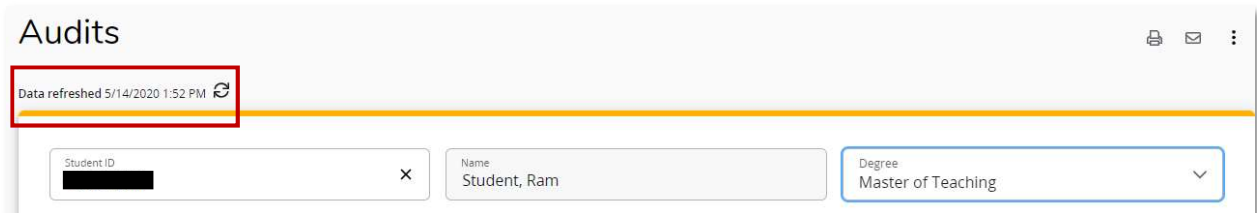


Introduction to Degree Works

After logging into Degree Works, Students and Advisors will be presented with the student's Academic Audit.

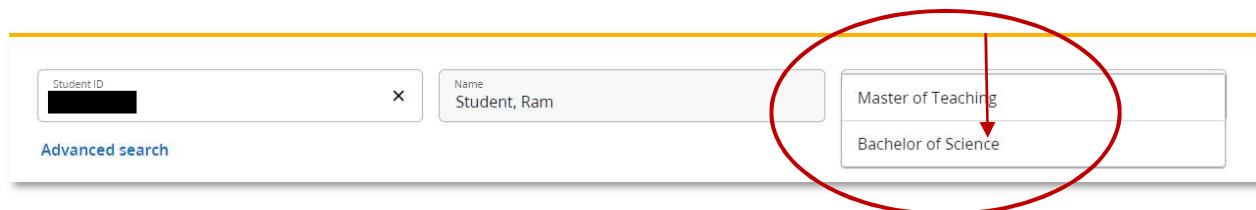
The student's academic audit is the default view in Degree Works. This will display completed requirements in green and remaining degree requirements in red, and also includes exceptions and advising notes.

The top of the audit contains the student context information, which includes the student's V#, name, and degree. It also includes the last date an audit was generated and last Banner refresh.

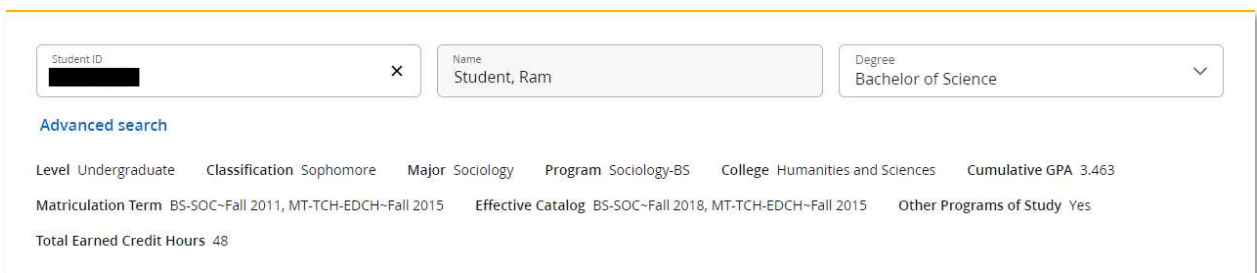


Students pursuing more than one major within the same degree, for example, BA in History and BA in English, will see requirements for both programs appearing on one page in the same audit.

Students pursuing more than one major with different degrees, for example, BS in Chemistry and BFA in Dance and Choreography, will see requirements for the programs displaying on separate audits. Each audit can be accessed through the dropdown in the degree field at the top of the audit in the student context area.



