

Degree Works FAQs

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What is Degree Works?

Degree Works is an online degree auditing tool which enables students and their advisors to review and monitor academic progress leading to graduation. It organizes academic coursework into blocks to help easily identify courses and requirements that you have completed and what requirements are still remaining to complete your degree.

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Who can use Degree Works?

Degree Works is available to all active undergraduate and graduate students.

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What is a Degree Works audit?

A Degree Works audit provides a list of requirements needed for you to complete your degree.








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How do I read a Degree Works audit?

Audits are organized by blocks. The blocks display the requirements needed for a specific degree, major, minor, etc. These blocks will help you see what is needed in order to satisfy the requirements within each area.

Legend

The legend, as shown below, contains all of the unique symbols that are important to help you interpret your Degree Works audit.

Legend			
 Complete	 Complete except for classes in-progress	 (TR) Transfer Class	 * Prerequisite or Corequisite Required
 Not Complete	 Nearly complete - see advisor	 @ Any course number	

Complete-

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


Not Complete-

This symbol will appear next to all requirements that have not yet been completed within the audit. The row will be highlighted light pink and will display the course(s) that can be used to complete the requirement.

Complete except for classes in-progress-

This symbol will appear next to courses that are currently in progress and any blocks which will be completed after a course in progress has been successfully fulfilled. The row will be highlighted light blue and an "IP" will be displayed in the grade section.

Nearly Complete-

This symbol means that special attention is needed and you should consult with your advisor. There are a few instances in particular that will get flagged by a double tilde  such as, if all of the requirements in a block have been completed, however, the minimum GPA requirement has not been met.

@ Any course number

This symbol acts as a wildcard. It may be used after a subject code (e.g. HIST @) which means *any course within that subject*. It can also be used by itself (@ @) which means *any subject – any course number*.

(TR) Transfer Class

This symbol indicates a course that was accepted in transfer. The school where the course was transferred in from and the original title of the course will display.

*


Not listed in the Legend – The * symbol may appear next to a course indicating that there is a prerequisite or co-requisite required for that course. If you click on the course the prerequisite or co-requisite will be listed.

Block Headers


Block headers will contain a title for each individual block area. Just like the individual requirements within each block, the block header will contain a symbol stating the status of all the requirements within the block (see Legend above).

- **Student Information Block**

The Student Information Block is the first section of the audit and contains all of the key elements of your student record such as Classification, Overall GPA, Degree, Major and Minor. It also is a quick reference to verify if there are any registration holds on your record and whether you have filed a petition to graduate or selected your Advanced LAS Option.

Student View as of 02/23/2015 at 11:49			
Student	Falcon, Freddie 	Level	Undergraduate
ID	@	Degree	Bachelor of Science
Class Level	Freshman	Major	Psychological Science
Advisor	Adams, Christopher M	Concentration	
Athlete	No	Minor	
Transfer Credit Earned	0	Commuter or Resident	Resident
Alternate PIN	See Advisor	Petition to Graduate	No
Overall GPA	3.18	Registration Holds	None
Campus	Undergraduate Day	Advanced LAS Option	None

- **Degree Block**

This is the main block which serves as a summary of all blocks within the audit and lists each group of requirements that you will need to satisfy in order to complete your degree. This main block will not have the “Complete”  symbol until all of the other blocks have been completed.

The top right corner of this block will display the total number of credits required to graduate, total number of credits you have applied towards graduation, current overall GPA and your catalog year.

