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.

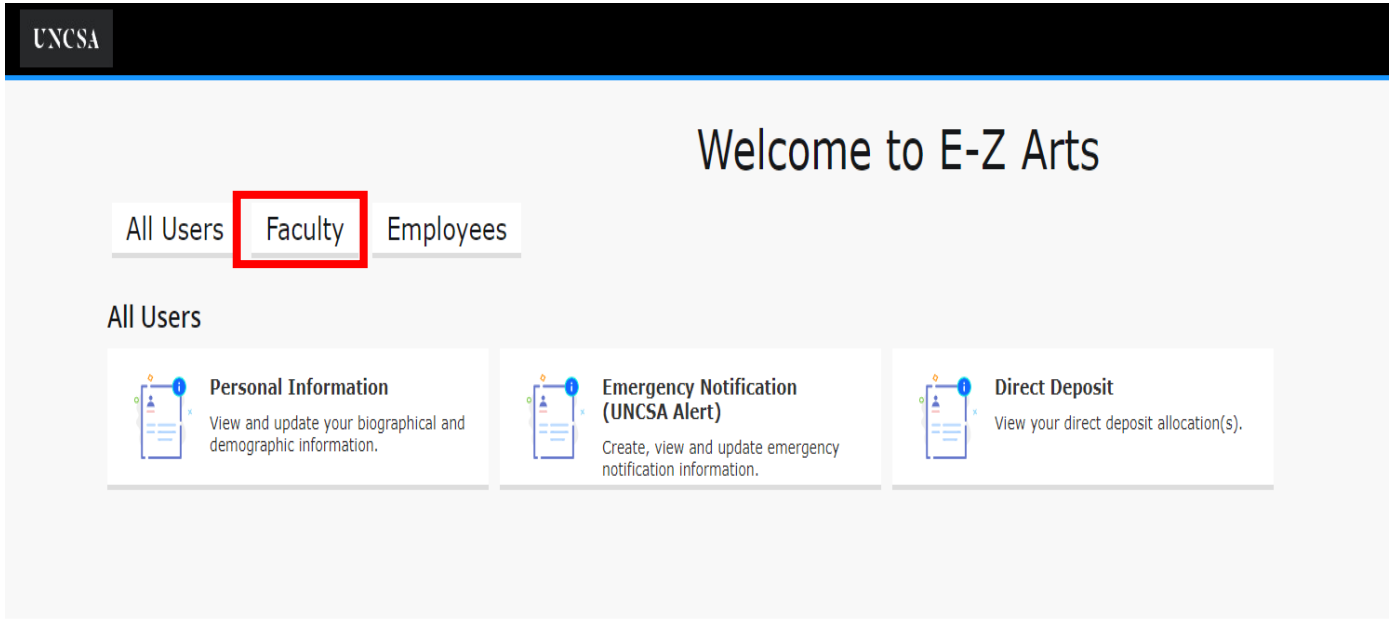
- Asking your advisees to review their DegreeWorks audit before they meet with you will encourage them to take a more active role in the advising process.

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.



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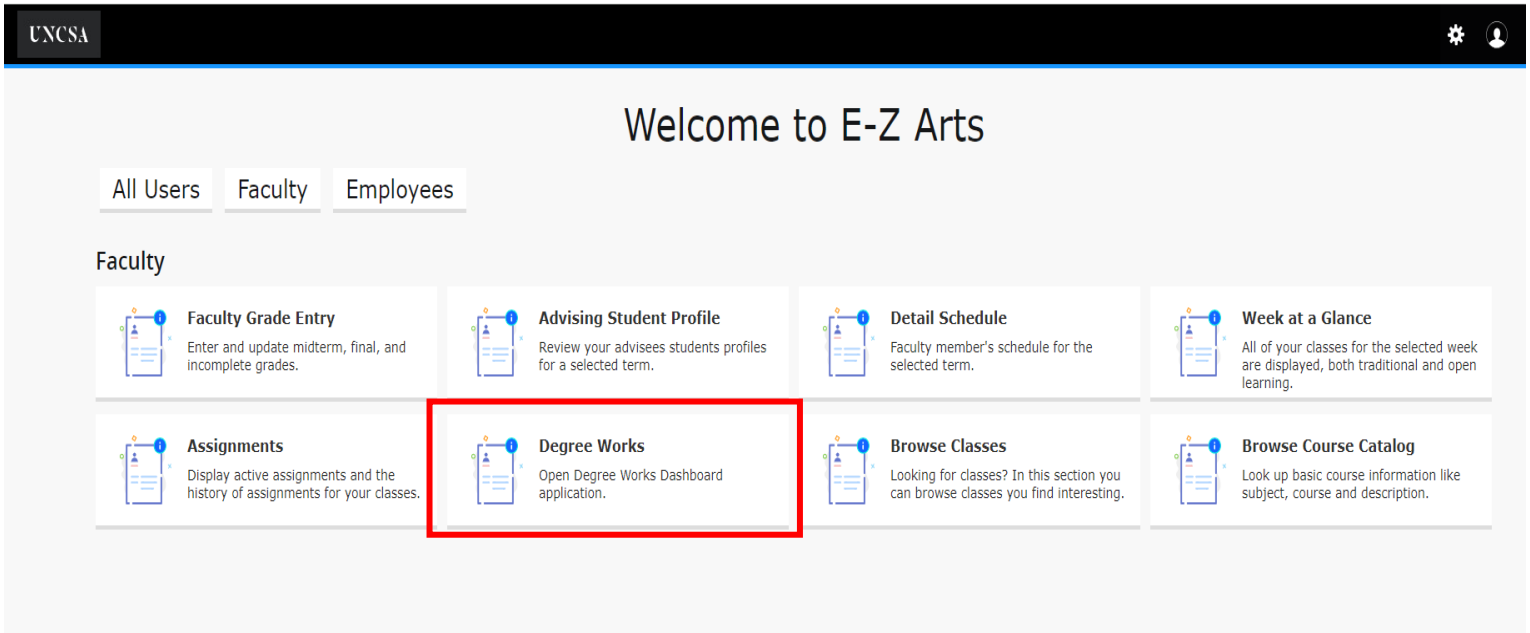
- Select the Degree Works Tile



