



**AUBURN UNIVERSITY
AT MONTGOMERY**

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 Holds the student may have are also found in this block.

The screenshot shows the 'Worksheets' section of the Degree Works interface. At the top, there are navigation tabs for 'WORKSHEETS', 'PLANS', and 'LINKS'. Below the tabs, the title 'Worksheets' is displayed on the left, and on the right, there are icons for printing, email, and a menu. A status message indicates 'Data refreshed 2/5/2021 10:32 AM' with a refresh icon. The main content area contains a search filter block with three input fields: 'Student ID' (with a blue bar), 'Name' (with a blue bar), and 'Degree' (set to 'Bachelor of Science in Business Admin'). Below these fields is an 'Advanced search' link. A row of filters is shown with labels and values: 'Level Undergraduate', 'Classification Junior', 'Major Accounting', 'Program Accounting, BSBA', 'College College of Business', and 'Academic Standing Good Standing'. A 'Holds' section lists 'Cashier Office Allow Registrat'.








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.

The screenshot shows the 'Academic' audit view in Degree Works. At the top, there are tabs for 'Academic', 'What-If', 'Financial Aid', and 'Athletic Eligibility'. A 'View historic audit' button with a dropdown arrow is on the right. Below the tabs, there is a 'Format' dropdown menu set to 'Student Checklist'. To the right, the 'Degree progress' section displays 'Overall GPA' as '3.17'. At the bottom left, the 'Audit date' is '5/14/2020 9:37 PM'.

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.

Legend			
	Complete		Not complete
	Complete (with classes in-progress)		Nearly complete - see advisor
	Prerequisite		Any class number
	Repeated class		

- Complete (green circle with a checkmark)-requirement is met.
- Not complete (open red circle)-requirement is not met
- Complete except for classes in-progress (half-filled blue circle)-requirement being met with current, future, or incomplete classes
- 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.
- Prerequisite (blue clipboard with a check mark) – there is a prerequisite for the course listed
- 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
- Repeated class (R)-Found in the Audited, Failed, Dropped, Repeated sections on classes that have been excluded due to be repeated.
- 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.



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.

	Class	Title	Grade	Credits	Term	Repeated
<input checked="" type="checkbox"/>	AREA I: WRITTEN COMPOSITION					
<input checked="" type="checkbox"/>	English Composition I	ENGL 1010	English Composition I	C	3	200601
<input checked="" type="checkbox"/>	English Composition II	ENGL 1020	Eng. Comp. II: Supernatural	B	3	201003 (R)
<input type="checkbox"/>	LITERATURE OR HISTORY SEQUENCE	Still needed:	Choose from 1 of the following:			
<input type="checkbox"/>	Survey of English Literature I & II	2 Classes in ENGL 2530  and 2540 				
<input type="checkbox"/>	Survey of American Literature I & II	2 Classes in ENGL 2570  and 2580 				
<input type="checkbox"/>	Western World Literature I & II	2 Classes in ENGL 2600  and 2610 				
<input type="checkbox"/>	World History I & II	HIST 1010	World History to 1648	C	3	200602
			1 Class in HIST 1020 			
<input type="checkbox"/>	Western Civilization to 1648 & Since 1648	2 Classes in HIST 1060  and 1070 				
<input type="checkbox"/>	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.

Class Information ✕

HIST 1020 - 0 Credits - World History Since 1648

A survey of world civilization from 1648 to the present.
A survey of world civilization from 1648 to the present.

Attributes:

Code	Description
HIST	History Requirement IV

Sections:

Term	CRN	Section	Seats open	Meeting times
Summer 2021	3156	0	25 (out of 25)	To be announced
Fall 2021	1210	0	25 (out of 25)	Tu Th 12:45 - 14:00
Fall 2021	1202	A	25 (out of 25)	M W 10:50 - 12:05
Fall 2021	1203	B	25 (out of 25)	M W 12:45 - 14:00
Fall 2021	1216	D	25 (out of 25)	M W 14:10 - 15:25
Fall 2021	1137	OLA	25 (out of 25)	To be announced

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.

