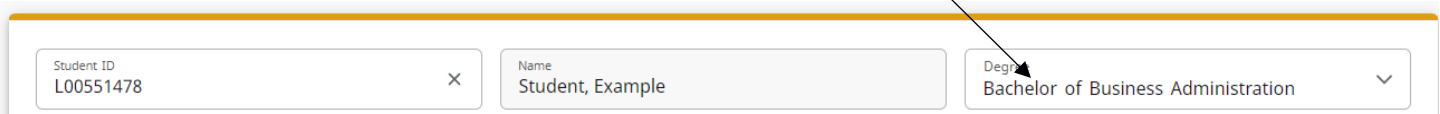


## Degree Works Audit Section for Students

1. Access Degree Works via the UNA Portal. Click on the Academics tab and select Degree Works under the Degree Planning link.
2. Once you have logged into Degree Works, you will be taken to your Audit Worksheet.
3. The header section of the audit will contain your name, ID number, degree, and major.  
**\*\* NOTE: If you are seeking more than one degree or a certificate, you will toggle between the degree requirements by selecting the drop-down arrow located next to the degree box. \*\***

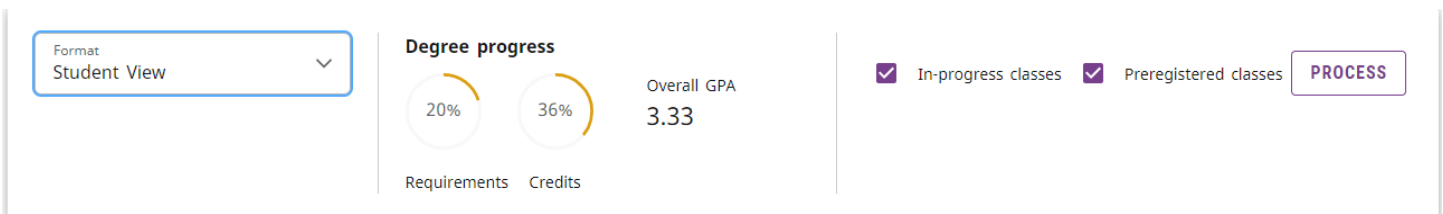


Student ID: L00551478 × Name: Student, Example Degree: Bachelor of Business Administration ▾

4. Degree Works groups similar information into 'blocks'. Please keep in mind all information displayed in your Degree Works audit comes directly from Banner. If anything appears incorrect, please contact your advisor regarding initiating the update processes.
5. The Student Header Information block will contain information regarding your Plan of Study, Classification, and GPA(s).
- 6.

Level Undergraduate Classification Junior Major Professional Management Program BBA Qualifications Concentration General Management  
 College College of Business Institution GPA 3.333 Overall GPA 3.437 Transfer GPA 3.571 Advisor(s) Mitchell Powell

7. The Information Toolbar will contain the following:
  - a. View- This will allow you to alternate between the Student View and Registration View.
  - b. Degree Progress Trackers- You will be able to see your progress toward your degree requirements and your progress toward your overall credit hours earned toward your degree.
  - c. Overall Institutional GPA- This GPA is your overall UNA GPA.



Format: Student View ▾

**Degree progress**

20% Requirements 36% Credits Overall GPA 3.33

In-progress classes  Preregistered classes **PROCESS**

8. The Degree Block will contain a summary of all degree requirements that must be met to earn your degree. The unfulfilled requirements will contain proxy advice regarding what must be done to meet the indicated requirement or will direct you to the appropriate block to find the requirements.

**Degree in Bachelor of Business Administration** INCOMPLETE

Credits required: 120 Credits applied: 79 Catalog year: 2022-2023 GPA: 3.44

<input type="radio"/>	Minimum Total Credit Hours Required	<b>Still needed:</b>	You currently have 79 credit hours (including both earned and in progress courses), you still need a minimum of 41 more credit hours and successful completion of all graduation requirements.
<input type="radio"/>	Minimum Credit Hours at UNA	<b>Still needed:</b>	Minimum credit hours at UNA: You have 25 but still need a minimum of 5 more credits.
<input type="radio"/>	Minimum Credit Hours Earned from UNA or other 4-Year Institutions	<b>Still needed:</b>	You have 28 credit hours earned from UNA and other 4-year institutions but still need a minimum of 32 more credits.
<input type="radio"/>	Minimum credits in 300 or 400-level courses	<b>Still needed:</b>	You have taken 0 but still need 36 credits in junior-senior level courses.
<input checked="" type="radio"/>	You meet the 2.0 minimum GPA requirement		
<input checked="" type="radio"/>	General Education Area I Requirements		
<input type="radio"/>	General Education Area II Requirements	<b>Still needed:</b>	See Area II - Humanities and Fine Arts section
<input checked="" type="radio"/>	General Education Area III Requirements		
<input type="radio"/>	General Education Area IV Requirements	<b>Still needed:</b>	See Area IV - History, Social and Behavioral Sciences section
<input type="radio"/>	General Education Area V	<b>Still needed:</b>	See Area V - Specified by Major section
<input type="radio"/>	Admission to College of Business	<b>Still needed:</b>	You need to be fully admitted to the College of Business
<input type="radio"/>	Major Requirements	<b>Still needed:</b>	See Major in Professional Management section

