Degree Works
Student Manual
February 2014
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Degree Works Overview

What is Degree Works?
Degree Works is a web-based degree audit tool that is designed to provide you with an easy to understand, clearly defined pathway toward degree completion.

How does Degree Works function?
Degree Works looks at the requirements for a program of study as well as the coursework you’ve completed or are currently enrolled in to create an easy-to-read degree audit.

What is a Degree audit?
Degree Works provides a degree audit which is a summary of the degree requirements merged with your academic record. It provides a real-time assessment of your progress toward graduation. The audit is organized in blocks of like requirements. Examples include the degree block, major block, concentration block, general education block, etc. The Degree Audit is the official list of all requirements for graduation.

Point of contact: Concerns should be directed to your academic advisor.

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<td>Provides general information about student’s complete and incomplete requirements, grouped into logical blocks (sections).</td>
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<td>Quick tool to assist colleges and campuses with graduation checkout. Shows summary of status of each block, including courses used to fulfill requirements.</td>
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Logging into Degree Works

Degree Works is accessible by logging into your AggieAccess account. Once you have successfully entered AggieAccess, the Degree Works link is included under the “My Info” tab in the “Quick Links” section.

Once you click on the “Degree Works” quick link, you will see the following page. From here, you may begin reviewing your degree audit.
Using Degree Works

Section 1: Degree Works Audits

What is a Degree Audit?
Degree Works provides a degree audit which is a summary of degree requirements merged with your academic record which will provide a real-time assessment of progress toward graduation. The audit is organized in blocks of like requirements. Examples include the General Education block, major block, university requirements block, etc. The Degree Audit lists all requirements for graduation.

A. Student Context Information - The Context information includes the following: Student ID, Name, Degree, Major, Level, Classification, Last Audit.

- If you are pursuing multiple degrees, the Degree dropdown box will display all of the degrees.
- If you have multiple majors within the same degree, all majors will be reflected in the audit for that degree.
- Academic History provides a term-by-term summary of your coursework.
- The Last Audit date is the most recent date on which the audit was run for the chosen program.

B. Degree Works Audit Blocks

STUDENT HEADER: Student demographic information.
**DEGREE BLOCK:** Summary of all of the requirements for the degree. When the header bar of the Degree block has a ✔️, graduation requirements have been met. All individual requirements within the block will also have a ✔️. The 🔥 indicates that the requirement is in-progress. Each requirement displayed in this block contains a link to the section of the audit where the full requirements (courses and/or non-course requirements) are displayed. Advice in this block will no longer display when the requirement has been met (example: minimum upper-division hours, total hours, residency and liberal arts).

![Degree Block Image]

**GPA REQUIREMENT:** There are two GPA requirements that are necessary to graduate with a degree from Cameron University. The first GPA requirement states that you must earn at least a 2.00 grade point average in all courses taken at Cameron. The second GPA requirement states you must earn at least a 2.00 retention grade point average. This GPA includes all courses taken from any institution excluding remedial/developmental courses and forgiven/reprieved/renewed courses.

**DEVELOPMENTAL COURSE REQUIREMENTS:** The developmental course requirement block pulls information directly from your placement in the student information system. If you are required to complete remedial courses, it will be reflected in this block.

![Developmental Course Requirements Image]
GENERAL EDUCATION REQUIREMENTS: General Education requirements are displayed in this block.

NOTE: Clicking on the Course ID of a “Still Needed” course in any block opens a separate window (CourseLink) which provides the course description, including prerequisites. If registration is currently open, CourseLink will also indicate the registration status of each section.

ELECTIVES TO COMPLETE GENERAL EDUCATION: Electives needed to complete the General Education requirement are included in this block.

UNIVERSITY REQUIREMENTS: Summary of the University requirements needed for graduation. This block includes UNIV courses and the computer literacy requirement.
MAJOR REQUIREMENTS: Major requirements are displayed in this block. If you are pursuing multiple majors within the same degree, you will have multiple major blocks. The advice in this block will no longer display after the requirements are met. If a major requires that a minor be fulfilled, it will be included in the block as shown in the example below. \textit{If a minor is required, it must be declared in the student information system in order for it to be accurately reflected in the minor block.}

ADDITIONAL REQUIREMENTS: Some programs have additional requirements which are defined in this block.

