

DEGREE WORKS

TRAINING MANUAL

AUDITS & WORKSHEETS

REGISTRAR'S OFFICE



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DISPLAYING AN AUDIT

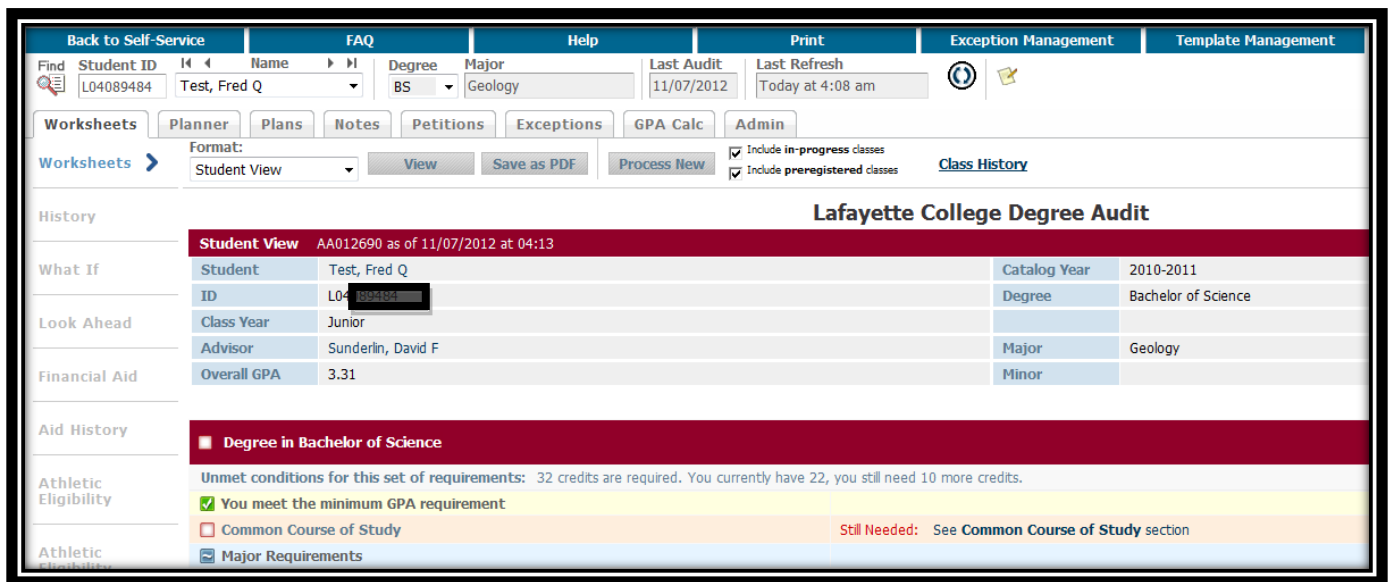
USING STUDENT ID

1. Enter student number in Student ID field



The screenshot shows the top section of the Lafayette College Degree Audit interface. The 'Student ID' field is highlighted with a red circle. The 'Name' field contains 'Test, Fred Q'. The 'Degree' field is set to 'BS' and the 'Major' field is set to 'Geology'. The 'Last Audit' date is '11/07/2012' and the 'Last Refresh' time is 'Today at 4:08 am'.

2. Press Enter
3. Audit will display



The screenshot shows the Lafayette College Degree Audit interface. The 'Student ID' field is highlighted with a red circle. The 'Name' field contains 'Test, Fred Q'. The 'Degree' field is set to 'BS' and the 'Major' field is set to 'Geology'. The 'Last Audit' date is '11/07/2012' and the 'Last Refresh' time is 'Today at 4:08 am'. The 'Worksheets' tab is selected, and the 'Student View' is displayed. The audit results are shown in a table format.

Lafayette College Degree Audit			
Student View AA012690 as of 11/07/2012 at 04:13			
Student	Test, Fred Q	Catalog Year	2010-2011
ID	L04 1094084	Degree	Bachelor of Science
Class Year	Junior		
Advisor	Sunderlin, David F	Major	Geology
Overall GPA	3.31	Minor	
■ Degree in Bachelor of Science			
Unmet conditions for this set of requirements: 32 credits are required. You currently have 22, you still need 10 more credits.			
✓ You meet the minimum GPA requirement			
Common Course of Study		Still Needed: See Common Course of Study section	
Major Requirements			

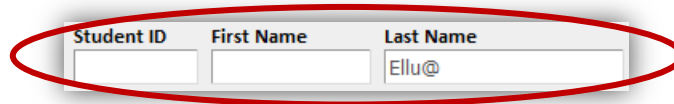
DISPLAYING AN AUDIT

USING FIND – STUDENT ID, FIRST NAME, LAST NAME

1. Click Find button

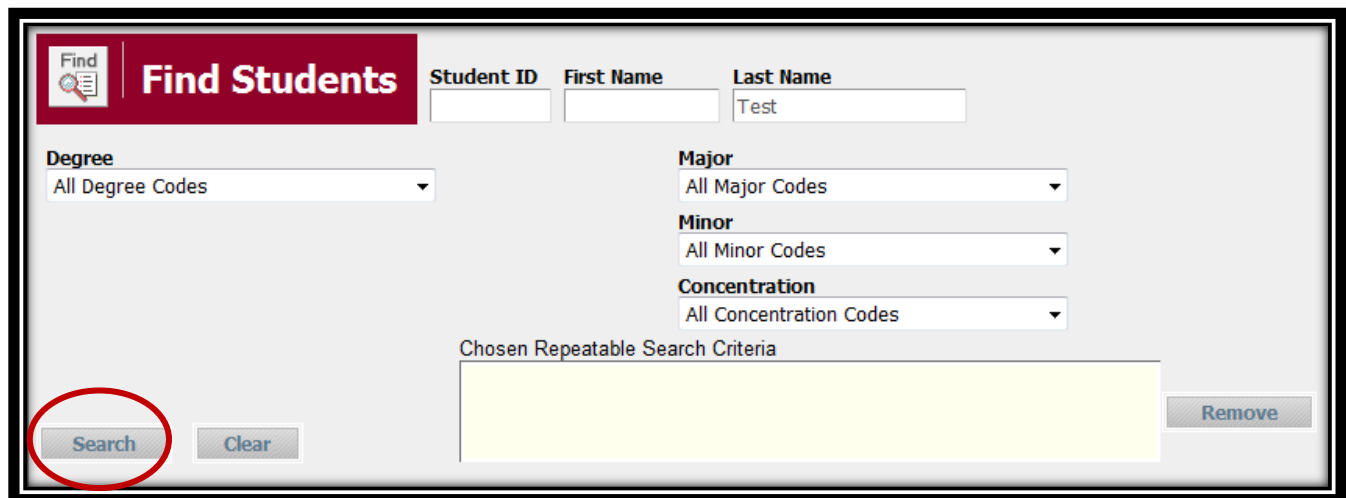


2. Enter Student ID or First Name or Last Name.

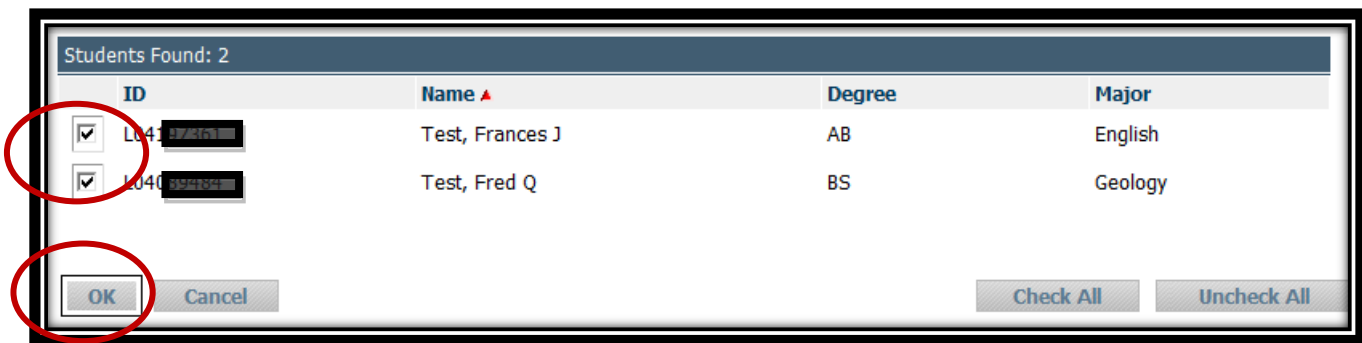


Note: To select a single student, enter the student's ID number in the Student ID field or enter the student's name in the Name field. Wild cards (@) can be used as part of the search string in any of these fields. A search for "WE@" in the Name field will produce a list of all students who contain "WE" as the first two characters of their first, last or middle name.

