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.
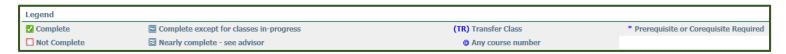
What is a Degree Works Audit?

A Degree Works audit is an online version of a requirements check sheet. It provides a review of past, current and planned coursework as well as information about completed and outstanding degree requirements.

How to 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.
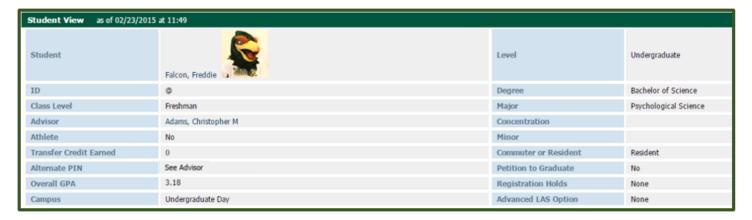
*

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
		GPA: 3.18 Credits Applied: 22
Unmet conditions for this set of requirements: 98 Credits needed		
☐ Residency - Minimum 45 Credits at Fitchburg State University	Still Needed:	You currently have 22, you still need 23 more.
☒ See English and Mathematics Readiness Requirement		
☒ See Global Diversity Requirement		
☐ See Science, Math and Technology Requirement	Still Needed:	See LAS - Science, Math and Technology section
☒ See Citizenship and the World Requirement		
☐ See The Arts Requirement	Still Needed:	See LAS - The Arts section
☐ Advanced LAS Option Not Declared - Contact Registrar's Office	Still Needed:	See Advanced LAS - No Declaration in Banner Student section
☐ 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.

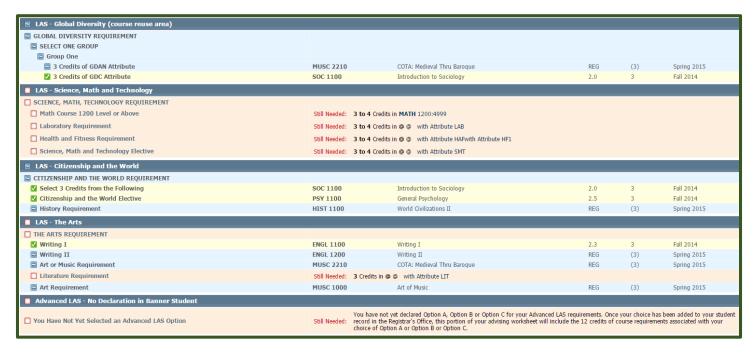 Developmental courses such as MATH 0100, MATH 0200 and ENGL 0100 do not count toward a degree and will appear in the "Not Degree Applicable" block located at the bottom of the Degree Works audit.

English and Mathematics Readiness Requirements					
BASIC MATH I AND II					
✅ MATH 0100 Readiness Requirement Fulfilled	MATH 0100	Basic Mathematics I	3.3	0	Fall 2014
Basic Math II	MATH 0200N	Basic Math II Non STEM Track	REG	(0)	Spring 2015
✅ 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 follow areas: Global Diversity; Science, Math and Technology; Citizenship and the World; The Arts, and the Advanced LAS. These blocks will track what LAS requirements are completed, in progress or are still needed.
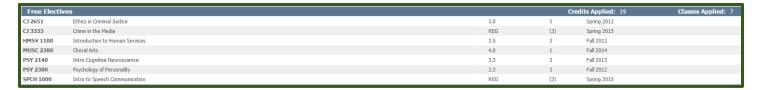
LAS - Global Diversity (course reuse area)					
GLOBAL DIVERSITY REQUIREMENT					
SELECT ONE GROUP					
Group One					
3 Credits of GDAN Attribute	MUSC 2210	COTA: Medieval Thru Baroque	REG	(3)	Spring 2015
✅ 3 Credits of GDC Attribute	SOC 1100	Introduction to Sociology	2.0	3	Fall 2014
LAS - Science, Math and Technology					
SCIENCE, MATH, TECHNOLOGY REQUIREMENT					
☐ Math Course 1200 Level or Above	Still Needed:	3 to 4 Credits in **MATH** 1200:4999			
☐ Laboratory Requirement	Still Needed:	3 to 4 Credits in @ @ with Attribute LAB			
☐ Health and Fitness Requirement	Still Needed:	3 to 4 Credits in @ @ with Attribute HAFwith Attribute HF1			
☐ 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					
✅ Select 3 Credits from the Following	SOC 1100	Introduction to Sociology	2.0	3	Fall 2014
✅ Citizenship and the World Elective	PSY 1100	General Psychology	2.5	3	Fall 2014
History Requirement	HIST 1100	World Civilizations II	REG	(3)	Spring 2015
LAS - The Arts					
THE ARTS REQUIREMENT					
✅ Writing I	ENGL 1100	Writing I	2.3	3	Fall 2014
Writing II	ENGL 1200	Writing II	REG	(3)	Spring 2015
Art or Music Requirement	MUSC 2210	COTA: Medieval Thru Baroque	REG	(3)	Spring 2015
☐ Literature Requirement	Still Needed:	3 Credits in @ @ with Attribute LIT			
Art Requirement	MUSC 1000	Art of Music	REG	(3)	Spring 2015
Advanced LAS - No Declaration in Banner Student					
☐ 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.

