

DegreeWorks Guide



UNCSA Advisors

Revised By: UNCSA Office of the Registrar 02/26/2024.

What is DegreeWorks & Why Use it?

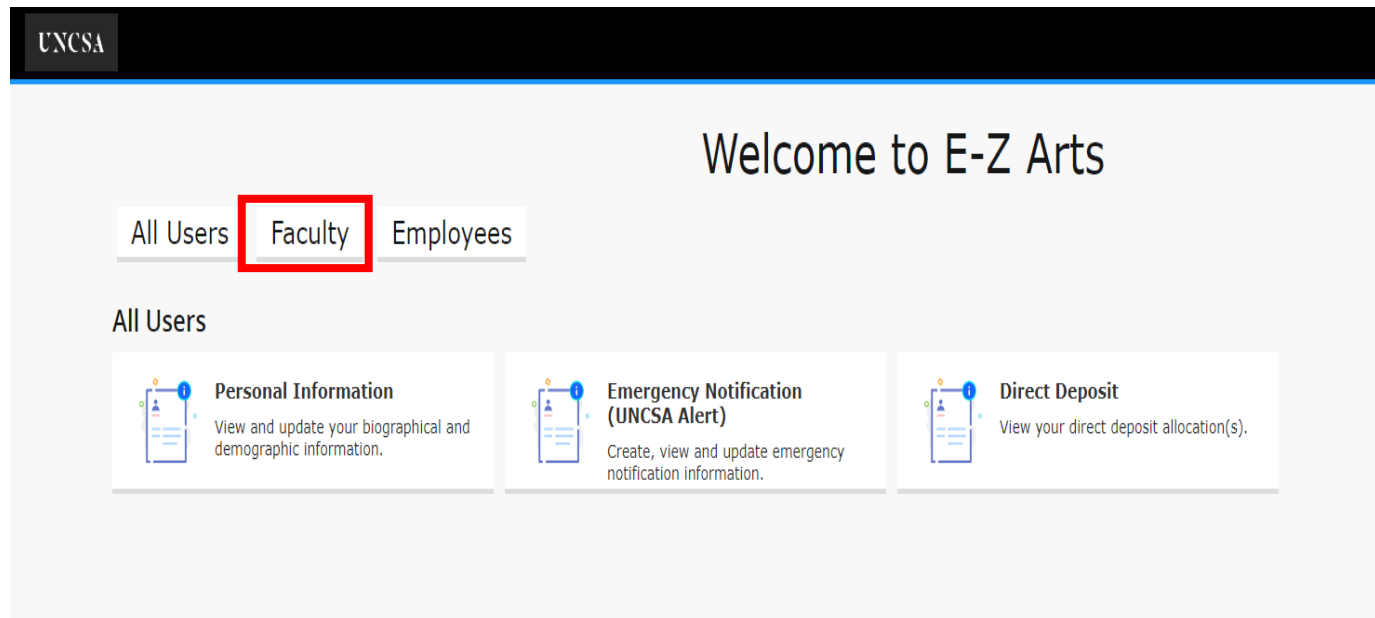
- DegreeWorks is a web-based tool that will provide a clear and convenient method for students and advisors to track degree progress, to prepare for registration, and to plan for graduation.
- DegreeWorks is designed to aid and facilitate academic advising, but is not intended to replace face-to-face advising sessions.
- DegreeWorks will help advisor and student work together on a degree completion plan. The easy-to-read format will save time and help to avoid errors.
- Advisors and students can easily see the cumulative and liberal arts GPAs.
- Asking your advisees to review their DegreeWorks audit before they meet with you will encourage them to take a more active role in the advising process.

Who Can use DegreeWorks?

- All currently enrolled Undergraduate and Graduate students.
- Faculty, Advisors, Dean, A-team members and Registrar's Office staff have access to the DegreeWorks Worksheets.

Access DegreeWorks through E-Z Arts

- Log into [EZ Arts](#) and select the Faculty tab.



