

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 primary program of study information (degree, major and classification), the last date an audit was generated and last Banner refresh.

| V Number | Name | Degree | Major | Classification | Last Audit |
|-----------|--------------|--------|-----------|----------------|------------|
| V00001838 | Student, Ram | BS | Chemistry | Sophomore | 03/11/2015 |

Audits GPA Calc

Audits > Format: Student View View Save as PDF Class History

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.

| V Number | Name | Degree | Major | Classification | Last Audit |
|-----------|--------------|--------|-----------|----------------|------------|
| V00001838 | Student, Ram | BS | Chemistry | Sophomore | 03/11/2015 |

Audits GPA Calc

Audits > Format: Student View View Save as PDF Class History

What If

Below the student context area is the header and the Degree Progress bar. The header contains additional student information. Some of the information that may be helpful includes Academic Standing and Registration Holds. The Other Program of Study field simply indicates whether a student is pursuing more than one major (Yes or No). The Effective Catalogs entry identifies the set of requirements the student is following as outlined in the associated bulletin.

The progress bar tracks the completion percentage of all requirements on the audit.

Virginia Commonwealth University

| Student View AA7290ot as of 01/13/2015 at 03:35 | | | |
|---|------------------------|---------------------------|-------------------------|
| Student | Student, Ram | College | Humanities and Sciences |
| V Number | V00001838 | Degree | Bachelor of Science |
| Classification | Sophomore | Major | Chemistry |
| Matriculation Terms | BS-CHE-Cl--Spring 2012 | Concentration | Chemical Science |
| Effective Catalog s | BS-CHE-Cl--Fall 2011 | Minor | Biology |
| | | Academic Standing | Good Standing |
| | | Registration Holds | No |
| | | Cumulative GPA | 3.463 |
| | | Other Programs of Study | Yes |
| | | Total Earned Credit Hours | 48 |

Degree Progress

| | |
|--------------|-----|
| Requirements | 11% |
|--------------|-----|

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.

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.

| Degree: Bachelor of Science | | Effective Bulletin: 2011-2012 |
|---|---|-------------------------------|
| <input checked="" type="checkbox"/> 30 Out of Last 45 Credits Required to be Taken at VCU | | |
| <input type="checkbox"/> 45 credits in upper-level coursework is required | Still Needed: A minimum of 45 credit hours in 300- to 500-level courses is required. You currently have 12, you need 33 more. | |
| <input checked="" type="checkbox"/> A Minimum of 30 Credits Must be Completed at VCU | | |
| <input type="checkbox"/> 120 Credits Required for your Degree | Still Needed: A minimum of 120 total credit hours is required for the degree. You currently have 63; you need 57 more. | |
| <input checked="" type="checkbox"/> You meet the degree's minimum GPA requirement. | | |
| <input checked="" type="checkbox"/> University Core Waived; Prior Associate's Degree | | |
| <input type="checkbox"/> College of Humanities and Sciences | Still Needed: See College of Humanities and Sciences section | |
| <input type="checkbox"/> Major Requirements | Still Needed: See Major: Chemistry section | |
| <input type="checkbox"/> Concentration Requirements | Still Needed: See Concentration: Chemical Science section | |
| <input type="checkbox"/> Minor Requirements | Still Needed: See Minor: Biology section | |
| <input type="checkbox"/> Upper-Level Courses | Still Needed: See Upper-Level Courses section | |

The next block (for undergraduate students) is the University Core. In our example the University Core requirements have been waived based on an earned Associates degree.

| University Core - Waived |
|--|
| <input checked="" type="checkbox"/> Focused Inquiry I and II (Waived) |
| <input checked="" type="checkbox"/> Quantitative Literacy (Waived) |
| <input checked="" type="checkbox"/> Research and Academic Writing (Waived) |
| <input checked="" type="checkbox"/> Humanities/Fine Arts (Waived) |
| <input checked="" type="checkbox"/> Social/Behavioral Sciences (Waived) |
| <input checked="" type="checkbox"/> Natural/Physical Sciences (Waived) |

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.

| General Education: Humanities & Sciences | |
|--|--|
| <input checked="" type="checkbox"/> Prior Associate's degree earned | |
| By virtue of your previous degree, some of the Humanities & Sciences General Education requirements have been waived. You must still complete the following: | |
| <input type="checkbox"/> Focused Inquiry I and II | |
| <input checked="" type="checkbox"/> Focused Inquiry I | UNIV 111 FOCUSED INQUIRY I |
| <input type="checkbox"/> Focused Inquiry II | Still Needed: 1 Class in UNIV 112* |
| <input type="checkbox"/> Inquiry and the Craft of Argument | Still Needed: 1 Class in UNIV 200* |
| <input checked="" type="checkbox"/> Math/Statistics | MATH 171 Satisfied by Statistical Decision Mak MATH171 - Longwo |

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. An asterisk next to a course indicates that the course has prerequisites.

| General Education: Humanities & Sciences | | |
|---|--|--|
| <input checked="" type="checkbox"/> Prior Associate's degree earned | By virtue of your previous degree, some of the Humanities & Sciences General Education requirements have been waived. You must still complete the following: | |
| <input type="checkbox"/> Focused Inquiry I and II | | |
| <input checked="" type="checkbox"/> Focused Inquiry I | UNIV 111 | FOCUSED INQUIRY I |
| <input type="checkbox"/> Focused Inquiry II | Still Needed: 1 Class in UNIV 112* ← | |
| <input type="checkbox"/> Inquiry and the Craft of Argument | Still Needed: 1 Class in UNIV 200* | |
| <input checked="" type="checkbox"/> Math/Statistics | MATH 171 Satisfied by | Statistical Decision Mak MATH171 - Longwo |

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, the course number from the transfer institution, and the name of the transfer institution.

