Degree Works Components Within the Degree Audit Worksheet

OBJECTIVE: To go through the components that make up a Degree Works degree audit.

- Headers
- Formats of the different worksheets
- Blocks that make up the worksheets

AUDIT HEADER:



Student ID	Displays the student Banner ID number.
Name	The student's full name will display here.
Degree	The student's current degree program will display here.
Major	The student's current major will display here. If the student has a second major, only the
	primary (first) major will display.
Classification	The student level will be displayed here (freshman, sophomore, etc.)
Last Audit	Displays the last date the audit was refreshed. Audits are refreshed any time an activity
	occurs, like registration, grading, etc.

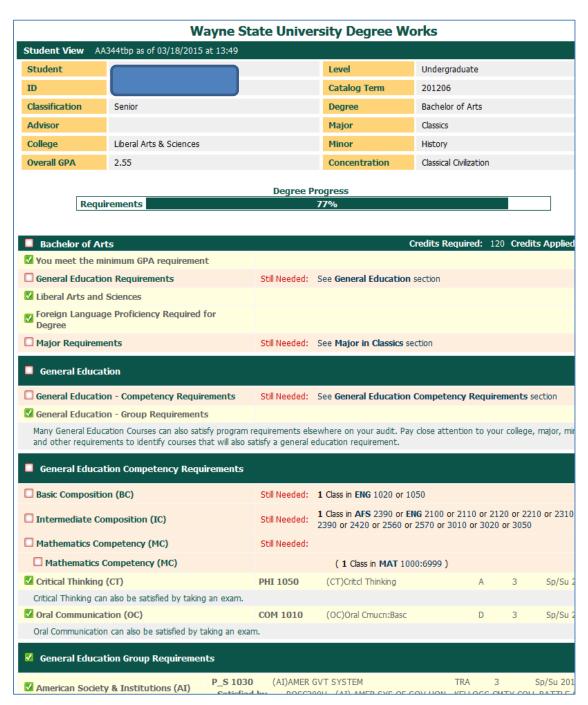
WORKSHEET BAR:



Format: Student View	, , , , , , , , , , , , , , , , , , , ,	
	student view is the typical type of audit; all available options will be	
	displayed further in this training material.	
View	If you want to view a differnet type of audit, select the option from the dro	
	down and then click the "View" button.	
Save as PDF	Will allow you to save the document as a PDF file while retaining the	
	formatting.	
Process New	Refreshes the data after a programming change is made.	

FORMAT: Student View

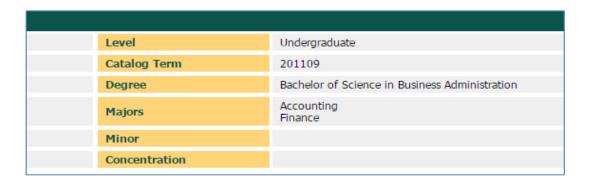
Provides general information about the student's completed and remaining degree requirements, grouped into logical blocks.



STUDENT VIEW: Dual Major

Dual Majors are different than Dual Degrees. Dual Majors refer specifically to students with a second major. These students will not receive two diplomas or two separate degrees. Both majors will fall under the primary degree type.

1. Dual majors fall under the same degree. The majors will display within a single audit in the order they appear in the Majors field on the student's demographic/academic summary area. Only the primary major will appear in the Major section of the audit header.



- 2. Specifically required University GenEd will be listed under each **major block** in the audit. Students who are double majoring will be required to complete the specifically required GenEd for both majors.
- 3. If there is a Concentration associated with both Majors, they will display following both Majors in the order they appear in the Concentrations field in your demographic/academic summary area.

STUDENT VIEW: Academic / Demographic Summary

Student View A	4344tbo as of 03/18/2015 at 11:44		
Student		Level	Undergraduate
ID		Catalog Term	201406
Classification	Junior	Degree	Non Degree
Advisor	Clexton, Kimberly H	Major	General
College	Liberal Arts & Sciences	Minor	
Overall GPA	3.73	Concentration	

Student	Displays the student's full name.	
ID	Displays the student Banner ID number.	
Classification	Displays the student's classification (freshman, sophomore, etc.).	
Advisor	Displays the student's advisor(s). This will provide the student with the ability to email	
	their advisor(s) directly. See direct email section below.	
College	Displays the student's college.	
Overall GPA	Displays the student's cumulative GPA. This is their official WSU GPA.	
Level	Displays if the student is Undergraduate or Graduate level.	
Catalog Term	Display's the student's catalog term.	
Degree	Displays the student's current degree. If the student is pursuing more than one degree,	
	only the degree for the audit you are currently viewing will be displayed.	
Major(s)	Displays the student's current major(s) with the primary being listed first.	
Minor(s)	Displays the student's current minor(s) (if applicable).	
Concentration(s)	Displays the student's current concentration(s) (if applicable).	

