The DegreeWorks Degree Audit: The Basics

Quick Reference Guide for Faculty Advisers
How to Access DegreeWorks

• Log into http://inside.fandm.edu

• Click on the “Academics” tab.

• Within the “Quick Links” menu, click on the “Degree Works” link.

• This should open a new window, and you should already be logged into the program.

• To exit, simply close the window/tab in your browser.
The Degree Audit, or “Worksheet” – Basic Components:

- **Legend**
- **Basic Student Info** is at the Top of the Worksheet
- **Block Title**
- **Additional Block info**
- **List of Requirements**
- **Requirement Advice**
## Completed Requirements

Requirements that have been met are denoted by a green check-box on the left, and information about the course or courses fulfilling the requirement will be listed to the right.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course ID</th>
<th>Course Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts Requirement</td>
<td>ART 114</td>
<td>Introductory Drawing</td>
<td></td>
<td>(1.00)</td>
<td>Fall 2013</td>
</tr>
<tr>
<td>Humanities Requirement</td>
<td>FRN 201</td>
<td>Intermed French I</td>
<td>A</td>
<td>1.00</td>
<td>Spring 2011</td>
</tr>
<tr>
<td>1-3 Language Courses: Must Complete Level 201 or Higher</td>
<td>FRN 201</td>
<td>Intermed French I</td>
<td>A</td>
<td>1.00</td>
<td>Spring 2011</td>
</tr>
<tr>
<td>Non-Western Cultures Requirement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Sciences Requirement</td>
<td>HIS 153</td>
<td>Race in AM History</td>
<td>B</td>
<td>1.00</td>
<td>Fall 2010</td>
</tr>
</tbody>
</table>

Still Needed: 1 Class in @ @ with Attribute NONW

Still Needed: 1 Class in @ @ with Attribute WRIT

Complete Indicator
In-Progress Courses Fulfilling Requirements

When an in-progress course is being used to complete a requirement within the audit, there will be a tilde (~) symbol in a blue box on the left, and the requirement and the course will be highlighted in blue.

Any in-progress course can be identified by 3 things:
1. There is no grade listed for the course;
2. The credits for the course appear in parentheses; and
3. The course term is the current academic term.
Incomplete Requirements

Requirements that have not been met are denoted by an empty check-box outlined in red. To the right, the audit provides advice on what course or courses will fulfill the requirement.

The @ symbol is a wild card within the degree audit. In the example highlighted above, the advice can be interpreted to mean that any course subject and any course number with the WRIT attribute (i.e. any course with the “W” designation in the College Catalog) will fulfill the requirement.
Additional Course Information

The text within the advice for each unmet requirement contains a hyperlink or hyperlinks.

<table>
<thead>
<tr>
<th>Distribution Requirement (Natural Sciences)</th>
<th>Academic Year: 2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Natural Sciences Lab Course</td>
<td></td>
</tr>
<tr>
<td>Natural Science in Perspective or 2nd Lab Course</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Biology Major (2011 Catalog to Present)</th>
<th>Academic Year: 2013-2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum 2.0 GPA requirement for all major classes</td>
<td></td>
</tr>
<tr>
<td>BIOLGY CORE</td>
<td></td>
</tr>
<tr>
<td>Principles of Evolution, Ecology &amp; Heredity</td>
<td></td>
</tr>
<tr>
<td>Principles of Physiology &amp; Development</td>
<td></td>
</tr>
<tr>
<td>Cell Biology</td>
<td></td>
</tr>
<tr>
<td>Genetics</td>
<td></td>
</tr>
<tr>
<td>BIOLOGY ELECTIVES</td>
<td></td>
</tr>
<tr>
<td>3 Biology Lab Electives in Residence</td>
<td></td>
</tr>
<tr>
<td>4th Biology Lab Elective</td>
<td></td>
</tr>
<tr>
<td>Biology Elective - Any Level</td>
<td></td>
</tr>
</tbody>
</table>

Hovering your cursor over the hyperlink will display the title of the course.
Additional Course Information, Continued

Clicking on the hyperlink brings up catalog information for courses that meet that particular requirement. During Registration, this will also display section information for the current registration term (such as the CRN, meeting times, etc.).
The bottom of the worksheet shows:

<table>
<thead>
<tr>
<th>Electives</th>
<th>Insufficient</th>
<th>In-Progress</th>
<th>Exceptions</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ECO 103</strong></td>
<td><strong>W</strong></td>
<td><strong>P</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ART 114</strong></td>
<td><strong>P</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ART 114</strong></td>
<td><strong>P</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

“**Electives**,” or courses that are not being used to fulfill any requirements within the audit,

“**Insufficient**” courses – courses with grades of W or F,

“**In-Progress**” courses,

“**Exceptions**,” or substitutions made within the audit, and

“**Notes**” recorded by you or another of the student’s advisers.
Academic History

Click “Class History” near the top center of the worksheet to see a chronological list of courses the student has taken, including courses currently in progress.
The default view in DegreeWorks shows how all of the student’s current and past coursework apply to degree requirements. There is an alternative view, known as the “registration checklist,” that displays only the requirements that have not yet been met.