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

| Major: Chemistry | | | Effective Bulletin: |
|--|--|------------------------------------|--|
| Unmet conditions for this set of requirements: 26 Credits needed | | | |
| <input checked="" type="checkbox"/> Major GPA of 2.0 required | | | |
| <input type="checkbox"/> Minimum 37 Credits in Chemistry | Still Needed: A minimum of 37 credits in Chemistry courses is required. You currently have 11; you need 26 more. | | |
| A minimum GPA of 2.0 is required for the major. Your major GPA is currently 3.25. The GPA calculation for the major varies by Department. Please see an adviser to confirm the correct calculation of the GPA. | | | |
| <input checked="" type="checkbox"/> General Chemistry I | → | CHEM 101 Satisfied by | GENERAL CHEMISTRY I CHM111 - CHM 111-COLLEGE CHEMISTRY I - VA Community College System TR |
| <input checked="" type="checkbox"/> General Chemistry Laboratory I | → | CHEZ 101 Satisfied by | GENERAL CHEMISTRY LAB I CHM111 - CHM 111-COLLEGE CHEMISTRY I - VA Community College System TR |
| <input checked="" type="checkbox"/> General Chemistry II | | CHEM 102 | GENERAL CHEMISTRY II B |
| <input checked="" type="checkbox"/> General Chemistry Laboratory II | | CHEZ 102 | GENERAL CHEMISTRY LAB II A |
| <input checked="" type="checkbox"/> Organic Chemistry I | | CHEM 301 | ORGANIC CHEMISTRY I JP |
| <input type="checkbox"/> Organic Chemistry Laboratory I | | Still Needed: 1 Class in CHEZ 301* | |

| Concentration: Chemical Science | | |
|--|--|-------------------------------|
| <input type="checkbox"/> Chemistry Electives | Still Needed: 3 Credits in CHEM 306* or 310* or 401* or 403* or 404* or 406* or 408* | |
| Minor: Biology | | |
| Minimum Credits unsatisfied | | |
| <input type="checkbox"/> 27 Credits are Required in the Minor | Still Needed: A minimum of 27 total credit hours is required for the minor. You current | |
| <input type="checkbox"/> Minimum of 8 Upper-Level Biology Credits Taken at VCU | Still Needed: A minimum of 8 upper-level biology credits must be taken at VCU. | |
| <input checked="" type="checkbox"/> Minor GPA of 2.0 required | A minimum GPA of 2.0 is required for the minor. Your minor GPA is currently 3.333. The GPA calculation for the minor varies by Department; please see an adviser to confirm the correct calculation. | |
| <input checked="" type="checkbox"/> University 300-400 lvl cr. req. is waived | | |
| <input type="checkbox"/> Biology minor | | |
| <input checked="" type="checkbox"/> Introduction to Biological Science I | BIO1 151 | INTRO TO BIOLOGICAL SCIENCE I |
| <input checked="" type="checkbox"/> Introduction to Biological Science I Lab | BIOZ 151 | INTRO BIOLOGICAL SCI LAB I |
| <input checked="" type="checkbox"/> Introduction to Biological Science II | BIO 110 | GENERAL BIOLOGY II |
| Exception By: Smith, Kristin L On: 07/29/2013 | Substitution : BIO 110 (lecture); sub-waiver approved 2/15/13 | |
| <input checked="" type="checkbox"/> Introduction to Biological Science II Lab | BIO 110 | GENERAL BIOLOGY LABORATORY II |
| Exception By: Smith, Kristin L On: 07/29/2013 | Apply Here : BIO 110 (lab); sub-waiver approved 2/15/13 | |
| <input checked="" type="checkbox"/> Cell Biology | BIO1 218 | CELL BIOLOGY |
| <input checked="" type="checkbox"/> Genetics | BIO1 310 | GENETICS |

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.