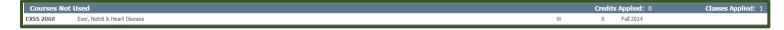| Psychological Science Major					GPA: 3.35
☐ 41 Minimum Credits Required	Still Needed:	You have completed or have in progress 9 credits - a minimum of 32 additional credits are required.			
☐ Residency - Minimum 21 Credits at Fitchburg State University	Still Needed:	You currently have 6, you still need 15 more.			
✅ 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.					
☐ Research Design and Analysis I	Still Needed:	4 Credits in **PSY** 2000*			
☐ Research Design and Analysis II	Still Needed:	4 Credits in **PSY** 2100*			
☐ Experimental Psychology	Still Needed:	3 Credits in **PSY** 3410*			
☐ History and Systems of Psychology	Still Needed:	3 Credits in **PSY** 3480*			
☐ Abnormal Psychology or Developmental Psychopathology	Still Needed:	3 Credits in **PSY** 2350* or 2840*			
☐ Cognition or Psychology of Learning	Still Needed:	3 Credits in **PSY** 3550* or 3500*			
✅ Cognitive Neuroscience or Biological Psychology	PSY 3420 Satisfied by	Biological Psychology PSY250 - Biological Bases of Behavior - Univ Mass Dartmouth	TR	3	Spring 2015
☐ Psychology of Personality or Social Psychology	Still Needed:	3 Credits in **PSY** 2300* or 2500*			
✅ Developmental	PSY 2230	Adolescent Psychology	3.0	3	Spring 2010
	PSY 2645	Psychology of Human Resources	3.7	3	Spring 2010
☐ Select 12 Credits from the Following	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 Electives 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.
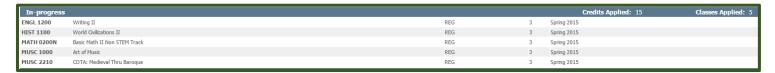
Free Electives				Credits Applied: 19	Classes Applied: 7
CJ 2651	Ethics in Criminal Justice	3.0	3	Spring 2012	
CJ 3333	Crime in the Media	REG	(3)	Spring 2015	
HMSV 1100	Introduction to Human Services	3.5	3	Fall 2012	
MUSC 2300	Choral Arts	4.0	1	Fall 2014	
PSY 2140	Intro Cognitive Neuroscience	3.3	3	Fall 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.

Tabs and Features

There are four main tabs that appear at the top of your Degree Works audit: Worksheets, Planner, Notes and GPA Calculator. Within each of these tabs, there are specific features that are designed to help guide you on the road to graduation.

Worksheets

Worksheets is the tab for your Degree Works audit. This tab includes the "What If", "What If History" and "Look Ahead" features.

- **What If**

    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.

- **What If History**

    The "What If History" feature will allow you to view previously run "What If" evaluations.

    - Select the "What If History" function located on the left side of the audit screen under the "Worksheets" tab.
    - Under "Historic Report", use the drop down menu to select your previous evaluations which are sorted by date and time.
    - Once done, select the "View" button located at the top.

- **Look Ahead**

    The "Look Ahead" feature will allow you to see an audit showing courses for which you plan to register in future terms.

    - Select the "Look Ahead" function located on the left side of the audit screen under the "Worksheets" tab.
    - Use the form to enter the subject and course number of each anticipated course.
    - Once you have created your list of courses, click the "Process New" button.
    - Please be aware of the following when utilizing the "Look Ahead" feature:

- The classes entered are not considered in the GPA calculation that appears on the audit report.
- The requirements on which your classes are placed may not be the actual requirements where they will end up when you actual complete the class and receive a grade.
- Classes you enter that are not valid will not be applied to any requirements and will end up in the "Not Degree Applicable" section of the audit.

Plans
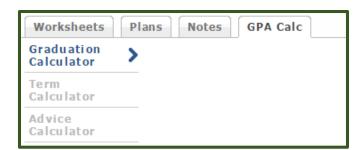
Under construction – coming soon!

This tab is only available to faculty.

Notes

Under construction – coming soon!

This tab is only available to faculty.

GPA

The GPA Calculator tab is a convenient way to track and plan for your GPA, especially if your department has a minimum GPA requirement. This tab includes the "Graduation Calculator", "Term Calculator" and "Advice Calculator" features.

