courses on your planned upcoming semester..

DN Audit TAB: My Course Plan

My Course Plan is a good way to prepare for your semester advising. It allows you to have a list of suggested courses ready to discuss with your advisor. Some colleges and departments require that you make a course plan before you are permitted to be advised.

- DN Audit TAB**
- Search Courses**
Search for courses to add to your course plan
- My Course Plan**
Manage courses in your course plan
- My Degrees**
View and audit degrees you are currently in
- Search Degrees**
Search degrees and run audits against them
- DN Audit**
Determine requirements remaining in degree

My Course Plan used to be found here on the old version of Degree Navigator



Navigator Suite - My Course Plan - Mozilla Firefox

https://dn.ou.edu/DN/Audit/ManageCoursePlan.aspx?step=ManageCoursePlan

Welcome STUDENT IS TEST Help Logout

Home **DN Audit** Search Courses My Course Plan My Degrees Search Degrees Search Programs (NOT FOR YOUR USE) DN Audit

You have 2 courses in your course plan. [+]

Code	Title	Term	Credits	Remove
CHEM1315	General Chemistry	2010Su	5	
MATH1523	Elementary Functions	2010Sp	3	

Add Courses Back

(1) Press the **DN Audit TAB** and (2) Press the **My Course Plan** mini-tab

If you want to make changes to your Course Plan: Click Add Courses to Add and/or click on the icon to Remove a course.

MY COURSE PLAN list

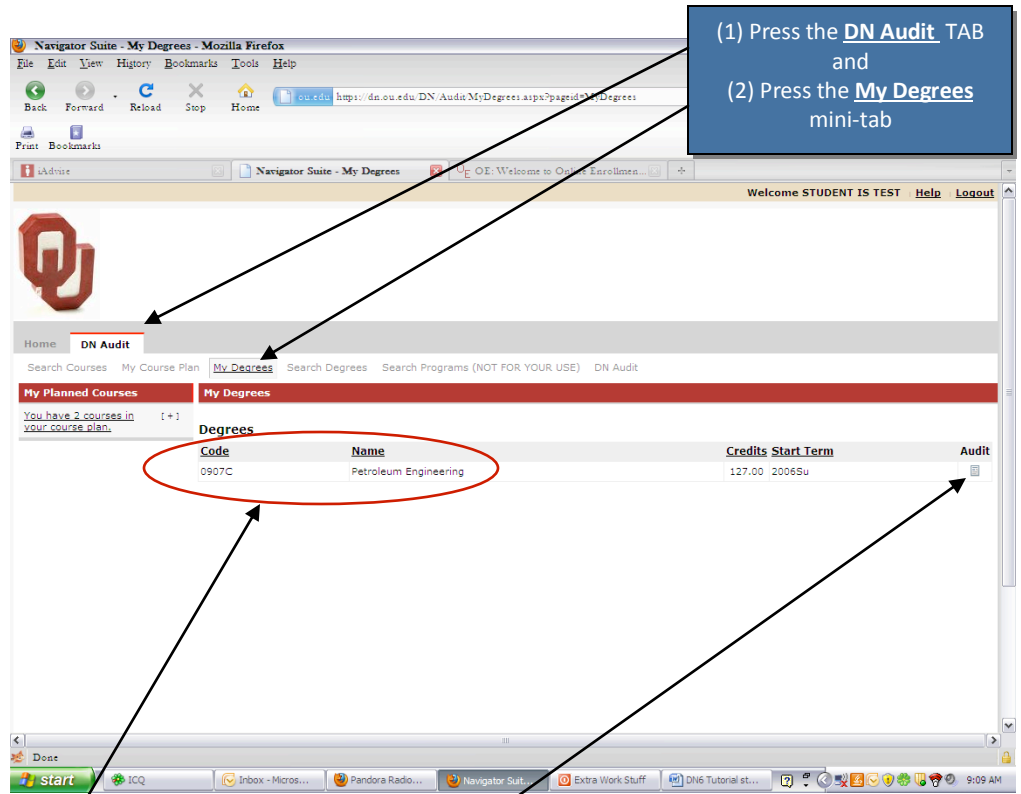
Your courses in My Course Plan are automatically erased at the beginning of each semester.
Ex. If you make a Spring 2010 Course Plan, it will be deleted once the Spring 2010 semester begins.

