DEGREE WORKS
STUDENT MANUAL

By
Registrar’s Office
DEGREE WORKS – WHAT IS IT?

DegreeWorks is a web-based degree audit tool. It allows you to see where you are in your degree program and what requirements remain for you to finish your degree.

Degree Works should be used as a tool for educational and planning purposes only. You need to meet with your academic advisor to review degree progress and verify the accuracy of a Degree Works audit.

WHAT IS AN AUDIT?

An audit is an evaluation of past, current and planned coursework with reference to Colorado Mesa University's catalog requirements for a student's declared degree.

The audit is divided into block requirements such as Degree, General Education, Foundation, Major, etc. Each block has a checklist of requirements for that area. The boxes are checked with:

- ✔️ when a requirement/course has been met.
- 🚫 when a requirement/course is not yet complete.
- 🔴 when a requirement/course is in-progress.

DO I STILL NEED TO MEET WITH MY ACADEMIC ADVISOR?

Yes, you definitely need to meet with your academic advisor on a regular basis. Your advisor will offer advice on which courses would be best to take next and will help keep you on track. They will make sure you are up to date on pertinent information related to graduating on time and help confirm that the interpretation of your degree audit is correct.

HOW TO ACCESS DEGREE WORKS

1. You access Degree Works through MAVzone. Once you log into your MAVzone account, click on the Student Academics tab listed at the top of the screen.

2. Once on the Student Academics tab you will find the Degree Works link in the top box of the middle column or in the Student Quick Links in the Registration Tools category.

3. Click on the Degree Works link and it will take you to the web page. From there your student information will populate automatically and you are ready to go.
1. **Student View**: Overview of your personal and degree information.

<table>
<thead>
<tr>
<th>Student View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student: Maverick, Rowdy</td>
</tr>
<tr>
<td>Level: Undergraduate</td>
</tr>
<tr>
<td>Degree: Bachelor of Business Admin.</td>
</tr>
<tr>
<td>Class Standing: Junior</td>
</tr>
<tr>
<td>Student ID: 700234789</td>
</tr>
<tr>
<td>Degree: Bachelor of Business Admin.</td>
</tr>
<tr>
<td>Academic Standing: Good Standing</td>
</tr>
<tr>
<td>Advisors: Friendly, Mrs. Nice, Mr.</td>
</tr>
<tr>
<td>Major: Marketing</td>
</tr>
<tr>
<td>Graduation GPA: 4.00</td>
</tr>
<tr>
<td>Confidentiality Status: Emphasis</td>
</tr>
</tbody>
</table>

2. **Disclaimer and Progress Bars**: Gives you a percentage of your degree progress based on the information in your audit.

3. **Degree Block**: Summary of the requirements for your degree.

   **Upper Degree Requirements**: Students seeking a baccalaureate degree must earn a minimum number of upper-division semester credit hours (numbered between 300 and 499), depending on the degree and major. For most degrees, a minimum of 40 semester credit hours is required.

   **Credit Hours Required**: If you are pursuing an associate’s degree you will need a minimum of 60 semester credit hours and if you are pursuing a baccalaureate degree you will need a minimum of 120 semester credit hours. The requirements can vary depending on the degree, so make sure to check with your academic advisor.
4. **General Education/Essential Learning Requirements**: Summary of your basic courses that form the foundation of all undergraduate degree programs needed for graduation. *(Associate and Bachelor Degree Seeking Students only)*

5. **Lower Division Requirements**: Summary of lower division requirements (courses that carry a 100-299 number) needed for graduation. *(Associate and Bachelor Degree Seeking Students only)*

6. **Foundation**: This section only appears if you are a Bachelor seeking student. The information will vary depending on what degree you are pursuing. *(Bachelor Degree Seeking Students only)*
7. **Major Requirements**: A set of required courses within your major.  *(Associate and Bachelor Degree Seeking Students only)*

Note: The example shown is a pre-major and will show what needs to be done to get officially declare the degree. This student will need to refer to the *What If* feature (explanation on page 5) to see a listing of courses needed in their specific major. Once accepted into a major, it will simply list the requirements and show your progress toward completion.

8. **Electives**: Summary of classes that do not fulfill any of the specific course requirements. Most majors require some electives to reach the total required credits and some bachelor’s degrees may require upper division credits in the electives. Electives may be partially restricted (to fulfill a particular requirement) or they may be “free” (you choose what you want to take). Refer to the Degree Block to verify the requirements for your degree. *(All degree seeking students)*

9. **Insufficient**: If relevant, this is a list of courses which do not count towards your declared major. *(All degree seeking students)*

10. **Legend**: Explanation of symbols used throughout Degree Works
HOW DOES THE **WHAT IF** FEATURE WORK?