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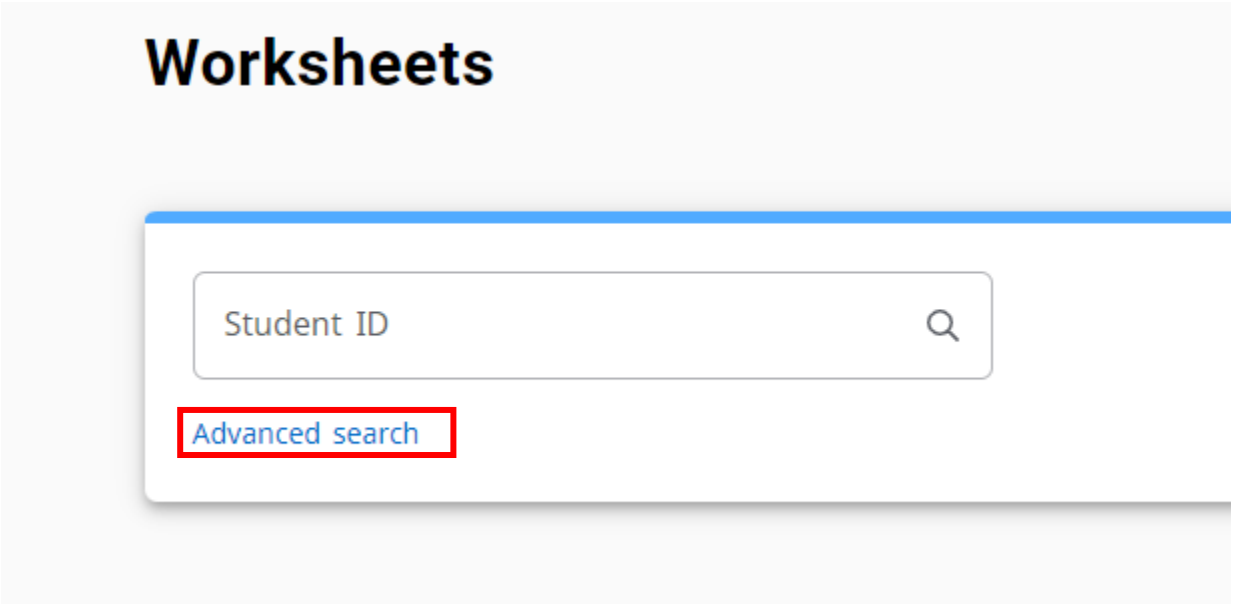
Finding Student Degree Audits

- Enter your student's ID in the field titled Student ID and hit enter on your keyboard.

<u>Or</u>

- Click on Advanced Search to search with additional search options.



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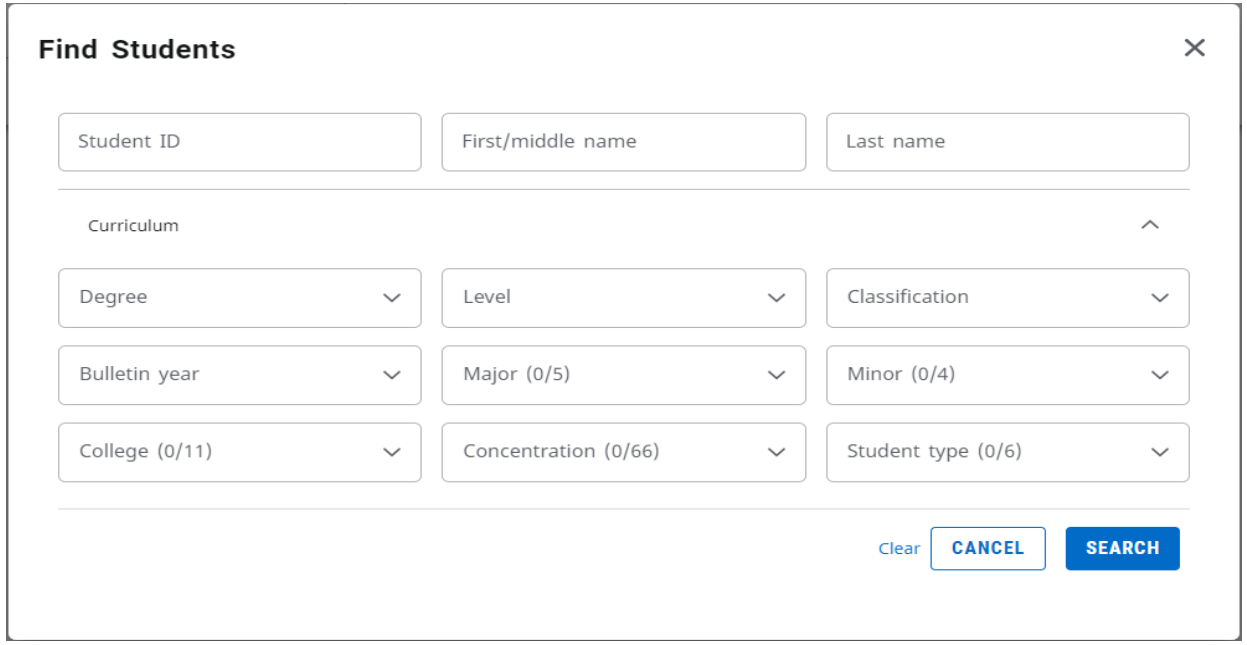
Searching for Students

- 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.



