DEGREE WORKS TRAINING USER GUIDE- STUDENTS

Contents

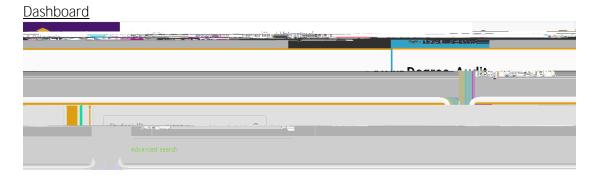Introduction

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,

Access
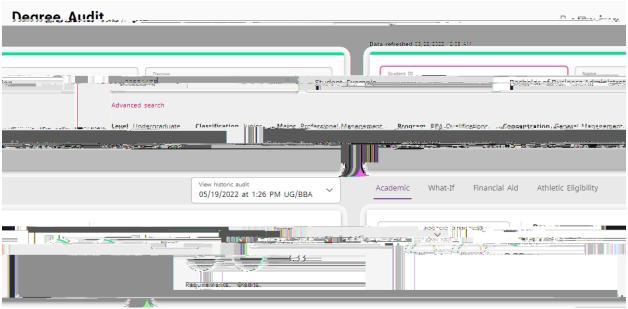
Degree Works will be accessible via the UNA Portal or https://dgw.una.edu/ResponsiveDashboard

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

Worksheets

Components of a Worksheet

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.

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

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

Course	Title	Grade	Credits	Term	Repeated

⊘ First-Year Composition I and II | EN 111 | First-Year Composition I | A | 3 | Fall 2015

Area II - Humanities and Fine Arts [INCOMPLETE]

◌ Oral Communications Course	**Still needed:**	3 Cr...
○ Fine Arts Elective	**Still needed:**	3 Cr...
○ Literature	**Still needed:**	3 Cr...

...dits in **COM** 201 or 201H or 211

...dits in **AR** 170 or 281 or 282 or **CAT** 133 or **EN** 255 or **MU** 222 or 244 or **CAT** 210

...dits in **EN** 211 or 212 or 221 or 222 or 231 or 232 or 231H or 232H

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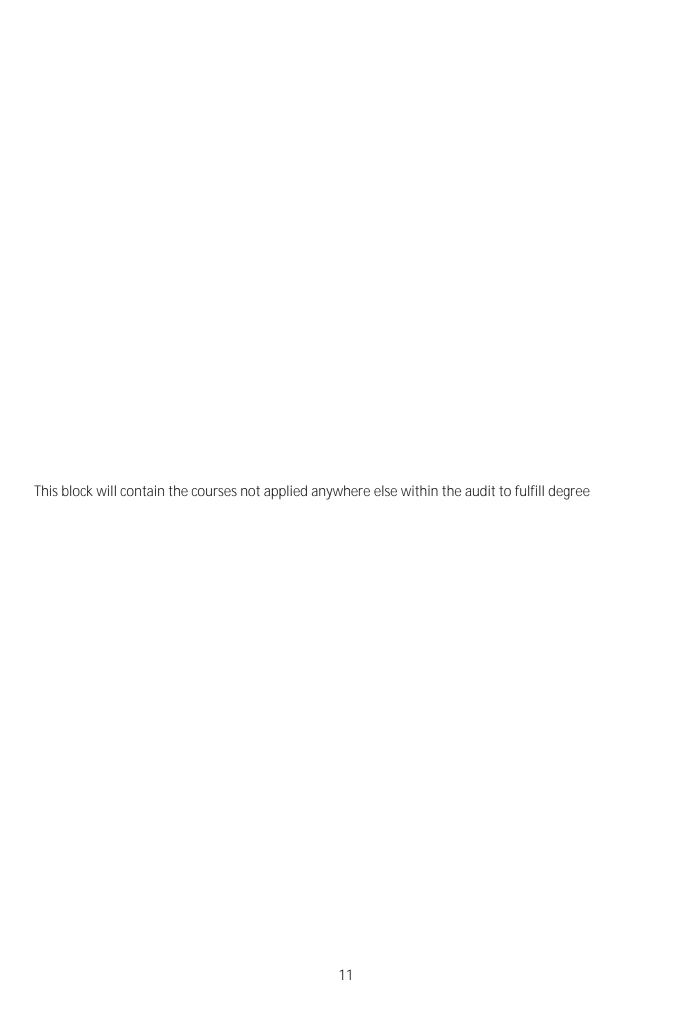
Credits required: 51   Credits applied: 51   Catalog year: 2017-2018   GPA: 3.18

