

DegreeWorks FAQ and Help Guide

About DegreeWorks

What is DegreeWorks?

DegreeWorks is a Web-based tool for students to monitor their academic progress toward degree completion. DegreeWorks allows students and their advisors to plan future academic coursework.

What is an audit?

A DegreeWorks audit is a review of past, current and "planned" coursework that provides information on completed and outstanding requirements necessary to complete a degree/major/minor/concentration.

When should a student/advisor review a degree audit?

A degree audit can be reviewed at any time. Below are some examples of when it might be helpful to review a degree audit:

- Before registration
- After registration to ensure courses apply to program requirements
- After grades for each semester are posted
- Any time changes are made to a record (Please wait 24 hours after making the change to verify the change in DegreeWorks)

Can I access DegreeWorks on any computer?

Yes. Access to DegreeWorks is through the Web. Anywhere you can log in to BannerWeb will allow you access to DegreeWorks.

Is my information confidential?

Yes. Like other processes you use through BannerWeb, DegreeWorks is accessed through your secure log in. Remember that your advisor, faculty, and selected staff will be able to view the information contained in DegreeWorks.

Who has the ability to access DegreeWorks?

Currently, DegreeWorks is available to all students. Advisors, faculty, and selected staff will also have access for the purpose of supporting your progress through your academic career.

How current will my information be in DegreeWorks?

The information in DegreeWorks is refreshed each night. Any changes made today (e.g., grade changes or classes added/dropped) will be seen in DegreeWorks tomorrow.

Can I register for classes in DegreeWorks?

No. DegreeWorks is a snapshot of courses in-progress, planned, and in academic history. Registration will continue to be handled through BannerWeb.

Can I see how many classes I have left to fulfill my requirements?

Yes. DegreeWorks is laid out in block format displaying program requirements. Look for unchecked boxes to identify requirements that you still need to complete.

Will I be able to plan for future courses?

Yes. See the Plans section for information.

Are my grades visible in DegreeWorks?

Yes. Once grades have been processed at the end of the semester, they are viewable in DegreeWorks following the nightly refresh.

Can I see a list of all of the classes I've taken?

Yes. On the Audit tab, click on the Class History link at the top for a printable list of courses taken at CGTC as well as transfer courses.

What do I do if I believe my academic information is incorrect?

You should consult your academic advisor for a review of your audit.

How is my DegreeWorks Audit different from my transcript?

Your degree audit is a tool to provide you with academic information related to your degree progress. It displays courses required and completed in your degree program. Your transcript is your official academic record and provides a chronological list of courses completed and other academic information.

Using the Audit

Overview

Students, who plan on changing their major can access the **What-If Audit**. The **What-If Audit** can be found under the worksheets tab, on the left menu; it is designed to offer students an opportunity to view how proposed changes can affect their path towards graduation.

Getting Started

Performing a What If Scenario

1. To access the What If option, click on the **"What If"** link on the left side of the audit screen under the "Worksheets" tab
2. Once at the What If screen, you will be able to use the drop-down boxes to select the desired Academic Year (Catalog Year), Major, Minor and Concentration, as well as add additional future classes to the audit scenario.
3. Certificates and Specializations are in the Major drop-down box.
4. Your selection for each area will be added to a list box on the right-hand side. If you would like to remove any of your choices, select it from the list and click the **"Remove"** button located below the list box. After selecting the desired criteria, press the **"Process What-If"** button. DegreeWorks will then take your entire course history and apply it to an audit with the newly selected changes. Any wrong combination of degree, major, minor, or concentration will result in error.
5. Once the new audit has been generated, you will notice that all of your selections will appear as if it were a real audit.

Using the Audit

Your audit will display the courses you've taken or are registered for and will show you any program requirements that are being met by the courses you've taken or that may be met upon satisfactory completion of courses in progress.

What are the benefits in using DegreeWorks?

DegreeWorks will help you:

- Determine what program requirements you need to fulfill in order to complete your degree.
- Identify what requirements you have completed.
- View individual course grades and cumulative grade-point average, GPA.
- Determine which courses you have taken or transferred, and which ones count as electives.
- View transfer credits, waivers, and exemptions applied toward degree.
- See how your coursework could be applied toward another program of study using the What If option.
- Project grade performance using the GPA calculator.
- Confirm your academic standing.
- Estimate how many semesters it will take you to graduate.
- Plan future course schedules utilizing the Plans option to see how your selections will affect the progress towards your degree.
- Learn the prerequisites and corequisites for courses by clicking on the course numbers.

Why am I receiving an error when I run a What-If scenario?

The “What-If” tool requires that you make a selection in the “Major” field. Failure to select a major will result in error.

Will I be able to view my entire course history?

DegreeWorks uses the information that is current for your transcript. You will be able to view any courses that have been completed/registered for/transferred by the date your audit was last refreshed. (Data is refreshed nightly.) Keep in mind that any transfer work or grade changes that have not been formally submitted and accepted will not appear on your audit.