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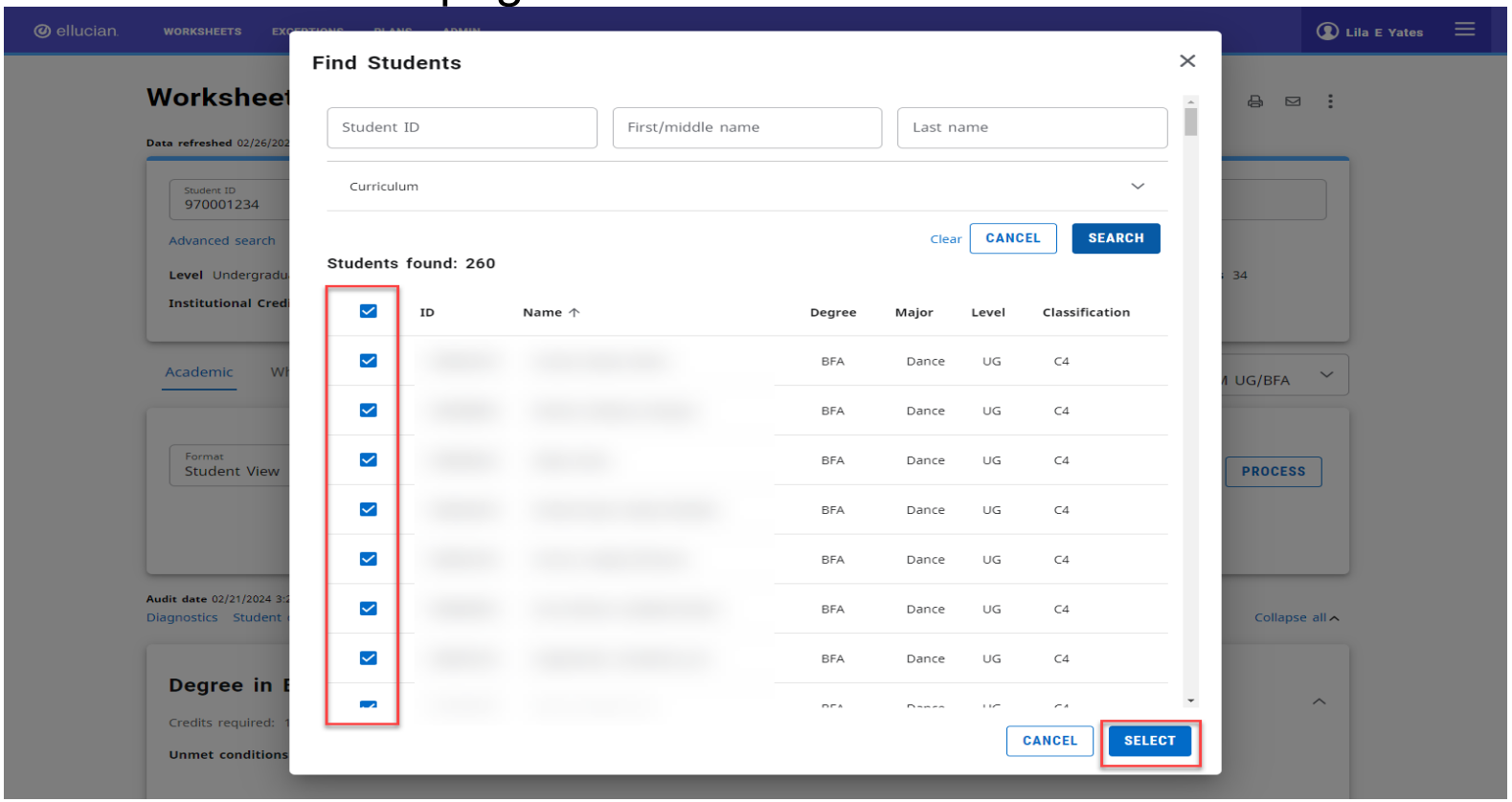
Selecting Audits

- 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.



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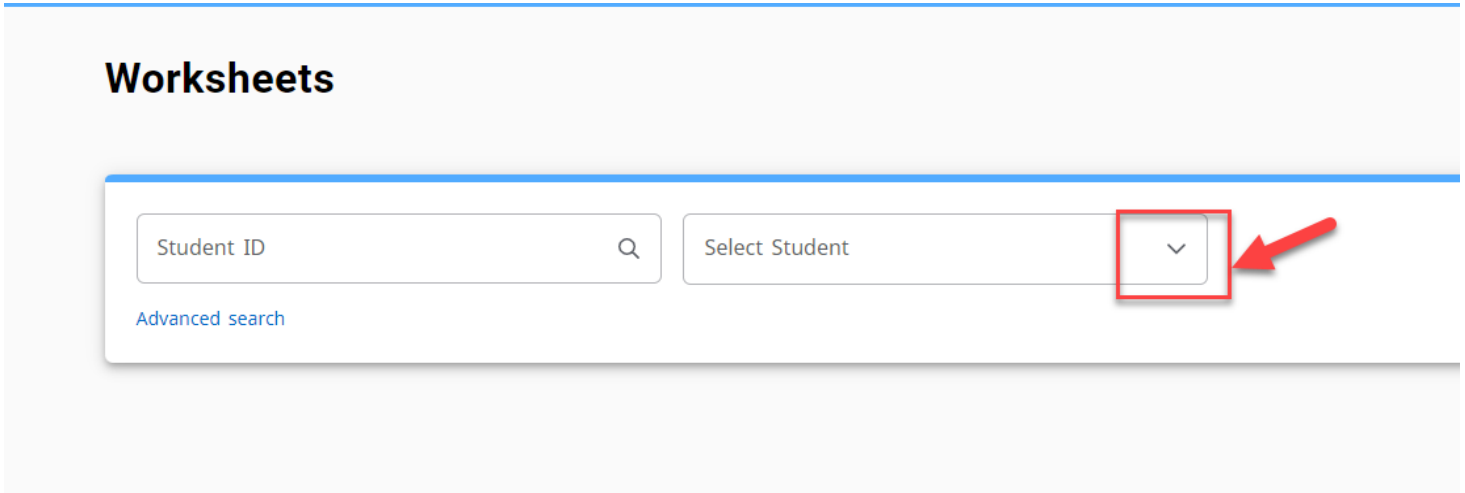
Displaying An Audit

- 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.



