

DEGREEWORKS QUICK GUIDE**DEGREE AUDIT HEADER**

Degree Audit



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1a

² [Advanced search](#)

³ Level Undergraduate ⁴ Majors ⁵ Minor ⁶ Concentration

⁷ Dual Degree Yes ⁸ Class Year ⁹ Expected Graduation Date ¹⁰ Advisor

1. **Degree** – lists the degree on the student’s Banner record (Bachelor of Arts or Bachelor of Science).
 - a. If dual degree (AB + BS), caret will display; click on caret to toggle between degrees and audits.
 - i. **NEW!** If dual degree (BS + BS), both programs will be listed under #4 Majors and will display in a single audit.
 - ii. If AB double major, both majors will be listed under #4 Majors and will display in a single audit.
2. **Advanced search** – faculty/ advisor view only
3. **Level** – displays “Undergraduate” for all students on all degree audits and what-if scenarios
4. **Major(s)** – lists the major(s) on the student’s Banner record
5. **Minor** – lists the minor on the student’s Banner record, if applicable
6. **Concentration(s)** – lists the concentration(s) on the student’s Banner record, if applicable
7. **NEW!** - **Dual Degree**– will only display if there is a dual degree (AB+ BS or BS+ BS) on the student’s Banner record
8. **Class Year** – lists the class year on the student’s Banner record
9. **NEW!** - **Expected Graduation Date** – lists the expected graduation date on the student’s Banner record. Displays as DD-MMM-YYYY (i.e. 05-JUN-2021)
10. **Advisor** – lists the academic advisor(s) on the student’s Banner record
11. **Printer Icon** – print or save as PDF a degree audit or what-if scenario
12. **Envelope Icon** – direct email function; allows you to directly email from DegreeWorks
 - a. Student View – direct email your advisor(s)
 - b. Faculty/ Advisor View – direct email student(s) with active record
13. **3-dot Menu Icon** –
 - a. Student View – GPA Calculator | Class History
 - b. Faculty/ Advisor View – GPA Calculator | Class History | Notes

DEGREE AUDIT STATUS CODES

REMINDER! Degree audits include all past (completed), current (in-progress in current term), and planned (registered in future term) coursework.

NEW! Requirement Status Codes

Indicates the status of individual requirements within the degree audit blocks; displays to the left of the requirement name.

Legend

	Complete		Not complete
	Complete (with classes in-progress)		Nearly complete - see advisor
	Prerequisite		Any course number
(R)	Repeated class		

The legend is displayed at the bottom of the degree audit.

NEW! Block Status Codes

Indicates the overall status of the degree audit blocks; displays next to the block name. The description appears if you hover over the status.

COMPLETE (green): Great job, this set of requirements are complete!

IN-PROGRESS (blue): When the in-progress classes are completed, this set of requirements should be complete.

INCOMPLETE (red): Not complete.

SEE ADVISOR (gold): Requirements are mostly complete but some special minimums have not been met; please see your advisor. *This status usually shows when the GPA is below the required level.

ADDITIONAL TOOLS

What-If

Access the What-If Analysis via the “What-If” tab between the header and degree audit.

1. Select catalog year (must be selected first).
 - **TIP!** Select the catalog year of your current program of study (found within the first block of your degree audit – “Degree in Bachelor of ____” > “Catalog year: ____”).
2. Level will auto-populate with “Undergraduate.”
3. Select Degree (must be selected second).
4. Select Major, Concentration, and/or Minor.
 - **Reminder!** Concentrations are tied to specific majors. Refer to the catalog for a listing of majors and applicable concentrations.
5. Select any Additional areas of study, if applicable.
 - **Reminder!** Students can only pursue one minor. If you select a minor in “Areas of study,” you cannot select another one in “Additional areas of study.”
6. **TIP!** Check “In-progress classes” to include any in-progress courses for the current term.
7. **TIP!** Students can add future classes they might take to see how the courses would apply to the new program of study.
8. Click “Process.”
9. What-If Analysis will display.

Class History – **New Location!**

Access the Class History list via the 3-dot Menu Icon > Class History.

Class History is a listing of classes on the student’s record chronological by semester.

GPA Calculator – **New Location!**

Access the GPA Calculators via the 3-dot Menu Icon > GPA Calculator.

- **Graduation Calculator Tab** – calculates what average student will need in remaining credits to graduate with a desired GPA.
 - **NEW!** Displays current GPA, credits remaining, and credits required.
 - Enter desired GPA and click “Calculate.”
- **Term Calculator Tab** – calculates estimated term GPA based on selected grades in student’s current term courses.
 - **NEW!** Displays current GPA, credits earned, and current term courses in-progress.
 - Selected expected grade from drop-down for each course and click “Calculate.”