■ Select the Degree Works Tile

The screenshot displays the E-Z Arts dashboard interface. At the top, a black header bar contains the UNCSA logo on the left and a settings/user icon on the right. Below the header, the text "Welcome to E-Z Arts" is centered. Underneath, there are three tabs: "All Users", "Faculty" (which is selected), and "Employees". The "Faculty" tab is active, showing a grid of eight tiles. The "Degree Works" tile, located in the second row, second column, is highlighted with a red border. This tile features a document icon, the title "Degree Works", and the description "Open Degree Works Dashboard application." The other tiles include "Faculty Grade Entry", "Advising Student Profile", "Detail Schedule", "Week at a Glance", "Assignments", "Browse Classes", and "Browse Course Catalog", each with its own icon and brief description.

UNCSA

Welcome to E-Z Arts

All Users Faculty Employees

Faculty

Faculty Grade Entry
Enter and update midterm, final, and incomplete grades.

Advising Student Profile
Review your advisees students profiles for a selected term.

Detail Schedule
Faculty member's schedule for the selected term.

Week at a Glance
All of your classes for the selected week are displayed, both traditional and open learning.

Assignments
Display active assignments and the history of assignments for your classes.

Degree Works
Open Degree Works Dashboard application.

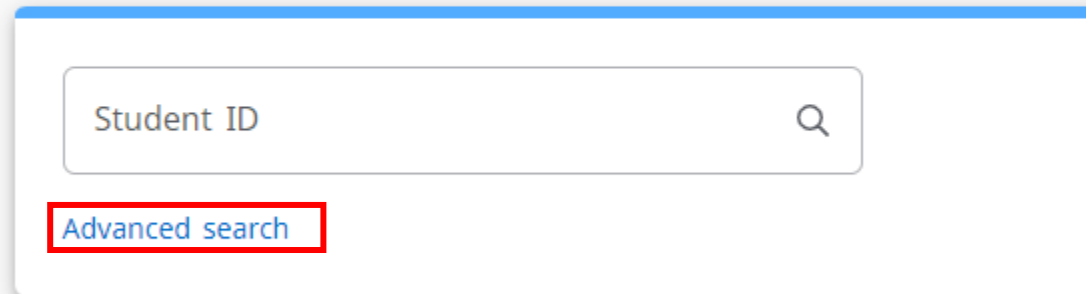
Browse Classes
Looking for classes? In this section you can browse classes you find interesting.

Browse Course Catalog
Look up basic course information like subject, course and description.

Finding Student Degree Audits

- Enter your student's ID in the field titled Student ID and hit enter on your keyboard.
- Or
- Click on Advanced Search to search with additional search options.

Worksheets



Student ID

Advanced search

Searching for Students

- If you would like to select a group of students (classification, level, major, concentration), choose the parameters from these drop-down boxes.
- Once you click on “Search” the student or group will populate at the bottom of the screen.
- NOTE: When bringing up multiple audits, please use additional criteria to keep your search under two hundred records. For instance, a search for all majors in a School will usually exceed the maximum allowable audits.

Find Students ×

Student ID

First/middle name

Last name

Curriculum ^

Degree ▼

Level ▼

Classification ▼

Bulletin year ▼

Major (0/5) ▼

Minor (0/4) ▼

College (0/11) ▼

Concentration (0/66) ▼

Student type (0/6) ▼

Clear

CANCEL

SEARCH

Selecting Audits

- If you would like to review a student, make sure the box is checked with Blue and a white check. Then click on Select at the bottom right corner to select the audits. This will take you back to the “Worksheets” main page.

Find Students

Student ID: First/middle name: Last name:

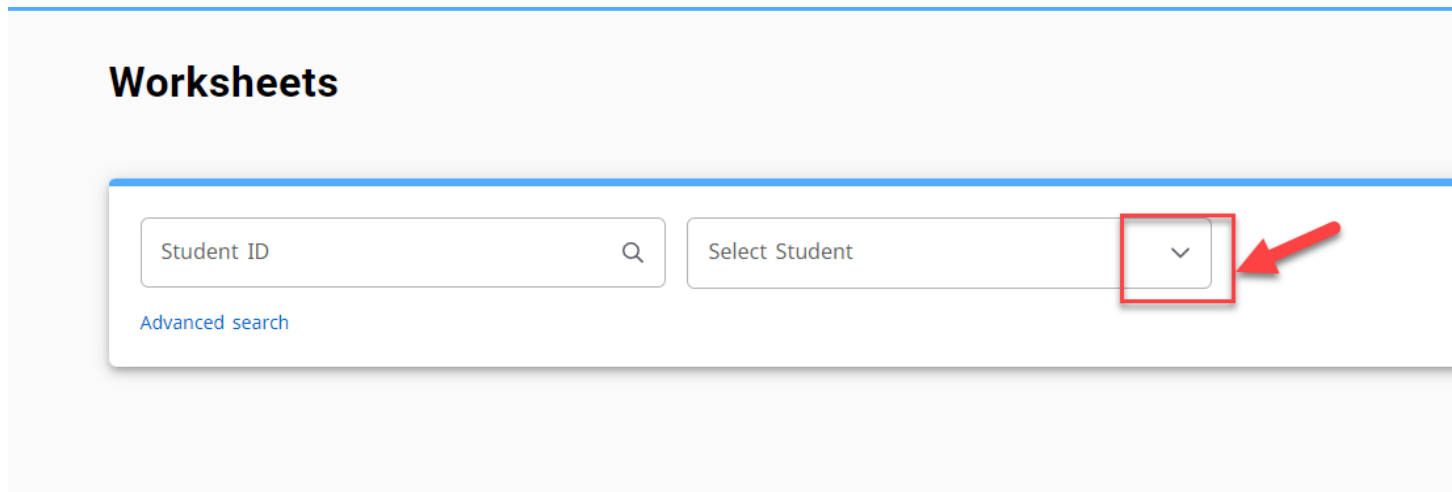
Curriculum:

Students found: 260

<input checked="" type="checkbox"/>	ID	Name ↑	Degree	Major	Level	Classification
<input checked="" type="checkbox"/>			BFA	Dance	UG	C4
<input checked="" type="checkbox"/>			BFA	Dance	UG	C4
<input checked="" type="checkbox"/>			BFA	Dance	UG	C4
<input checked="" type="checkbox"/>			BFA	Dance	UG	C4
<input checked="" type="checkbox"/>			BFA	Dance	UG	C4
<input checked="" type="checkbox"/>			BFA	Dance	UG	C4
<input checked="" type="checkbox"/>			BFA	Dance	UG	C4
<input checked="" type="checkbox"/>			BFA	Dance	UG	C4
<input checked="" type="checkbox"/>			BFA	Dance	UG	C4

Displaying An Audit

- Click the dropdown for Select Student, this will show you all the students that have been selected for Review.
- Click on one of the Names in the list to show the audit.



The screenshot shows a web interface titled "Worksheets". Below the title is a search bar with two input fields. The first field is labeled "Student ID" and has a magnifying glass icon. The second field is labeled "Select Student" and has a dropdown arrow icon. A red box highlights the dropdown arrow, and a red arrow points to it from the right. Below the search bar is a link labeled "Advanced search".

1. Start by **Refreshing the Audit**, this will make any potential updates to the audit. To do this Click the refresh button (1) then Click Process (2). The audit date (3) will update to the current date and time. If an audit is not refreshed, it may not show the correct information.

The screenshot displays the 'Worksheets' interface. At the top, the title 'Worksheets' is on the left, and icons for print, email, and a menu are on the right. Below the title, the text 'Data refreshed 02/26/2024 11:04 PM' is followed by a refresh icon (a circular arrow) labeled with a red '1' and a red arrow. Below this is a search bar with three input fields: 'Student ID' (containing '970001234'), 'Name' (containing 'TEST, TEST TEST'), and 'Degree' (containing 'Bachelor of Fine Arts'). Below the search bar is a link for 'Advanced search'. Below that is a row of filters: 'Level' (Undergraduate), 'Classification' (C4), 'Major' (Dance), 'Program' (BFA in Dance), 'Concentration' (Ballet), 'College' (School of Dance), and 'Total Credits' (34). Below the filters is a row of statistics: 'Institutional Credits' (14), 'Transfer Credits' (20), 'Overall GPA' (3.592), and 'Advisors' (Casey Powers, Jessica Greenstein, Lila Yates). Below the statistics is a row of tabs: 'Academic' (selected), 'What-If', and 'Financial Aid'. Below the tabs is a row of controls: a 'Format' dropdown (set to 'Student View'), a 'Degree progress' section with two circular progress indicators (34% for Requirements and 40% for Credits) and an 'Overall GPA' of 3.592, and a 'PROCESS' button. The 'PROCESS' button is labeled with a red '2' and a red arrow. Above the 'PROCESS' button is a 'View historic audit' dropdown menu showing '02/21/2024 at 3:27 PM UG/BFA' and a downward arrow, labeled with a red '3' and a red arrow.