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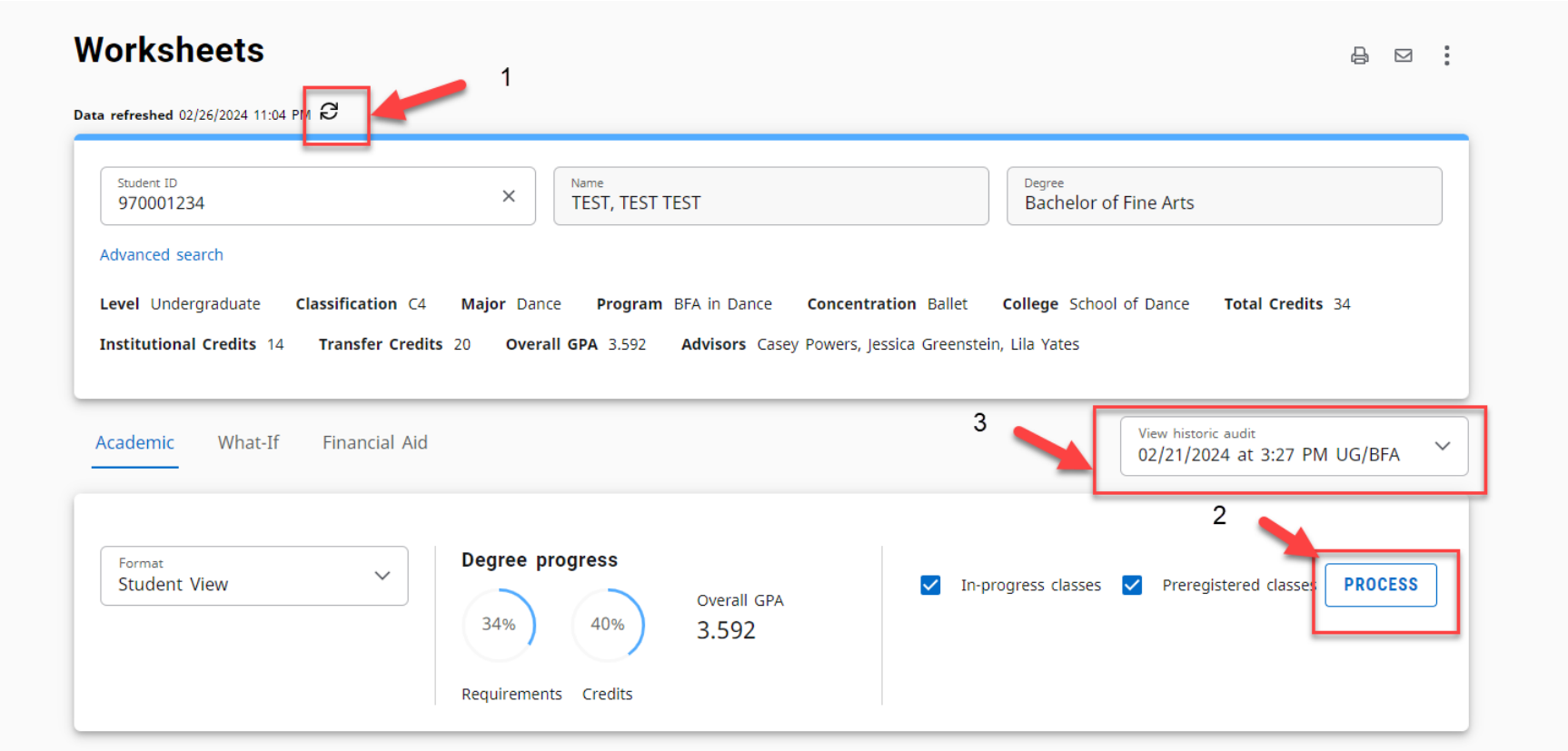
1. Start by **<u>Refreshing the Audit</u>**, this will make any potential updates to the audit. To do this Click the refresh button (1) then Click Process (2). The audit date (3) will update to the current date and time. If an audit is not refreshed, it may not show the correct information.



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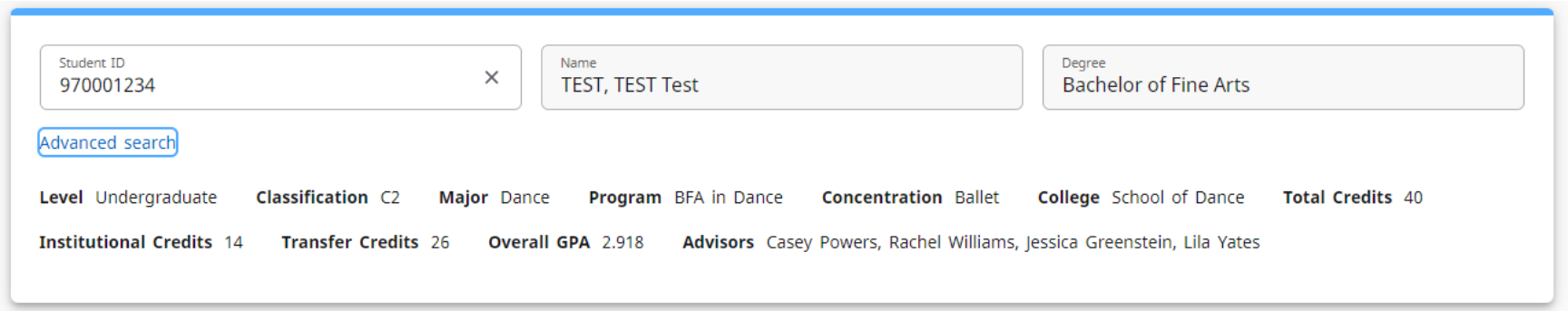
2. Review the Audit

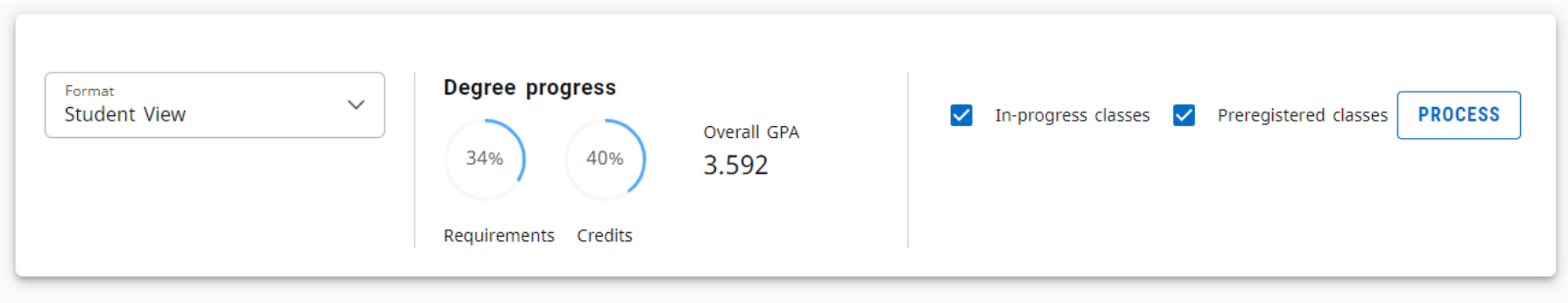
- The Audit is divided into blocks, each block houses specific information within the audit.