**Blocks included in this block**

- [Area I - Written Composition](#)
- [Area II - Humanities and Fine Arts](#)
- [Area III - Natural Sciences and Mathematics](#)
- [Area IV - History, Social and Behavioral Sciences](#)
- [Area V - Specified by Major](#)
- [Major in Professional Management](#)
- [Conc in General Management](#)

9. The General Education blocks contain the General Education requirements specific to your academic program and course catalog. You will be able to see how each course has been satisfied along with the earned grade and semester completed. Unfulfilled requirements will list the courses that can be taken to fulfill the requirements.

**Area I - Written Composition** COMPLETE

Credits required: 6 Credits applied: 6 Catalog year: 2022-2023 GPA: 3.00

<input checked="" type="radio"/>	Minimum Credit Hours Required		
<input checked="" type="radio"/>	FIRST-YEAR COMPOSITION		
<input checked="" type="radio"/>	First-Year Composition I and II		

**Area II - Humanities and Fine Arts** INCOMPLETE

Credits required: 12 Credits applied: 0 Catalog year: 2022-2023 GPA: 0.00

<input type="radio"/>	Minimum Credit Hours Required		
<input type="radio"/>	Oral Communications Course	<b>Still needed:</b>	3 Credits in <a href="#">COM 201</a> or 201H or 211
<input type="radio"/>	Fine Arts Elective	<b>Still needed:</b>	3 Credits in <a href="#">AR 170</a> or 281 or 282 or <a href="#">CAT 133</a> or <a href="#">EN 255</a> or <a href="#">MU 222</a> or 244 or <a href="#">CAT 210</a>
<input type="radio"/>	Literature	<b>Still needed:</b>	3 Credits in <a href="#">EN 211</a> or 212 or 221 or 222 or 231 or 232 or 231H or 232H or 211H or 212H or 221H or 222H
<input type="radio"/>	Humanities Elective - BBA and Sport & Recreation Management Majors	<b>Still needed:</b>	3 Credits in <a href="#">PHL 250</a>

10. The Major block will contain requirements specific to your academic program and course catalog. This block will also track your Major GPA and minimum credit hours you must earn for your major.

**Major in Finance** COMPLETE

Credits required: 51 Credits applied: 51 Catalog year: 2017-2018 GPA: 3.18

	Course	Title	Grade	Credits	Term	Repeated
<input checked="" type="checkbox"/>	Minimum Major Credit Hours Required					
<input checked="" type="checkbox"/>	Major Credit Hours Required at the Junior or Senior Level					
<input checked="" type="checkbox"/>	Minimum 2.0 Major GPA					
<input checked="" type="checkbox"/>	CORE REQUIREMENTS - ALL BBA MAJORS					
<input checked="" type="checkbox"/>	International Business	MG 491	International Business	B	3	Fall 2019
<input checked="" type="checkbox"/>	Financial Management	FI 393	Financial Management	B	3	Fall 2018
<input checked="" type="checkbox"/>	Principles of Management	MG 330	Principles of Management	A	3	Summer 2019
<input checked="" type="checkbox"/>	Managerial Communications	MG 382W	Managerial Communications	B	3	Fall 2019
<input checked="" type="checkbox"/>	Operations Management	MG 395	Operations Management	A	3	Spring 2020
<input checked="" type="checkbox"/>	Strategic Management	MG 498	Strategic Management	A	3	Summer 2020
<input checked="" type="checkbox"/>	Principles of Marketing	MK 360	Principles of Marketing	B	3	Summer 2019
<input checked="" type="checkbox"/>	Banking and Financial Services Option Requirements					

11. In addition to your Major block, you may see a Concentration block or Minor block depending on your program of study.

