

# DegreeWorks

## Overview for Students

### Degree Audit Worksheet

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- **Student View** – Find your name, Fredonia ID, academic demographic information (Major, Class Level, etc.), advisor, overall GPA.
- **Degree Block** - Find the overall credits required for graduation and a summary of your degree requirements.
- **General Education Requirements**
- **Major Requirements** – Lists the requirements that must be fulfilled for your major.
- **Courses Outside Your Major** – 66 credits in coursework are required for all BA and BS degree seeking students.

### Understanding All the Symbols

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Each section of the Degree Works worksheet has a header that identifies the information being reviewed. The following legend is helpful in reviewing the audit.

Legend		
<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Complete except for classes in-progress	* Prerequisites Exist
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Nearly complete - see advisor	@ Any course number
<b>IP</b> In-Progress		

- If a course requirement is met, you will see a green check box.
- Any requirement with an empty box next to it is not yet complete.
- Courses in-progress are represented with a blue ~ and show “IP” as the grade.
- The @ symbol in Degree Works is used in a variety of ways to represent any course number or prefix.

**1 Class in @ @ with Attribute C09** Means 1 class in ANY course prefix and any course number that has the CCC Western Civilization attribute.

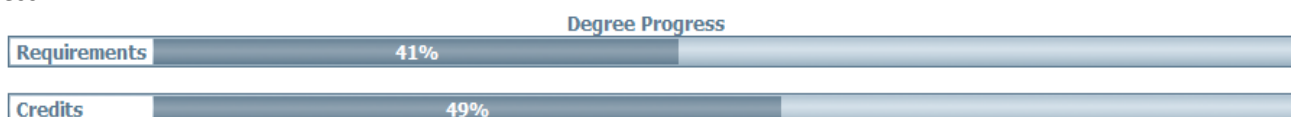
**Still Needed: 3 Classes in PHIL 3@ or 4@** Means any 3 Philosophy courses at the 300 or 400 level.

- Some requirements are met by any course within a range. For example,  
**1 Class in @ 115:499** means one class in any subject with a course number between 115 and 499.

### Tracking Your Progress Towards Graduation

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Degree Works helps track the progress of specific program requirements completed as well as overall credits. Since many factors go into how these percentages are determined, use the progress bars as a general guideline on degree progress.



## Degree Audit Worksheet

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Degree Works updates your course information nightly. So when you drop a class or add a class or have transfer credit posted, you will be able to view the update the next day. Each time you view your audit, click "Process New" to view the most up-to-date program information.

## Look Ahead

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**Look Ahead** allows you to plan for future coursework and see how the courses you are considering registering for will filter into your audit to meet requirements. Click the "Look Ahead" link on the left to get started.

The screenshot shows the 'Look Ahead' section of the Degree Works system. At the top, there is a 'Format:' dropdown menu set to 'Student View' and a 'Process New' button. To the right are two checkboxes: 'Include in-progress classes' (checked) and 'Include preregistered classes' (unchecked). Below this is a blue header for 'Look Ahead' with instructions: 'To see an audit SHOWING COURSES FOR WHICH... use the form below to enter the Subject code and... Once you have created your list of courses, click...'. A green arrow points from the 'Process New' button to a text box that says 'Step 2: "Process New" to see how the courses filter into your audit.' Below the instructions is a form with 'Subject' (STAT) and 'Number' (250) input fields, an 'Add Course' button, and a 'Remove Course' button. A green arrow points from the 'Add Course' button to a text box that says 'Step 1: type in course subject and number. Click "add course". You can add more than one course.'

Once you "Process New", the course appears on your audit in blue as "Planned".

STAT 250      Statistics for Scientists      PLAN      (3)      PLANNED

## Additional Features

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Audit can be saved as a PDF.

The screenshot shows a row of buttons: 'Save as PDF', 'Process New', and 'Class History'. To the right of the 'Process New' button are two checkboxes: 'Include in-progress classes' (checked) and 'Include preregistered classes' (checked). A green arrow points from the text 'Audit can be saved as a PDF.' to the 'Save as PDF' button.

**Class History** can be used like an unofficial transcript. It will display all courses, as well as transfer coursework, by semester with semester GPA and overall GPA.

**GPA Calculators** can be used to help students project their semester GPA and set goals for a desired GPA upon graduation.

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