	Class	Title	Grade	Credits	Term
✓ AREA I: WRITTEN COMPOSITION					
✓	English Composition I	ENGL 1010	English Composition I	B	3 Summer 2020
	Satisfied by: ENG101 - English Composition I - Southern Union State JC				
✓	English Composition II	ENGL 1020	English Composition II	B	3 Summer 2020
	Satisfied by: ENG102 - English Composition II - Southern Union State JC				

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.

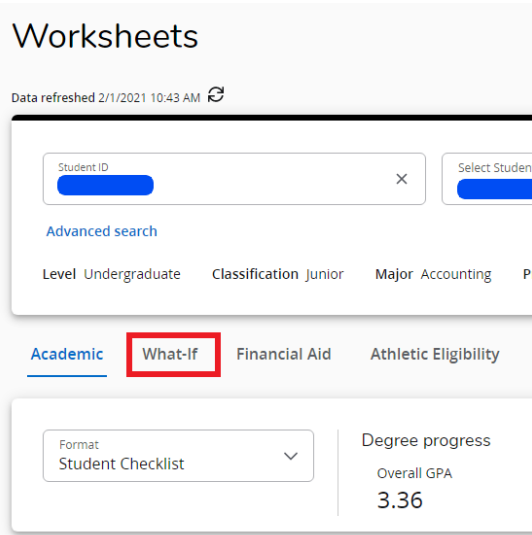
✓	Biology II/Lab	BIOL 1899	Intro Biology II (Core III)	A	3	Summer 2020
		Satisfied by: BIO102 - Intro Biology II - Southern Union State JC				
		BIOL 1899	Intro Bio II Lab (Core III)	A	1	Summer 2020
		Satisfied by: BIO102 - Intro Biology II - Southern Union State JC				
		Exception by:	Manager, Degree Works	On: 09/08/2020	Substitute:	Core III Approved
		Exception by:	Manager, Degree Works	On: 09/08/2020	Substitute:	Core III Approved

Exceptions					
Type	Description	Created on	Created by	Block	Enforced
Apply Here	Core III Approved	09/08/2020	Manager, Degree Works	Core Requirements for College of Business	No
Apply Here	Approved by COB	09/08/2020	Manager, Degree Works	Business Core - Lower and Upper Division Courses	Yes
Apply Here	Core III Approved	09/08/2020	Manager, Degree Works	Core Requirements for College of Business	No
Substitute	Core III Approved	09/08/2020	Manager, Degree Works	Core Requirements for College of Business	Yes
Substitute	Core III Approved	09/08/2020	Manager, Degree Works	Core Requirements for College of Business	Yes

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.

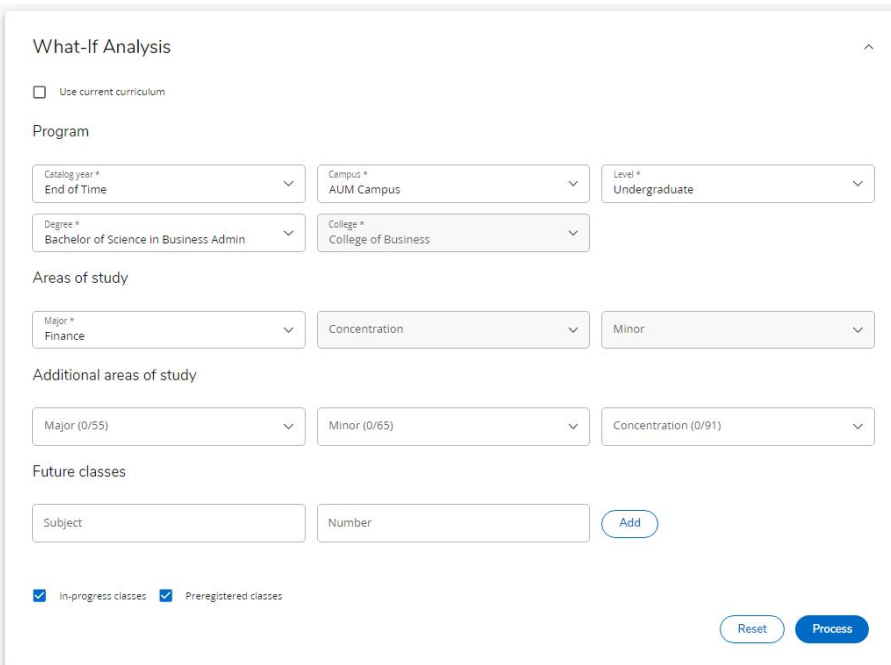
Between the first and second block (below the ID block and above the format/degree progress block), there is an area where you can select the type of degree audit you want. Click on “What-If”