Bachelor of Science		Catalog Year:	2014-2015	Credits Required:	120
Unmet conditions for this set of requirements: 98 Credits needed		GPA:	3.18	Credits Applied:	22
<input type="checkbox"/> Residency - Minimum 45 Credits at Fitchburg State University	Still Needed: You currently have 22, you still need 23 more.				
<input checked="" type="checkbox"/> See English and Mathematics Readiness Requirement					
<input checked="" type="checkbox"/> See Global Diversity Requirement					
<input type="checkbox"/> See Science, Math and Technology Requirement	Still Needed: See LAS - Science, Math and Technology section				
<input checked="" type="checkbox"/> See Citizenship and the World Requirement					
<input type="checkbox"/> See The Arts Requirement	Still Needed: See LAS - The Arts section				
<input type="checkbox"/> Advanced LAS Option Not Declared - Contact Registrar's Office	Still Needed: See Advanced LAS - No Declaration in Banner Student section				
<input type="checkbox"/> See Major Requirements	Still Needed: See Psychological Science Major section				

- **English and Mathematics Readiness Requirement**

This block confirms whether you have satisfied the University English and Mathematics readiness requirement.

Developmental courses such as MATH 0100, MATH 0200 and ENGL 0100 do not count toward a degree and will appear in the “Not Degree Applicable” block located at the bottom of the Degree Works audit.

English and Mathematics Readiness Requirements					
BASIC MATH I AND II					
<input checked="" type="checkbox"/> MATH 0100 Readiness Requirement Fulfilled	MATH 0100	Basic Mathematics I	3.3	0	Fall 2014
<input checked="" type="checkbox"/> Basic Math II	MATH 0200N	Basic Math II Non STEM Track	REG	(0)	Spring 2015
<input checked="" type="checkbox"/> English Readiness Met by Registration or Placement Score					

- LAS Blocks**

The LAS Blocks list the Liberal Arts and Sciences program requirements. The LAS Blocks consist of the following areas: "Global Diversity", "Science, Math and Technology", "Citizenship and the World", "The Arts" and "Advanced LAS". These blocks will track what LAS requirements are completed, in progress or are still needed.

LAS - Global Diversity (course reuse area)						
GLOBAL DIVERSITY REQUIREMENT						
SELECT ONE GROUP						
Group One						
<input type="checkbox"/>	3 Credits of GDAN Attribute	MUSC 2210	COTA: Medieval Thru Baroque	REG	(3)	Spring 2015
<input checked="" type="checkbox"/>	3 Credits of GDC Attribute	SOC 1100	Introduction to Sociology	REG	3	Fall 2014
LAS - Science, Math and Technology						
SCIENCE, MATH, TECHNOLOGY REQUIREMENT						
<input type="checkbox"/>	Math Course 1200 Level or Above	Still Needed: 3 to 4 Credits in MATH 1200:4999				
<input type="checkbox"/>	Laboratory Requirement	Still Needed: 3 to 4 Credits in @ @ with Attribute LAB				
<input type="checkbox"/>	Health and Fitness Requirement	Still Needed: 3 to 4 Credits in @ @ with Attribute HAFwith Attribute HF1				
<input type="checkbox"/>	Science, Math and Technology Elective	Still Needed: 3 to 4 Credits in @ @ with Attribute SMT				
LAS - Citizenship and the World						
CITIZENSHIP AND THE WORLD REQUIREMENT						
<input checked="" type="checkbox"/>	Select 3 Credits from the Following	SOC 1100	Introduction to Sociology	2.0	3	Fall 2014
<input checked="" type="checkbox"/>	Citizenship and the World Elective	PSY 1100	General Psychology	2.5	3	Fall 2014
<input type="checkbox"/>	History Requirement	HIST 1100	World Civilizations II	REG	(3)	Spring 2015
LAS - The Arts						
THE ARTS REQUIREMENT						
<input checked="" type="checkbox"/>	Writing I	ENGL 1100	Writing I	2.3	3	Fall 2014
<input type="checkbox"/>	Writing II	ENGL 1200	Writing II	REG	(3)	Spring 2015
<input type="checkbox"/>	Art or Music Requirement	MUSC 2210	COTA: Medieval Thru Baroque	REG	(3)	Spring 2015
<input type="checkbox"/>	Literature Requirement	Still Needed: 3 Credits in @ @ with Attribute LIT				
<input type="checkbox"/>	Art Requirement	MUSC 1000	Art of Music	REG	(3)	Spring 2015
Advanced LAS - No Declaration in Banner Student						
<input type="checkbox"/>	You Have Not Yet Selected an Advanced LAS Option	Still Needed: You have not yet declared Option A, Option B or Option C for your Advanced LAS requirements. Once your choice has been added to your student record in the Registrar's Office, this portion of your advising worksheet will include the 12 credits of course requirements associated with your choice of Option A or Option B or Option C.				

