**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.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑️ Complete</td>
<td>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.</td>
</tr>
<tr>
<td>☐️ Not Complete</td>
<td>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.</td>
</tr>
<tr>
<td>☒️ Complete except for classes in-progress</td>
<td>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.</td>
</tr>
<tr>
<td>🔧 Nearly Complete</td>
<td>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.</td>
</tr>
<tr>
<td>@ Any course number</td>
<td>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.</td>
</tr>
<tr>
<td>(TR) Transfer Class</td>
<td>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.</td>
</tr>
</tbody>
</table>
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.

- **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.
- **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.

- **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.

- **Major Block**
  
  This block tracks the major requirements for your degree and indicates what courses are completed, in progress or are still needed.
• **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 Table]

• **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 Table]

• **In-progress**

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

![In-progress Table]

• **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.

![Worksheet Interface](image)

- **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.
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”.
• **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”.

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.