Worksheets

Data refreshed 02/26/2024 11:04 PM

Student ID 970001234

Name TEST, TEST TEST

Degree Bachelor of Fine Arts

Advanced search

Level Undergraduate Classification C4 Major Dance Program BFA in Dance Concentration Ballet College School of Dance Total Credits 34

Institutional Credits 14 Transfer Credits 20 Overall GPA 3.592 Advisors Casey Powers, Jessica Greenstein, Lila Yates

Academic What-If Financial Aid

Format Student View

Degree progress

34% 40%

Overall GPA 3.592

Requirements Credits

View historic audit 02/21/2024 at 3:27 PM UG/BFA

In-progress classes Preregistered classes

PROCESS

2. Review the Audit

- The Audit is divided into blocks, each block houses specific information within the audit.
- The first part contains the basic student information: Level, Classification, Major, Program, Transfer Credits if awarded, Advisors (primary advisor is listed first) etc.

Student ID
970001234

Name
TEST, TEST Test

Degree
Bachelor of Fine Arts

[Advanced search](#)

Level Undergraduate

Classification C2

Major Dance

Program BFA in Dance

Concentration Ballet

College School of Dance

Total Credits 40

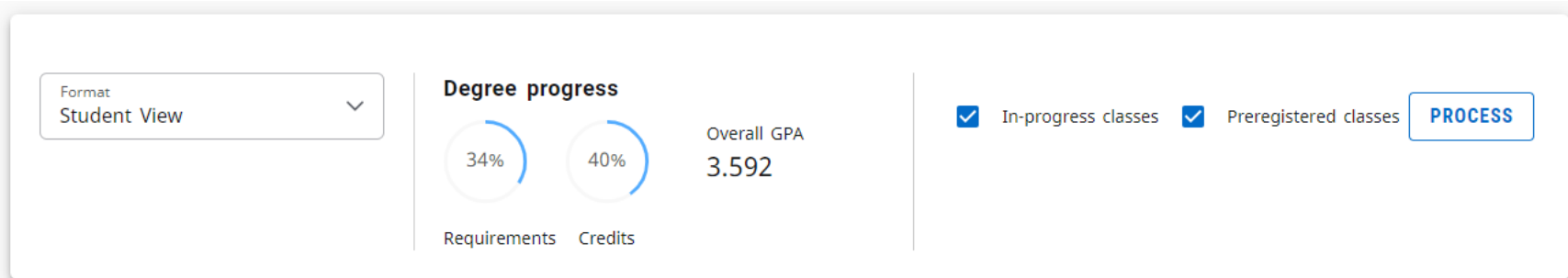
Institutional Credits 14

Transfer Credits 26

Overall GPA 2.918

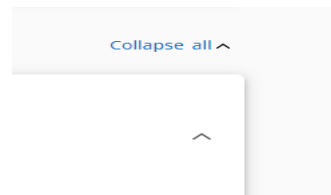
Advisors Casey Powers, Rachel Williams, Jessica Greenstein, Lila Yates

- The Degree Progress shows an estimation of the students' progress towards degree requirements and credits.
- The estimations are based off the students completed, in-progress and pre-registered courses.



- Each section of the audit can be expanded or collapsed

by clicking on the ^ .



- The Degree Block provides a summary of requirements based on the student's Bulletin Year. Green check boxes indicate that the requirement is satisfied, red boxes are unmet requirements within that specific block. To the right of the block header there is a status, it can be Incomplete, In-Progress or Complete, this is to let you know the student status of each Major requirement.

Degree in Bachelor of Fine Arts

INCOMPLETE

Credits required: 120 Credits applied: 48 Bulletin year: 2023-2024 GPA: 2.918

Unmet conditions for this set of requirements: 120 credits are required. You currently have 48, you still need 72 more credits.

