Degree Works Training Guide for Students

A Degree Evaluation Tool for UNCSA Students
What is Degree Works?

Degree Works is a web-based tool that will provide a clear and convenient method for students and advisors to track degree progress, prepare for registration and plan for graduation.
Who can use Degree Works?

• All currently enrolled students who:
  --- first attended UNCSA after Fall 2012
  --- are using the 2012-2013 Bulletin or a later bulletin to fulfill degree requirements.

• Faculty, advisors, deans, certain school/division staff and Registrar’s Office staff will also have access to the Degree Works worksheets.
Accessing Degree Works

Welcome to UNCSA's self-service resources. To access the secure area, you must have your E-Z Arts 9-digit User ID and your Personal Identification Number (PIN) to log in.

Course Catalog
Class Schedule

Applicants - Review Current Admission’s Application Information

Enter Secure Area (Students, Faculty and Staff)
Next Stage: Login to E-Z Arts

User ID: [Input]
PIN: [Input]

Log in using your 9-digit ID number and your 6-digit PIN

Login  Forgot PIN?
Main Menu

Personal Information
View address, phone and e-mail addresses.

Student
View Student information; Holds and Campus Box Combination; Grades; Academic History; Class Schedule and Registration.

Financial Aid
View financial aid status and accept award offers.

Student

Registration
Add or drop classes (register); Look-up classes; Display your class schedule; Check registration status

Student Records
View your holds, grades and transcripts

Student Accounts

UNCSA Degree Works
View your Degree Audit information and more!

Reverse Transfer(RT) Program
Reverse Transfer Program
Reviewing a Student Worksheet

Your audit will load automatically. You will notice that it is divided into sections that are called *blocks*. Starting at the top is the Student View block. This part will contain basic information about you such as your degree program, GPA, classification, and all advisors.
The Degree Progress Bar shows an estimation of your progress towards degree completion. This estimation is based on the number of requirements that have been “checked off”.

All students will have a **Degree Block**. In the blue bar is listed your bulletin year and credits required for your program as well as the credits currently applied towards your program. This block presents the layout of your audit. Only undergraduate students will have the **Liberal Arts/General Education Block**. This block will list the bulletin year, credits required, credits applied and your Liberal Arts/Gen Ed GPA.
All students will have a **Major Block** and a **Concentration Block**. The Major Block will list the students’major and include coursework that is common to all students in that major dependent on level (Undergraduate or Graduate) as well as the bulletin year. The Concentration Block includes coursework that is specific to that concentration only dependent on the bulletin year the student is following.
Students will only have a *Courses Not Applied to Your Degree Block* if they have courses that do not satisfy any degree requirements but were satisfactorily completed. The *In-Progress Block* indicates those courses that the student is currently enrolled in or are enrolled in for the future. It is possible for a student to have an *Insufficient Block* if they have courses they have not successfully completed or have withdrawn from and an *Exceptions Block* if substitutions or exceptions to specific requirements have been made.

<table>
<thead>
<tr>
<th>Courses Not Applied to Your Degree</th>
<th>Credits Applied</th>
<th>Classes Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEP 1812 Sound System Operation</td>
<td>IP (3)</td>
<td>Fall 2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In-progress</th>
<th>Credits Applied</th>
<th>Classes Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEP 1812 Sound System Operation</td>
<td>IP 3</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>DEP 3000 Production</td>
<td>IP 6</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>DEP 3341 Stage Electrics IIA</td>
<td>IP 3</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>DEP 5599 Intensive Arts</td>
<td>IP 1</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>LIT 2930 Jewish American Theatre</td>
<td>IP 3</td>
<td>Fall 2015</td>
</tr>
</tbody>
</table>
Legend and Disclaimer: Located at the bottom of the audit.

The green check mark means a requirement/course has been completed. An empty box means that it has not been initiated. A blue tilde indicates that it is in progress. A double blue tilde indicates that a requirement is nearly complete. (T) is an indication that the course was a transfer course. @ is a wildcard that represents any course number or any subject depending on placement. *Indicates that a Prerequisite is required for that course. IP indicates that the course is in progress.

Legend

<table>
<thead>
<tr>
<th>Complete</th>
<th>Complete except for classes in-progress</th>
<th>(T) Transfer Class</th>
<th>* Prerequisites Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Complete</td>
<td>Nearly complete</td>
<td>@ Any course number</td>
<td>IP In-progress</td>
</tr>
</tbody>
</table>

Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree audit report, your official degree/certificate completion status, or to obtain a copy of your academic transcript.
Some Helpful Hints When Reviewing the Worksheet:

In each of the requirements blocks, when requirements have been met, they are checked off in the boxes on the left. You will see the requirement (1), course number (2), course name (3), grade (4), credit hours (5) and the semester (6) that this requirement was satisfied.

When a requirement has not been met (1), a list of acceptable courses appears (2). These courses are hyperlinked to catalog descriptions.

Also, all hyperlinks should be clickable and will give you more information.
Helpful Degree Works Items/Tools

The Registration Checklist (another viewing option) shows which classes are still needed. The Print/Save as PDF allows you to print the audit in PDF format. The Class History item shows classes taken by semester. This is not an academic transcript.

There may also be an Advisor Notes section which shows notes that the advisor may have left for the student during an advising session. If there are no notes this section will not appear on the audit.

The FAQ/Help link provides a list of questions to help you troubleshoot common problems and issues. The Back to E-Z Arts link may have to be clicked 2-3 times to take you back.
Helpful Items/Tools Continued

GPA Calculators

There are three (3) calculators to choose from depending on what you are trying to accomplish. Please remember that these calculations are not official. Please visit with your advisor or the Registrar's Office for assistance if needed.

This GPA calculator only estimates grade point averages. The calculation is NOT OFFICIAL. Official grade point averages are calculated through the UNCSA Registrar's Office and will appear on a student's official academic transcript.
Helpful Items/Tools Continued

Look Ahead:

To see an audit showing courses for which you plan to register in future terms, use the form below to enter the subject code and number of each anticipated course. Once you have created your list of courses, click on the Process New button.

Enter a course and click Add Course

Subject

Number

Add Course

Courses you are considering

Remove Course

Helpful Degree Works Items/Tools
Helpful Items/Tools Continued

What-If: Allows you to see what your audit would look like if you changed your program/major.

If you have any questions or concerns after using Degree Works please contact your School and/or Liberal Arts advisor.