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DEGREE WORKS TRAINING USER GUIDE- ADVISORS

Contents

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.
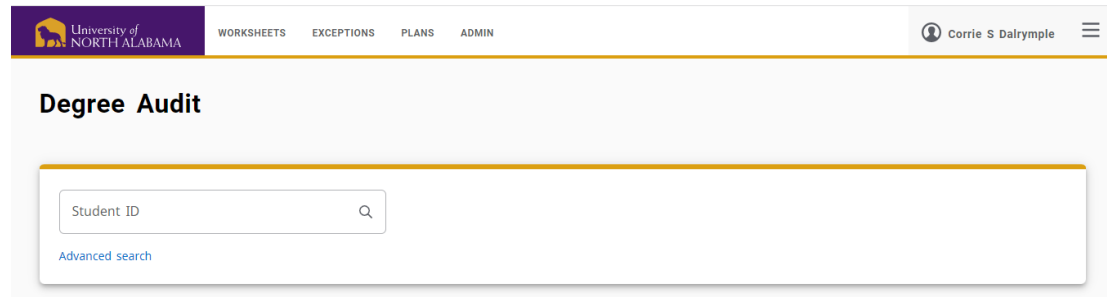
Access

Degree Works will be accessible via the UNA Portal or https://dgw.una.edu/ResponsiveDashboard
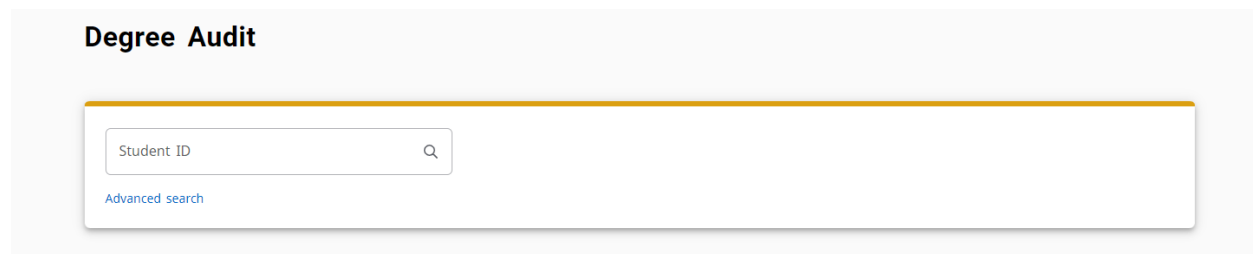
You will log in using your portal log-in credentials.

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.

☑	ID	Name	Degree	Major ↑	Level	Classification

You can remove or alter the list of students from the selection list by un-checking the checkboxes to the left of the students.

☑	L00551478	Student, Example	BBA	Professional Management	UG	Junior
			BS	Criminal Justice	UG	Junior

Click **OK** to close the search window and load the list of students into Degree Works.

Worksheets

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.

Student	Display's student last and first name as indicated in Banner.	Any name changes will have to be submitted to the Office of the Registrar.
ID	Displays student's ID	
Level	Displays student's level (GR/UG)	
Classification	Display student's class level. This classification is based on number of credit hours completed.	
Advisor	Displays student's advisor.	Any Advisor assignment changes should be submitted to the Department Administrative Assistant
College	Displays student's College of Study	
Degree	Displays student's degree	Any changes should be submitted to the Office of the Registrar via the Change of Program Form.
Major	Display student's major(s) with the primary being listed first	Any changes should be submitted to the Office of the Registrar via the Change of Program Form
Minor	Display student's minor(s) with the primary being listed first	Any changes should be submitted to the Office of the Registrar via the Minor Declaration form
Concentration	Display student's concentrations(s) with the primary being listed first	Any changes should be submitted to the Office of the Registrar via Change of Major Form
GPA	Displays student's Institutional, Transfer, and Overall GPAs.	
Graduation Application Term	Will only display after graduation is applied for	Any changes should be submitted to the Office of the Registrar via graduation@una.edu

Information Toolbar

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

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.