3. Click Search button



4. Select student with check in checkbox field
5. Click OK



ID	Name	Degree	Major
<input checked="" type="checkbox"/> L041	Test, Frances J	AB	English
<input checked="" type="checkbox"/> L040	Test, Fred Q	BS	Geology

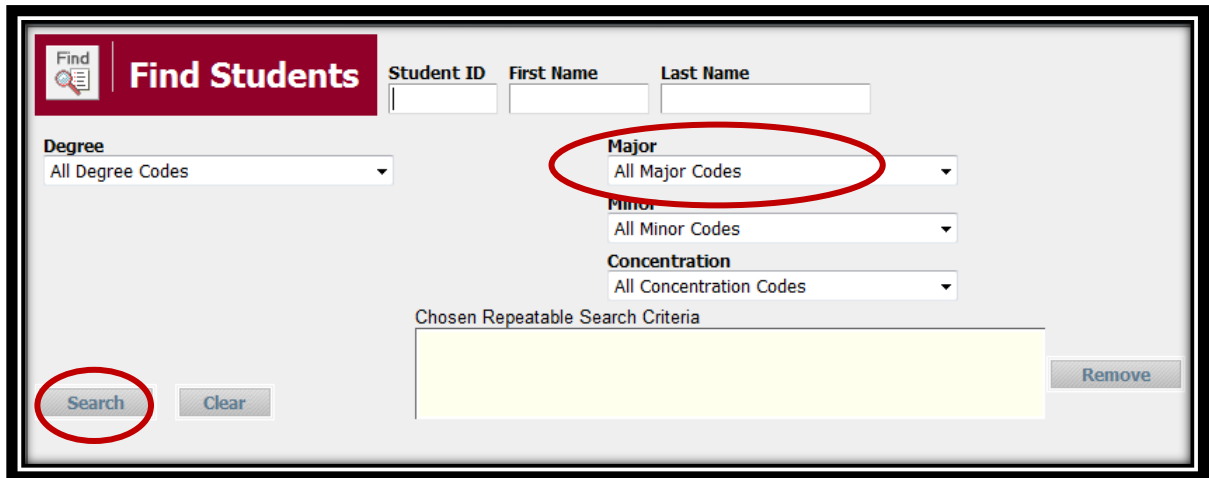
DISPLAYING AN AUDIT

USING FIND – OTHER FIELDS

1. Click Find button

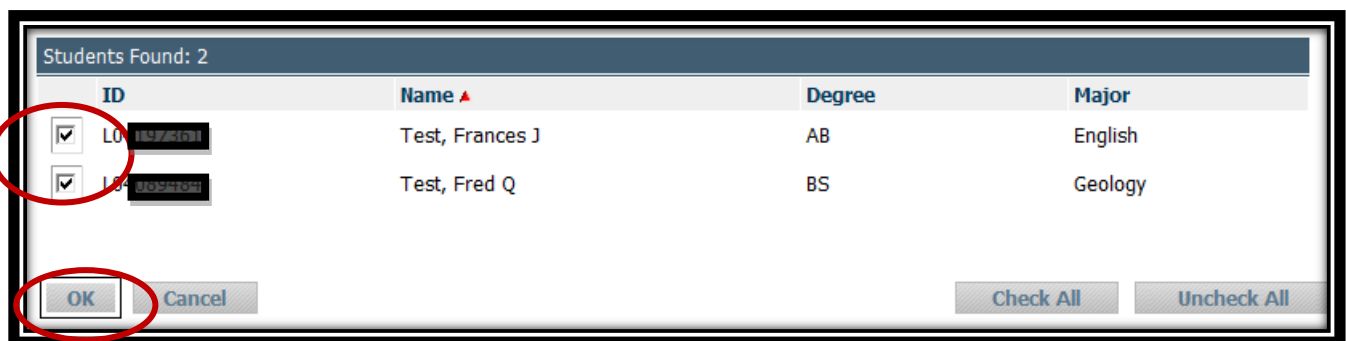


2. Select one or more options from drop down fields
3. Click Search button



Note: To search for a group of students, use the other fields to build your search criteria. Students can be selected based upon their Degree, Major, Minor, Concentration or any combination of items shown on the search screen. Selecting multiple items will only display students that have those items. Example: Choosing major in Economics and major in Art will return only students that are registered for both majors.

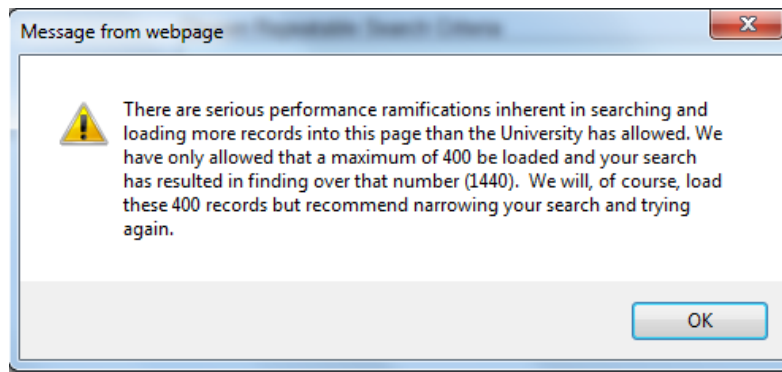
4. Select student with check in checkbox field
5. Click ok



ID	Name	Degree	Major
<input checked="" type="checkbox"/>	Test, Frances J	AB	English
<input checked="" type="checkbox"/>	Test, Fred Q	BS	Geology

Although it is possible to create a list of students who meet specific selection criteria, Degree Works on the Web can only perform degree audits on one student at a time. Selecting multiple students will create a drop down list of the selected students.

You may query on any of the above search options to direct your search for a desired outcome. If you have more than 400 students returned, you will receive the following error message which will tell you how many total records were returned and that a maximum of 400 will be loaded.

