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](http://degree.ou.edu) or the “Academics” TAB in oZONE [http://ozone.ou.edu](http://ozone.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.
How to Log-in:
There are 2 ways to access Degree Navigator:
1) http://degree.ou.edu or 2) via oZONE http://ozone.ou.edu

CHOICE #1
(1) Enter your Username and Password.
(2) Press Student Login button

CHOICE #2
(1) Log in to oZONE and choose the Academics TAB
(2) Click on the Degree Navigator link
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.

(1) Press the Home TAB
(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.

<table>
<thead>
<tr>
<th>Legend</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Legend</strong></td>
</tr>
<tr>
<td>✔ Indicates course has been fulfilled</td>
</tr>
<tr>
<td>▫ Indicates course is current</td>
</tr>
<tr>
<td>▣ Indicates course is in the course plan</td>
</tr>
<tr>
<td><strong>Requirement Legend</strong></td>
</tr>
<tr>
<td>✔ Indicates requirement has been fulfilled</td>
</tr>
<tr>
<td>✗ Indicates requirement has not been fulfilled</td>
</tr>
<tr>
<td>☝ Indicates requirement will be fulfilled with successful completion of in-progress or planned courses</td>
</tr>
</tbody>
</table>

**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)

**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).

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

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.
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 COURSE 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.

1. Press the **DN Audit** TAB
2. Press the **My Course Plan** mini-tab

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.

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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.

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My Course Plan used to be found here on the old version of Degree Navigator.
**DN Audit TAB: My Degrees**

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

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

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

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**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.

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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.

1. Press the **DN Audit** TAB
2. Press the **DN Audit** mini-tab

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

- Your current Degree
- Your Curriculum YEAR pattern

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**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.