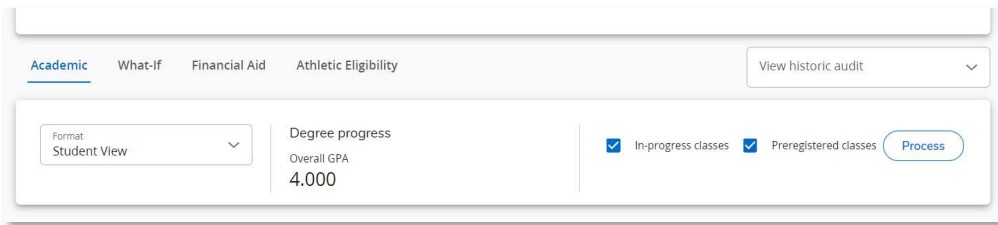
Below the student context area is the header. The header contains additional student information: the student's major, concentration if applicable, cumulative GPA, academic standing, matriculation term, and effective catalog. The effective catalogs entry identifies the set of requirements the student is following as outlined in the associated bulletin. Please note, if the student is pursuing two programs, the information for both will be displayed regardless of the degree you have selected. It will identify the program and the relevant matriculation term and effective catalog term.



Level	Undergraduate	Classification	Sophomore	Major	Sociology	Program	Sociology-BS	College	Humanities and Sciences	Cumulative GPA	3.463
Matriculation Term	BS-SOC-Fall 2011, MT-TCH-EDCH-Fall 2015		Effective Catalog	BS-SOC-Fall 2018, MT-TCH-EDCH-Fall 2015			Other Programs of Study	Yes			
Total Earned Credit Hours	48										

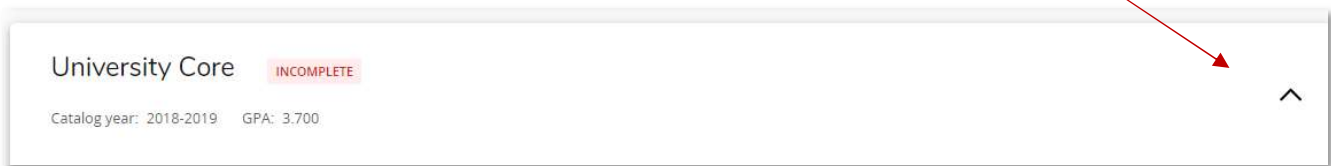
Below the student context area are options you have to view the audit. You can view a what if scenario, as well as Athletic Eligibility.

The bar below displays the student's GPA, and allows you to select whether you would like to leave in-progress and pre-registered courses on the worksheet (recommended).