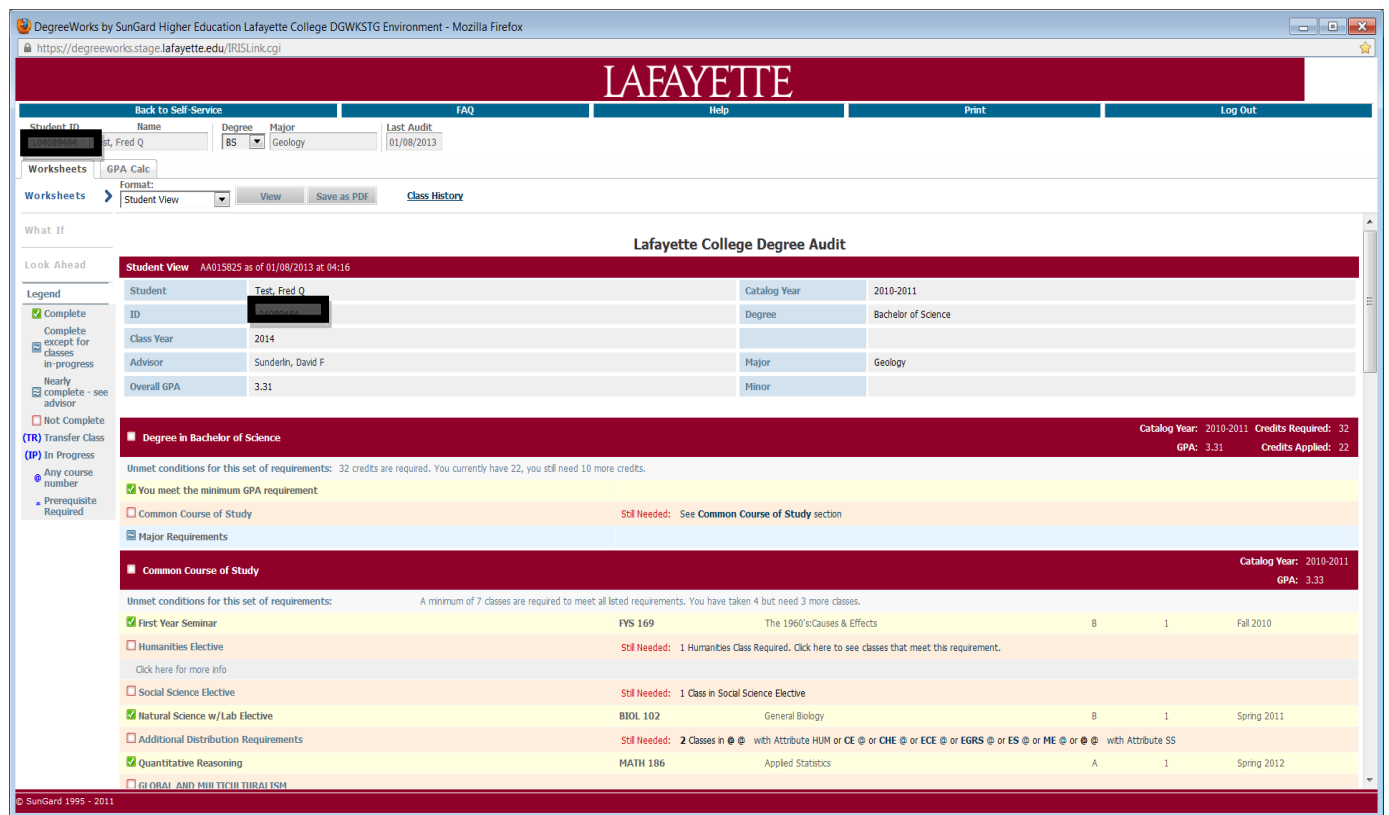


DEGREE WORKS – WORKSHEETS

STUDENT VIEW



The **Student View** is the default worksheet format type. It provides general information about the student's complete and incomplete requirements, grouped into logical sections or blocks.



The screenshot displays the Lafayette College Degree Audit interface. At the top, the header includes the Lafayette College logo and navigation links: Back to Self-Service, FAQ, Help, Print, and Log Out. Below the header, a navigation bar shows the 'Worksheets' button (circled in red) and the 'GPA Calc' button. The main content area is titled 'Lafayette College Degree Audit' and shows the 'Student View' format. The audit details for student AA015825 as of 01/08/2013 at 04:16 are displayed. The student's name is Fred Q. [REDACTED], ID is [REDACTED], Class Year is 2014, Advisor is Sunderlin, David F, and Overall GPA is 3.31. The audit is for a Bachelor of Science degree in Geology, requiring 32 credits. The GPA is 3.31, and 22 credits have been applied. The audit is divided into sections: Degree in Bachelor of Science, Common Course of Study, and Major Requirements. The Degree in Bachelor of Science section shows that the student has met the minimum GPA requirement but is still missing 10 credits. The Common Course of Study section shows that the student has met the minimum of 7 classes required but is still missing 3 more classes. The Major Requirements section shows that the student has met the minimum of 8 classes required but is still missing 1 more class. The audit also includes a list of completed and incomplete requirements, such as First Year Seminar, Humanities Elective, Social Science Elective, Natural Science w/Lab Elective, Additional Distribution Requirements, and Quantitative Reasoning. The audit is generated by SunGard Higher Education Lafayette College DGWKSTG Environment - Mozilla Firefox.

Student	Test, Fred Q	Catalog Year	2010-2011
ID	[REDACTED]	Degree	Bachelor of Science
Class Year	2014		
Advisor	Sunderlin, David F	Major	Geology
Overall GPA	3.31	Minor	


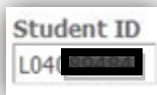
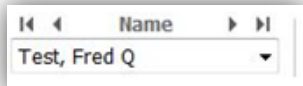

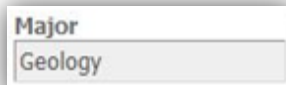

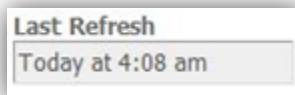


Degree in Bachelor of Science		Catalog Year: 2010-2011	Credits Required: 32
GPA: 3.31		Credits Applied: 22	
Unmet conditions for this set of requirements: 32 credits are required. You currently have 22, you still need 10 more credits.			
<input checked="" type="checkbox"/> You meet the minimum GPA requirement			
<input type="checkbox"/> Common Course of Study Still Needed: See Common Course of Study section			
<input type="checkbox"/> Major Requirements			

Common Course of Study		Catalog Year: 2010-2011	GPA: 3.33
Unmet conditions for this set of requirements: A minimum of 7 classes are required to meet all listed requirements. You have taken 4 but need 3 more classes.			
<input checked="" type="checkbox"/> First Year Seminar	FYS 169	The 1960's Causes & Effects	8 1 Fall 2010
<input type="checkbox"/> Humanities Elective	Still Needed: 1 Humanities Class Required. Click here to see classes that meet this requirement.		
<input type="checkbox"/> Social Science Elective	Still Needed: 1 Class in Social Science Elective		
<input checked="" type="checkbox"/> Natural Science w/Lab Elective	BIOL 102	General Biology	8 1 Spring 2011
<input type="checkbox"/> Additional Distribution Requirements	Still Needed: 2 Classes in @ @ with Attribute HUM or CE @ or CHE @ or ECE @ or EGRS @ or ES @ or ME @ or @ @ with Attribute SS		
<input checked="" type="checkbox"/> Quantitative Reasoning	MATH 186	Applied Statistics	A 1 Spring 2012
<input type="checkbox"/> GEORAI AND MULTICULTURALISM			

DEGREE WORKS – WORKSHEETS

STUDENT VIEW – AUDIT HEADER

Find 	Student ID L04 	Name Test, Fred Q 	Degree BS 	Major Geology	Last Audit 11/07/2012	Last Refresh Today at 4:08 am
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	Unless student ID is known, the find button will be used to search for students
	The user can enter a student's ID in this field and bring up their audit
	Student name will display here. When multiple students are returned using find, the drop down arrow can be used to switch between students
	Current student's degree will be displayed here. The drop down arrow can be used to switch between primary and secondary degrees for dual degree students
	Student's current major will be displayed here, for double majors, both majors will be displayed within the audit
	Displays the last date an audit was performed for the current student
	Displays the last date and time the student's Banner data was refreshed
	Degree Works has been set up to refresh the student's data automatically but this Refresh button allows the user to refresh the student's data manually.
	Advising notes can be added at anytime while review a student's audit by clicking the notes icon.

DEGREE WORKS – WORKSHEETS

STUDENT VIEW – WORKSHEET BAR

The screenshot shows a horizontal toolbar with the following elements from left to right: a 'Format:' dropdown menu currently set to 'Student View'; three buttons labeled 'View', 'Save as PDF', and 'Process New'; two checkboxes, both of which are checked, labeled 'Include in-progress classes' and 'Include preregistered classes'; and a blue underlined link labeled 'Class History'.

	This drop down box lists the different types of audits that are available. The student view is the typical type of audit; all options will be displayed further in document.
	If you want to view a different type of audit select the option from the drop-down and then click the “View” button.
	Will allow you to either save or print the audit while retaining the formatting.
	This will run a new audit and apply the information that was recently refreshed to the student’s declared degree program. It is a good idea to click this button the first time you bring up the student’s information just to make sure everything is current.
	These options are checked by default. Degree Works will include any courses in which the student is currently enrolled or registered when running the audit. These courses do not count in the student’s cumulative hours. If you would prefer to see ONLY what the student has completed simply uncheck the box and click Process New.
	Lists completed coursework by term, similar to the unofficial transcript displayed in Banner Web.