STUDENT VIEW: Legend

Legend			
✓ Complete	Complete except for classes in-progress	(T) Transfer Class	: Represents a range of courses
□ Not Complete	■ Nearly complete - see advisor	@ Any course number	

Complete: This symbol will appear beside all requirements within the audit that have been completed. The row will be highlighted in yellow and will display the course(s) that fulfilled the requirement along with the grade and term the course was taken.

Not Complete: This symbol will appear beside all requirements within the audit that have not been completed. The row will be highlighted in red and will indicate the course(s) that will complete the requirement.

Complete Except for Classes In-Progress: This symbol "~" will appear for requirements where students are currently registered for the class(es) needed to fulfill the requirement. The row will be highlighted in blue and will display the course that will fulfill the requirement once completed, along with the grade "INPR" and the term that they are registered for the course.

Nearly Complete – See Advisor: This symbol "≈" will appear when requirements are almost complete, however there's a component that may not be met. For example, if it's the last course of a set of four, but the minimum GPA for the four classes is a 2.00, and the student currently has a 1.97 within the three graded courses, the requirement may not complete if the student only receives a C in the fourth course.

(T)Transfer Class: This symbol will appear beside all requirements that have been satisfied by a course transferred by another institution, along with the grade and term the course was taken.

@: Degree Works Wild Card. The "@" symbol represents all classes when used as a prefix, and can also be used to represent all course numbers when it follows the course alpha. When the "@" symbol precedes a range of numbers, any course within that number range will fulfill the requirement (@ 3000:5999).

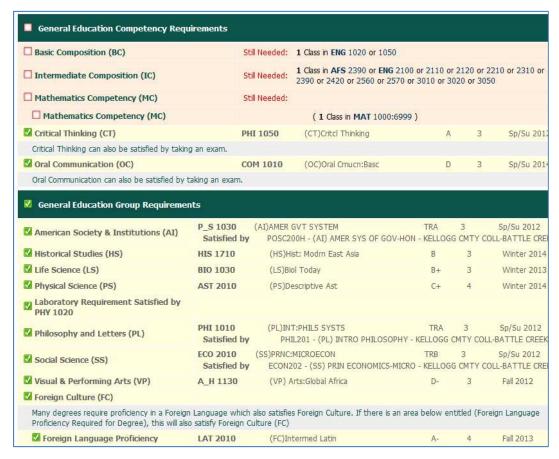
STUDENT VIEW: Blocks

Using the Wayne State University Bulletin as a guide, the blocks within the Student View audit present all applicable requirements for a degree, General Education, School/College, declared area(s)/majors(s), minor(s) and/or concentration(s). In the block header, the **Catalog Term** is displayed. This view will also give you information on what courses will meet unfulfilled requirements. Click on the **"See..."** link to jump to that area of the Student view audit.

• **Degree Block**: Lists all of the blocks that are required to complete a degree. The GPA that displays in the header bar of the Degree Block does not include any course that will not count toward the required 120+ hours for graduation (remedial, above the limit, transfer, etc.).



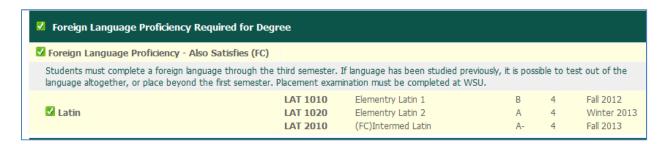
General Education Group Blocks: List all of the general education group requirements for a degree.
 Note: students should select courses for these blocks in conjunction with additional School/College requirements and in consultation with their advisor and Bulletin to avoid unnecessary courses.



• School/College Block: This block includes courses that are specifically required for certain Schools/Colleges/Degrees and will appear in the body of the audit underneath the General Education Group Requirements block. They will be named for the specific School/College (ex. Liberal Arts and Sciences).



• **Foreign Language Proficiency:** This block includes courses that are specifically required for certain Schools/Colleges/Degrees and will appear in the body of the audit underneath the School/College block.



Major(s): Lists courses required to complete the major(s). You may see additional blocks such as Core
Requirements, Admission Requirements, Co-Requirements, Professional Education Requirements,
Concentration Requirements, etc. that are required in addition to these courses.



• Concentration(s): Lists courses required to complete the Concentration within a specific major(s).



• Minor: Lists all courses required to complete a minor (if applicable).



STUDENT VIEW: Optional Blocks

These blocks will not always appear within the audit. They will only display if the student has courses/requirements which meet the parameters for each individual block. For example, if the student is not enrolled, the audit will not display the In-Progress block.

