DEGREE WORKS
TRAINING USER
GUIDE- ADVISORS

OFFICE OF THE REGISTRAR
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Introduction

What is Degree Works?

Degree Works is a web based tool to help students and advisors monitor a student’s progress toward degree completion. Degree Works combines the University of North Alabama’s degree requirements and the student’s completed coursework into an easy to read worksheet, to identify what courses and requirements are still needed for degree completion.

Degree Works will allow students and advisors to:

- Learn all academic requirements for their degree program(s)
- See how all completed and in-progress courses apply to degree requirements
- Identify courses needed to complete their degree(s)
- View grades and academic standing
- View grade-point-average (GPA)
- Create What-If audits to process speculative degree audits based on current class history

DISCLAIMER: Degree Works is design to aid in academic advising, but is not to replace face to face advising sessions. Degree Works is neither an official academic transcript nor an official notice of completion of degree requirements.
Access

Degree Works will be accessible via the UNA Portal or https://dgw.una.edu/ResponsiveDashboard

You will log in using your portal log-in credentials.

**Degree Works is a Single Sign On Application. If you have signed in to portal, prior to your Degree Works session you will be taken directly to the Dashboard.**

Dashboard

Audit Toolbar to locate a student

You can enter a Student’s ID in the search bar and hit enter or click advanced search.

Advanced Search

This search field allows you to search for a student under various criteria.

- Degree
- Major
- Program
- Level
- Minor
- Academic Standing
- Student Class Level
- College
- Catalog Year
- Graduation Application Term (Under Additional Search Criteria)
- Concentration

If searching using the Student ID and name fields, the following are applicable:
- The first and last name fields are not case sensitive.
- Wild cards (@) can be used in any of these fields. Entering ‘@west@’ in the Last Name field will produce a list of all students whose last names contain the letters ‘WEST’.
Click Search to execute the search.

If you received the error message below, please try refining your search criteria and searching again.

Your search criteria returned more results (1124) than the allowed maximum (500). Those 500 are shown below, but we recommend that you refine your search and try again.

If attempting to create a list of students you meet a list of search criteria, you can sort the list by clicking of any of the fields headers in the Student Found window.

You can remove or alter the list of students from the selection list by un-checking the checkboxes to the left of the students.
Click **OK** to close the search window and load the list of students into Degree Works.

**Worksheets**

![Degree Audit](image)

**Components of a Worksheet**

**Student Header Information**

The Student Header Information displays a customized view of a student's program of study as indicated in Banner.

Note: If the Degree, Major, Minor, or Concentration are listed incorrectly, please meet with your Advisor to update your Program of Study with the Office of the Registrar by submitting the appropriate Change of Program form.
<table>
<thead>
<tr>
<th><strong>Student</strong></th>
<th>Display’s student last and first name as indicated in Banner.</th>
<th>Any name changes will have to be submitted to the Office of the Registrar.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ID</strong></td>
<td>Displays student’s ID</td>
<td></td>
</tr>
<tr>
<td><strong>Level</strong></td>
<td>Displays student’s level (GR/UG)</td>
<td></td>
</tr>
<tr>
<td><strong>Classification</strong></td>
<td>Display student’s class level. This classification is based on number of credit hours completed.</td>
<td></td>
</tr>
<tr>
<td><strong>Advisor</strong></td>
<td>Displays student’s advisor.</td>
<td>Any Advisor assignment changes should be submitted to the Department Administrative Assistant</td>
</tr>
<tr>
<td><strong>College</strong></td>
<td>Displays student’s College of Study</td>
<td>Any changes should be submitted to the Office of the Registrar.</td>
</tr>
<tr>
<td><strong>Degree</strong></td>
<td>Displays student’s degree</td>
<td>Any changes should be submitted to the Office of the Registrar via the Change of Program Form.</td>
</tr>
<tr>
<td><strong>Major</strong></td>
<td>Display student’s major(s) with the primary being listed first</td>
<td>Any changes should be submitted to the Office of the Registrar via the Change of Program Form.</td>
</tr>
<tr>
<td><strong>Minor</strong></td>
<td>Display student’s minor(s) with the primary being listed first</td>
<td>Any changes should be submitted to the Office of the Registrar via the Minor Declaration form</td>
</tr>
<tr>
<td><strong>Concentration</strong></td>
<td>Display student’s concentrations(s) with the primary being listed first</td>
<td>Any changes should be submitted to the Office of the Registrar via Change of Major Form</td>
</tr>
<tr>
<td><strong>GPA</strong></td>
<td>Displays student’s Institutional, Transfer, and Overall GPAs.</td>
<td></td>
</tr>
<tr>
<td><strong>Graduation Application Term</strong></td>
<td>Will only display after graduation is applied for</td>
<td>Any changes should be submitted to the Office of the Registrar via <a href="mailto:graduation@una.edu">graduation@una.edu</a></td>
</tr>
</tbody>
</table>

**Information Toolbar**

The format drop down box lists the different types of audits that are available to view.