DEGREE WORKS – WORKSHEETS

STUDENT VIEW – CLASS HISTORY/ DUAL DEGREE

Class History

1. Display student audit
2. Click on Class History link

LAFAYETTE

Back to Self-Service | FAQ | Help | Print | Exception Management

Find Student ID: L04, Name: Test, Fred Q, Degree: BS, Major: Geology, Last Audit: 11/07/2012, Last Refresh: Today at 4:08 am

Worksheets | Planner | Plans | Notes | Petitions | Exceptions | GPA Calc | Admin

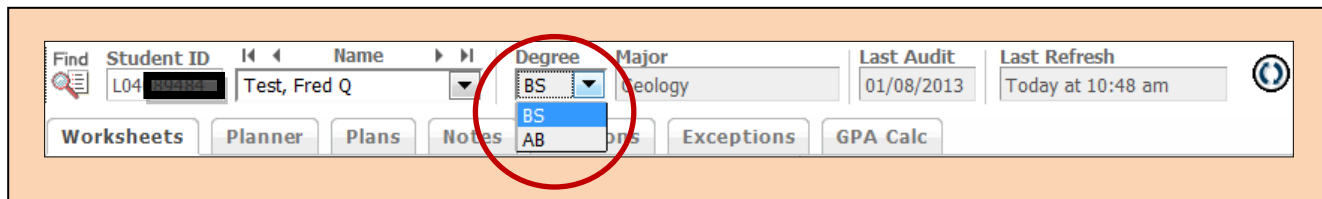
Format: Student View | View | Save as PDF | Process New | ☒ Include in-progress classes | ☒ Include preregistered classes | **Class History**

3. Class History will display in pop-up box. Class History is broken down by term similar to an unofficial transcript.

Lafayette College Class History					
Class History AA015903 as of 01/16/2013 at 04:14					
Student	Test, Fred Q		Level	Undergraduate	
ID	L04 ████████		Degree	Bachelor of Arts	
Class Year	2014				
Advisor	Sunderlin, David F		Major	Government and Law	
Overall GPA	3.31		Minor		
Fall 2010					
BIOL	101	General Biology		B	1
CHEM	121	General Chemistry		B	1
FYS	169	The 1960's:Causes & Effects		B	1
MATH	162	Calculus II		WD	0
Spring 2011					
BIOL	102	General Biology		B	1
CHEM	122	General Chemistry		B-	1
GEOL	130	Dinosaurs, Darwin & Deep Time		A-	1
NEUR	201	Intro to Neuroscience		A	1
Summer I 2011					
GEOL	160	Geol Nat'l Parks:Western US		A	1
Fall 2011					
BIOL	271	Marine Biology		B	1
GEOL	200	Earth & Planetary Materials		B+	1
GEOL	229	GIS in the Geosciences		B	1

Dual Degree

1. Enter student audit
2. Choose degree from degree drop down



The screenshot shows a web-based student audit interface. At the top, there are fields for 'Find' (with a magnifying glass icon), 'Student ID' (containing 'L04'), 'Name' (containing 'Test, Fred Q'), 'Degree' (a dropdown menu with 'BS' selected and a red circle around it), and 'Major' (containing 'Geology'). To the right, there are 'Last Audit' (01/08/2013) and 'Last Refresh' (Today at 10:48 am) fields, along with a refresh icon. Below these fields is a row of buttons: 'Worksheets', 'Planner', 'Plans', 'Notes', 'Exceptions', and 'GPA Calc'. The 'Degree' dropdown menu is open, showing 'BS' and 'AB' as options.

DEGREE WORKS – WORKSHEETS

STUDENT VIEW – DOUBLE MAJOR

Double major

1. Display student audit
2. Double majors falling under the same degree (e.g. AB HIST & GOVT) will not have a drop down arrow. The majors will display within a single audit in the order they appear in the Majors field in the student's demographic/academic summary area. Only the primary major will appear in the Major section of the audit header.
3. Since the degree is the same for both majors, only one Common Course of Study block will appear within the audit.

Degree in Bachelor of Arts						Catalog Year: 2010-2011	Credits Required: 32
						GPA: 3.31	Credits Applied: 26
Unmet conditions for this set of requirements: 32 credits are required. You currently have 26, you still need 6 more credits.							
Dual Degrees require a minimum of 40 or 42 credits, dependent on your selected BS degree. Please check your BS audit for the required number of credits							
<input type="checkbox"/> Common Course of Study		Still Needed: See Common Course of Study section					
<input type="checkbox"/> Major Requirements		Still Needed: See Major in Government and Law, AB section See Major in Economics, AB section					
Common Course of Study						Catalog Year: 2010-2011	GPA: 3.14
<input checked="" type="checkbox"/> First Year Seminar	FYS 169	The 1960's: Causes & Effects	B	1	Fall 2010		
<input checked="" type="checkbox"/> Humanities Elective	ART 102	Introduction to Art History II	IP	(1)	Spring 2013		
<input checked="" type="checkbox"/> Social Science Elective	A&S 102	Cultural Anthropology	IP	(1)	Spring 2013		
<input checked="" type="checkbox"/> Natural Science w/Lab Elective	BIOL 102	General Biology	B	1	Spring 2011		
<input checked="" type="checkbox"/> Additional Distribution Requirements	BIOL 101	General Biology	B	1	Fall 2010		
	CHEM 122	General Chemistry	B-	1	Spring 2011		
<input checked="" type="checkbox"/> Quantitative Reasoning Elective	MATH 186	Applied Statistics	A	1	Spring 2012		
<input type="checkbox"/> GLOBAL AND MULTICULTURALISM							
<input type="checkbox"/> Must complete a GM1 and a GM2		Still Needed: Must complete two courses, one from GM1 and one from GM2					
<input type="checkbox"/> Elementary Proficiency in a Second Language		Still Needed: Elementary Proficiency may be satisfied by Course or Test					
<input type="checkbox"/> Values		Still Needed: 1 Values Elective Required					
<input type="checkbox"/> Writing requirement	GEOL 317	Structure & Tectonics Of Earth	IP	(1)	Fall 2012		
	Still Needed: You have taken 1 classes and need 2 more to fulfill the writing requirement. Must complete one W in major, one W outside major and third W from any subject.						

4. If the student has a Minor and/or a Concentration associated with both Majors, they will display following both Majors.

Conc in Environmental Geoscience						Catalog Year: 2010-2011	GPA: 3.37
<input type="checkbox"/> MAJOR REQUIREMENTS							
<input checked="" type="checkbox"/> Earth History Elective	GEOL 130	Dinosaurs, Darwin & Deep Time	A-	1	Spring 2011		
<input checked="" type="checkbox"/> Physical Geology Elective	GEOL 160	Geol Nat'l Parks: Western US	A	1	Summer I 201		

DEGREE WORKS – WORKSHEETS

Lafayette College Degree Audit			
Student View AA012690 as of 11/07/2012 at 04:13			
Student	Test, Fred Q	Catalog Year	2010-2011
ID	LD [REDACTED]	Degree	Bachelor of Science
Class Year	Junior	Major	Geology
Advisor	Sunderlin, David F	Minor	
Overall GPA	3.31		

STUDENT VIEW – ACADEMIC/DEMOGRAPHIC SUMMARY

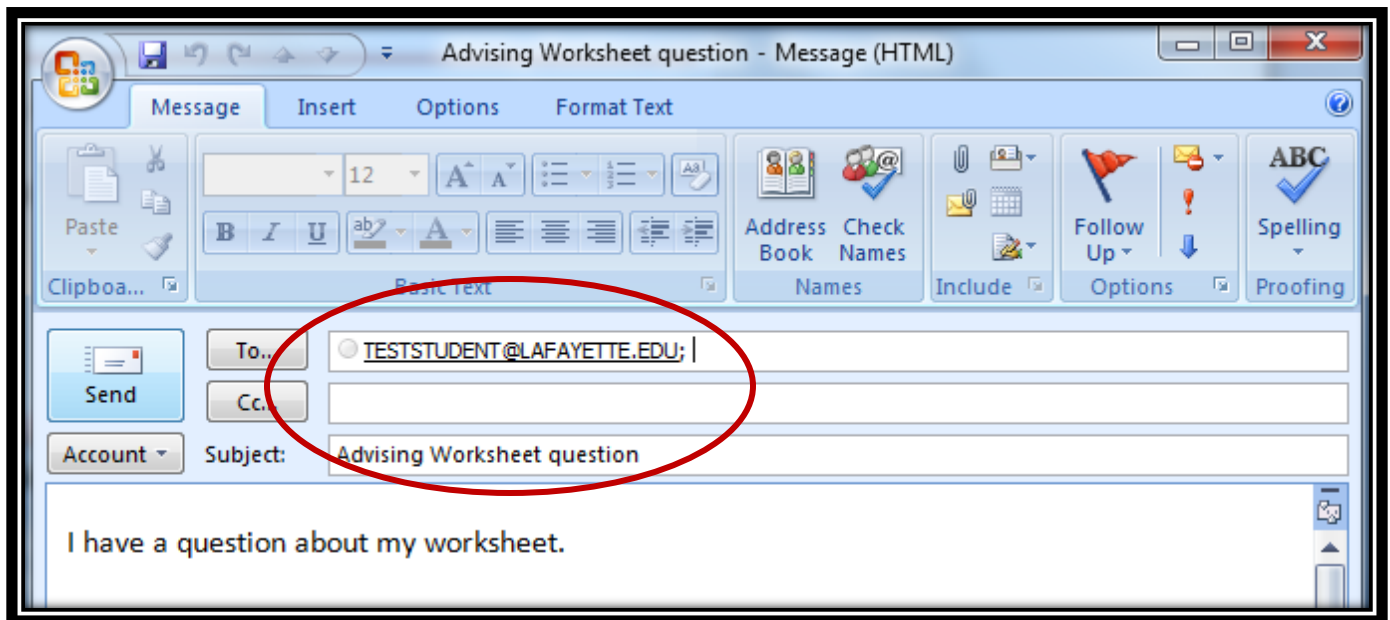
Student	Displays student's full name. Provides the ability to email the student directly. See Direct Email section below.
ID	Displays student's Banner ID number
Class Year	Displays student's class year
Advisor	Displays student's primary advisor. Provides student with the ability to email the advisor directly. See Direct Email section below.
Overall GPA	Displays student's cumulative GPA extracted from Banner
Catalog Year	Displays student's catalog year. Catalog year is the year the student began their career at Lafayette.
Degree	Displays student's current degree. If the student is pursuing more than one degree, only the degree for the audit you are currently viewing will be displayed.
Major	Displays student's current major(s) with the primary being listed first
Minor	Displays student's current minor

