DEGREE WORKS USER’S GUIDE

Student Edition

Degree Works Version 5.0.4
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Degree Works is the University’s degree audit (what classes to take) and course planning (when to take these classes) software. This user’s guide will assist the user in performing the basic functions associated with their role using this software.

Section 1: How To Use The Degree Audit

Degree Audit Access Location

Students

my.AUM.edu > Degree Works (in the LaunchPad)

Degree Audit (Worksheets) Functionality

The last date and time that the audit was refreshed can be found in the upper left on top of the first block. In the first block, you will find the student’s Student ID number and name. The Degree drop-down box is where you can toggle between degrees and certificates if the student is working on more than one degree and/or certificate. The student’s level, classification, major, minor (if any), program, concentration (if any), and college are found in the upper block as well. Additionally, Academic Standing as well as any Hold the student may have are also found in this block.

Above the next block is where you pick the type of audit you wish to run. Academic is the primary audit. It is what you will see when you login to your Degree Works. Another choice all students will have is a What-If audit. Students may have other choices based on their individual record like the ones shown below. As you move to the right, you will find the degree progress wheel. This shows the student’s current overall GPA.

Just below the second block is the date and time of the current degree audit. The audit will check each evening to see if the student had a grade, registration, or test score change. If any changes are found, a new degree audit will generate.
Degree Audit Legend
The Degree Works symbol legend can be found at the end of the degree audit. So, while this is presented out of order compared to the flow of the audit, it’s important to understand the symbols used before going into the degree audit requirements.

<table>
<thead>
<tr>
<th>Legend</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>Complete (green circle with a checkmark)-requirement is met.</td>
</tr>
<tr>
<td>☐</td>
<td>Not complete (open red circle)-requirement is not met</td>
</tr>
<tr>
<td>☮</td>
<td>Complete except for classes in-progress (half-filled blue circle)-requirement being met with current, future, or incomplete classes</td>
</tr>
<tr>
<td>☠</td>
<td>Nearly complete-see advisor (yellow circle with exclamation mark)-requirement that is not satisfied but there are no specific classes assigned to address it such as a GPA issue.</td>
</tr>
<tr>
<td>☑️</td>
<td>Prerequisite (blue clipboard with a check mark) – there is a prerequisite for the course listed</td>
</tr>
<tr>
<td>@</td>
<td>Any course number (@)-wildcard to represent any missing applicable number. For example, COMM @ means any COMM course while ACCT 3@ means any 3000 level ACCT course</td>
</tr>
<tr>
<td>(R)</td>
<td>Repeated class (R)-Found in the Audited, Failed, Dropped, Repeated sections on classes that have been excluded due to be repeated.</td>
</tr>
<tr>
<td></td>
<td>Additionally, at the overall block level, the “Complete” symbol is replaced by the word “Complete” in a green box, the “Complete except for classes in-progress” symbol is replaced by the word “In-Progress” in a blue box, and the “Not Complete” symbol is replaced by the word “Incomplete” in a red box.</td>
</tr>
</tbody>
</table>

Degree Audit Block Structure and Type
There are several types of blocks. Each block will display the catalog year it is operating from just below the block title. The completion status of the block is displayed to the right of the block title as incomplete (red text), in-progress (blue text), or complete (green text).

Core Requirements for College of Business | INCOMPLETE

Catalog year: Academic Year 2019-2020 GPA: 2.60

- Degree Block-This is the requirement that monitors everything needed to complete the degree. This includes all other blocks.
- University Success Block – This monitors the completion of the University Success course as well as containing information on who is required to take this course.
• Core Requirements Block – This is found on undergraduate audits only. This block shows the state core as well as any other core requirements specific to the student’s degree
• Major, Minor and Concentration Blocks – monitor courses that are specific to the discipline
• Electives Block – lists all courses that are counted as electives for the student’s major
• In Progress Block – lists courses student is register in for the current semester
• Insufficient Block – these are courses that cannot count toward the degree due to not being completed (withdrawn from) or the minimum grade was not achieved
• Notes Block – any notes that have been entered by Advisors will be viewable here
• Honors Block – contains the requirements for those participating in the University Honors program
• Over the Limit Block – contains courses that do not fit into the degree plan

The section below is from the Core Requirements Block. It shows that the AREA I: WRITTEN COMPOSITION requirement has been fulfilled by ENGL 1010 and ENGL 1020 while the LITERATURE OR HISTORY SEQUENCE has not been fulfilled as HIST 1020 is still needed.