Format
Requirement Degree Progress | Tracks progress toward meeting degree requirements
---|---
Credits Degree Progress | Tracks progress toward meeting program credit hours requirements. This bar only tracks hours applicable directly to your program.
Overall GPA | Displays overall institutional GPA
In-progress/ Preregistered Classes | These options are checked by default. Degree Works will include any courses in which the student is currently enrolled in as well as those for which they are pre-registered.

Format Types

**Student View**

The **Student View** format is the default worksheet format type. It provides general information about the student’s complete and incomplete requirements, grouped into logical sections or blocks.

**Registration Checklist**

The **Registration Checklist** format shows only the unfulfilled requirements form the student’s audit. It does not provide any of the detailed explanation of requirements that may be found in the Student View.
The legend contains all of the unique symbols that are important for interpreting the Degree Works audit.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>Complete: This symbol will appear beside all requirements that have been completed within the audit. The course that fulfilled the requirement along with grade earned and term completed will be displayed.</td>
</tr>
<tr>
<td>◎</td>
<td>Not complete: This symbol will appear beside all requirements that have not yet been completed. The row will indicated what course(s) will fulfill this requirement.</td>
</tr>
<tr>
<td>◈</td>
<td>Complete except for classes in progress: This symbol will appear besides requirements that will be meet when current enrolled course is completed.</td>
</tr>
<tr>
<td>◉</td>
<td>Nearly complete: This symbol will appear when all course requirements have been met but there are additional requirements that have not such as minimum grade, minimum GPA, etc.</td>
</tr>
<tr>
<td>◊</td>
<td>Any subject: This symbol indicates any subject area will fulfill a requirement. For example, any general elective will fulfill a requirement will be noted as @ 100:499.</td>
</tr>
</tbody>
</table>
**Table**

<table>
<thead>
<tr>
<th>Prerequisites Required</th>
<th>This symbol indicates a course requires a prerequisite course. You will be able to click on the hyperlinked course to see what prerequisite course is required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered</td>
<td>REG</td>
</tr>
<tr>
<td>Repeated Class</td>
<td>(R)</td>
</tr>
</tbody>
</table>

**Requirements**

Each section in a Degree Works audit is called a **Block**. Each block header will contain a title for the block and will also display specific course information for that block such as credits required and credit applied. Block headers will also contain a symbol indicating the status of all requirements in the block.

All Degree Works audits will contain the following blocks: Degree, Area I-V general education, and Major.

As needed that following blocks will also display: Concentration, Minor, General Electives, Not Applied, and In-progress.

**Degree Block**

This block contains all requirements including overall hours, residency requirements, general education requirements, and major requirements. This block will also indicated what academic catalog the audit is pulling degree requirements from.

All requirements not yet met will continue proxy advice alerting you to what course or courses may be taken to fulfill the requirement.
General Education Blocks

These blocks will contain course requirements for Areas I-V as defined by the student’s current academic catalog. The student will be able to see all courses that will fulfill the need requirements including courses specifically indicated for their degree.
Major Blocks

This block will indicate the specific courses needed to fulfill a certain degree as well as specific requirements that must also be meet including GPA, hours, and upper level course requirement.
Other Optional Blocks

Concentration

Minor

This block will contain information about requirements, credit hours, GPA, and residency requirements.
General Electives

This block will contain the courses not applied anywhere else within the audit to fulfill degree requirements but are still used in overall GPA calculation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC 301</td>
<td>Accounting Concepts I</td>
<td>C</td>
<td>3</td>
<td>Spring 2020</td>
</tr>
<tr>
<td>CJ 360</td>
<td>Intro to Criminal Justice</td>
<td>B</td>
<td>3</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>FYR 101</td>
<td>First-Year Experience Seminar</td>
<td>A</td>
<td>1</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>MA 105</td>
<td>Intro to Finite Mathematics</td>
<td>B</td>
<td>3</td>
<td>Fall 2018</td>
</tr>
</tbody>
</table>

Not Applied

This block will contain courses not applied anywhere within the audit nor used in overall GPA calculation such as withdrawn courses or courses used in the Repeat/Recompute process.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>HI 101</td>
<td>World Civilization to 1500</td>
<td>I</td>
<td>0</td>
<td>Fall 2008</td>
</tr>
</tbody>
</table>
**In-Progress**

This block will contain currently enrolled courses. These courses are applied throughout the audit accordingly.

**Exceptions**

This block will indicate any substitutions or other degree requirement closures entered after proper approval.

**Notes**

This block will indicate any Notes your advisor may have entered during advisement sessions.
Disclaimer

This language will show at the bottom of most screens and is intended to define the limitations of this audit and lead the student to proper sources for official confirmation.