DEGREE WORKS – WORKSHEETS

STUDENT VIEW – DIRECT E-MAIL

Direct E-Mail

1. Click on Student name
2. To: field and Subject: field are defaulted



Note: Students can click on the name of their Advisor(s) to email them directly.

DEGREE WORKS – WORKSHEETS

STUDENT VIEW – LEGEND

Legend				
 Complete	 Complete except for classes in-progress	 (TR) Transfer Class	 (IP) In Progress	
 Not Complete	 Nearly complete - see advisor	 Any course number	 Prerequisite Required	

Complete:

This symbol will appear beside all requirements within the audit that have been completed. The row will be highlighted yellow and will display the course(s) that fulfilled the requirement along with the grade and term in which the course was taken.


 General Chemistry I	CHEM 121	General Chemistry	B	1	Fall 2010
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Transfer Class:

The grade of TR will display on course(s) that have been transferred from another institution. The row will display the course(s) that fulfilled the requirement along with the institution at which the course(s) were completed and the term in which the credits were applied.

A&S 103	Introduction to Sociology	TR
Satisfied by: Transfer Credit - Northampton Community College		


Not Complete:

 Oceanography or Paleoclimatology	Still Needed: 1 Class in GEOL 205 or 315
--	--

This symbol will appear beside all requirements that have not been completed. The row will be highlighted tan and will indicate the course(s) that will complete the requirement.

Pre-requisite:

Course numbers that are followed by an * indicate that the course has prerequisite requirements.

 Environmental Elective	Still Needed: 1 Class in GEOL 110 or 315 or BIOL 234* or CS 221 or 361 or 422 or CHEM 252*
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Degree Works Wildcard:

The “@” symbol in Degree Works is considered a wildcard. This means it represents all classes when used as a prefix, and can also be used to represent all course numbers when it follows the course alpha. When the “@” symbol precedes a range of numbers, any course within that number range will fulfill the requirement (@ 100:299). In this case, any class in the 100 and 200 level would fulfill the requirement. When a course alpha is followed by the “@” symbol (CHE @) this means any course number for that prefix can be used to fulfill the requirement. In this case, any Chemistry class would fulfill the requirement.

 Art Elective Courses	(3 Classes in ART 101:499)
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In-Progress:

The letters “IP” will appear in the grade column for any courses within the audit for which the student is currently registered. The row will be highlighted blue and will display the course that will fulfill the requirement once completed, along with the grade “IP” and the term in which the student is registered for the class.

 Calculus Elective	MATH 161	Calculus I	IP	(1)	Fall 2012
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Complete except for classes in-progress:

This symbol will appear for requirements where the student is currently registered for the class(es) needed to fulfill the requirement. The row will be highlighted grey and will display the course that will fulfill the requirement once completed, along with the grade “IP” and the term in which the student is registered for the class. This symbol will also appear next to planned classes in the student’s What If, Look Ahead, and Planner audits.

 Calculus Elective	MATH 161	Calculus I	IP	(1)	Fall 2012
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Planned Course:

This symbol will appear as the grade type for requirements within the student’s What If, Look Ahead, and Planner audits once classes the student plans to take in future terms have been added to the audit. The row will be highlighted blue, the grade section for the course will display “PL”, and the term will show as PLANNED.

 Admin. Professional Procedures	(OFFT 2100)	Admin Professional Proced	PL	(3)	PLANNED
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Nearly Complete:

This symbol will appear when all the course requirements have been met but there are additional requirements that have not. For example, if a student has completed all of their course requirements but hasn’t met the minimum residency requirement, this symbol will appear in the Degree block of their audit.

 Major GPA Calc
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DEGREE WORKS – WORKSHEETS

STUDENT VIEW – BLOCKS

Using the catalog as a guide, the blocks within the Student View audit present all applicable requirements for a student's Degree, Common Course of Study, declared major(s), minor(s), and concentration(s). In the block header, the Catalog Year is displayed. This view will also give you information on what courses will meet the unfulfilled requirements.

Degree: Lists all the blocks that are required to complete the student's degree.

Degree in Bachelor of Arts				Catalog Year:	2012-2013	Credits Required:	32
				GPA:	0.00	Credits Applied:	6
32 credits are required. You currently have 6, you still need 26 more credits.							
Unmet conditions for this set of requirements: A minimum of 16 credits must be taken in residence at Lafayette.							
The Senior Year must be taken in residence at Lafayette.							
<input type="checkbox"/> Your GPA is below 2.00 - please see your advisor				Still Needed: See Common Course of Study section			
<input type="checkbox"/> Common Course of Study				Still Needed: See Major in English, AB section			
<input type="checkbox"/> Major Requirements							

Common Course of Study: Lists all the general education requirements included in the student's degree.

Common Course of Study						Catalog Year: 2010-2011
						GPA: 2.54
<input checked="" type="checkbox"/> First Year Seminar	FYS 023	Baseball: The One Constant	B-	1	Fall 2010	
<input checked="" type="checkbox"/> Humanities Elective	ART 102	Introduction to Art History II	B	1	Spring 2012	
<input checked="" type="checkbox"/> Social Science Elective	A&S 103	Introduction to Sociology	C+	1	Fall 2010	
<input checked="" type="checkbox"/> Natural Science w/Lab Elective	GEOL 100	Fire to Ice, Intro to Geology	C-	1	Fall 2011	
<input checked="" type="checkbox"/> Additional Distribution Requirements	VAST 259	Impact Disaster on Society	A-	1	Spring 2012	
	ENG 110	College Writing	B-	1	Fall 2011	
<input checked="" type="checkbox"/> Quantitative Reasoning Elective	MATH 186	Applied Statistics	C-	1	Spring 2012	
<input type="checkbox"/> GLOBAL AND MULTICULTURALISM						
<input type="checkbox"/> Must complete a GM1 and a GM2						
Still Needed: Must complete two courses, one from GM1 and one from GM2						
<input type="checkbox"/> Elementary Proficiency in a Second Language						
Still Needed: Elementary Proficiency may be satisfied by Course or Test						
<input type="checkbox"/> Values						
Still Needed: 1 Values Elective Required						
<input type="checkbox"/> Writing requirement						
Still Needed: You have taken 0 classes and need 3 more to fulfill the writing requirement. Must complete one W in major, one W outside major and third W from any subject.						

Major: Lists all the classes required for the student to earn a degree in their declared program of study.

Major in Geology, BS		Catalog Year:	2010-2011
Major GPA Calc		GPA:	3.43
<input checked="" type="checkbox"/> Concentration Requirement Satisfied			

Major GPA: Lists all the classes used in calculating the Major GPA.