The screenshot shows the 'Worksheets' interface. At the top, it says 'Data refreshed 2/1/2021 10:43 AM'. Below this is a search bar with 'Student ID' and a 'Select Student' button. There are filters for 'Level Undergraduate', 'Classification Junior', and 'Major Accounting'. A navigation bar has tabs for 'Academic', 'What-If' (highlighted with a red box), 'Financial Aid', and 'Athletic Eligibility'. Below the tabs, there is a 'Format' dropdown set to 'Student Checklist' and a 'Degree progress' section showing 'Overall GPA 3.36'.

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.



The screenshot shows the 'What-If Analysis' form. It has a checkbox for 'Use current curriculum'. The 'Program' section includes dropdowns for 'Catalog year * End of Time', 'Campus * AUM Campus', 'Level * Undergraduate', 'Degree * Bachelor of Science in Business Admin', and 'College * College of Business'. The 'Areas of study' section includes dropdowns for 'Major * Finance', 'Concentration', and 'Minor'. The 'Additional areas of study' section includes dropdowns for 'Major (0/55)', 'Minor (0/65)', and 'Concentration (0/91)'. The 'Future classes' section has input fields for 'Subject' and 'Number', and an 'Add' button. At the bottom, there are checkboxes for 'In-progress classes' and 'Preregistered classes', and 'Reset' and 'Process' buttons.

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 screenshot shows the 'Plans' page in the SEP system. At the top, it says 'Data refreshed 2/5/2021 10:32 AM'. Below this is a search bar with three input fields: 'Student ID', 'Name', and 'Degree'. The 'Degree' field is populated with 'Bachelor of Science in Business Admin'. There is an 'Advanced search' link below the search bar. Below the search bar, there are several filters: 'Level: Undergraduate', 'Classification: Junior', 'Major: Accounting', 'Program: Accounting, BSBA', 'College: College of Business', and 'Academic Standing: Good Standing'. There is also a 'Holds' section with 'Cashier Office Allow Registrat'. Below the filters is a 'Plan List' table with columns: 'Description', 'Active', 'Modified', 'Who', 'Degree', 'Level', and 'Status'. The table contains one row: 'Degree Plan', 'Yes', '12/5/2019', [redacted], 'BSBA', '10', 'Not locked'. There is a 'New plan' button in the top right corner of the table area. At the bottom of the table, there is a pagination control showing 'Page 1 of 1' and 'Total results: 1'.

The plans will look like the image below. Plans are broken down by semesters.

The screenshot shows the details of a 'Degree Plan'. At the top, it says 'Degree Plan' with edit and delete icons. There are 'Plan list' and 'New plan' buttons. Below this, it shows 'Degree: Bachelor of Science in Business Admin' and 'Level: Undergraduate'. There is a status bar that says 'Active: Yes | Status: Not locked | Tracking Status: NOT DISPLAYED, PLAN IS NOT LOCKED'. Below this, it says 'Last updated: [redacted] on 12/5/2019'. There are links for 'Audit', 'What-if', 'Delete plan', 'Save as copy', and 'Create block'. Below this is a section for 'Spring 2020' with 'Credits: 6.0'. There is an 'Add term' button. Below this, there is a list of courses: 'ACCT 2010 Credits: 3.0' and 'INFO 2050 Credits: 3.0'. There are plus and minus icons for adding and removing courses.

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.

