DegreeWorks – Student Guide

Accessing DegreeWorks
- Login to WEB4
- Click on the "degreeworks" tab

Degree Audit Tool Bar

- **Format**: This drop-down box lists the different types of audits that are available. The Student View is the most used type of audit, but the *Registration Checklist* is also a very useful audit.
  - **Registration Checklist –** Displays the unmet requirements with advice on what fulfills them.

- **View**: If you want to view a different type of audit, select the option from the Format drop-down and then click the "View" button.

- **Save as PDF**: Will allow you to either save or print the audit in its current format.

- **Class History**: Lists completed coursework, including transferred courses, by term.

The Degree Audit – Student Information

The Student Information is the typical display format. It shows all the requirements and applies the courses the student has taken in the most advantageous manner.

• **Student Information Block**: Presents the basic student information, as well as all advisors assigned to the student in Banner. The advisor's name is hyperlinked so you can email them directly from this page. The overall GPA is extracted from Banner. If a major, minor, other program (or advisor) is not listed then the student has not declared that particular area.

DegreeWorks PROD environment

Student View   AA173956 as of 03/02/2014 at 09:55

Student	Comet, Coco	Degree	Associate of Arts
ID	@00060308	Program of Study	AA-Elementary Education
Classification	Freshman	Academic Standing	Not Determined
Advisor	advising@coconino.edu	Graduation Status	None
Overall GPA	0.000	CCC Degree/Certificate	None
Transfer Hours	0	Transfer Degree/Certificate	None
Special Cohort	None	Registration Holds	Yes
AGEC Stamp	0		

Test Scores

Requirement Blocks: Presents all requirements for program completion and graduation for the student's declared major, minor, and concentrations. In the block header, the Academic Year (or catalog year), Credit information, and GPA

information are displayed. Each block header displays the GPA for the courses associated with that particular block (requirement).

Requirement Color coding:
- GREEN with checkmark = Requirement completed
- BLUE with single tilde = Requirement in-progress
- RED with empty box = Requirement still needed

General Studies - AA		Catalog Year: 2012-2013 Credits Required: 60
		Credits Applied: 50

Unmet conditions for this set of requirements:	A minimum of 60 credits are required for this degree - you have taken 50 and you still need a minimum of 10 additional credits.				
✅ Minimum Residency Requirement of 15 Credits Satisfied.					
✅ Minimum Overall 2.0 GPA Requirement Fulfilled					
✅ COMPOSITION REQUIREMENT					
✅ College Composition I	ENG 101	College Composition I	TC	3	Spring 2013
	Satisfied by	ENG101 COMPOSPRING - Imperial Valley Coll, CA			
✅ College Composition II	ENG 102	College Composition II	B	3	Spring 2013
⊟ MATHEMATICS REQUIREMENT					
⊟ College Mathematics or higher AGEC math course	MAT 142	College Math	IP	(3)	Spring 2014
☐ ARTS & HUMANITIES REQUIREMENT					
☐ Select courses from 2 or more disciplines.	ART 100	Art Appreciation	A	3	Spring 2013
	Still Needed: 3 Credits in @ @ with Attribute ARTH				
✅ SOCIAL & BEHAVIORAL SCIENCES REQUIREMENT					
✅ Select courses from 2 or more disciplines.	HIS 132	US History from 1877	TC	3	Spring 2013
	Satisfied by	HIST121 UNITSPRING - Imperial Valley Coll, CA			
	PSY 101	Intro to Psychology	TC	3	Spring 2013
	Satisfied by	PSY101 INTROSUMMER - Imperial Valley Coll, CA			

Coursework Not Applied to Specific Degree Requirements: Courses a student repeated, courses with insufficient grades, or course work that exceeded specific limitations display under this header.

- **Not degree applicable:**

- **Insufficient**: Courses in which a student does not earn the minimum required grade to satisfy a requirement display here (i.e. grades of W, UW, F, etc.)

- **In Progress:** Courses the student is currently enrolled in are listed here, in addition to displaying where they fit throughout the audit.

- **Exceptions**: Any exceptions granted to the student are referenced both where the exception is applied and here.

Not Degree Applicable						Classes: 2
MAT 091	Beginning Algebra		IP	4	Fall 2013	
PHI 101	Introduction to Philosophy		D	3	Spring 2013	
Insufficient						Classes: 3
MAT 091	Beginning Algebra	W		0	Spring 2013	
PSY 101	Intro to Psychology	F		0	Spring 2013	
TBUS 5020	Workplace Readiness	NC		0	Summer 2009	
In-progress				Credits Applied: 11		Classes: 3
BIO 105	Environmental Biology		IP	4	Fall 2013	
MAT 091	Beginning Algebra		IP	4	Fall 2013	
PSY 101	Intro to Psychology		IP	3	Fall 2013	

How to Run a "What If" Audit

If the student is considering other majors, minors, programs, or concentrations, the What-If function will display the courses the student has taken and how they would satisfy requirements for a new field of study. Because the system starts with a blank slate, you must select all degree, major, minor and other options. Current program declarations do not feed over from the audit worksheet.

• Clicking "What If" on the sidebar will bring you to this screen:

- Select the degree (Only the majors associated with each degree will populate)
- Select the catalog year (Student's current catalog year will be the default.)
- In the **Choose Your Future Classes** section, you can add courses that aren't yet in the student's course history to see how they'd impact the What-if audit.
- Click the **Process What-If** button at the top. This will direct you to a What-If Audit based upon the new criteria to fulfill the What-If scenario you created. (Note: What-Ifs aren't stored but they can be printed.)

How to Run a "Look Ahead" Audit

The Look Ahead view allows you to see an audit showing courses a student plans to register for in future terms. These audits are processed against the student's current choices of degree, major, minor, etc. They are not saved in the database.

Clicking "Look Ahead" on the sidebar will bring you to this screen:

- Enter the Course Subject and Course Number into the blank fields. o Use the **Find** icon to bring you to the online class schedule to determine what courses are actually being offered.

- Click the **Add Course** button. This will populate in the window on the right. o You may add multiple courses.

- To remove a course, highlight it, and click **Remove Course**.
- Click the **Process New** button to view the audit with the planned courses included.