- The first part contains the basic student information: Level, Classification, Major, Program, Transfer Credits if awarded, Advisors (primary advisor is listed first) etc.

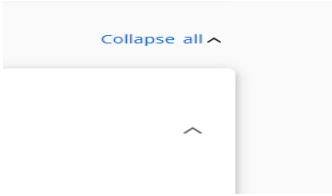


- The Degree Progress shows an estimation of the students' progress towards degree requirements and credits.

- 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 ^ .



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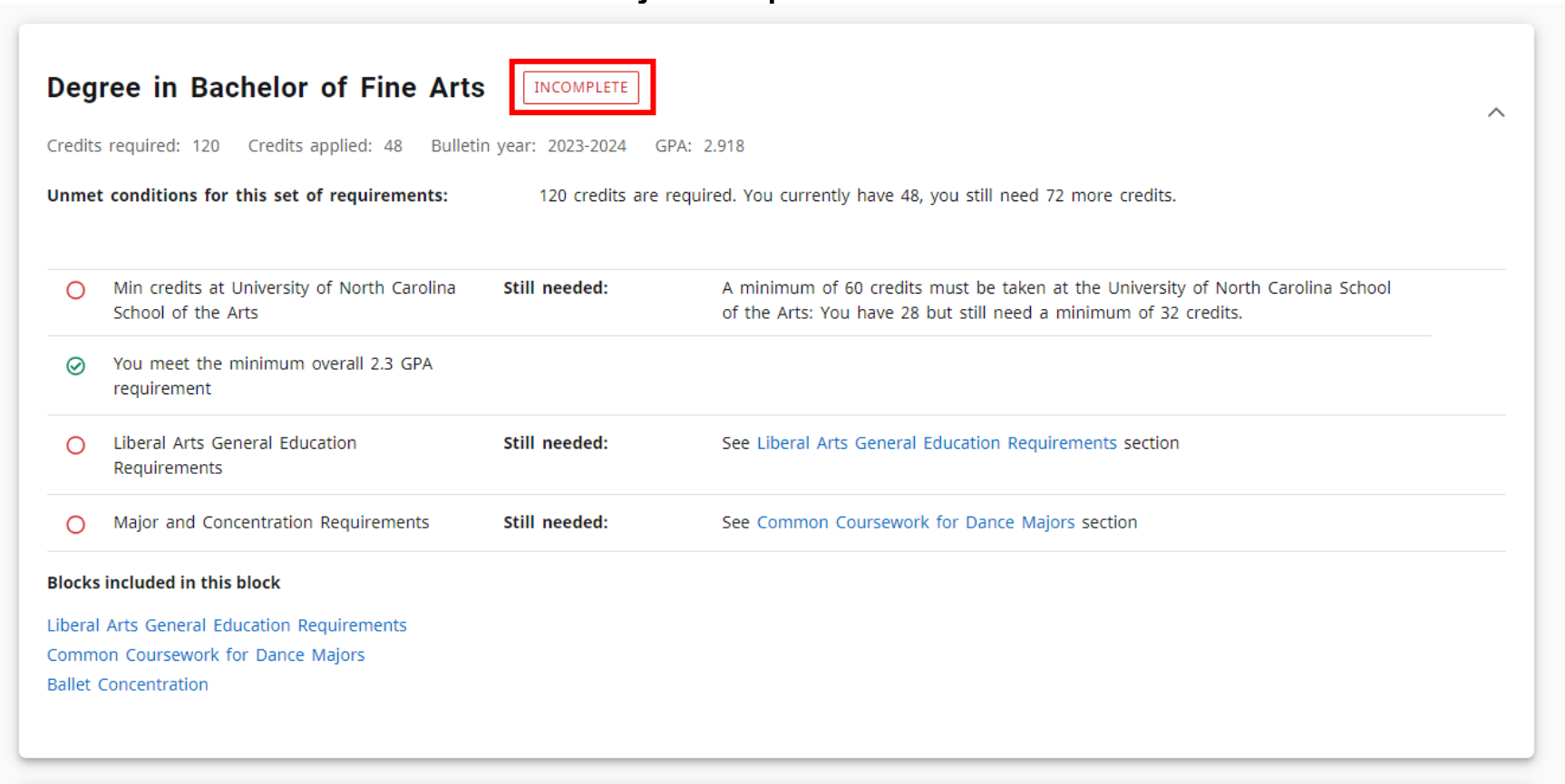
- The Degree Block provides a summary of requirements based on the student's Bulletin Year. Green check boxes indicate that the requirement is satisfied, red boxes are unmet requirements within that specific block. To the right of the block header there is a status, it can be Incomplete, In-Progress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

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.
You meet the minimum overall 2.3 GPA requirement		
Liberal Arts General Education Requirements	**Still needed:**	See Liberal Arts General Education Requirements section
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