Other Worksheet Information

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  Still needed:  3 Credits in MG 491

Course Information

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:

<table>
<thead>
<tr>
<th>Term</th>
<th>CRN</th>
<th>Section</th>
<th>Seats open</th>
<th>Meeting times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2022</td>
<td>20165</td>
<td>01</td>
<td>28 (out of 50)</td>
<td>To be announced</td>
</tr>
<tr>
<td>Fall 2022</td>
<td>10830</td>
<td>01</td>
<td>52 (out of 64)</td>
<td>Tu Th 02:30am - 10:45am</td>
</tr>
<tr>
<td>Fall 2022</td>
<td>10827</td>
<td>01</td>
<td>42 (out of 90)</td>
<td>To be announced</td>
</tr>
<tr>
<td>Fall 2022</td>
<td>17165</td>
<td>080</td>
<td>7 (out of 15)</td>
<td>To be announced</td>
</tr>
</tbody>
</table>
**Class History**

A history of all courses taken listed by term can be accessed by clicking ellipse menu from the right-hand corner and clicking Class History.

**What If Audit**

Students who plan on changing their major or adding a degree or major or minor or concentration can access the **What If Audit**. The **What If Audit** can be found under the What-if tab next to the Academic tab from the main Degree Audit menu; it is designed to offer students an opportunity to view how proposed changes can affect their path towards graduation.

Students can select a combination of catalog year, program, major, concentration, and minor to generate a What If audit.
If a student would like to choose an additional program (ie Major, Degree, Certificate, etc), they will select the program from the ‘Additional Areas of Study’ block by click the plus button (+) and adding the additional program.

Once the desired combination is selected, click **Process**.

The What If audit can be printed from Print on the Navigation toolbar.

Note: What If audits are not stored in the system. Once you navigate away from the screen the information will be lost.

The What If audit can include any course in which the student is currently enrolled as well as they are pre-registered. To not have these classes displayed, unclick the boxes on the toolbar.

Future course can be entered to run in the What If audit if desired by entering the information in ‘Choose Your Future Classes’.

**Notes**

The Notes function allow Degree Works users to document academic information on student records. These notes are viewable by the student on their audit in the Notes Section at the bottom of the Worksheet.

Note: Any note(s) entered should be factual and written with the idea that they become part of a student’s educational record that may be reviewed by outside viewers if requested. Notes cannot be deleted when entered into the system.

To access the Note feature, click on the ellipse menu in the right-hand corner menu.
To add a note, click on Add a Note.

Enter your note and click Save Note.

Notes can be marked ‘Not available to student’ and these notes will be for internal use only and will be seen by faculty and staff only.

Notes will appear at the bottom of a student’s audit.

<table>
<thead>
<tr>
<th>Notes</th>
<th>Description</th>
<th>Created on</th>
<th>Created by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Note #2</td>
<td></td>
<td>05/24/2022</td>
<td>Dalymple, Corrie S</td>
</tr>
<tr>
<td>Internal</td>
<td>Test Note</td>
<td>05/24/2022</td>
<td>Dalymple, Corrie S</td>
</tr>
</tbody>
</table>

**GPA Calculator**

There are three different GPA calculators available: Graduation, Term, and Advice Calculators.

The GPA calculators can be accessed by clicking ellipse menu from the right-hand corner and clicking GPA calculator.
Graduation Calculator

This calculator takes the most ‘unknown’ inputs. Many students may not know how many credits are required for their degree, nor the number of credits remaining making it difficult for them to utilize. In some cases, this calculator will be useful to inform the students that their desired GPA is not possible to achieve. This calculator helps students to set long-term general goals.

The student will enter:
- Credits Remaining- The number of semester hours that still need to be completed
- Credits Required- The number of credits needed to earn a degree
- Desired GPA- The GPA desired to be earned by graduation

The system will advise a student whether or not the desired GPA is achievable and what is necessary in order to make that happen.
Term Calculator

This is the most specific calculator. It can be used for goal-setting as well as mapping paths to avoid probation, achieve honors, etc.

The student’s current courses and credits are preloaded into the form. Courses and credits can be added to the course list. The student can enter their probable grade that will be earned to tabulate their term GPA.
Advise Calculator

This calculator is the easiest to use. The student need only provide their desired GPA. It is used to figure out how a student can raise/lower their GPA using actual grades as advice. While it is fairly general, it is more specific than the graduation calculator.

Enter your desired GPA at graduation to see the grades you need to earn to achieve that goal.

The system will advise the student whether or not the desired GPA is achievable and what is necessary to make that happen.
To achieve your desired GPA, you need one of the following:

26 credits at 4.0 (A) grade average

Note: Results that would require you to take more than 150 credits have been omitted.

| Current GPA | 3.28 |
| Credits earned | 84 |
| Desired GPA | 3.45 |

Degree Works Assistance

Please contact the following for assistance or issues with Degree Works

degreeworks@una.edu