Geology Major/Minor GPA						Catalog Year:	2010-2011
A Major/Minor GPA of 2.00 is required.						GPA:	3.43
<input checked="" type="checkbox"/> Classes used in GPA calculation ONLY.							
	GEOL 130	Dinosaurs, Darwin & Deep Time	A-	1	Spring 2011		
	GEOL 160	Geol Nat'l Parks:Western US	A	1	Summer I 201		
	GEOL 170	Evol of Ecuador & Galapagos	JP	(1)	Interim 2013		
	GEOL 200	Earth & Planetary Materials	B+	1	Fall 2011		
	GEOL 215	Mod & Anc Depositional Environ	B+	1	Spring 2012		
	GEOL 229	GIS in the Geosciences	B	1	Fall 2011		
	GEOL 307	Igneous & Metamorphic Petrol	B+	1	Spring 2012		
	GEOL 317	Structure & Tectonics Of Earth	JP	(1)	Fall 2012		
	GEOL 320	Paleobiology	JP	(1)	Fall 2012		

Minor: Lists all the classes required for the student's minor (if applicable).

Minor in History						Catalog Year:	2010-2011	Class Required:	5
						GPA:	3.30	Classes Applied:	6
<input checked="" type="checkbox"/> Minor GPA Calc									
<input checked="" type="checkbox"/> History of the Modern World									
<input checked="" type="checkbox"/> Politics and Practice of History									
<input type="checkbox"/> Research Seminar									
Still Needed: 1 Class in HIST 350:399									
<input checked="" type="checkbox"/> History Electives									
	HIST 105	History of the Modern World	JP	(1)	Fall 2012				
	HIST 206	Politics & Practice of History	JP	(1)	Fall 2012				
	HIST 106	Intro to Hist:Slav & Civ War	B+	1	Fall 2010				
	HIST 275	Crossing the Americas	B+	1	Spring 2012				

Concentration: Lists all the classes required for the student's concentration (if applicable).

■ Conc in Environmental Geoscience						Catalog Year:	2010-2011
						GPA:	3.41
☐ MAJOR REQUIREMENTS							
✓ Earth History Elective	GEOL 130	Dinosaurs, Darwin & Deep Time	A-	1	Spring 2011		
✓ Physical Geology Elective	GEOL 160	Geol Nat'l Parks:Western US	A	1	Summer I 201		
✓ Earth and Planetary Materials	GEOL 200	Earth & Planetary Materials	B+	1	Fall 2011		
☐ Oceanography or Paleoclimatology	Still Needed: 1 Class in GEOL 205 or 315						
☐ Hydrogeology	Still Needed: 1 Class in GEOL 210						
✓ Depositional Environments	GEOL 215	Mod & Anc Depositional Environ	B+	1	Spring 2012		
☐ Earth Surface Processes	Still Needed: 1 Class in GEOL 300						
✓ Igneous & Metamorphic Petrology	GEOL 307	Igneous & Metamorphic Petrol	B+	1	Spring 2012		
☐ Structure and Tectonics of the Earth	GEOL 317	Structure & Tectonics Of Earth	JP	(1)	Fall 2012		
☐ Environmental Geophysics	Still Needed: 1 Class in GEOL 322						
☐ Environmental Elective	Still Needed: 1 Class in GEOL 110 or 310 or BIOL 234* or CE 221 or 361 or 422 or CHEM 252*						
☐ Co-curricular Requirements							
✓ General Chemistry I	CHEM 121	General Chemistry	B	1	Fall 2010		
✓ General Chemistry II or Geochemistry	CHEM 122	General Chemistry	B-	1	Spring 2011		
☐ Calculus Elective	MATH 161	Calculus I	JP	(1)	Fall 2012		
✓ Calculus or Statistics Elective	MATH 186	Applied Statistics	A	1	Spring 2012		
☐ Physics Elective	Still Needed: 1 Class in PHYS 111* or 131* or 151*						

DEGREE WORKS – WORKSHEETS

STUDENT VIEW – OPTIONAL BLOCKS

In-Progress

The courses the student is currently registered for are listed here, in one place, in addition to displaying where they fit throughout the audit.

In-progress				Credits Applied: 6	Classes Applied: 6
ECON 373	Topic:2012 Elections	IP	1	Fall 2012	
EVST 215	Environmental Policy	IP	1	Fall 2012	
GEOG 170	Evol of Ecuador & Galapagos	IP	1	Interim 2013	
GEOG 317	Structure & Tectonics Of Earth	IP	1	Fall 2012	
GEOG 320	Paleobiology	IP	1	Fall 2012	
MATH 161	Calculus I	IP	1	Fall 2012	

Electives

Any course that does not fulfill a specific requirement will fall here. These credits count toward graduation, but are not used elsewhere. This is a great place to look for areas the student could pick-up an additional program or concentration.

Electives				Credits Applied: 6
A&S 227	The Family	C	1	Fall 2011

Insufficient

Insufficient courses include any incomplete courses, any courses from which you were withdrawn, any courses you audited, any courses you repeated, or any courses you failed.

Insufficient				Credits Applied: 0	Classes Applied: 1
MATH 162	Calculus II	WD	0	Fall 2010	

Exceptions

Any exceptions granted to the student are referenced both on the requirement where the exception is applied, in dark blue, and in the optional Exceptions block.

Example of Exception Applied in the Audit

<input type="checkbox"/> Advanced Writing Electives				Still Needed: 3 Classes in ENG 2@ or 350 or 351* or 360 or 365 or 395
Exception By:	Chenski, Susan R.	On:	10/10/2012	Substitution : Replace ENG 320 with 200-level elect

Exceptions Block

Exceptions					
Type	Description	Date	Who	Block	Enforced
Substitution	Replace ENG 320 with 200-level elect.	10/10/2012	Chenski, Susan R.	RA000027	Yes

Notes

Anyone that has access to Degree Works can see the notes, **including** the student. Notes are helpful when the student is referred to another office, approved for transfer or study abroad coursework, or working with multiple advisors.

Notes		
	Entered by	Date
Student was advised to register for spring semester	Benginie, Francis A	01/22/2013

Disclaimer

The disclaimer on the Student View Worksheet lets students know that their Degree Works audit is a guide and does not replace their academic advisor.

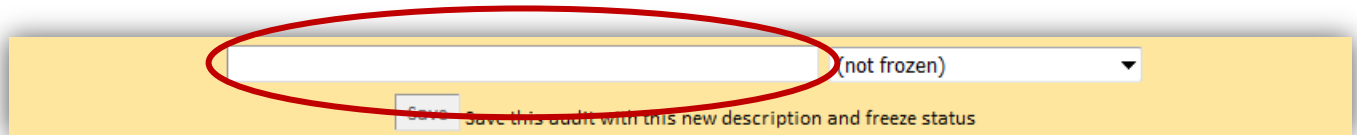
Disclaimer
Please Note: Although efforts have been made to insure the accuracy of this report, the student is responsible for the completion of all graduation requirements. If this report is not accurate immediately contact the Registrar's Office. You are encouraged to consult with your adviser and the college catalog concerning your degree requirements.

Note: These blocks may or may not display for each student depending on whether that student has courses that fall into these areas.

DEGREE WORKS – WORKSHEETS

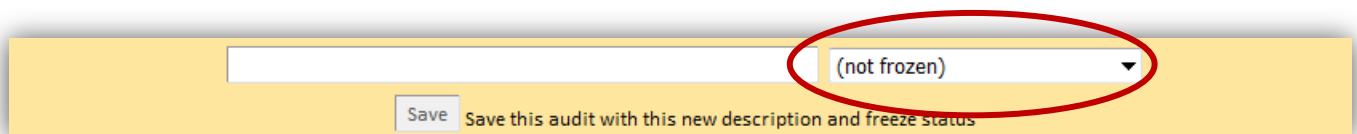
STUDENT VIEW – FREEZE AUDITS

1. Enter student audit
2. Enter description of audit to be frozen



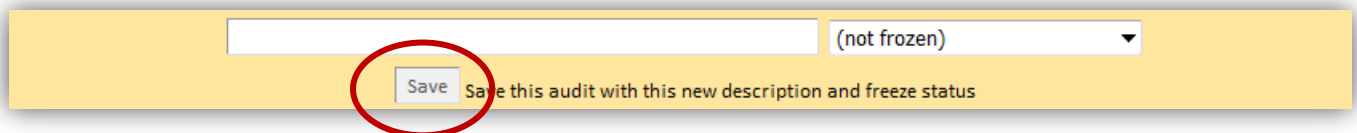
A screenshot of a web form with a yellow background. It features a text input field and a dropdown menu set to "(not frozen)". A red circle highlights the text input field. Below the input field is a "Save" button and the text "Save this audit with this new description and freeze status".