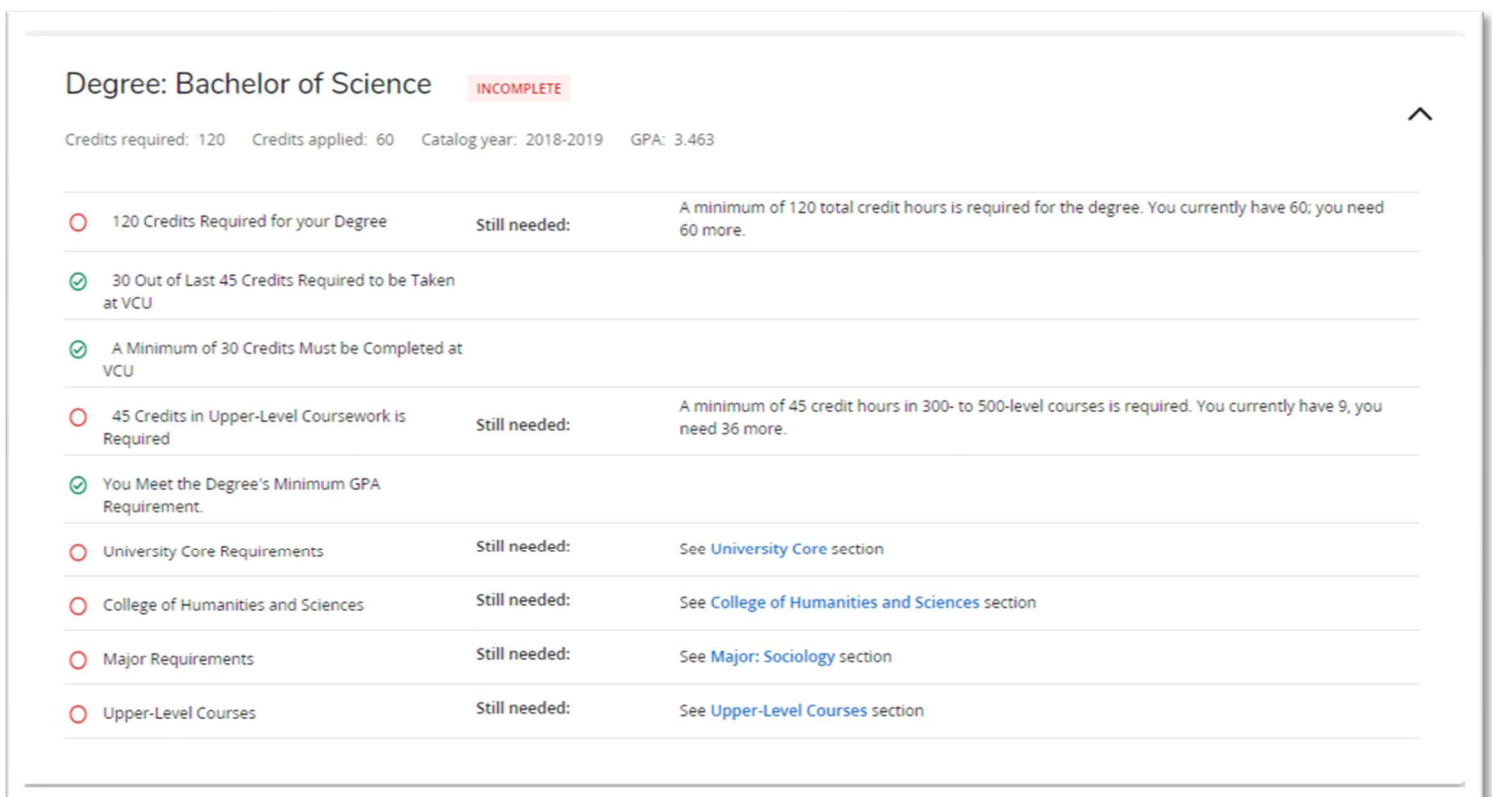


The remainder of the audit is organized by sections of requirements referred to as “blocks”. Block title, effective bulletin, credits required, and credits applied may be displayed in the header of each block.

Please note, you can collapse any block by clicking the ^ symbol that can be found on the right of the block.



The first block that's displayed is the Degree block associated with the student's primary program of study. This block contains a rule verifying whether the student's overall GPA meets the requirement for the degree and a summary of the additional blocks found within the audit. The additional block names serve as jump links that allow for quicker navigation to those blocks.



The next block (for undergraduate students) is the University Core. The courses taken to fulfill the requirement are displayed, as well as grades and credits earned, and the term the course was taken. If the requirement has not been met, then the “Still Needed:” language will detail the courses that can be used to fulfill the requirement.

Course	Title	Grade	Credits	Term	
<input type="radio"/> Focused Inquiry I and II					
<input checked="" type="checkbox"/> Focused Inquiry I	UNIV 111	FOCUSED INQUIRY I	A	3	Fall 2011
<input type="radio"/> Focused Inquiry II	Still needed:	1 Class in UNIV 112			
<input checked="" type="checkbox"/> Quantitative Literacy					
<input checked="" type="checkbox"/> Quantitative Literacy Course	STAT 210	BASIC PRACTICE OF STATISTICS	B	3	Fall 2011
<input type="radio"/> Inquiry and the Craft of Argument	Still needed:	1 Class in UNIV 200			
<input checked="" type="checkbox"/> Humanities/Fine Arts	WRLD 230	INTRODUCTION TO WORLD CINEMA	IP	(3)	Spring 2013
<input checked="" type="checkbox"/> Social/Behavioral Sciences	PSYC 101	INTRODUCTION TO PSYCHOLOGY	A	4	Fall 2012
<input type="radio"/> Natural/Physical Sciences	Still needed:	1 Class in BIOL 101 or 103 or CHEM 110 or ENVS 103 or 201 or FRSC 202 or INSC 201 or PHYS 103			

Next, undergraduate students will see a College block, which typically only calls in the general education or collateral requirements.

Course	Title	Still needed:
<input type="radio"/> College of Humanities and Sciences General Education		See General Education: Humanities & Sciences section
<input checked="" type="checkbox"/> Sociology Collateral Requirements		

The following block is the primary Major’s General Education block. Per Virginia Commonwealth University’s Academic Regulations, a student will only need to satisfy the general education requirements associated with their primary major.