How do I know what classes I need to take?

Your audit will outline for you courses still needed to meet program requirements within each specific block. You may then use this information to discuss your plan with your academic advisor.

Where can I see my second major or my minor?

DegreeWorks is designed to show a listing of your majors in the Student View audit. Students pursuing simultaneous degrees will need to click on the Degree drop-down box at the top of the Student View audit in order to view the additional requirements.

My advisor told me that a course I took would be substituted for a requirement. Why doesn't this information appear in my audit?

You should contact your advisor to resolve any substitution issue. Any waivers, substitutions, or exceptions for program requirements must be communicated by the appropriate Advisor.

If all of the boxes are checked, does that mean I'm graduating? Do I automatically graduate if everything is checked off?

Not necessarily. If you have applied to graduate, a preliminary audit will be performed to review your coursework prior to the add/drop period of your final semester and a final audit after all final grades have been submitted to determine if you are eligible to graduate. Missing requirements will be communicated to you.

Using the Plans

What is the Plans feature?

The Plans is a tool for you to arrange course requirements into future semester blocks. You and your advisor may find this helpful as you forecast your academic career. It is recommended that you and your advisor create an active plan and keep it up-to-date.

How do I create a plan?

You and your advisor will create a plan during the advisement period.

Will putting courses in my plan change the way my audit looks?

No. Nothing entered on the Plans will affect your actual audit.

Can I create multiple plans?

You should have one active plan per major. If you have dual majors you should have a plan for each major.

Will my plans be saved?

Yes. Plans are saved and become part of your DegreeWorks reports.

Will my advisor be able to see my plan(s)?

Yes. Your advisor can see your plan(s) and participate with you in the planning process. There is a Notes feature, as well, for you and your advisor to keep additional information.

If I put a course in my plan, am I automatically registered for that course in that future semester?

No. Your Plans is for planning purposes only. You will register through BannerWeb.

Is the course I planned guaranteed for that future semester?

No. Your Plans is for planning purposes only. Final course schedules are available to students online shortly before registration. If you discover that a course you had planned is not being offered, you should identify an alternative course and move the original course, if still needed, to a future term.

Can I print my plan?

Yes. There is a print button at the top of the Plans.

Using the 'What If' Feature

What is the 'What If' feature?

The 'What If' function allows you to hypothetically change your program of study. The 'What If' audit will show you what coursework is required for the new major, what courses you have taken that satisfy requirements, and what courses are still left for you to take.

If I use the 'What If' feature does this mean that I have changed my major?

No. The 'What If' function is for information purposes only. You will see the header 'What If' Audit displayed at the top of the audit whenever an audit is run on the "What If" scenario.

I'm thinking of changing my major. Will I be able to see how my current classes fit into my 'What If' major?

Yes. The 'What If' function will perform an audit based on the hypothetical major and will show how your completed, current, and planned coursework meets the requirements of the hypothetical major.

Can my advisor see my 'What If' scenario?

Since 'What If' scenarios are not stored on Degree Works, your advisor can only see your results if the two of you work through a 'What If' procedure together.

Can I view multiple 'What If' scenarios on the same screen?

Yes, Degree Works will allow you to select multiple majors.

Can I save a 'What If' scenario?

No.

Can I print a 'What If' scenario?

Yes.

If I like what I see in a 'What If' scenario, how do I initiate the changes?

Meet with your advisor before making any changes to your major.

Calculators

What is the GPA calculator?

Graduation Calculator: Determines what grades you need to reach your desired GPA upon graduating

Term Calculator: Sets specific goals for the classes in your current term

Advice Calculator: Determines how many credits of a specific grade average you need to reach your desired GPA

How do I use the GPA calculator?

- Choose a GPA Calculator type and click 'Load'
- Fill in requested information and click 'Calculate'

DegreeWorks Help Guide

Q: How do I know if a course has a prerequisite?

A: If a course has a prerequisite you will see an asterisk (*) next to the course number. To see what the prerequisite is for the course, click on it and a course description including the prerequisite will appear in a pop-up box.

Q: I've seen the @ symbol in several places on my worksheet. What does this mean?

A: This is a wild card in DegreeWorks. It allows you many choices in a given subject area. For example, if the @ sign appears after a subject prefix i.e., ENGL@, it means that you can take any English course.

Q: I'm getting two different degrees (e.g.: an AAS and a Certificate). Only one appears on my DegreeWorks Audit. How can I check the requirements for my other program of study?

A: Your majors are different degree types (e.g.: one degree is an AAS and the other is certificate). If this is the case, look at the degree information next to your name at the top of the screen. You will notice that the degree box has a drop-down arrow. Use this to select your second degree and view that Audit.

Q: Everything on my worksheet is checked, but the degree progress bar only says that I'm 98% done. What's wrong?

A: The degree progress bar will not show 100% completion until you finish all of your in-progress courses and earn acceptable grades in them.