3. Choose type of audit to freeze



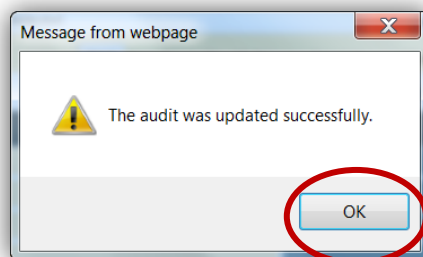
A screenshot of the same web form. A red circle highlights the dropdown menu, which is currently set to "(not frozen)". The "Save" button and text are visible below.

4. Click Save button



A screenshot of the same web form. A red circle highlights the "Save" button. The text "Save this audit with this new description and freeze status" is visible next to it.

5. Click Ok on pop up message



Note: Please be advised to **use this function sparingly and only as needed**, not every single time you access or process a new audit for an individual student. Otherwise the amount of saved audits could build up on the server. Users with access to the freeze function can delete audits and "unfreeze" an audit (after accessing it from the History tab) even if the audit was originally frozen by another user. Be cautious and make sure you only delete or "unfreeze" an audit that you froze originally.

Note: Students have the ability to save their audit as a pdf locally.

Note: You can freeze and unfreeze current audits under the **Worksheet** tab and historical audits under the **History** tab. You cannot freeze a **What-If** or **Look Ahead** audit, or any audit seen in the **Planner**.

DEGREE WORKS – WORKSHEETS

STUDENT VIEW – VIEW FROZEN AUDITS

1. Enter student audit
2. Click History tab on left

The screenshot shows the Lafayette College Degree Audit interface. The left sidebar has a 'History' tab highlighted with a red circle. The main content area displays the 'Student View' for student AA012689 as of 11/07/2012 at 04:13. The student's name is Test, Frances J, ID is L012689, Class Year is First Year Student, and Advisor is McDonald, Edward R. The overall GPA is 0.00. The degree is Bachelor of Arts, Major is English, and Minor is not specified. The audit shows 32 credits required and 6 credits applied. Unmet conditions are listed: 'Your GPA is below 2.00 - please see your advisor', 'Common Course of Study', and 'Major Requirements'. The 'Still Needed' section points to 'Common Course of Study' and 'Major in English, AB section'.

3. Select frozen audit from Historic Report drop down

This screenshot shows the 'Historic Report' dropdown menu. The 'Format' is set to 'Student View'. The 'Historic Report' dropdown is open, showing a date '01/17/2013 11:09 02/BS'. The 'View' button is highlighted with a red circle.

4. Click View button

This screenshot shows the 'View' button in the 'Historic Report' section highlighted with a red circle. The 'Format' is still 'Student View' and the date is '01/17/2013 11:09 02/BS'.

5. Click Worksheets tab to return to audit

The screenshot shows the Lafayette College Degree Audit interface. The left sidebar has a 'Worksheets' tab highlighted with a red circle. The main content area displays the 'Student View' for student AA012689 as of 11/07/2012 at 04:13. The student's name is Test, Frances J, ID is L012689, Class Year is First Year Student, and Advisor is McDonald, Edward R. The overall GPA is 0.00. The degree is Bachelor of Arts, Major is English, and Minor is not specified. The audit shows 32 credits required and 6 credits applied. Unmet conditions are listed: 'Your GPA is below 2.00 - please see your advisor', 'Common Course of Study', and 'Major Requirements'. The 'Still Needed' section points to 'Common Course of Study' and 'Major in English, AB section'.

DEGREE WORKS – WORKSHEETS

STUDENT VIEW – WHAT IF

1. Enter student audit
2. Click What If tab on left

Back to Self-Service | FAQ | Help | Print | Exception Management | Template Management

Find Student ID: AA012689 | Name: Test, Frances J | Degree: AB | Major: English | Last Audit: 11/07/2012 | Last Refresh: Today at 4:11 am

Worksheets | Planner | Plans | Notes | Petitions | Exceptions | GPA Calc | Admin

Format: Student View | View | Save as PDF | Process New | Include in-progress classes | Include preregistered classes | Class History

History | **What If** | Look Ahead | Financial Aid

Lafayette College Degree Audit

Student View AA012689 as of 11/07/2012 at 04:13

Student	Test, Frances J	Catalog Year	2012-2013
ID	AA012689	Degree	Bachelor of Arts
Class Year	First Year Student		
Advisor	McDonald, Edward R	Major	English
Overall GPA	0.00	Minor	

3. Make selections from drop down menus
4. Click Process What If button

Format: Student View | **Process What-If** | Save as PDF | Include in-progress classes | Include preregistered classes

What-If

Students may select a degree, major, minor, and/or concentration using the drop-down menus to determine how their current/future courses will be counted in the selected degree program.

Level: Undergraduate | Degree: Bachelor of Arts | Catalog Year: Pick a Catalog Year

Choose Your Different Areas of Study

Select an item and add it to your Chosen Area of Study

Major: Pick a Major | Minor: Pick a Minor | Concentration: Pick a Concentration

Chosen Areas of study

Choose Your Future Classes

Enter a course and click Add Course

Subject: | Number: | Add Course

Courses you are considering

Remove Course

Note: All concentrations will be listed whether they are available under the current catalog and whether they apply to that Degree/Major or not. Refer to your catalog when choosing a possible Concentration for a student's What If audit.

5. What If audit will display

Lafayette College Degree Audit			
Student View WAA000136 as of 11/12/2012 at 22:30		What If Audit	
Student	Test, Fred Q	Catalog Year	2012-2013
ID	XXXXXXXXXX	Degree	Bachelor of Science
Class Year	Junior		
Advisor	Sunderlin, David F	Major	Biology
Overall GPA	3.31	Minor	
■ Degree in Bachelor of Science		Catalog Year:	2012-2013 Credits Required: 32
		GPA:	3.31 Credits Applied: 22
Unmet conditions for this set of requirements: 32 credits are required. You currently have 22, you still need 10 more credits.			
<input checked="" type="checkbox"/> You meet the minimum GPA requirement			
<input type="checkbox"/> Common Course of Study		Still Needed: See Common Course of Study section	
<input type="checkbox"/> Major Requirements		Still Needed: See Major in Biology, BS section	

Note: The What If Audit is labeled as such in the top right corner of the worksheet with “**What If Audit**” to distinguish it from the student worksheet.

6. Click Back button to repeat

Back

Selected What-If Items:

Look Ahead Courses Used:

Note: Clicking the drop down arrows on the Selected What-If Items: and Look Ahead Courses Used: fields will display the parameters used to run the What If audit as well as any classes that were projected.

DEGREE WORKS – WORKSHEETS

STUDENT VIEW – LOOK AHEAD

1. Enter student audit
2. Click Look Ahead tab on left

Back to Self-Service | FAQ | Help | Print | Exception Management | Template Management

Find Student ID: [redacted] Name: Test, Frances J Degree: AB Major: English Last Audit: 11/07/2012 Last Refresh: Today at 4:11 am

Worksheets | Planner | Plans | Notes | Petitions | Exceptions | GPA Calc | Admin

Format: Student View View Save as PDF Process New

☒ Include in-progress classes ☒ Include preregistered classes Class History

History

Lafayette College Degree Audit

Student View AA012689 as of 11/07/2012 at 04:13

What If	Student	Test, Frances J	Catalog Year	2012-2013
	ID	[redacted]	Degree	Bachelor of Arts
	Class Year	First Year Student		
	Advisor	McDonald, Edward R	Major	English
Financial Aid	Overall GPA	0.00	Minor	

3. Enter Course Subject and Number
4. Click Add Course button – Multiple courses can be added but must be added one at a time

Format: Student View Process New

☒ Include in-progress classes ☒ Include preregistered classes

Look Ahead

To see an audit **SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS**, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.