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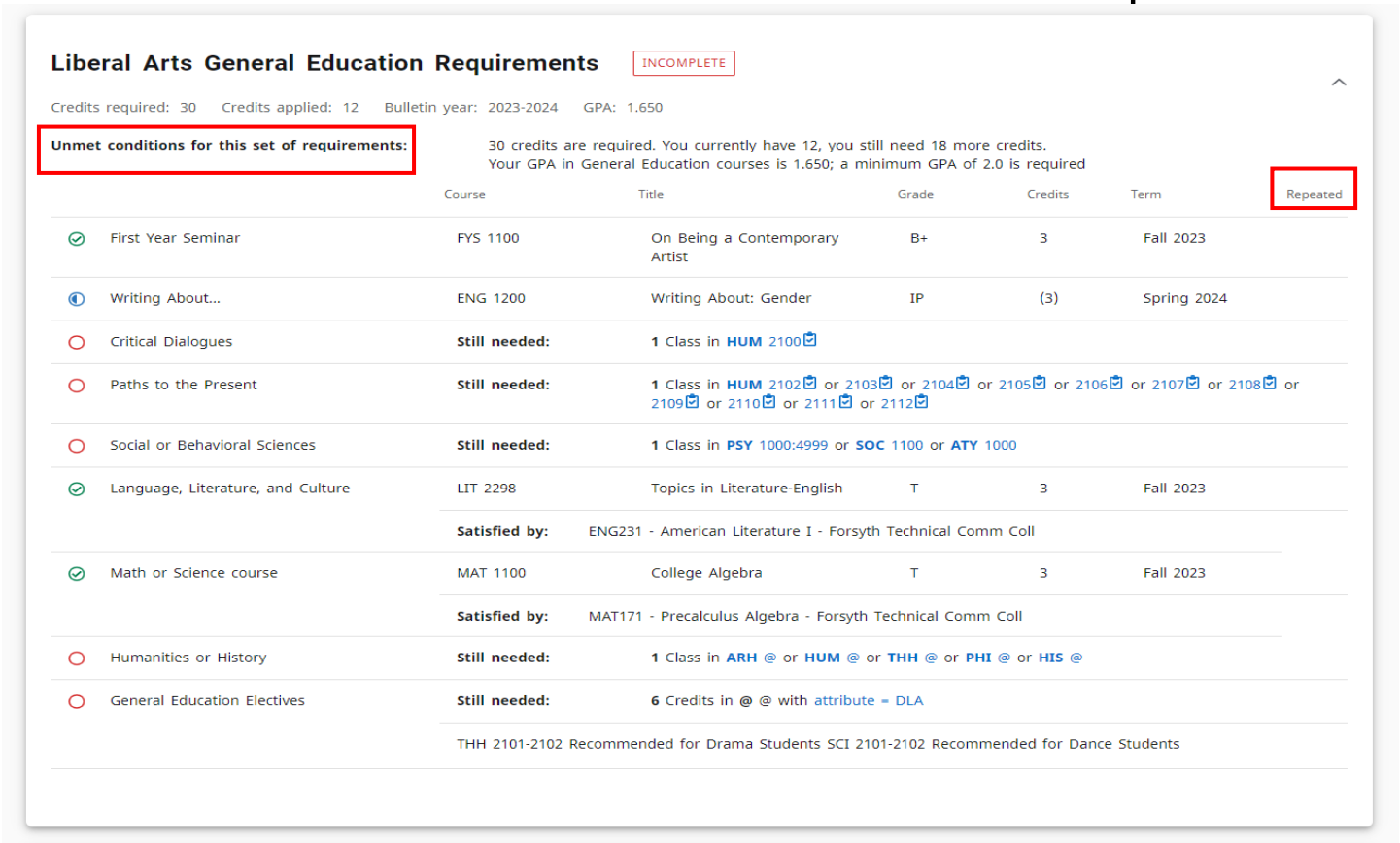
- The Liberal Arts General Education block displays the required courses, and required GPA for Liberal Arts. DLA requirements are only for Undergraduate students. The next to a course means a pre-requisite is required for that course. If there is an “Unmet Conditions” note this will specify exactly what the student needs to complete for the block. There is also a column that will show if a course has been repeated.



Liberal Arts General Education Requirements INCOMPLETE

Credits required: 30 Credits applied: 12 Bulletin year: 2023-2024 GPA: 1.650

Unmet conditions for this set of requirements: 30 credits are required. You currently have 12, you still need 18 more credits. Your GPA in General Education courses is 1.650; a minimum GPA of 2.0 is required

	Course	Title	Grade	Credits	Term	Repeated
First Year Seminar	FYS 1100	On Being a Contemporary Artist	B+	3	Fall 2023	
Writing About...	ENG 1200	Writing About: Gender	IP	(3)	Spring 2024	
Critical Dialogues	**Still needed:**	**1** Class in **HUM** 2100				
Paths to the Present	**Still needed:**	**1** Class in **HUM** 2102 or 2103 or 2104 or 2105 or 2106 or 2107 or 2108 or 2109 or 2110 or 2111 or 2112				
Social or Behavioral Sciences	**Still needed:**	**1** Class in **PSY** 1000:4999 or **SOC** 1100 or **ATY** 1000				
Language, Literature, and Culture	LIT 2298	Topics in Literature-English	T	3	Fall 2023	
	Satisfied by:	ENG231 - American Literature I - Forsyth Technical Comm Coll				
Math or Science course	MAT 1100	College Algebra	T	3	Fall 2023	
	Satisfied by:	MAT171 - Precalculus Algebra - Forsyth Technical Comm Coll				
Humanities or History	**Still needed:**	**1** Class in **ARH** @ or **HUM** @ or **THH** @ or **PHI** @ or **HIS** @				
General Education Electives	**Still needed:**	**6** Credits in **@** @ with attribute = DLA				
	THH 2101-2102 Recommended for Drama Students SCI 2101-2102 Recommended for Dance Students					

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- 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	Suplmnt 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				

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- 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
Ballet Technique (BC) IA	DAN 1011	Ballet Tech. IA (BC)	A	3	Fall 2023	
Ballet Technique (BC) IB	DAN 1012	Ballet Tech. IB (BC)	IP	(3)	Spring 2024	
Contemporary Technique and Composition (BC) IA	DAN 1051	Contemp Tech&Comp (BC) IA	A-	2	Fall 2023	
Contemporary Technique and Composition (BC) IB	DAN 1052	Contemp Tech&Comp (BC) IB	IP	(2)	Spring 2024	
DANCE CLASS	**Still needed:**	Choose from **1** of the following:				
POINTE/VARIATIONS/PARTNERING		You must complete all of the following:				
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	
Pointe/Variations/Partnering IIA & IIB		**2** Classes in **DAN** 2111 and 2112				
Pointe/Variations/Partnering IIIA & IIIB		**2** Classes in **DAN** 3111 and 3112				
Pointe/Variations/Partnering IVA & IVB		**2** Classes in **DAN** 4111 and 4112				
Virtuosity/Variations/Partnering		You must complete all of the following:				
Virtuosity/Variations/Partnering IA &		**2** Classes in **DAN** 1141 and 1142				