Minimum Major Credit Hours Required

International Business   MG 491   International Business   B   3   Fall 2018

Financial Management   FI 301   Financial Management   B   3   Fall 2018

Strategic Management   MG 488   Strategic Management   A   3

Principles of Marketing   MK 301   Principles of Marketing   B   3

Conc in General Management   INCOMPLETE

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.   Minimum Concentration Credit Hours Required

ve at the 300 or 400   Still needed: 3 Credits in MG 300:499 Except MG 301   Management Elective Level

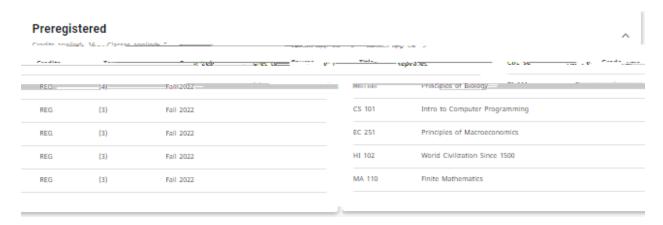Still needed: 3 Credits in AC 300:499 or BL 300:499 or CIS 300:499 or CS 300:499 or EC 300:499 or

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

This block will contain the courses not applied anywhere else within the audit to fulfill degree

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

Preregistered

Credits	Type	Term				Course	Title
REG	(4)	Fall 2022					Principles of Biology
REG	(3)	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

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 6-12	

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

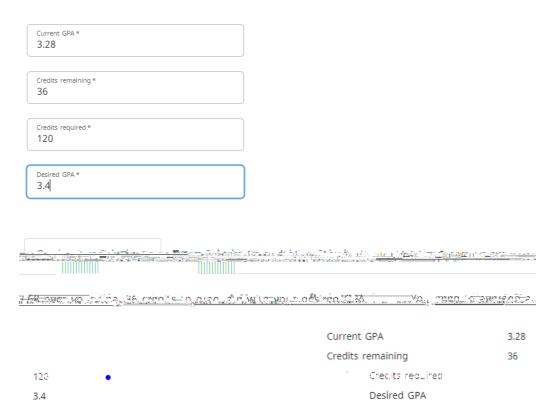|	Status	Description	Created on	Created by
		This SD 214 HI 120 no longer apply		Dalrymple,
	Dalrymple, Corrie S	Spring Advisement session scheduled for November 1 at 3:30pm	10/11/20	

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.
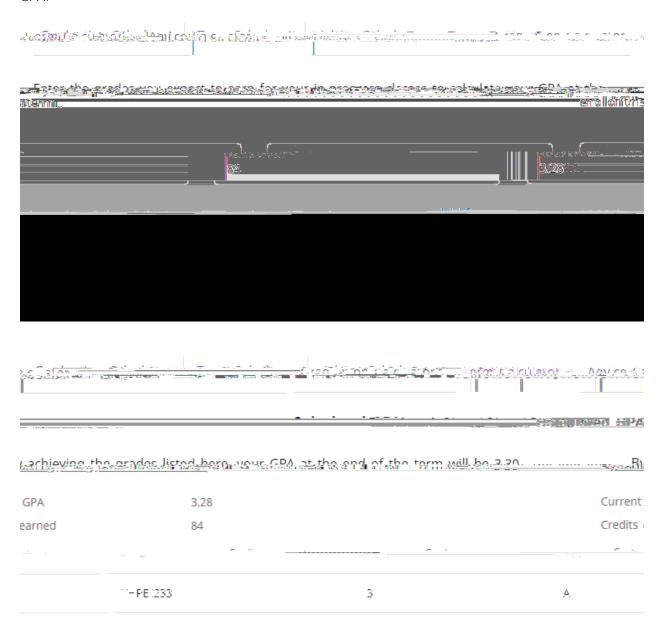
The student will enter:
      Credits Remaining- The number of semester hours that still need to be completed
      Credits Required- The number of credits needed to earn a degree
      Desired GPA- The GPA desired to be earned by graduation

The system will advise a student whether or not the desired GPA is achievable and what is necessary in order to make that happen.

Current GPA *
3.28

Credits remaining *
36

Credits required *
120

Desired GPA *
3.4

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

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.

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

GPA	3.28		Current
earned	84		Credits
PE 233	3	A	

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

Plans