DN Audit TAB: My Degrees


Allows you to verify the major, minor, and programs you are currently pursuing.



- Search Courses**
Search for courses to add to your course plan
- My Course Plan**
Manage courses in your course plan
- My Degrees**
View and audit degrees you are currently in
- Search Degrees**
Search degrees and run audits against them
- DN Audit**
Determine requirements remaining in degree



Both the degree code and name are listed. Your majors, minors, and honors, etc. requirements will be listed here separately.

Click the  icon to view the DN Audit/Graduation Report. (more info on page 11)

DN Audit TAB: Search Degrees

This allows you to look at other degree programs that interest you. By running an Audit/Graduation Report, you can see your current progress in the degree. Always remember to follow up by meeting with an Advisor in that program.

DN Audit TAB

- Search Courses**
Search for courses to add to your course plan
- My Course Plan**
Manage courses in your course plan
- My Degrees**
View and audit degrees you are currently in
- Search Degrees**
Search degrees and run audits against them
- DN Audit**
Determine requirements remaining in degree

(1) Press the **DN Audit TAB** and
(2) Press the **Search Degrees** mini-tab

The screenshot shows the 'Search Degrees' page with the 'DN Audit' tab selected in the navigation bar. The 'Search Degrees' mini-tab is also active. The search form includes fields for Degree Code, Degree Name, and search options (Starts With, Contains). The Results Per Page is set to 10.

(1) Enter in the degree program that you are interested in and
(2) Select how many search results you want per page and
(3) Press **Search** button

OU DEGREE PROGRAMS

Can't think of a major? Go to <http://checksheets.ou.edu> to access major degree sheets.

Choose a College and a list of majors available in that college will appear.

(1) Enter in the degree program that you are interested in and
(2) Select how many search results you want per page and
(3) Press **Search** button

The screenshot shows the search results for 'Civil Engineering'. The search criteria are: Degree Code: (empty), Degree Name: Civil Engineering, Search options: Starts With, Contains. Results Per Page: 20. The search returned 33 records.

Code	Name	Start Term	Audit
0904A	Architectural Engineering/Civil Engineering Accelerated UNDERGRADUATE	2009Su	
0904X-NT	Architectural Engineering/Civil Engineering Accelerated GRADUATE - Non-Thesis Option	2009Su	
0904X-TH	Architectural Engineering/Civil Engineering Accelerated GRADUATE - Thesis Option	2009Su	
0908A	Civil Engineering	2002Su	
0908A	Civil Engineering	2003Su	
0908A	Civil Engineering	2004Su	
0908A	Civil Engineering	2005Su	
0908A	Civil Engineering	2005Su	

Find the major next to the current year and press the icon to view the DN Audit/Graduation Report.

DN Audit TAB: DN Audit

Get an idea of what your remaining degree requirements are in your current major program.

The screenshot shows the Degree Navigator web application. On the left, a vertical navigation menu contains several options: 'Search Courses', 'My Course Plan', 'My Degrees', 'Search Degrees', and 'DN Audit'. The 'DN Audit' option is circled in blue. A blue callout box at the top left says 'DN Audit TAB'. A blue callout box at the top right contains the instructions: '(1) Press the DN Audit TAB and (2) Press the DN Audit mini-tab'. The main content area shows the 'DN Audit' page with a 'Degree Audit' section. A red circle highlights the 'Version: 2006Su' dropdown menu. Below this, the 'Audit Report Type' is set to 'Graduation Report'. A 'Print' button is visible. The 'Graduation Report' section is expanded, showing student information and completion statistics. A red pushpin icon is placed above the 'REVIEWING YOUR AUDIT/GRADUATION REPORT' section.

You can find specific information about your major degree program at the top of the page:

- Your current Degree
- Your Curriculum YEAR pattern

REVIEWING YOUR AUDIT/GRADUATION REPORT

The structure and pattern of your Graduation Report will look different depending on your College, Major Degree Program, Curriculum Year Pattern, etc. Scroll through it and familiarize yourself with it. Use the LEGEND on page 5 to help you read and understand your remaining degree requirements. If you have questions, visit with your College Advisor.