- Major Block**

This block tracks the major requirements for your degree and indicates what courses are completed, in progress or are still needed.

Psychological Science Major							GPA: 3.35
<input type="checkbox"/>	41 Minimum Credits Required	Still Needed: You have completed or have in progress 9 credits - a minimum of 32 additional credits are required.					
<input type="checkbox"/>	Residency - Minimum 21 Credits at Fitchburg State University	Still Needed: You currently have 6, you still need 15 more.					
<input checked="" type="checkbox"/>	Minimum 2.0 Major GPA Requirement						
PSYCHOLOGICAL SCIENCE CORE REQUIREMENTS							
Maximum of 6 credits allowed in each course: PSY 4800, PSY 4810, 4820, 4900, 4950, 4960.							
<input type="checkbox"/>	Research Design and Analysis I	Still Needed: 4 Credits in PSY 2000*					
<input type="checkbox"/>	Research Design and Analysis II	Still Needed: 4 Credits in PSY 2100*					
<input type="checkbox"/>	Experimental Psychology	Still Needed: 3 Credits in PSY 3410*					
<input type="checkbox"/>	History and Systems of Psychology	Still Needed: 3 Credits in PSY 3480*					
<input type="checkbox"/>	Abnormal Psychology or Developmental Psychopathology	Still Needed: 3 Credits in PSY 2350* or 2840*					
<input type="checkbox"/>	Cognition or Psychology of Learning	Still Needed: 3 Credits in PSY 3550* or 3500*					
<input checked="" type="checkbox"/>	Cognitive Neuroscience or Biological Psychology	PSY 3420	Biological Psychology	TR	3	Spring 2015	
<input type="checkbox"/>	Psychology of Personality or Social Psychology	Still Needed: 3 Credits in PSY 2300* or 2500*					
<input checked="" type="checkbox"/>	Developmental	PSY 2230	Adolescent Psychology	3.0	3	Spring 2010	
<input type="checkbox"/>	Select 12 Credits from the Following	PSY 2645	Psychology of Human Resources	3.7	3	Spring 2010	
Still Needed: 9 Credits in PSY 2230* or 2370* or 2450* or 2610* or 2660* or 2665* or 2680* or 2700* or 2810* or 2820* or 2830* or 2950* or 3530* or 4200* or 4800 or 4803 or 4810 or 4820 or 4900 or 4950 or 4960							

- Free Electives**

The Free Elective block lists any course(s) that are not used to satisfy specific course requirements on the Degree Works audit. These courses count towards your GPA and the minimum 120 college level credits that are required to qualify for graduation.

Free Electives				Credits Applied: 19	Classes Applied: 7
CJ 2651	Ethics in Criminal Justice	3.0	3	Spring 2012	
CJ 3333	Crime in the Media	REG	(3)	Spring 2015	
HMSV 1100	Introduction to Human Services	3.5	3	Fall 2012	
MUSC 2300	Choral Arts	4.0	1	Fall 2014	
PSY 2140	Intro Cognitive Neuroscience	3.3	3	Fall 2013	
PSY 2300	Psychology of Personality	2.3	3	Fall 2012	
SPCH 1000	Intro to Speech Communication	REG	(3)	Spring 2015	

- **Courses Not Used**

This block lists any courses that you have withdrawn from, did not successfully pass or courses that were taken more than once, but were not repeatable for credit.

Courses Not Used		Credits Applied: 0		Classes Applied: 1
EXSS 2060	Exer, Nutrit & Heart Disease	W	0	Fall 2014

- **In-progress**

The In-progress block lists all of the courses a student is currently registered for, but not yet completed.