<input type="radio"/>	Min credits at University of North Carolina School of the Arts	Still needed:	A minimum of 60 credits must be taken at the University of North Carolina School of the Arts: You have 28 but still need a minimum of 32 credits.
<input checked="" type="radio"/>	You meet the minimum overall 2.3 GPA requirement		
<input type="radio"/>	Liberal Arts General Education Requirements	Still needed:	See Liberal Arts General Education Requirements section
<input type="radio"/>	Major and Concentration Requirements	Still needed:	See Common Coursework for Dance Majors section

Blocks included in this block

[Liberal Arts General Education Requirements](#)
[Common Coursework for Dance Majors](#)
[Ballet Concentration](#)

- The common coursework block contains course requirements that all students in that degree program must complete.

Common Coursework for Dance Majors INCOMPLETE						
Bulletin year: 2023-2024 GPA: 3.680						
Courses in the major section of the audit are those courses that are common for all students in this major, regardless of concentration.						
	Course	Title	Grade	Credits	Term	Repeated
	Music Fundamentals for Dancers	DAN 1512	Music Fundamentals for Dancers	IP	(2)	Spring 2024
	Dance Perspectives	DAN 1611	Dance Perspectives	A	1	Fall 2023
	Dance Music History	Still needed:	1 Class in DAN 2511			
	Dance History I	Still needed:	1 Class in DAN 2612			
	Career Preparation I	Still needed:	1 Class in DAN 3652			
	Dance History II	Still needed:	1 Class in DAN 3611			
	Supplemental Topics in Dance	DAN 4511	Suplmt Topics in Dance	P	1	Fall 2023
		Still needed:	3 Classes in DAN 4511			
	Career Preparation II	Still needed:	1 Class in DAN 4651			
	Elective: Performance Skills, Costuming for Dancers, Current Trends, Internship	Still needed:	1 Class in DAN 4772 or 4662 or 4612 or 4089			
	Ballet Concentration	Still needed:	See Ballet Concentration section			

- The Concentration blocks contains requirements that are specific to that concentration.

Ballet Concentration

INCOMPLETE

Bulletin year: 2023-2024

GPA: 3.644

	Course	Title	Grade	Credits	Term	Repeated
<input checked="" type="checkbox"/>	Ballet Technique (BC) IA	DAN 1011	Ballet Tech. IA (BC)	A	3	Fall 2023
<input checked="" type="checkbox"/>	Ballet Technique (BC) IB	DAN 1012	Ballet Tech. IB (BC)	IP	(3)	Spring 2024
<input checked="" type="checkbox"/>	Contemporary Technique and Composition (BC) IA	DAN 1051	Contemp Tech&Comp (BC) IA	A-	2	Fall 2023
<input checked="" type="checkbox"/>	Contemporary Technique and Composition (BC) IB	DAN 1052	Contemp Tech&Comp (BC) IB	IP	(2)	Spring 2024
<input type="checkbox"/>	DANCE CLASS	Still needed:	Choose from 1 of the following:			
<input type="checkbox"/>	POINTE/VARIATIONS/PARTNERING	You must complete all of the following:				
<input checked="" type="checkbox"/>	Pointe/Variations/Partnering IA & IB	DAN 1111	Pointe/Var/Part IA	B-	2	Fall 2023
		DAN 1112	Pointe/Var/Part IB	IP	(2)	Spring 2024
<input type="checkbox"/>	Pointe/Variations/Partnering IIA & IIB	2 Classes in DAN 2111 and 2112				
<input type="checkbox"/>	Pointe/Variations/Partnering IIIA & IIIB	2 Classes in DAN 3111 and 3112				
<input type="checkbox"/>	Pointe/Variations/Partnering IVA & IVB	2 Classes in DAN 4111 and 4112				
<input type="checkbox"/>	Virtuosity/Variations/Partnering	You must complete all of the following:				
<input type="checkbox"/>	Virtuosity/Variations/Partnering IA & IB	2 Classes in DAN 1141 and 1142				

- If a student has a Minor, it will show above the Insufficient block at the end of the Major requirements.
- The Insufficient block shows the courses that have received an insufficient grade. Only students that have insufficient grade(s) will have this block.

