



**COLORADO MESA**  
UNIVERSITY

**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 *Applications* tab on the left side of the page. (Note: On a mobile device, the tab is labeled as *Apps* and is on the bottom of the page.)
2. Once on the *Applications* page, you will find a link to the Degree Works application. Applications are listed alphabetically or you can use the applications search bar to find Degree Works.
3. Click on the Degree Works application link and it will take you to the web page. From there your student information will populate automatically and you are ready to go.

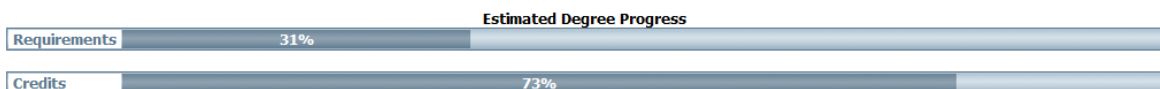
## DEGREE WORKS *EXAMPLE*

### 1. Student View: Overview of your personal and degree information.

Student View					
Student	Maverick, Rowdy	Level	Undergraduate	Class Standing	Junior
Student ID	700254789	Degree	Bachelor of Business Admin.	Academic Standing	Good Standing
Advisors	Friendly, Mrs. Nice, Mr.	Major	Marketing	Graduation Application Status	
Graduation GPA	4.00	Minor			
Confidentiality Status		Emphasis			

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

**Disclaimer**  
Degree Works evaluates completed and in-progress coursework against major requirements to determine progress toward the completion of a degree. Changing your registration or completing a course with an unsatisfactory grade may impact your degree progress. You should meet regularly with your academic advisor to review degree progress and verify the accuracy of the Degree Works audit. It does not constitute an official degree audit or an academic transcript.



The percentages above are calculated from the number of check boxes completed not actual degree completion. Completing 100% of the credits and/or requirements is not official notification of degree completion. You must meet with your advisor to determine if all degree requirements have been met. Click on the Help link in the top bar for more details.

### 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.

Degree in Bachelor of Business Administration		Catalog Year:	Fall 2013	Credits Required:	120
				Credits Applied:	95
<input type="checkbox"/>	Minimum 120 semester credit hours total	<b>Still Needed:</b>	These credits are comprised of specified degree requirements and electives. You have taken 95 and need a minimum of 25 more semester credit hours.		
<input type="checkbox"/>	Minimum 40 upper division (300/400 level) semester credit hours total	<b>Still Needed:</b>	You have taken 15 and need a minimum of 25 more upper division semester credit hours.		
<input checked="" type="checkbox"/>	Minimum 2.00 GPA in all CMU Courses				
<input checked="" type="checkbox"/>	General Education Requirements				
<input checked="" type="checkbox"/>	Lower Division Requirements				
<input checked="" type="checkbox"/>	Foundation - BBA				
<input type="checkbox"/>	Required Concentration Courses	<b>Still Needed:</b>	See <b>Major in Pre-Business Administration</b> section		

**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)*

General Education Requirements		GPA: 4.00	Credits Required: 31
Unmet conditions for this set of requirements:		A minimum of 31 semester credit hours are required. You currently have 28 earned or in progress, you still need a minimum of 3 more credit hours.	
If a course has a lab, both the course and the lab must be passed to count for General Education. This includes one course in the Social Sciences (FOAN 180 with lab) and all Natural Sciences with labs (those with an attribute of GENL). See the Advising Center General Education Requirements web page by clicking this link for more information on General Education Requirements including the number of credits required for each general education category.			
<input checked="" type="checkbox"/> ENGLISH (a grade of C or better is required)			
<input checked="" type="checkbox"/> English Composition	ENGL 111 ENGL 112	English Composition-GTCO1 English Composition-GTCO2	A 3 A 3 Spring 2011 Spring 2013
<input checked="" type="checkbox"/> MATHEMATICS (a grade of C or better is required)			
<input checked="" type="checkbox"/> MATH 113 or Higher	MATH 113	College Algebra-GTMA1	A 4 Fall 2010
<input checked="" type="checkbox"/> HISTORY			
<input checked="" type="checkbox"/> Approved History Course	HIST 132	United States History-GTHI1	A 3 Fall 2013
<input checked="" type="checkbox"/> HUMANITIES			
<input checked="" type="checkbox"/> Approved Humanities Course	PHIL 110	Intro to Philosophy-GTAH3	A 3 Spring 2014
<input checked="" type="checkbox"/> SOCIAL & BEHAVIORAL SCIENCES			
<input checked="" type="checkbox"/> Principles of Macroeconomics	ECON 201	Prin Of Macroeconomics-GTSS1	A 3 Fall 2012
<input checked="" type="checkbox"/> Principles of Microeconomics	ECON 202	Prin Of Microeconomics-GTSS1	A 3 Spring 2013
<input checked="" type="checkbox"/> FINE ARTS			
<input checked="" type="checkbox"/> Approved Fine Arts Course	THEA 141	Theatre Appreciation-GTAH1	A 3 Spring 2014
<input type="checkbox"/> NATURAL SCIENCES WITH LAB		Still Needed:	
<input type="checkbox"/> Approved Natural Science Course with Corresponding Lab		( 2 Classes in @ @ with Attribute GENL and @L with Attribute GENL )	
<input checked="" type="checkbox"/> NATURAL SCIENCES			
<input checked="" type="checkbox"/> Approved Natural Sciences	PHYS 100	Concepts of Physics-GTSC2	IP (3) Fall 2014