Area I - Written Composition COMPLETE

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

⊘ Minimum Credit Hours Required

⊘ FIRST-YEAR COMPOSITION

   ⊘ 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

○	Minimum Credit Hours Required		
○	Oral Communications Course	Still needed:	3 Credits in **COM** 201☑ or 201H or 211☑
○	Fine Arts Elective	Still needed:	3 Credits in **AR** 170 or 281 or 282 or **CAT** 133 or **EN** 255 or **MU** 222 or 244 or **CAT** 210
○	Literature	Still needed:	3 Credits in **EN** 211☑ or 212☑ or 221☑ or 222☑ or 231☑ or 232☑ or 231H☑ or 232H☑ or 211H☑ or 212H☑ or 221H☑ or 222H☑
○	Humanities Elective - BBA and Sport & Recreation Management Major	Still needed:	3 Credits in **PHL** 250

Legend

Legend

⊘	Complete		○	Not complete
◐	Complete (with classes in-progress)		①	Nearly complete - see advisor
☑	Prerequisite		@	Any course number
(R)	Repeated class			

The legend contains all of the unique symbols that are important for interpreting the Degree Works audit.

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.
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.
Complete except for classes in progress	◐	This symbol will appear besides requirements that will be meet when current enrolled course is completed.
Nearly Complete	①	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.
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.

Prerequisites Required		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.
Registered	REG	This symbol indicates a course is currently registered for and in progress.
Repeated Class	(R)	This symbol indicates a repeated course has been taken.

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.

Degree in Bachelor of Business Administration [INCOMPLETE]

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

○	Minimum Total Credit Hours Required	Still needed:	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.
○	Minimum Credit Hours at UNA	Still needed:	Minimum credit hours at UNA: You have 25 but still need a minimum of 5 more credits.
○	Minimum Credit Hours Earned from UNA or other 4-Year Institutions	Still needed:	You have 28 credit hours earned from UNA and other 4-year institutions but still need a minimum of 32 more credits.
○	Minimum credits in 300 or 400-level courses	Still needed:	You have taken 0 but still need 36 credits in junior-senior level courses.
⊘	You meet the 2.0 minimum GPA requirement		
⊘	General Education Area I Requirements		
○	General Education Area II Requirements	Still needed:	See Area II - Humanities and Fine Arts section
①	General Education Area III Requirements		
○	General Education Area IV Requirements	Still needed:	See Area IV - History, Social and Behavioral Sciences section
○	General Education Area V	Still needed:	See Area V - Specified by Major section
○	Admission to College of Business	Still needed:	You need to be fully admitted to the College of Business
○	Major Requirements	Still needed:	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

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.

Area I - Written Composition COMPLETE

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

		Course	Title	Grade	Credits	Term	Repeated
⊘	Minimum Credit Hours Required						
⊘	FIRST-YEAR COMPOSITION		A grade of C or better is required for each course.				
⊘	First-Year Composition I and II	EN 111	First-Year Composition I	A	3	Fall 2015	
		EN 112	First-Year Composition II	C	3	Spring 2017	

Area II - Humanities and Fine Arts INCOMPLETE

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

Select courses may not transfer to other institutions for General Education program credit. See the General Education Component section of the UNA Catalog to identify courses.

○	Minimum Credit Hours Required	Still needed:	You currently have 0 credit hours (including both earned and in progress courses), you still need a minimum of 12 more credit hours.
○	Oral Communications Course	Still needed:	3 Credits in COM 201☑ or 201H or 211☑
○	Fine Arts Elective	Still needed:	3 Credits in AR 170 or 281 or 282 or CAT 133 or EN 255 or MU 222 or 244 or CAT 210
○	Literature	Still needed:	3 Credits in EN 211☑ or 212☑ or 221☑ or 222☑ or 231☑ or 232☑ or 231H☑ or 232H☑ or 211H☑ or 212H☑ or 221H☑ or 222H☑
○	Humanities Elective - BBA and Sport & Recreation Management Majors	Still needed:	3 Credits in PHL 250

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.

Major in Finance COMPLETE

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

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

Other Optional Blocks

Concentration

Conc in General Management INCOMPLETE

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

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

Minor

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

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	

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.

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	

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.