| Upper-Level Courses | | Effective Bulletin: 2011-2012 | |
|--|------------------------------|--|---------------------------------------|
| Minimum Credits unsatisfied | | | |
| <input checked="" type="checkbox"/> 45 Credits in Coursework at the 300-Level or Higher is Required | | Still Needed: A minimum of 45 credits at the 300-level or higher is required for the degree. You currently have 12 and need 33 more. | |
| <input type="checkbox"/> Upper-level credit requirement | | BIOL 303 | BACTERIOLOGY IP (3) |
| | | BIOL 310 | GENETICS IP (3) |
| | | CHEM 301 | ORGANIC CHEMISTRY I IP (3) |
| | | TEDU 562 | RDNG INSTRUCTN IN CONTENT AREA IP (3) |
| Still Needed: Complete 33 additional credit hours in 300- to 500- level courses or the equivalent to complete the 45 upper-level credits requirement for | | | |
| Open Electives | | | Credits Applied: 19 |
| DANC 101 | MODERN DANCE TECH I & WKSP | B | 3 Fall 2011 |
| DANC 102 | MODERN DANCE TECH I & WKSP | B | 3 Fall 2012 |
| DANC 103 | SURVEY OF DANCE HISTORY | A | 3 Fall 2011 |
| DANC 104 | SURVEY OF DANCE HISTORY | B | 3 Spring 2012 |
| WORLD 230 | INTRODUCTION TO WORLD CINEMA | A | 4 Fall 2013 |

Based on an individual student's academic record, an Insufficient Due to Grade 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.

| Insufficient Due to Grade or Repeat | |
|-------------------------------------|------------------------------|
| DANC 102 | MODERN DANCE TECH I & WKSP W |

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: 18 |
|-------------|--------------------------------|----|---------------------|
| BIOL 303 | BACTERIOLOGY | IP | 3 Spring 2013 |
| BIOL 310 | GENETICS | IP | 3 Spring 2013 |
| CHEM 301 | ORGANIC CHEMISTRY I | IP | 3 Spring 2012 |
| EDUS 617 | ADV ED PSYCH FOR SECOND TEACH | IP | 3 Spring 2015 |
| TEDU 562 | RDNG INSTRUCTN IN CONTENT AREA | IP | 3 Spring 2015 |
| WORLD 230 | INTRODUCTION TO WORLD CINEMA | IP | 3 Spring 2013 |

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 | |
|-------------|---|
| EDUS 617 | ADV ED PSYCH FOR SECOND TEACH Max zero qualifier IP |

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

| <input checked="" type="checkbox"/> University 300-400 lvl cr. req. is waived | |
|---|--|
| <input type="checkbox"/> Biology minor | |
| <input checked="" type="checkbox"/> Introduction to Biological Science I | BIOL 151 INTRO TO BIOLOGICA |
| <input checked="" type="checkbox"/> Introduction to Biological Science I Lab | BIOZ 151 INTRO BIOLOGICAL S |
| <input checked="" type="checkbox"/> Introduction to Biological Science II | BIO 110 GENERAL BIOLOGY II |
| Exception By: Smith, Kristin L On: 07/29/2013 | Substitution : BIO 110 (lecture); sub-waiver app |
| <input checked="" type="checkbox"/> Introduction to Biological Science II Lab | BIO 110 GENERAL BIOLOGY L |
| Exception By: Smith, Kristin L On: 07/29/2013 | Apply Here : BIO 110 (lab); sub-waiver approve |
| <input checked="" type="checkbox"/> Cell Biology | BIOL 218 CELL BIOLOGY |
| Exceptions | |
| Type | Description Date Who |
| Apply Here | BIO 110 (lab); sub-waiver approved 2/15/13 07/29/2013 Smith, Kristin L |
| Substitution | BIO 110 (lecture); sub-waiver approved 2/15/13 07/29/2013 Smith, Kristin L |

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.

A legend defining the codes and symbols used throughout the audit is available on the left of the screen and also at the very bottom of the audit.

| Notes | | Entered by | Date |
|---|---|--------------------|---------------------------------------|
| [GEN] Advised student of duplicate credit for PSYC 101. | | Smith, Kristin L. | 02/26/2013 |
| Legend | | | |
| <input checked="" type="checkbox"/> Complete | <input checked="" type="checkbox"/> Complete except for classes in progress | (T) Transfer Class | * Prerequisite exists for this course |
| <input type="checkbox"/> Not Complete | <input checked="" type="checkbox"/> Nearly complete - see adviser | Any course number | IP In-progress |

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.

The screenshot shows the 'Audits' section with a 'Format:' dropdown menu. The dropdown menu is open, showing 'Student View' (selected) and 'Registration Checklist'. A red circle highlights the dropdown menu, and a red arrow points to the 'View' button next to it. There is also a 'Save as PDF' 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.

| V Number | Name | Degree | Major | Classification | Last Audit |
|-----------|--------------|--------|-----------|----------------|------------|
| V00001838 | Student, Ram | BS | Chemistry | Sophomore | 03/11/2015 |

Audits

Audits

What If

At the very top of the Degree Works window, you will find additional links.

Back to Self-Service: returns the student to the Student Records submenu in eServices.

FAQ: will open a new window of frequently asked questions about Degree Works.

Help: Currently under development, will direct users to the Degree Works web page.

Print: Allows the printing of the Student View audit or Registration Checklist.

VCU | Virginia Commonwealth University

Back to Self-Service FAQ Help Print

V Number Name Degree Major Classification Last Audit