Insufficient


Credits applied: 3 Classes applied: 2

Course	Title	Grade	Credits	Term	Repeated
ARM 1000	Intro to Arts Mgmt	W	3	Spring 2024	
HUM 2100	Critical Dialogues	F	0	Fall 2023	

- The Courses Not Applied to your Degree block is for courses that are not counting towards your degree. These courses count towards the total credit requirement, but do not satisfy a degree requirement. If there is a course falling here that should be applied to the audit, contact the Registrar's Office.

Courses Not Applied to Your Degree					
Credits applied: 4 Classes applied: 2					
Course	Title	Grade	Credits	Term	Repeated
DAN 1141	Virtuosity/Var/ParIA	T	2	Fall 2023	
	Satisfied by:	Advanced Ins - - Advanced Institutional Placemn			
DAN 1142	Virtuosity/VAR/PartIB	T	2	Fall 2023	
	Satisfied by:	Advanced Ins - - Advanced Institutional Placemn			

- The Exceptions Block shows when a course requirement has been waived or a substitution has been approved. Exceptions must be submitted by the Art School and/or Liberal Arts. Exceptions must be submitted on the DegreeWorks update form. These should be submitted as soon as possible so each student has an accurate audit.

Exceptions 					
Type	Description	Created on	Created by	Block	Enforced
Substitute	Per BDaniels use DAN2022 for DAN2051.	03/04/2024	Yates, Lila E	Ballet Concentration	Yes

- The In-Progress Block shows any coursework that the student is registered for in the current term or a future term.

In-progress

Credits applied: 14 Classes applied: 6

Course	Title	Grade	Credits	Term	Repeated
DAN 1012	Ballet Tech. IB (BC)	IP	(3)	Spring 2024	
DAN 1052	Contemp Tech&Comp (BC) IB	IP	(2)	Spring 2024	
DAN 1112	Pointe/Var/Part IB	IP	(2)	Spring 2024	
DAN 1512	Music Fundamentals for Dancers	IP	(2)	Spring 2024	
DAN 1822	Ballet Rep IB	IP	(2)	Spring 2024	
ENG 1200	Writing About: Gender	IP	(3)	Spring 2024	



- At the bottom of the audit there is a legend and Disclaimer, that provides additional information about the audit. The Legend gives specific symbols with information you may see in the audit. The Disclaimer reminds students that the audit is not an official transcript and should only be used as a guide.

Legend



Complete



Complete (with classes in-progress)



Prerequisite



Repeated class



Not complete



Nearly complete - see advisor



Any course number

Disclaimer

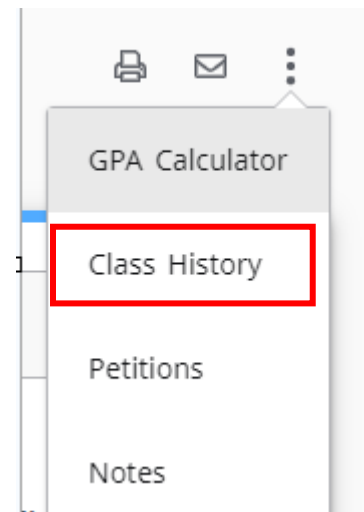
You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Contact your academic advisor for assistance in interpreting this report or regarding your official degree/certificate completion status. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. The Class History listing is also not an official academic transcript. Please contact the Registrar's Office to obtain a copy of your official academic transcript.

Other Helpful Items

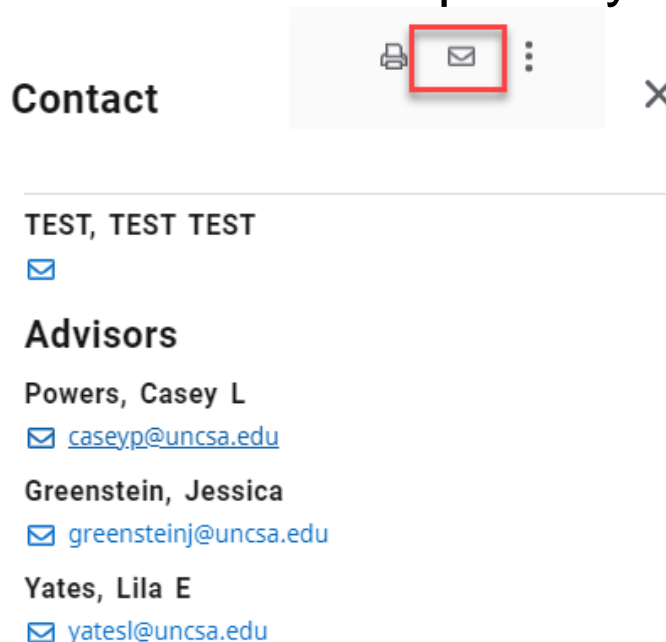
- Class History is a breakdown of the students' courses by term. It is accessed by the three dots at the top upper right of the Audit, across from the word "Worksheets".