Not Applied

Credits applied: 0   Classes applied: 1

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

In-Progress

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

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	

Exceptions

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

Exceptions

Type	Description	Created on	Created by	Block	Enforced
Apply Here	Allow EED 603 for EEX 606	05/19/2022	Dalrymple, Corrie S	Major in Special Ed & Teach, General	Yes
Apply Here	Allow EEX 621 for EEX 640	05/19/2022	Dalrymple, Corrie S	Special Education Collaborative 6-12	Yes
Apply Here	Allow EEX 621 for EEX 640	05/19/2022	Dalrymple, Corrie S	Special Education Collaborative K-6	Yes

Notes

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

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

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.

Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Contact your academic advisor for assistance in interpreting this report or regarding your official degree/certificate completion status. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office to obtain a copy of your official academic transcript.

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:

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

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.
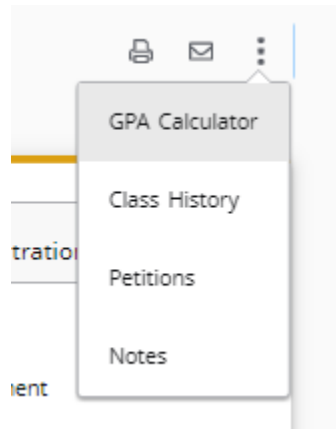
What If Audit

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'.
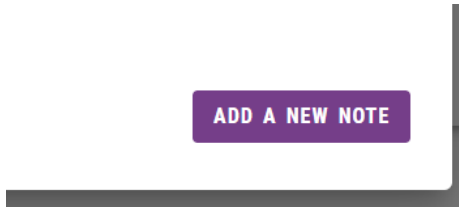
Notes

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.
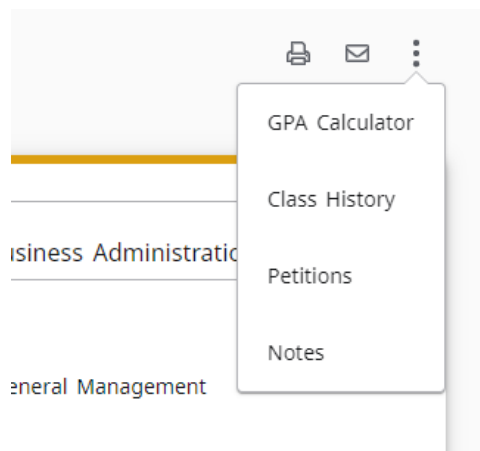
To add a note, click on Add a Note.

ADD A NEW NOTE

Enter your note and click Save Note.

Add a new note   ×

Predefined notes   ⌄

Add description

☐ Not available to student

CANCEL   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.

Notes   ⌃

Status	Description	Created on	Created by
	Test Note #2	05/24/2022	Dalrymple, Corrie S
Internal	Test Note	05/24/2022	Dalrymple, Corrie S

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.
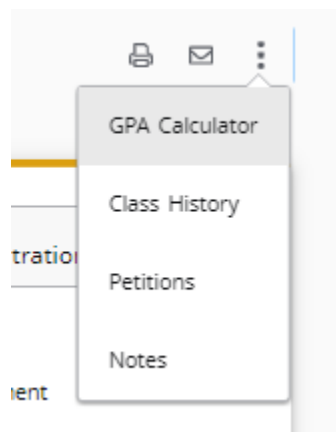
Graduation Calculator

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.

You need to average a 3.68 over your final 36 credits to graduate with your desired GPA.

Current GPA	3.28
Credits remaining	36
Credits required	120
Desired GPA	3.4

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.

Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term.

Current GPA *	Credits earned *
3.28	84

Add Course

Course *	Credits *	Grade *
HPE 233	3	A

Graduation Calculator | Term Calculator | Advice Calculator

Calculated GPA

By achieving the grades listed here, your GPA at the end of the term will be 3.30

Current GPA   3.28

Credits earned   84

Course	Credits	Grade
HPE 233	3	A

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.

Graduation Calculator | Term Calculator | Advice Calculator

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

Current GPA *
3.28

Credits earned *
84

Desired GPA *
3.45

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

Training Guide Updated: May 24, 2022