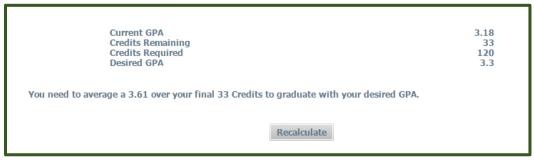- **Graduation Calculator**

  The "Graduation Calculator" feature will give you the GPA you need to average in your remaining courses in order to graduate with your desired GPA.

  Please see below for the step by step instructions:

  1. Check the upper right hand corner of your degree block for credits required and credits applied. To find the number of credits remaining subtract the number of credits being applied from the number required, excluding from both all Satisfactory/Unsatisfactory courses.
  2. Fill in the number of credits you have remaining in the "Credits Required" space and put the number of credits required for your degree in the "Credits Required" space.
  3. Fill in your desired GPA and click calculate.

Current GPA	3.18
Credits Remaining	33
Credits Required	120
Desired GPA	3.5

Step 2 →   ← Step 3

Calculate

Current GPA	3.18
Credits Remaining	33
Credits Required	120
Desired GPA	3.3

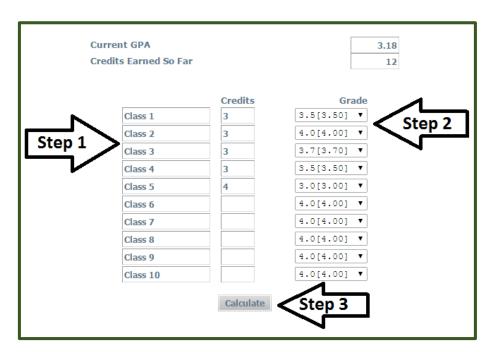You need to average a 3.61 over your final 33 Credits to graduate with your desired GPA.

Recalculate

- **Term Calculator**

The "Term Calculator" feature allows you to project your possible semester GPA based on course information that you self-enter.

Please see below for step by step instructions:

1. The calculator will list the courses marked In Progress from your audit. If any of the courses listed are inaccurate, you can add or delete them by typing directly into the boxes. If entering the courses yourself, be sure to check that the number of credits listed is correct for each course because that is a crucial component in calculating your GPA.
2. Select the grade from the drop down menu that you anticipate receiving for each course.
3. Click "Calculate".

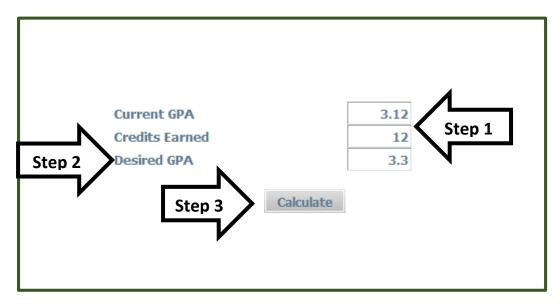| Current GPA | 3.18 |
| Credits Earned So Far | 12 |

	Credits	Grade
Class 1	3	3.5[3.50] ▼
Class 2	3	4.0[4.00] ▼
Class 3	3	3.7[3.70] ▼
Class 4	3	3.5[3.50] ▼
Class 5	4	3.0[3.00] ▼
Class 6		4.0[4.00] ▼
Class 7		4.0[4.00] ▼
Class 8		4.0[4.00] ▼
Class 9		4.0[4.00] ▼
Class 10		4.0[4.00] ▼

Step 1 →   ← Step 2

Calculate   ← Step 3

| Current GPA | | 3.18 | | | | |
| Credits Earned So Far | | 12 | | | | |

Class	Credits	Grade		Calculated GPA		3.36
Class 1	3	3.5	3.50	By achieving the grades listed here, your GPA at the end of the term will be 3.36		
Class 2	3	4.0	4.00			
Class 3	3	3.7	3.70	Recalculate		
Class 4	3	3.5	3.50			
Class 5	4	3.0	3.00			

- **Advice Calculator**

    The "Advice Calculator" feature allows you to confirm how many additional credits and grades would be required in order to achieve your desired GPA.

    Please see below for step by step instructions:

    1. Your current overall GPA and number of credits earned will automatically populate.
    2. Enter the GPA that you would like to have.
    3. Click "Calculate".

Current GPA	3.12	
Credits Earned	12	Step 1
Step 2 Desired GPA	3.3	

Step 3 Calculate

	Current GPA	3.12
	Credits Earned	12
	Desired GPA	3.3

To achieve your desired GPA, you need one of the following:

4 Credits at 4.00 (4.0) grade average

6 Credits at 3.70 (3.7) grade average

11 Credits at 3.50 (3.5) grade average

Note: Results that would require you to take more than 150 Credits have been omitted.

Recalculate