Note: The course(s) that still need to be met will have a link labeled “@@ with Attribute...” as showed above with the arrow. This allows you to click on the link for a list of courses available to fulfill that specific requirement.

**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)*

Lower Division Requirements		GPA: 4.00
<input type="checkbox"/> Health and Wellness		Still Needed: 1 Class in <b>KINE 100</b>
<input checked="" type="checkbox"/> Kinesiology Activity Courses	PHYE 113 PHYE 114	Beginning Bowling Intermediate Bowling A 1 A 1 Spring 1989 Spring 1989
<input checked="" type="checkbox"/> Applied Studies	CSCI 100	Computers In Our Society A 3 Fall 2002

**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*)

Major in Pre-Business Administration						GPA: 4.00
The preliminary review only shows the first portion of the degree and the requirements to be eligible to apply to Business Administration Program. To look at any specific major requirements and see how your classes fit into the program requirements, select the "What If" option.						
<input type="checkbox"/> <b>PRE-BUSINESS REQUIREMENTS</b>						
The following classes must be completed before being fully admitted to the Bachelor of Business Administration Program. A grade of C or better is required in ENGL 111, ENGL 112 or 129, CISB 241 or STAT 200, and MATH 113 or higher. Once you have satisfied all pre-requirements for admission to the BBA program, please contact a BBA advisor to become fully admitted.						
<input type="checkbox"/> <b>Freshman Business Seminar</b> <span style="float: right;"><b>Still Needed: 1 Class in BUGB 105</b></span>						
<input type="checkbox"/>	<b>Business Communications</b>	<b>BUGB 211</b>	Business Communications	IP	(3)	Fall 2014
<input checked="" type="checkbox"/>	<b>English Composition</b>	<b>ENGL 111</b>	English Composition-GTCO1	A	3	Fall 2012
<input checked="" type="checkbox"/>	<b>English Composition or Honors English</b>	<b>ENGL 112</b>	English Composition-GTCO2	A	3	Spring 2013
<input checked="" type="checkbox"/>	<b>College Algebra (MATH 113) or Higher</b>	<b>MATH 113</b>	College Algebra-GTMA1	A	4	Fall 2012
<input checked="" type="checkbox"/>	<b>Intro to Business Analysis or Probability and Statistics</b>	<b>STAT 200</b>	Prob and Statistics-GT-MA1	A	3	Fall 2013
<input type="checkbox"/>	<b>Principles of Macroeconomics</b>	<b>ECON 201</b>	Prin Of Macroeconomics-GTSS1	IP	(3)	Fall 2014
<input type="checkbox"/>	<b>Principles of Macroeconomics</b>	<b>ECON 202</b>	Prin Of Macroeconomics-GTSS1	IP	(3)	Spring 2015
<input type="checkbox"/> <b>Apply to the Business Administration Program</b> <span style="float: right;"><b>Still Needed:</b> As a Pre-Business Administration student, you have not been admitted into the Business Administration program. To apply for the Business Administration program, please contact a BBA advisor. After admittance to the BBA program, full requirements for the major will be posted.</span>						

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*)

Insufficient (W/F/Repeated/or Excluded Courses)					
<b>ACCT 201</b>	Prin Of Accounting I	F	3	Spring	1989
<b>ENGL 112</b>	English Composition-GTCO2	F	3	Fall	2010
<b>ENLI 255</b>	English Literature	F	3	Spring	1989

**10. Legend:** Explanation of symbols used throughout Degree Works

Electives			Credits Applied: 20	Classes Applied: 8
<b>BIOL 209</b>	Human Anatomy and Physiology	A	3	Fall 2013
<b>BIOL 209L</b>	Human Anatomy & Physiology Lab	A	1	Fall 2013
<b>BIOL 210</b>	Human Anatomy/Physiology II	A	3	Spring 2014
<b>BIOL 210L</b>	Human Anat/Physiology II Lab	A	1	Spring 2014
<b>MANG 201</b>	Principles of Management	IP	3	Fall 2014
<b>MARK 231</b>	Principles of Marketing	IP	3	Spring 2015
<b>POLS 101</b>	American Government-GTSS1	A	3	Spring 2014
<b>PSYC 150</b>	General Psychology-GTSS3	A	3	Spring 2013

## 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 scenerio to be examined, then click the *Process What If* button to view the results of the audit.