Students will notice that by clicking on a course that is “still needed”, they can view the course description, prerequisites, and attributes. Additionally, hovering your cursor over the course will display the course title and credit hours. A clipboard icon with a checkmark next to a course indicates that the course has prerequisites.

General Education: Humanities & Sciences

INCOMPLETE

Catalog year: 2018-2019 GPA: 4.000

	Course	Title	Grade	Credits	Term	
<input type="radio"/>	Focused Inquiry I and II					
<input checked="" type="checkbox"/>	Focused Inquiry I	UNIV 111	FOCUSED INQUIRY I	A	3	Fall 2011
<input type="radio"/>	Focused Inquiry II	Still needed:	1 Class in UNIV 112			
<input type="radio"/>	Inquiry and the Craft of Argument	Still needed:	1 Class in UNIV 200			
<input checked="" type="checkbox"/>	Math/Statistics	MATH 171	STATISTICAL DECISION MAKING	TR	3	Fall 2010
<input checked="" type="checkbox"/>	Human, Social and Political Behavior	PSYC 101	INTRODUCTION TO PSYCHOLOGY	A	4	Fall 2012
<input type="radio"/>	Science and Technology	Still needed:	1 Class in BIOL 101 or 103 or CHEM 110 or ENVS 103 or 201 or FRSC 202 or INSC 201 or PHYS 103			
<input type="radio"/>	Diverse and Global Communities	Still needed:	1 Class in AFAM 111 or INTL 101 or 105 or 151 or MASC 151 or POLI 105 or RELS 108 or GSWS 201			

Additional types of blocks will follow, and typically include Collateral, Major, Concentration, and Minor.

Major: Sociology

INCOMPLETE

Credits required: 33 Credits applied: 0 Catalog year: 2018-2019 GPA: 0.000

A minimum GPA of 2.0 is required for the major. Your major GPA is currently 0.000. The GPA calculation for the major includes all attempts in courses that are designated as required or optional in the student's major area, regardless of assigned grade. Courses graded F or with a repeat code of A will not physically slot in these requirements but will apply toward the major GPA as appropriate. Please contact an adviser with any questions.

<input type="radio"/>	Minimum of 33 Credits Required in Major	Still needed:	A minimum of 33 credits in the major are required. You have 0 credits; you need 33 more.
<input type="radio"/>	Major GPA of 2.0 required	Still needed:	Minimum GPA unsatisfied
<input type="radio"/>	Introduction to Sociology	Still needed:	1 Class in SOCY 101
<input type="radio"/>	Foundations of Theory	Still needed:	1 Class in SOCY 202
<input type="radio"/>	Research Methods in the Social Sciences	Still needed:	1 Class in SOCY 320
<input type="radio"/>	Contemporary Theory	Still needed:	1 Class in SOCY 402
<input type="radio"/>	University Core Capstone (Tier III)	Still needed:	1 Class in SOCY 406
<input type="radio"/>	300- to 400-Level Sociology Courses	Still needed:	Complete 15 additional credit hours of a 300- to 400-level SOCY course.
<input type="radio"/>	300- to 400-Level Sociology or Approved Social Science Course	Still needed:	3 Credits in SOCS 3@ or 4@ or SOCY 3@ or 4@
<input checked="" type="checkbox"/>	Additional Passed Courses Applying Toward Major GPA		

Requirements satisfied by transfer work will display the VCU equivalent course number and the grade TR.

Math/Statistics	MATH 171	STATISTICAL DECISION MAKING	TR	3	Fall 2010
-----------------	----------	-----------------------------	----	---	-----------

Substitutions and waivers are identified as “exceptions” in Degree Works. Any course requirements satisfied through a substitution/waiver will be immediately followed by limited description of the exception. A summary of all exceptions is displayed in the Exceptions block, which appears near the bottom of the audit.

Science and Technology	BIOL 218	CELL BIOLOGY	B	3	Fall 2012
Exception by: Smith, Ashley R On: 05/21/2020 Also Allow: BIOL 218 for Science & Technology					

The next blocks are the Upper-Level Courses and Open Electives blocks. Open Electives are courses that did not apply to any other requirement in the audit.