Common Optional Blocks:

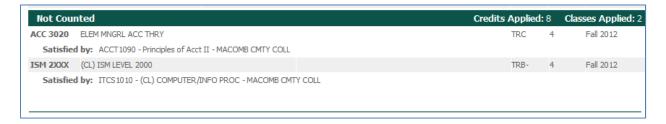
 In-Progress: The courses that the student is currently registered for are listed here in addition to displaying where they fit throughout the audit.

In-progress		Credits Applied: 16	Classes Applied: 5
COM 1010	(OC)Oral Cmucn:Basc	INPR 3	Winter 2015
ENG 3010	(IC)Intrmedt Writing	INPR 3	Winter 2015
MAT 1800	Elem Functions	INPR 4	Winter 2015
MAT 1990	Precalculus Wrkshop	INPR 2	Winter 2015
P_5 1010	(AI)Americn Gvrnmnt-Honors	INPR 4	Winter 2015

• **Electives:** These are courses that count towards the total required number of hours, but do not fill a specific degree requirement.

Electives		Credits Applied: 41	Classes Applied: 14	
ACS 2XXX	ACS 2000 LEVEL	• • • • • • • • • • • • • • • • • • • •	1 Sp/Su 2012	
Satisfied by: HUMA200 - HONORS SEMINA	AR - KELLOGG CMTY COLL-BATTLE CREEK		.,	
A_H 5260	Classical Greek Art	В	3 Winter 2014	
B_E 2201	Innovaty Tacticl Ldrshp	A	1 Fall 2012	
COM 2200	INTERPERSONAL COMMUNICATION	TRC-	3 Sp/Su 2012	
Satisfied by: COMM101 - FOUND-INTERPERSONAL COMM - KELLOGG CMTY COLL-BATTLE CREEK				
ELE 3200	LIT FOR CHILDREN	TRB	3 Sp/Su 2012	
Satisfied by: LITE213 - CHILDREN'S LITER	ATURE - KELLOGG CMTY COLL-BATTLE CREEK			
GER 1010	Elem German 1	A-	4 Sp/Su 2013	
GER 1020	Elem German 2	C-	4 Sp/Su 2013	
GKA 1010	Elementary Anc Greek 1	В	4 Fall 2012	
HIS 1XXX	HIS LEVEL 1000	TRA	3 Sp/Su 2012	
Satisfied by: HIST151 - (HS) WESTERN CI	V: ELY WST WLD - KELLOGG CMTY COLL-BATTLE CREEK			
LFA 1XXX	LFA 1000 LEVEL	TRA	2 Sp/Su 2012	
Satisfied by: PEC160 - WELLNESS ACT:TE	NNIS - KELLOGG CMTY COLL-BATTLE CREEK			
MSC 1XXX	MSC ELECTIVES	TRP	4 Sp/Su 2012	
Satisfied by: ARMYDD214 - ARMY HONOR	ABLE DISCHARGE - MILITARY SERVICE CREDIT			
SOC 2000	(SS)UNDST HUMAN SCT	TRC+	3 Sp/Su 2012	

• **Not Counted:** These are courses that either exceed the number of allowed repeats, exceed the amount of credits eligible for degree credit, or that are considered developmental, and therefore, will not count as hours towards graduation.

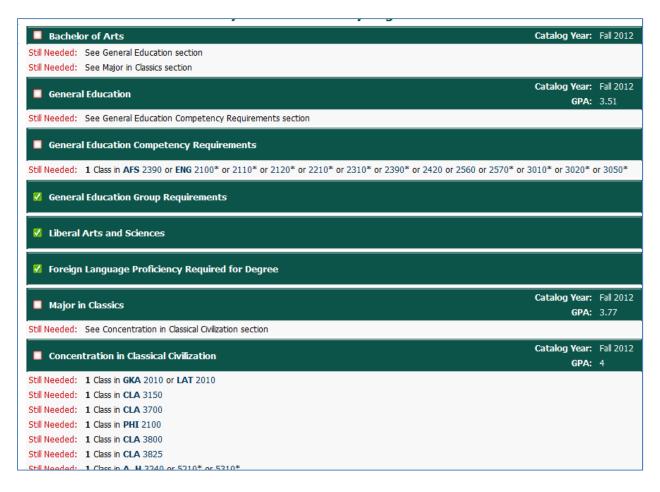


• **Insufficient:** These courses include any incomplete courses, any courses from which the student has withdrawn, any audited course, any course that did not meet a specific grade requirement, or any course the student has failed.



FORMAT: Registration Checklist

This view is currently only available to advisors. The Registration Checklist format shows only the unfulfilled requirements on the student's audit. It does not provide any of the detailed explanations of requirements that may be found in the student view. It also does not check hour or GPA requirements.



FORMAT: Graduation Checklist

This view is currently only available to advisors. The Graduation Checklist format shows both the filled and unfulfilled requirements on the student's audit. However, it does not provide any of the course requirements, grades received, term course was taken, etc., that may be found in the student view.