Worksheets Plans Notes GPA Calc

Worksheets Format: Student View Process What-If Save as PDF  Include in-progress classes  Include preregistered classes

History

What If

Look Ahead

Level Undergraduate

Degree Bachelor of Science

Catalog Year Pick a Catalog Year

Choose Your Different Areas of Study

Select an item to add it to your Chosen Area of Study

Major Pick a Major

Minor Pick a Minor

Emphasis Pick a Emphasis

Chosen Areas of study

Remove

## 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.

Worksheets Plans Notes GPA Calc

Worksheets Format: Student View Process New  Include in-progress classes  Include preregistered classes

History

What If

Look Ahead

Enter a course and click Add Course

Subject ACCT

Number 201

Add Course

Courses you are considering

Remove Course

## 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.

## HOW TO USE THE *GPA CALCULATORS*

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.

Worksheets Plans Notes **GPA Calc**

Graduation Calculator

Term Calculator

Advice Calculator

Current GPA

Credits Remaining

Credits Required

Desired GPA

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.

Worksheets Plans Notes **GPA Calc**

Graduation Calculator

**Term Calculator**

Advice Calculator

Current GPA

Credits Earned So Far

	Credits	Grade
<input type="text" value="Class 1"/>	<input type="text" value="3"/>	<input type="text" value="A [4.00]"/>
<input type="text" value="Class 2"/>	<input type="text" value="1"/>	<input type="text" value="A [4.00]"/>
<input type="text" value="Class 3"/>	<input type="text" value="4"/>	<input type="text" value="A [4.00]"/>
<input type="text" value="Class 4"/>	<input type="text" value="3"/>	<input type="text" value="A [4.00]"/>
<input type="text" value="Class 5"/>	<input type="text"/>	<input type="text" value="A [4.00]"/>
<input type="text" value="Class 6"/>	<input type="text"/>	<input type="text" value="A [4.00]"/>
<input type="text" value="Class 7"/>	<input type="text"/>	<input type="text" value="A [4.00]"/>
<input type="text" value="Class 8"/>	<input type="text"/>	<input type="text" value="A [4.00]"/>
<input type="text" value="Class 9"/>	<input type="text"/>	<input type="text" value="A [4.00]"/>
<input type="text" value="Class 10"/>	<input type="text"/>	<input type="text" value="A [4.00]"/>
<input type="text" value="Class 11"/>	<input type="text"/>	<input type="text" value="A [4.00]"/>
<input type="text" value="Class 12"/>	<input type="text"/>	<input type="text" value="A [4.00]"/>

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.

Worksheets Plans Notes **GPA Calc**

Graduation Calculator

**Term Calculator**

**Advice Calculator**

Current GPA

Credits Earned

Desired GPA

**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.

<b>DegreeWorks Functionality</b>	<b>Description</b>
<b>Worksheets Tab</b>	
<b>Student View</b>	Provides general information about student's complete and incomplete requirements with advice on how to complete the remaining requirements.
<b>Registration Checklist</b>	Provides a list of only the unfulfilled requirements "Still Needed" on the audit.
<b>History</b>	Allows a student or advisor to view previous DegreeWorks Audits. Degree Works stores up to three of the most recent audits for each student.
<b>What If</b>	Provides an audit for a proposed program change using the student's current class history.
<b>What If History</b>	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.
<b>Look Ahead</b>	Provides the ability to list classes that may be taken to see what requirements the classes will fulfill on the student's audit.
<b>Class History Link</b>	Lists a summary of classes taken.
<b>Estimated Degree Progress Requirements Bar</b>	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.
<b>Estimated Degree Progress Credits Bar</b>	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.
<b>Plans Tab</b>	
	Allows students and advisors to create a class registration plan for students to follow in order to graduate within the desired timeframe.
<b>GPA Calc Tab</b>	
<b>Graduation Calculator</b>	Helps estimate what GPA a student will need to average over the student's remaining credits to graduate with a desired GPA.
<b>Term Calculator</b>	Estimates what a student's GPA will be at the end of the term.
<b>Advice Calculator</b>	Estimates how many more credits of A's and B's and what average GPA are needed in order to achieve a desired GPA.