**Conc in General Management** INCOMPLETE

Credits required: 9 Credits applied: 0 Catalog year: 2022-2023 GPA: 0.00

<input type="checkbox"/>	Minimum Concentration Credit Hours Required	<b>Still needed:</b>	You currently have 0 credit hours (including both earned and in progress courses), you still need a minimum of 9 more credit hours.
<input type="checkbox"/>	Management Elective at the 300 or 400 Level	<b>Still needed:</b>	3 Credits in <b>MG</b> 300:499 Except <b>MG</b> 301
<input type="checkbox"/>	Business Elective at the 300 or 400 Level	<b>Still needed:</b>	6 Credits in <b>AC</b> 300:499 or <b>BL</b> 300:499 or <b>CIS</b> 300:499 or <b>CS</b> 300:499 or <b>EC</b> 300:499 or <b>FI</b> 300:499 or <b>MG</b> 300:499 or <b>MK</b> 300:499 or <b>QM</b> 300:499 Except <b>MG</b> 301

**Minor in Accounting** COMPLETE

Credits required: 18 Credits applied: 18 Catalog year: 2017-2018 GPA: 2.83

	Course	Title	Grade	Credits	Term	Repeated
✔	Minimum Minor Credit Hours Required					
✔	Minimum 2.0 Minor GPA					
✔	Minimum Credit Hours at UNA					
✔	Accounting Concepts I	AC 291	Accounting Concepts I	A	3	Spring 2018
✔	Accounting Concepts II	AC 292	Accounting Concepts II	A	3	Fall 2018
✔	Accounting Information Systems	AC 390	Accounting Information Systems	B	3	Spring 2019
✔	Intermediate Accounting I	AC 391	Intermediate Accounting I	B	3	Spring 2019
✔	Accounting Electives	AC 392	Intermediate Accounting II	D	3	Fall 2019
		AC 471	Cost Accounting	C	3	Fall 2019

12. You may see a General Elective block. This block will contain courses you have completed that are not required in the General Education, Major, Concentration, or Minor blocks.

**General Electives**

Credits applied: 22 Classes applied: 8

Course	Title	Grade	Credits	Term	Repeated
AC 291	Accounting Concepts I	C	3	Spring 2020	
CJ 250	Intro to Criminal Justice	B	3	Fall 2018	
FYE 101	First-Year Experience Seminar	A	1	Fall 2018	
MA 105	Intro to Finite Mathematics	B	3	Fall 2018	

13. You may see a Not Applied block. This block will contain courses that are deemed insufficient due to grades, withdrawals, or course repeats.

**Not Applied**

Credits applied: 0 Classes applied: 1

Course	Title	Grade	Credits	Term	Repeated
HI 101	World Civilization to 1500	I	0	Fall 2008	








14. The In Progress block show all course you are currently enrolled in. The courses are applied throughout the audit appropriately. You will see the enrollment term listed to the right of the course.

Preregistered					
Credits applied: 16		Classes applied: 5			
Course	Title	Grade	Credits	Term	Repeated
BI 111	Principles of Biology	REG	(4)	Fall 2022	
CS 101	Intro to Computer Programming	REG	(3)	Fall 2022	
EC 251	Principles of Macroeconomics	REG	(3)	Fall 2022	
HI 102	World Civilization Since 1500	REG	(3)	Fall 2022	
MA 110	Finite Mathematics	REG	(3)	Fall 2022	

15. You may see a Notes block if your advisor has applied a note to your audit for future reference.

Notes			
Status	Description	Created on	Created by
	Take EN 211, HI 102, SP 102 for Spring 21	04/30/2021	Dalrymple, Corrie S
	Spring Advisement session scheduled for November 1 at 2:30pm.	10/11/2018	Dalrymple, Corrie S



16. Below the Student Header Information block will be a legend to assist you in interpreting your audit.

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

### 17. Course Information

All required courses within the audit are hyperlinked. You may click on the course number and receive the following information regarding the course:

- Course number, name, and credit hours
- Course description
- Course prerequisites or requisites (The clipboard tell you it has a prerequisite)
- Available upcoming sections including term offered, CRN number, sections, seats, and meeting times

 International Business	<b>Still needed:</b>	3 Credits in <a href="#">MG 491</a> 
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**Course Information** ✕

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**MG 491 - 3 Credits - International Business**

This course is an advanced survey of management practices and styles in developed and developing nations along with a study of the growing opportunities and potential risks in the marketing of goods and services across international boundaries. Prerequisite: MG 330 or MG 331. (Fall, Spring, Summer).

**Prerequisites:**  
**MG 330** with a minimum grade of D or **MG 331** with a minimum grade of D

**Sections:**

Term	CRN	Section	Seats open	Meeting times
Summer 2022	30165	I01	28 (out of 55)	To be announced
Fall 2022	10830	01	32 (out of 64)	Tu Th 09:30am - 10:45am
Fall 2022	10827	I01	42 (out of 90)	To be announced
Fall 2022	17195	I80	7 (out of 15)	To be announced

18. A Degree Works Audit is not meant to replace advisements sessions. Please contact your advisor for guidance in staying on track for timely meeting of degree requirements.

\*\* A full description of how to interpret a Degree Works Audit may be found of the Registrar’s Office webpage under the Degree Works FAQ link. \*\*