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.**

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. 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.
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.

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.
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.

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

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

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

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

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
18. A Degree Works Audit is not meant to replace advisement 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. **