CONCENTRATION REQUIREMENTS: Concentration requirements are displayed in this block. \textit{If your major requires a concentration, the concentration must be declared in the student information system in order for it to be accurately reflected in the concentration block.}

ELECTIVES: Coursework that does not fulfill any of the specific course requirements in the audit are displayed in this block. For example: electives, developmental courses, courses that have not been evaluated for substitution/waiver.
**INSUFFICIENT:** Coursework that has a grade that does not qualify to be used toward the degree, or has been forgiven will appear here. These courses cannot be used to satisfy degree requirements but will count in the GPA unless they have been forgiven.

**IN-PROGRESS:** Currently enrolled coursework is displayed in this block, in addition to appearing in the correct requirement block.

**EXCEPTIONS:** Exceptions are entered by staff in the Registrar’s Office or Academic Affairs. Exceptions include substitutions/waivers that have been approved on the C10 form.

**NOTES:** When you meet with your academic advisor, they can choose pre-defined notes from a drop-down list to include as part of your degree audit. These notes will provide specific information regarding your advisement session.

**LEGEND:** Terminology and symbols used in the Degree Works Audit.

**DISCLAIMER:** You are encouraged to use this degree audit as a guide when planning your progress toward completion of degree requirements. It is designed to aid and facilitate academic advising, but is not intended to replace face-to-face advising sessions. This graduation tool is neither an official academic transcript nor an official notification of completion of degree requirements. Please contact your academic advisor if you have questions about your degree audit.
C. **What If Audit** - Displays the results when a proposed program change is considered, using your current class history. Select the *What If* criteria for the scenario to be examined, then click the **Process What-If** button to view the results of the audit. NOTE: You must choose the concentration that is associated with the major to ensure that all requirements will appear correctly.

![What If Audit](image1)

D. **Look Ahead Audit** - Provides audit results utilizing courses that you plan to register for in future terms. Enter the subject and number of the planned course and click **Add Course**. This will move it to the right side of the page. Once you have entered all desired courses, click **Process New** to view the results.

![Look Ahead Audit](image2)
E. Printing Audits/What If Scenarios
To use the print option while performing a degree audit or what if scenario, you may select the option from the header in Degree Works.

F. PDF Version of Audits
If you wish to retain a PDF copy of the degree audit or what if scenario, you can simply press the *Save as PDF* button in the header portion of the worksheet as seen below.

Once you begin this process, a new window will open and the PDF version will be available for you to view, print or save.
Section 2: Using the GPA Calculators

There are three different calculators that can be used: Graduation Calculator, Term Calculator and Advice Calculator. Click on GPA Calc along the top of the header as shown below.

A. Graduation Calculator – helps you determine academic goals needed to produce a desired grade point average. All fields must be completed in order to calculate a desired GPA. For hours remaining, input the number of required hours minus the number of hours already completed. Input the number of hours required (124) in the hours required field. Last, enter the desired GPA for graduation and click calculate. The graduation calculator will set an objective necessary to produce the desired GPA. If a desired GPA is not feasible, then the calculator will generate an error message stating that the desired GPA is unattainable. At that point, adjust your figures and press recalculate.

B. Term Calculator – calculates the projected GPA based on estimated grades for the semester. It is recommended to be realistic when inputting grades into the calculator. The term calculator cannot offer a set of objectives detailing how to obtain a desired grade; its purpose is to forecast a projected GPA based on your request. You can recalculate to see your GPA depending on different circumstances.
C. Advice Calculator – projects the quickest way to achieve a goal GPA. Unlike the graduation calculator, the advice calculator is able to calculate a desired GPA without knowing how many credits are remaining for graduation. After clicking calculate, the advice calculator will demonstrate how that goal can be achieved. If the objectives for attaining a desired GPA are overwhelming, press recalculate to change the desired GPA.