Introduction to Degree Works

After logging into Degree Works, Students and Advisors will be presented with the student’s Academic Audit.

The student’s academic audit is the default view in Degree Works. This will display completed requirements in green and remaining degree requirements in red, and also includes exceptions and advising notes.

The top of the audit contains the student context information, which includes the student’s V#, name, and degree. It also includes the last date an audit was generated and last Banner refresh.

Students pursuing more than one major within the same degree, for example, BA in History and BA in English, will see requirements for both programs appearing on one page in the same audit.

Students pursuing more than one major with different degrees, for example, BS in Chemistry and BFA in Dance and Choreography, will see requirements for the programs displaying on separate audits. Each audit can be accessed through the dropdown in the degree field at the top of the audit in the student context area.

Below the student context area is the header. The header contains additional student information: the student’s major, concentration if applicable, cumulative GPA, academic standing, matriculation term, and effective catalog. The effective catalogs entry identifies the set of requirements the student is following as outlined in the associated bulletin. Please note, if the student is pursuing two programs, the information for both will be displayed regardless of the degree you have selected. It will identify the program and the relevant matriculation term and effective catalog term.
Below the student context area are options you have to view the audit. You can view a what if scenario, as well as Athletic Eligibility.

The bar below displays the student's GPA, and allows you to select whether you would like to leave in-progress and pre-registered courses on the worksheet (recommended).

The remainder of the audit is organized by sections of requirements referred to as “blocks”. Block title, effective bulletin, credits required, and credits applied may be displayed in the header of each block.

Please note, you can collapse any block by clicking the symbol that can be found on the right of the block.

The first block that's displayed is the Degree block associated with the student's primary program of study. This block contains a rule verifying whether the student's overall GPA meets the requirement for the degree and a summary of the additional blocks found within the audit. The additional block names serve as jump links that allow for quicker navigation to those blocks.
The next block (for undergraduate students) is the University Core. The courses taken to fulfill the requirement are displayed, as well as grades and credits earned, and the term the course was taken. If the requirement has not been met, then the “Still Needed:” language will detail the courses that can be used to fulfill the requirement.

Next, undergraduate students will see a College block, which typically only calls in the general education or collateral requirements.

The following block is the primary Major’s General Education block. Per Virginia Commonwealth University’s Academic Regulations, a student will only need to satisfy the general education requirements associated with their primary major.

Students will notice that by clicking on a course that is “still needed”, they can view the course description, prerequisites, and attributes. Additionally, hovering your cursor over the course will display the course title and credit hours. A clipboard icon with a checkmark next to a course indicates that the course has prerequisites.
Additional types of blocks will follow, and typically include Collateral, Major, Concentration, and Minor.
Requirements satisfied by transfer work will display the VCU equivalent course number and the grade TR.

Substitutions and waivers are identified as “exceptions” in Degree Works. Any course requirements satisfied through a substitution/waiver will be immediately followed by limited description of the exception. A summary of all exceptions is displayed in the Exceptions block, which appears near the bottom of the audit.

The next blocks are the Upper-Level Courses and Open Electives blocks. Open Electives are courses that did not apply to any other requirement in the audit.
Based on an individual student’s academic record, an Insufficient or Repeat block may appear displaying courses graded as **F**, **W**, **NC** or courses for which the grade exclusion policy has been applied, with grades of **DN** or **FN**. Courses marked with an “A” repeat code on the eServices academic transcript will also slot here, and cannot apply toward requirements on the audit. This block would appear below the Open Electives block.

The next section is the In-Progress block, which summarizes any current course registration. This may include courses currently being taken in addition to registered courses for future semesters.

### In-progress
Credits applied: 13  Classes applied: 5

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 101</td>
<td>BIOLOGICAL CONCEPTS</td>
<td>IP</td>
<td>(3)</td>
<td>Spring 2020</td>
</tr>
<tr>
<td>MAGC 151</td>
<td>GLOBAL COMMUNICATION</td>
<td>IP</td>
<td>(3)</td>
<td>Spring 2020</td>
</tr>
</tbody>
</table>

A Not Counted block might appear after the In-Progress block. In this block you will see courses identified as duplicate credit though taken under a different subject and/or number, for example STAT 208, 210, 212, 312 or MGMT 301. For graduate students, any courses taken prior to the program’s Matriculation Term or taken as undergraduate coursework will slot here.

### Not Counted
Credits applied: 60  Classes applied: 23

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Reason</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 110</td>
<td>GENERAL BIOLOGY II</td>
<td>Max of zero classes/credits exceeded</td>
<td>B</td>
<td>3</td>
<td>Summer 1997</td>
</tr>
</tbody>
</table>

The Exception block displays a summary of substitutions and waivers that appear throughout the audit.

Students will need to contact their academic or program advisor in regards to questions about substitutions or waivers. Advisors will be able to contact their Assistant or Associate Dean regarding their respective unit’s exception practices and policies.

Lastly, any advising notes on the student record in Degree Works will be displayed.

### Notes

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Created on</th>
<th>Created by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Thanks for reading through this guide!</td>
<td>05/21/2020</td>
<td>Smith, Ashley R</td>
</tr>
</tbody>
</table>
A legend defining the codes and symbols used throughout the audit is available at the very bottom of the audit.

There are some additional features available to students in Degree Works.

Two audit types are available in the “Format” dropdown box near the top of the screen. To see these different audit formats, choose an option and press the view button.

As a reminder, the Student View is the default view and displays both completed and remaining degree requirements, with exceptions and advising notes. The Registration Checklist displays only unfulfilled requirements, without exceptions or advising notes.

A less detailed version of the student’s academic history is accessible via the Class History link that can be accessed by clicking on the vertical ellipses at the top of your screen. Additionally, the link to the GPA calculator can also be found here.

At the very top of the Degree Works window, you will find a Links option. Here you can go Back to Self-Service (returns the student to the Student Records submenu in eServices, or choose Help, which will direct users to the Degree Works web page.)