<table>
<thead>
<tr>
<th>Class</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
<th>Repeated</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1010</td>
<td>English Composition I</td>
<td>C</td>
<td>3</td>
<td>200001</td>
<td></td>
</tr>
<tr>
<td>ENGL 1020</td>
<td>English Composition II</td>
<td>B</td>
<td>3</td>
<td>201003</td>
<td>(R)</td>
</tr>
</tbody>
</table>

LITERATURE OR HISTORY SEQUENCE

- Still needed:
  - Choose from 1 of the following:
    - Survey of English Literature I & II
      - 2 Classes in ENGL 2530 and 2540
    - Survey of American Literature I & II
      - 2 Classes in ENGL 2570 and 2580
    - Western World Literature I & II
      - 2 Classes in ENGL 2600 and 2610
    - World History I & II
      - HIST 1010 World History to 1648
        - C
        - 3
        - 200002
        - 1 Class in HIST 1020
    - Western Civilization to 1648 & Since 1648
      - 2 Classes in HIST 1000 and 1070
    - U.S. History to 1877 & Since 1877
      - 2 Classes in HIST 2010 and 2020
Degree Audit CourseLink
If you click on a hyperlinked course anywhere in the degree audit, it will bring up a block of information that shows the course prerequisite (if applicable), catalog description, and class schedule information including date/times that courses are scheduled to be offered along with the number of seats available in each section.

Degree Audit Transfer Equivalency Information
If you have transfer work, you can see how those courses applied to your degree audit. Each transfer course will show the originating institution, course title and course number below the AUM equivalency as shown in the screen shot below.
Degree Audit Exceptions

Departments sometimes will substitute or waive a course requirement. Department heads and authorized designees may enter exceptions through the exceptions tab for their department’s majors, minors, and certificates only. They are not authorized to make exceptions to University degree requirements and/or general education. Those types of changes must be authorized by the corresponding authority or committee.

Exceptions show in two places on the audit. The first is near the applicable course location. Included is who entered the exception, the date, and a description of the action taken. The second is an exception section at the bottom of the audit. This includes whether the exception is “enforced” or working. The primary reason one would not be enforced is that the student changed catalogs and/or programs and therefore the exception was broken. Each exception ties to a specific block, which is like an address based on the program and catalog identification of the block.

### Exceptions

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Created on</th>
<th>Created by</th>
<th>Block</th>
<th>Enforced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply Here</td>
<td>Core III Approved</td>
<td>09/08/2020</td>
<td>Manager, Degree Works</td>
<td>Core Requirements for College of Business</td>
<td>No</td>
</tr>
<tr>
<td>Apply Here</td>
<td>Approved by COB</td>
<td>09/08/2020</td>
<td>Manager, Degree Works</td>
<td>Business Core - Lower and Upper Division Courses</td>
<td>Yes</td>
</tr>
<tr>
<td>Apply Here</td>
<td>Core III Approved</td>
<td>09/08/2020</td>
<td>Manager, Degree Works</td>
<td>Core Requirements for College of Business</td>
<td>No</td>
</tr>
<tr>
<td>Substitute</td>
<td>Core III Approved</td>
<td>09/08/2020</td>
<td>Manager, Degree Works</td>
<td>Core Requirements for College of Business</td>
<td>Yes</td>
</tr>
<tr>
<td>Substitute</td>
<td>Core III Approved</td>
<td>09/08/2020</td>
<td>Manager, Degree Works</td>
<td>Core Requirements for College of Business</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Section 2: How To Use The What-If Degree Audit

A “what-if” degree audit allows the user to see what their degree audit would look like if they were to change programs or catalogs prior to formally requesting the change.

Between the first and second block (below the ID block and above the format/degree progress block), there is an area where you can select the type of degree audit you want. Click on “What-If”

Next, select the Campus, Level, Degree and Major you wish to use if the what-if audit.

There is also the ability to add courses to the audit that you are thinking about taking in the future to see where they would fit. You can do this in the “Future Classes” section. You add the subject and number, and then click “Add.” There are checkboxes that are checked by default to indicate whether you wish to include in-progress (current semester) classes and pre-registered (future semester) classes. When finished, click the “Process” button to review the what-if degree audit.
Section 3: How To Use the Student Educational Planner (SEP)

The Student Educational Planner (SEP) is an online tool that allows advisors to create an individualized plan for completing requirements as the student proceeds towards graduation. Access to the SEP is through the Plans link in the header.

Click on the word “Plans” in the header to open the Plans block. Any plans that have been created for the student by their advisor will be listed here. Click on the title listed under “Description” in the Plan List block to view the plan.

The plans will look like the image below. Plans are broken down by semesters.
If there is any additional information about the course, the square icon on the bottom right in the course block will be highlighted and outlined in blue. Click on the notepad icon to open the note.