Class History

Fall 2023			
Course	Title	Grade	Credits
DAN 1011	Ballet Tech. IA (BC)	A	3
DAN 1051	Contemp Tech&Comp (BC) IA	A-	2
DAN 1111	Pointe/Var/Part IA	B-	2
DAN 1141	Virtuosity/Var/ParIA	T	2
	Satisfied by: Advanced Ins - - Advanced Institutional Placemn		
DAN 1142	Virtuosity/VAR/PartIB	T	2
	Satisfied by: Advanced Ins - - Advanced Institutional Placemn		
DAN 1611	Dance Perspectives	A	1
DAN 1821	Ballet Rep IA	A	2
DAN 2011	Ballet Tech. IIA (BC)	T	3
	Satisfied by: Advanced Ins - - Advanced Institutional Placemn		
DAN 2012	Ballet Tech. IIB (BC)	T	3
	Satisfied by: Advanced Ins - - Advanced Institutional Placemn		
DAN 2111	Pointe/Var/Part IIA	T	2
	Satisfied by: Advanced Ins - - Advanced Institutional Placemn		
DAN 2112	Pointe/Var/Part IIB	T	2
	Satisfied by: Advanced Ins - - Advanced Institutional Placemn		
DAN 4511	Suplmnt Topics in Dance	P	1
FYS 1100	On Being a Contemporary Artist	B+	3
HUM 2100	Critical Dialogues	F	0
LIT 2298	Topics in Literature-English	T	3
	Satisfied by: ENG231 - American Literature I - Forsyth Technical Comm Coll		
MAT 1100	College Algebra	T	3
	Satisfied by: MAT171 - Precalculus Algebra - Forsyth Technical Comm Coll		



- The contact list can be found at the top right of the Audit by clicking on the envelope. An email can be sent by clicking on the person's email address.
- The contact list is made up of the student and any advisors that have been added by their Art School and DLA. The first advisor in the list is the student's primary advisor.



- The GPA Calculator is also located in the drop-down menu with the three dots in the upper right corner. There are three versions available to help advisors and the student manage GPA requirements.

GPA Calculator

Graduation Calculator

Term Calculator

Advice Calculator

Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal.

Current GPA *

3.592

Credits remaining *

69

Credits required *

120

Desired GPA *

CALCULATE

- Under the student header, there is a tab for “What-If”, this function can be used to see what would happen if a student changed their Major/Concentration. Click on the What-If to open the tab to select. Choose options from the drop-downs and click process.

Academic **What-If**

What-If Analysis

☐ Use current curriculum ☒ In-progress classes ☒ Preregistered classes

Program

Catalog year *
2023-2024

Degree *
Bachelor of Fine Arts

Level *
Undergraduate

Areas of study

Major *
Minor
College
Concentration

Additional areas of study

Future classes

Subject Number **ADD**

RESET **PROCESS**

- Predefined advisor notes can be added to a student's degree audit. These can be added by clicking “add new note” and then selecting a note from the drop-down menu. Anyone who has access to the student’s audit, including the student, can view these notes.

Notes

Status	Description	Created on	Created by
	Student was advised to apply for graduation by the official deadline.	03/04/2024	Yates, Lila E

- If possible **do not print the student degree audit.** This information is protected by FERPA and must always be protected.

Questions:

- If you have any questions or concerns about using DegreeWorks, please email the Registrar's Office at registrar@uncsa.edu.
- If there is a question about a student, please provide the Student's ID and Name, within the body of the email only, not in the subject line.