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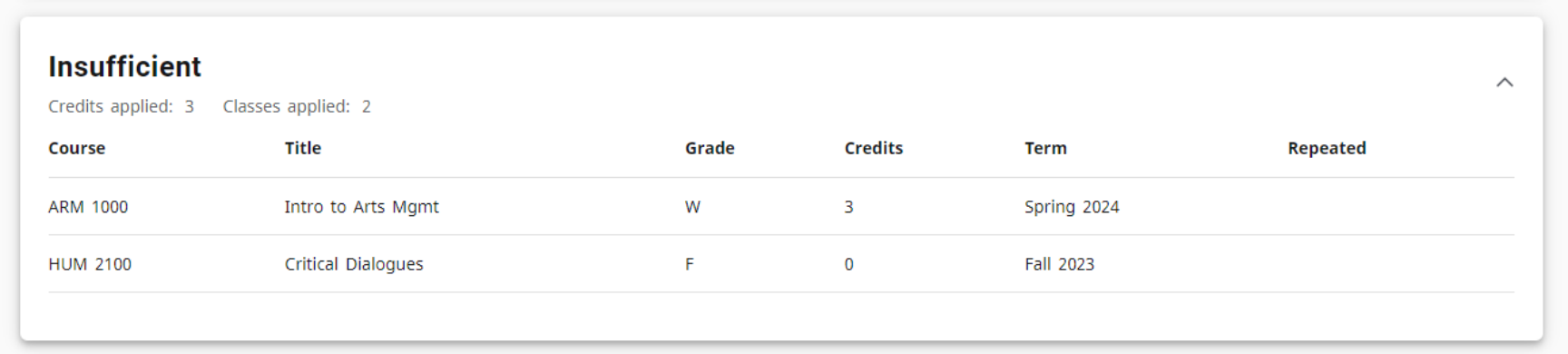
- If a student has a Minor, it will show above the Insufficient block at the end of the Major requirements.

- 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	○	Not complete
◐	Complete (with classes in-progress)	!	Nearly complete - see advisor
📋	Prerequisite	@	Any course number
(R)	Repeated class		

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.

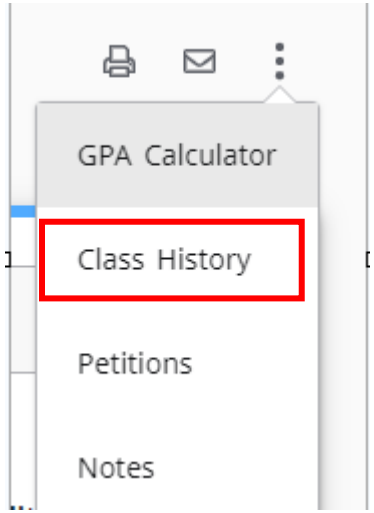
Other Helpful Items

- 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		



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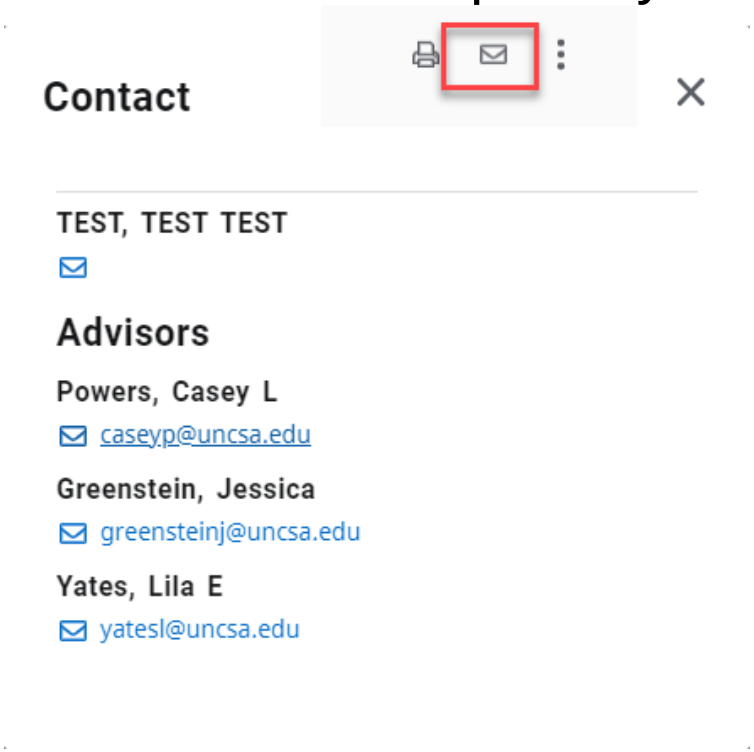
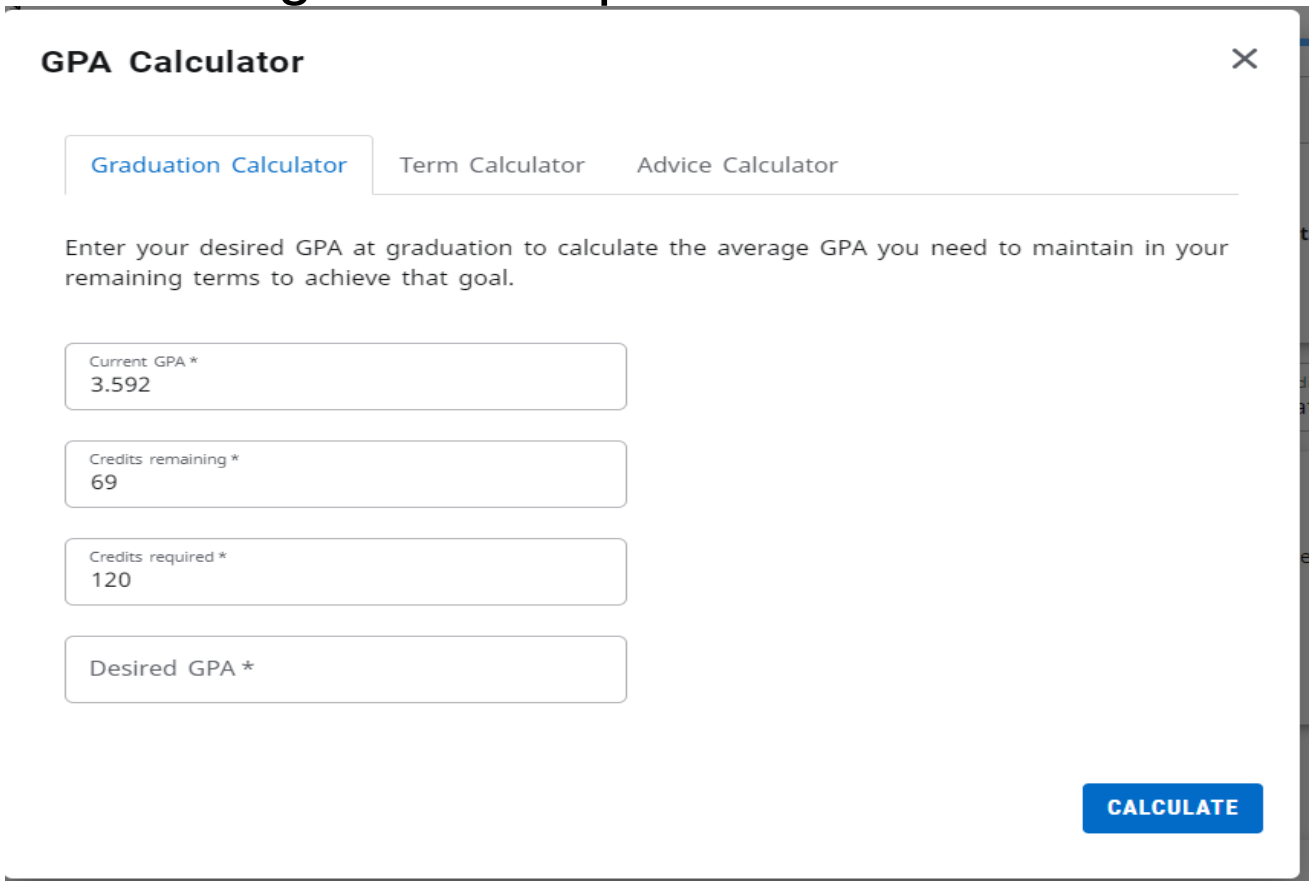
- The contact list can be found at the top right of the Audit by clicking on the envelope. An email can be sent by clicking on the person's email address.