The *What If* feature listed under the *Worksheets* tab, displays the results when a current proposed program change is considered using your current course history. Select the *What If* criteria for the scenario to be examined, then click the *Process What If* button to view the results of the audit.

![What If Feature Image](image1)

HOW DOES THE **LOOK AHEAD** FEATURE WORK?

To see an audit showing courses for which you plan to register in future terms, use the *Look Ahead* feature listed under the *Worksheets* tab. Enter the Subject code and Number of each anticipated course, and once you have created your list of courses, click on the *Process New* button.

![Look Ahead Feature Image](image2)

HOW TO USE THE **PLANS** FEATURE

You are encouraged to use the *Plans* feature as a guide for tracking your future progress. Please refer to the video on the Colorado Mesa University Registrar’s Office website labeled *Plans* to further understand and proceed with this step. The Registrar’s Office may be contacted for assistance in interpreting this report.
Use the **Graduation Calculator** to help estimate what GPA you need to maintain with your remaining credits to graduate with your desired GPA. Use the audit on the Worksheets tab to determine credits remaining and credits required for your degree.

Use the **Term Calculator** to estimate what your GPA will be at the end of the term. Repeated classes are not factored into the GPA calculation. The grades you enter are your estimations only. The final grade for each course will be determined by the instructor.

Use the **Advice Calculator** to estimate how many more credits and what average GPA you need in order to achieve your desired GPA with credits earned. If your credits earned is zero, please use the **Term Calculator** to estimate what your GPA will be at the end of the term.
DEGREEWORKS TOP 20 FAQ'S

1. How do I know what classes I need to take?
   Refer to the gray boxes on your Degree Works audit and any unchecked boxes to understand which course(s) and/or requirements that still need to be fulfilled. You may then use this information to discuss your registration plan with your academic advisor.

2. How does Degree Works decide where to place courses that I’ve completed?
   Degree Works uses a 'best fit' approach to apply courses to requirements. The 'best fit' approach will not always be perfect, especially when multiple possibilities exist. Classes may apply to different sections as you take more courses. If you have a course that does not appear in the area in which you expected, please contact your academic advisor for assistance.

3. My major and/or catalog year are incorrect on my audit.
   Every student needs to officially declare their major and/or catalog year. To do that, contact the academic department for the major that you would like to declare. They will then change your major and catalog year if applicable.

4. How current is my information in Degree Works?
   Student Data is refreshed every 15 minutes in Degree Works. If you do not see your most recent course registration or grade information in Degree Works, hit the Process New button.

5. I think my audit is incorrect. What should I do?
   The first step is to clarify what information you believe is incorrect. Once you have that information decided, talk with your advisor or stop by the Registrar’s Office in Lowell Heiny Hall for assistance.

6. How do I change my advisor?
   Please contact your declared major’s academic department in order to change your advisor.

7. My academic advisor or department head approved a course substitution but it isn't showing on my audit.
   Talk with your advisor to see if a course substitution form has been submitted to the Registrar's Office. If the form has been submitted, please allow 1-2 weeks for the substitution to show on your audit.

8. What does the '@' symbol mean in the Degree Works audit?
   The '@' symbol is a wildcard. Depending on its placement, it means that any course subject and/or course number can be taken. For example, @ @ means any course subject and course number can be taken to fulfill the requirement; BIOL @ means that any Biology course number can be taken; ENGL 3@ means that any 300 level English course can be taken.

9. Can I save or print my audit?
   Yes, by selecting the Save as PDF button, you can save and print your audit. Degree Works will automatically store the three most recent audit.

10. How is my Degree Works audit different from my transcript?
    The Degree Works audit is a tool to provide you with academic information related to degree progress. It displays courses required and completed in your degree program. Your transcript is your official university academic record and provides a chronological list of courses completed and other academic information.
11. Does Degree Works include my AP/IB/CLEP credit and transfer work?
   Yes, provided you have your scores and/or transfer work sent to Colorado Mesa University. Once the
   scores and/or transfer work have been evaluated by the Registrar's Office, they will show on the audit.

12. My transfer courses don't appear in the correct place.
   Once you clarify which course(s), please contact your academic advisor or the Registrar’s Office to review
   where the transfer work should be applied.