To view the registration checklist, click on the drop-down arrow where “student view” is displayed, and select “registration checklist.” Then, Click the “View” button.
The Registration Checklist, Continued

Now, only unmet requirements are listed.

- Bachelor of Arts Degree
  - Still Needed: See Foundations Requirement section
  - Still Needed: See Distribution Requirement (Non-Science) section
  - Still Needed: See Distribution Requirement (Natural Sciences) section
  - Still Needed: See Government Major (2011 CATALOG to Present) section
  - Still Needed: See French Cognate section
  - Still Needed: See Economics Minor section

- Foundations Requirement
  - Still Needed: 1 Class in @ ATTRIBUTE = FDNS

- Distribution Requirement (Non-Science)
  - Still Needed: 1 Class in @ ATTRIBUTE = NONW
  - Still Needed: 1 Class in @ ATTRIBUTE = WRIT

- Distribution Requirement (Natural Sciences)
  - Still Needed: 1 Class in @ ATTRIBUTE = NATL
  - Still Needed: 1 Class in @ ATTRIBUTE = NATL or @ ATTRIBUTE = NSIP
Click “Save as PDF” near the top of the worksheet if you would like to print or save a pdf version of the audit to your computer.
Finding Students’ Audits

Currently, there are 2 levels of access for faculty:

1. Department and Program Chairs and Associate Chairs, as well as other faculty who require expanded access (for off-campus study approvals, for example) currently have access to all F&M students. While you can search by student name, major, or minor, the program is unable to show you a list of only your advisees. For this reason, we recommend keeping a separate list handy during advisement and registration periods.

2. Faculty Advisers who do not require expanded access currently have access to only their advisees.
   - Please contact the Registrar’s Office if you wish to have expanded access, but know that with this, you will lose the ability to see a list of just your advisees.
How to Find Students’ Audits
(For Chairs and other Advisers With Access to All Students)

To find students, click the “Find” icon (a magnifying class and piece of paper) in the upper-left corner of the screen. This will bring up a separate window with search options (see next slide).
1. Enter all or part of a student’s first name or last name, or select one or more options from the drop-down menus, and click the “Search” button.

2. A list of all students meeting your search criteria will appear in the lower window. You may uncheck names of students you do not want displayed.

3. Click “OK,” and all checked students will be loaded into a list you can navigate from the main screen.
How to Find Students’ Audits
(For Chairs and other Advisers With Access to All Students), Continued

The first (or in some cases, only) student you selected will now show on the main page. The drop-down menu (1) will show all students you selected, or you may use the navigation keys (2) to navigate the list, one worksheet/audit at a time.
How to Find Other Students’ Audits (For Advisers with Advisee Access Only)

Upon logging in, you will see the audit for the first of your advisees (alphabetical). To view audits for your other advisees,

1. The drop-down arrow to the right of the student’s name will show you all students you can access;
2. The navigation buttons above the student’s name allow you to move through the list, one student at a time, or jump to the beginning or end of the list; or,
3. The “Find “ button allows you to see your complete list of advisees, and select just those that you want to see.
GPA Calculations in Block Headers

The GPA displayed within the block header pertains to the courses within that block. So for example, in a major block header, the GPA shown is the GPA for that major.
Important Note about Credit Calculations

The Bachelor of Arts block header includes a “credits applied” notation. This number includes courses currently in progress – it does not represent the student’s earned credits.
What Do We See That Students Can’t?

Advisers have access to the “Notes” and “Petitions” tabs, both of which are unavailable to the student. Advisers and staff also see “internal” notes left by other advisers; these are invisible to the student. If you see a check-mark to the left of the note, it is not for the student’s eyes!
What Do We See That Students Can’t?

As an adviser, your view of your advisee’s degree audit will also display his/her alternate PIN, the code needed for registration. **Your advisee cannot see his/her own alternate PIN.**
Questions?

Please feel free to contact us!
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