- 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.



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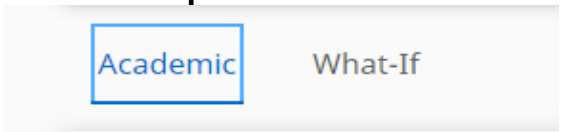
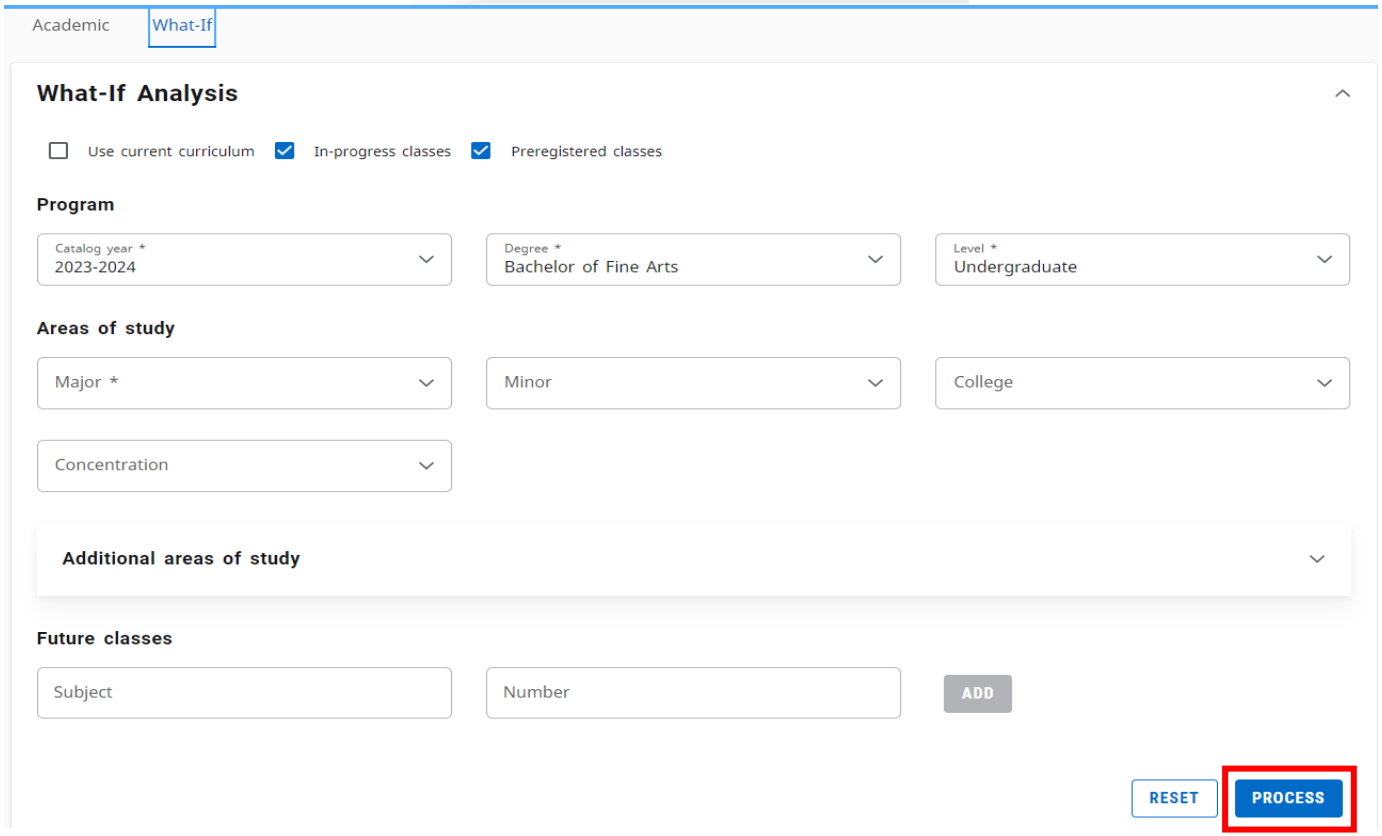
- Under the student header, there is a tab for “What-If”, this function can be used to see what would happen if a student changed their Major/Concentration. Click on the What-If to open the tab to select. Choose options from the drop-downs and click process.





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- 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 **<u>do not print the student degree audit.</u>** 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.