13. Degree Works placed one or more of my courses in two different places. Is that okay?
   In most cases, yes. Degree Works is programmed to recognize that some courses can fulfill more than one
   requirement. If you have any questions, please contact your academic advisor.

14. How do repeated courses appear on the degree audit?
   Most courses can only be counted once toward degree requirements. The grade that is being included in
   your GPA will be included in the audit and applied to the appropriate requirement. The grade that is not
   being included will show in the Insufficient (W/F/Repeated/ or Excluded Courses) section of the audit.

15. My minor is missing from my audit.
   You need to officially declare your minor. Contact the academic department for your minor to declare the
   minor.

16. The requirements for my major are incorrect.
   Look at the catalog year that appears on the upper right hand side of the degree block. If the catalog year is
   incorrect, contact the academic department for your major to change your catalog year. If the catalog year is
   correct, please contact your academic advisor to review the error.

17. I am pursuing two degrees (i.e., an AA and a BA) but only one degree appears on the audit. How can I
    check the requirements for my other degree?
    Look at the degree information next to your name at the top of the screen. You'll notice that the degree box
    has a drop-down arrow. Use this to select your second degree. Once you select the degree, an audit with
    other degree will display.

18. I have been approved for graduation, but my Degree Works audit says that I haven't completed all
    my requirements. Does this mean that I won't be able to graduate?
    Not necessarily. This can be a timing issue such as posting grades for the current term. Please contact your
    academic advisor as soon as possible to verify that you are on track to graduate.

19. Who has access to my Degree Works report? Is it secure?
    Your advisor and other authorized staff are able to view the information contained in Degree Works. Like
    other processes that you use through MAVzone, Degree Works is accessed through a secure login. Be sure
    however, to close your browser when you are finished with your session.

20. Who should I contact if I still have questions or disagree with the Degree Works audit?
    Please contact your academic advisor. If your advisor determines that there is an error with your Degree
    Works audit, please complete a Degree Works Issues Report and turn it in to the Registrar's Office.
<table>
<thead>
<tr>
<th>DegreeWorks Functionality</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Worksheets Tab</strong></td>
<td></td>
</tr>
<tr>
<td>Student View</td>
<td>Provides general information about student’s complete and incomplete requirements with advice on how to complete the remaining requirements.</td>
</tr>
<tr>
<td>Registration Checklist</td>
<td>Provides a list of only the unfulfilled requirements &quot;Still Needed&quot; on the audit.</td>
</tr>
<tr>
<td>History</td>
<td>Allows a student or advisor to view previous DegreeWorks Audits. Degree Works stores up to three of the most recent audits for each student.</td>
</tr>
<tr>
<td>What If</td>
<td>Provides an audit for a proposed program change using the student's current class history.</td>
</tr>
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<td>What If History</td>
<td>Allows a student or advisor to view a previous What If Audit. Degree Works stores up to three of the most recent What If Audits for each student.</td>
</tr>
<tr>
<td>Look Ahead</td>
<td>Provides the ability to list classes that may be taken to see what requirements the classes will fulfill on the student's audit.</td>
</tr>
<tr>
<td>Class History Link</td>
<td>Lists a summary of classes taken.</td>
</tr>
<tr>
<td>Estimated Degree Progress</td>
<td>The requirements bar is a reflection of the completion of the requirements for the degree including course requirements, GPA requirements, and non-course requirements. As such, the percentage increases as you meet various requirements. It should be used as a general guide, not an indicator of how many courses have been completed.</td>
</tr>
<tr>
<td>Requirements Bar</td>
<td>The credits bar reflects the total number of semester credit hours completed divided by the total credits required for the declared degree. Each usable course will increase the percentage, even if the course can only be counted as an elective. This bar includes completed, in progress, and planned courses.</td>
</tr>
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<td>Estimated Degree Progress</td>
<td></td>
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<td>Credits Bar</td>
<td></td>
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<tr>
<td>Plans Tab</td>
<td>Allows students and advisors to create a class registration plan for students to follow in order to graduate within the desired timeframe.</td>
</tr>
<tr>
<td>GPA Calc Tab</td>
<td></td>
</tr>
<tr>
<td>Graduation Calculator</td>
<td>Helps estimate what GPA a student will need to average over the student’s remaining credits to graduate with a desired GPA.</td>
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<td>Estimates what a student's GPA will be at the end of the term.</td>
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