In-progress					Credits Applied: 15	Classes Applied: 5
ENGL 1200	Writing II	REG	3	Spring 2015		
HIST 1100	World Civilizations II	REG	3	Spring 2015		
MATH 0200N	Basic Math II Non STEM Track	REG	3	Spring 2015		
MUSC 1000	Art of Music	REG	3	Spring 2015		
MUSC 2210	COTA: Medieval Thru Baroque	REG	3	Spring 2015		

- **Other Blocks**

There are a number of other blocks that may appear on your Degree Works audit depending on your individual program of study. For example, these areas can include an academic minor or foreign language requirement.

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How current is my information in Degree Works?

Degree Works is refreshed continuously, so what you see at any given time is the most up to date information. If you find that your information is not up to date this could be for many reasons. For example, there could be some paperwork that must be completed or is still in process. If you have a grade change or a substitution/waiver of course requirements pending, it is possible the form is in the approval process and has not yet reached the Registrar's Office for processing. If you have any questions or concerns you can contact the Registrar's Office regarding information not being up to date.

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Does the number of credits shown at the top of the audit include my currently registered courses?

Yes, the number of credits that appear under "Credits Applied" at the top of the audit include all of the courses that you are currently registered for, even if the final grades are not yet posted. This is important to remember because this number will change if you withdraw or do not successfully pass a course(s).

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What makes up a major GPA and where is it listed on the Degree Works audit?

The major GPA is located in the upper right hand corner of the major block. If the major GPA includes the major LAS courses as well, it will be noted in the major LAS block.

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What are “course reuse” areas?

Some areas on the Degree Works audit have the special feature of using a course to satisfy a requirement and then allowing that same course to be “reused” allowing it to further fulfill another requirement. The credits only count once, but the course itself is allowed to meet two (or more) requirements. This feature is noted in the area description as “course reuse”.

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What happens if a course can be used to satisfy more than one requirement?

Degree Works is very intuitive! It has the ability to understand your degree requirements and if a course can satisfy more than one requirement, in most cases it will fit your course into the most appropriate area(s).

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How do I run a “What If” analysis to see how my courses would fit into another major or minor?

The “What If” feature allows you to see how far along you would be in your academic career if you were to change your major or add a minor.

- Select the “What If” function located on the left side of the audit screen under the “Worksheets” tab.
- Use the drop down menus to select the catalog year, program, major and concentration (if applicable) that you'd like to change to or the minor you would like to add. *If you are considering changing your major, you need to select the **current** catalog year.*
- The “Choose Your Future Classes” block located at the bottom is an option that allows you to enter course(s) that you anticipate to take, however have not yet registered for, to see where they would populate on your audit.
- Once done, select the “Process What-If” button located above.
- This will remove the requirement blocks for your current major and apply the requirement block for the major you're considering or add the requirement block for the minor. This is not a permanent change. Once you go back to your Worksheet, the original requirement blocks will show up in your audit. If you would like to formally change your major or add a minor, please complete a Change of Major/Minor form and submit the approved paperwork to the Registrar’s Office.

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The major that my Degree Works audit lists for me is incorrect, what can I do?

For now, you can follow the directions on how to run a [“What If” analysis](#) to see your audit in any major or minor. To officially resolve the incorrect major or minor issue, please contact the Registrar’s Office for assistance. You can click [here](#) to send an email directly to their office.

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Can I register for classes through Degree Works?

No. Degree Works is a snapshot of courses that are in-progress, planned and in academic history. You will continue to register for your classes using Web4 Student Self Service.

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Who should I contact if I have additional questions about Degree Works?

If you have questions regarding your Degree Works audit, you should first consult with your academic advisor. Degree Works is an advising tool, which is meant to supplement the advice given by your advisor, not to replace your advisor. If you then have additional questions, please email degreeworks@fitchburgstate.edu or contact the Registrar’s office for further assistance.

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