Upper-Level Courses INCOMPLETE

Credits required: 45 Credits applied: 9 Catalog year: 2018-2019 GPA: 0.000

Unmet conditions for this set of requirements: Minimum Credits unsatisfied

	Course	Title	Grade	Credits	Term
<input type="radio"/> 45 Credits in Coursework at the 300-Level or Higher is Required	Still needed:	A minimum of 45 credits at the 300-level or higher is required for the degree. You currently have 9 and need 36 more.			
<input type="radio"/> Upper-Level Credit Requirement	BIOL 303	BACTERIOLOGY	IP	(3)	Spring 2013
	BIOL 310	GENETICS	IP	(3)	Spring 2013
	CHEM 301	ORGANIC CHEMISTRY I	IP	(3)	Spring 2013
	Still needed:	Complete 36 additional credit hours in 300- to 500- level courses or the equivalent to complete the 45 upper- level credits requirement for a Bachelor's degree.			

Open Electives

Credits applied: 25 Classes applied: 11

Course	Title	Grade	Credits	Term
BIO 110	GENERAL BIOLOGY II	B	3	Summer 1997
BIO 110	GENERAL BIOLOGY LAB II	B	1	Summer 1997
BIOL 151	INTRO TO BIOLOGICAL SCIENCE I	A	3	Summer 2012

Based on an individual student's academic record, an Insufficient or Repeat block may appear displaying courses graded as **F, W, NC** or courses for which the grade exclusion policy has been applied, with grades of **DN** or **FN**. Courses marked with an "A" repeat code on the eServices academic transcript will also slot here, and cannot apply toward requirements on the audit. This block would appear below the Open Electives block.

The next section is the In-Progress block, which summarizes any current course registration. This may include courses currently being taken in addition to registered courses for future semesters.

In-progress				
Credits applied: 13		Classes applied: 5		
Course	Title	Grade	Credits	Term
BIOL 101	BIOLOGICAL CONCEPTS	IP	(3)	Spring 2020
MASC 151	GLOBAL COMMUNICATION	IP	(3)	Spring 2020

A Not Counted block might appear after the In-Progress block. In this block you will see courses identified as duplicate credit though taken under a different subject and/or number, for example STAT 208, 210, 212, 312 or MGMT 301. For graduate students, any courses taken prior to the program's Matriculation Term or taken as undergraduate coursework will slot here.

Not Counted					
Credits applied: 60		Classes applied: 23			
Course	Title	Reason	Grade	Credits	Term
BIO 110	GENERAL BIOLOGY II	Max of zero classes/credits exceeded	B	3	Summer 1997

The Exception block displays a summary of substitutions and waivers that appear throughout the audit.

Students will need to contact their academic or program advisor in regards to questions about substitutions or waivers. Advisors will be able to contact their Assistant or Associate Dean regarding their respective unit's exception practices and policies.

Lastly, any advising notes on the student record in Degree Works will be displayed.

Notes			
Status	Description	Created on	Created by
	Thanks for reading through this guide!	05/21/2020	Smith, Ashley R

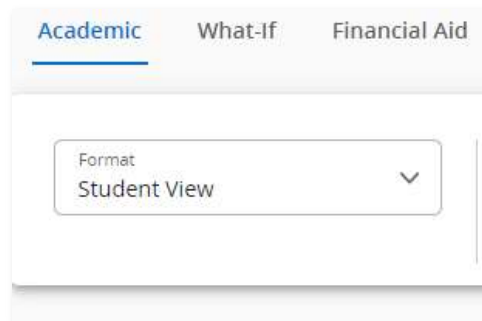
A legend defining the codes and symbols used throughout the audit is available at the very bottom of the audit.



There are some additional features available to students in Degree Works

Two audit types are available in the "Format" dropdown box near the top of the screen. To see these different audit formats, choose an option and press the view button.

As a reminder, the Student View is the default view and displays both completed and remaining degree requirements, with exceptions and advising notes. The Registration Checklist displays only unfulfilled requirements, without exceptions or advising notes.



A less detailed version of the student's academic history is accessible via the Class History link that can be accessed by clicking on the vertical ellipses at the top of your screen. Additionally, the link to the GPA calculator can also be found here.



At the very top of the Degree Works window, you will find a Links option. Here you can go **Back to Self-Service** (returns the student to the Student Records submenu in eServices, or choose **Help**, which will direct users to the Degree Works web page.