Enter a course and click Add Course

Subject: GEOL
Number: 210

Add Course

Find

Courses you are considering

GEOL 205

Remove Course

5. Click Process New button

Format: Student View

Process New

☒ Include in-progress classes ☒ Include preregistered classes

6. Look Ahead audit will display with any classes added showing with a grade of “PL” and a term of “PLANNED”

LAFAYETTE

Back to Self-Service | FAQ | Help | Print | Exception Management | Template Management | Change Password | Log Out

Find Student ID: [Redacted] Name: Test, Fred Q Degree: BS Major: Geology Last Audit: 11/07/2012 Last Refresh: Today at 4:08 am

Worksheets | Planner | Plans | Notes | Petitions | Exceptions | GPA Calc | Admin

Worksheets: [Back] Look Ahead Courses Used: [v]

History

What If

Look Ahead >

Financial Aid

Conc in Environmental Geoscience Catalog Year: 2010-2011 GPA: 3.41

☐ MAJOR REQUIREMENTS

Course	Section	Prerequisites	Grade	Credits	Term
<input checked="" type="checkbox"/> Earth History Elective	GEOL 130	Dinosaurs, Darwin & Deep Time	A-	1	Spring 2011
<input checked="" type="checkbox"/> Physical Geology Elective	GEOL 160	Geol Nat'l Parks/Western US	A	1	Summer I 2011
<input checked="" type="checkbox"/> Earth and Planetary Materials	GEOL 200	Earth & Planetary Materials	B+	1	Spring 2011
<input checked="" type="checkbox"/> Oceanography or Paleoclimatology	(GEOL 205)	Oceanography	PL	(1)	Planned Term
<input type="checkbox"/> Hydrogeology					

Still Needed: 1 course, 3 credits

7. Click Back button to repeat

Note: Clicking the drop down arrows on the Selected What-If Items: and Look Ahead Courses Used: fields will display the parameters used to run the What If audit as well as any classes that were projected.

[Back] Look Ahead Courses Used: [v]

Note: The Look Ahead allows the audit to reflect unregistered classes the student plans to take in future terms. As with the What-If, it is important to remember that these audits are not saved, but can be printed and run again. The Look Ahead function is available on both the What-If audit and on the Worksheets tab.

7. Click Worksheets tab to return to audit

Back to Self-Service | FAQ | Help

Student ID: [Redacted] Name: Test, Fred Q Degree: BS Major: Geology Last Audit: Today

Worksheets | GPA Calc

Worksheets > Format: Student View [View] [Save as PDF] [Class History]

What If

Look Ahead

Legend

- ☒ Complete
- ☐ Complete except for classes in-progress
- ☐ Nearly complete - see advisor

Lafayette College Degree Audit

Student View AA015918 as of 01/22/2013 at 11:23

Student	Test, Fred Q	Catalog Year	2010-2011
ID	04089484	Degree	Bachelor of Science
Class Year	2014		
Advisor	Sunderlin, David F	Major	Geology
Overall GPA	3.31	Minor	

DEGREE WORKS – WORKSHEETS

STUDENT VIEW – GRADUATION CHECKLIST

The **Graduation Checklist** format displays the same filled and unfilled requirements as the student view without displaying the grades, credits, terms or courses that would satisfy remaining requirements.

Lafayette College Degree Audit			
Graduation Checklist AA012690 as of 11/07/2012 at 04:13			
Student	Test, Fred Q	Catalog Year	2010-2011
ID	XXXXXXXXXX	Degree	Bachelor of Science
Class Year	Junior		
Advisor	Sunderlin, David F	Major	Geology
Overall GPA	3.31	Minor	
Degree in Bachelor of Science		Catalog Year:	2010-2011
		GPA:	3.31
		Credits Required:	32
		Credits Applied:	22
<input checked="" type="checkbox"/> You meet the minimum GPA requirement <input type="checkbox"/> Common Course of Study <input checked="" type="checkbox"/> Major Requirements Blocks included in this block Common Course of Study Major in Geology, BS Geology Major/Minor GPA Conc in Environmental Geoscience			
Common Course of Study		Catalog Year:	2010-2011
		GPA:	3.33
<input checked="" type="checkbox"/> First Year Seminar FYS 169 <input type="checkbox"/> Humanities Elective <input type="checkbox"/> Social Science Elective <input checked="" type="checkbox"/> Natural Science w/Lab Elective BIOL 102 <input type="checkbox"/> Additional Distribution Requirements <input checked="" type="checkbox"/> Quantitative Reasoning MATH 186 <input type="checkbox"/> Global and Multiculturalism 1 <input type="checkbox"/> Global and Multiculturalism 2 <input type="checkbox"/> Elementary Proficiency in a Second Language <input type="checkbox"/> Values <input type="checkbox"/> Writing requirement GEOL 317 (IP)			
Major in Geology, BS		Catalog Year:	2010-2011
		GPA:	3.43
<input checked="" type="checkbox"/> Major GPA Calc <input checked="" type="checkbox"/> Concentration Requirement Satisfied Blocks included in this block Geology Major/Minor GPA			
Geology Major/Minor GPA		Catalog Year:	2010-2011
		GPA:	3.43
<input checked="" type="checkbox"/> Classes used in GPA calculation ONLY. GEOL 130, GEOL 160, GEOL 170 (IP), GEOL 200, GEOL 215, GEOL 229, GEOL 307, GEOL 317 (IP), GEOL 320 (IP)			
Conc in Environmental Geoscience		Catalog Year:	2010-2011
		GPA:	3.41
<input checked="" type="checkbox"/> Earth History Elective GEOL 130 <input checked="" type="checkbox"/> Physical Geology Elective GEOL 160 <input checked="" type="checkbox"/> Earth and Planetary Materials GEOL 200 <input type="checkbox"/> Oceanography or Paleoclimatology <input type="checkbox"/> Hydrogeology <input checked="" type="checkbox"/> Depositional Environments GEOL 215 <input type="checkbox"/> Earth Surface Processes <input checked="" type="checkbox"/> Igneous & Metamorphic Petrology GEOL 307 <input checked="" type="checkbox"/> Structure and Tectonics of the Earth GEOL 317 (IP) <input type="checkbox"/> Environmental Geophysics <input type="checkbox"/> Environmental Elective <input checked="" type="checkbox"/> General Chemistry I CHEM 121 <input checked="" type="checkbox"/> General Chemistry II or Geochemistry CHEM 122 <input checked="" type="checkbox"/> Calculus Elective MATH 161 (IP) <input checked="" type="checkbox"/> Calculus or Statistics Elective MATH 186 <input type="checkbox"/> Physics Elective			
Electives		Credits Applied:	7
		Classes Applied:	7
BIOL 101, BIOL 271, ECON 373 (IP), EVST 215 (IP), NEUR 201, THTR 201, VAST 216			
Insufficient		Credits Applied:	0
		Classes Applied:	1
MATH 162			
In-progress		Credits Applied:	6
		Classes Applied:	6
ECON 373 (IP), EVST 215 (IP), GEOL 170 (IP), GEOL 317 (IP), GEOL 320 (IP), MATH 161 (IP)			

DEGREE WORKS – WORKSHEETS

STUDENT VIEW – REGISTRATION CHECKLIST

The **Registration Checklist format** shows only the unfulfilled requirements from the student's audit. It does not provide any of the detailed explanations of requirements that may be found in the Student View.

<input checked="" type="checkbox"/> Degree in Bachelor of Science	Catalog Year: 2010-2011 Credits Required: 32 GPA: 3.31
Still Needed: See Common Course of Study section	
<input checked="" type="checkbox"/> Common Course of Study	
Still Needed: Must complete two courses, one from GM1 and one from GM2	
Still Needed: Elementary Proficiency may be satisfied by Course or Test	
Still Needed: 1 Values Elective Required	
Still Needed: You have taken 1 classes and need 2 more to fulfill the writing requirement. Must complete one W in major, one W outside major and third W from any subject.	
<input checked="" type="checkbox"/> Major in Geology, BS	Catalog Year: 2010-2011 GPA: 3.43
<input checked="" type="checkbox"/> Geology Major/Minor GPA	
<input checked="" type="checkbox"/> Conc in Environmental Geoscience	Catalog Year: 2010-2011 GPA: 3.37
Still Needed: 1 Class in GEOL 205 or 315	
Still Needed: 1 Class in GEOL 210	
Still Needed: 1 Class in GEOL 300	
Still Needed: 1 Class in GEOL 322	
Still Needed: 1 Class in PHYS 111* or 131* or 151*	