

OFFICE OF THE REGISTRAR

DEGREE WORKS
TRAINING USER
GUIDE-
STUDENTS

Contents

Introduction.....	2
Access.....	3
Dashboard.....	3
Audit Toolbar.....	4
Worksheets.....	5
Information Toolbar.....	5
Format Views.....	5
Student View.....	5
Registration Checklist.....	6
Components of a Worksheet.....	6
Legend.....	6
Requirements/Optional Blocks.....	7
Other Worksheet Information.....	13
Course Information.....	13
Class History.....	14
What If Audit.....	14
GPA Calculator.....	15
Graduation CalGPI c.....	S

Introduction

What is Degree Works?

Degree Works is a web based tool to help students and advisors monitor a student's progress toward degree completion. Degree Works combines the University of North Alabama's degree requirements and the student's completed coursework into an easy to read worksheet,

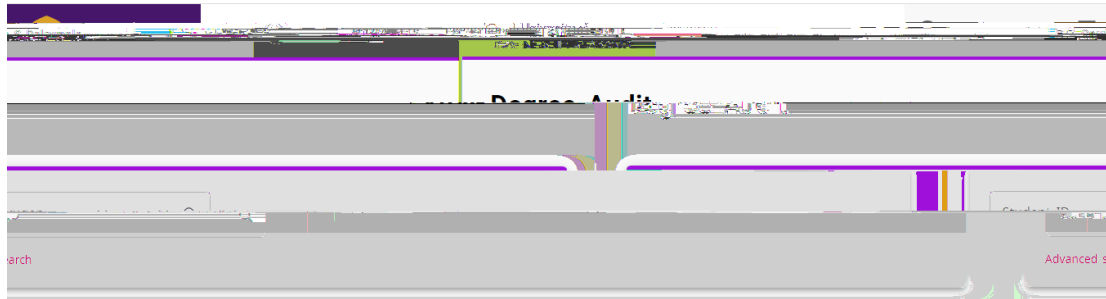
Access

Degree Works will be accessible via the UNA Portal or <https://dgw.una.edu/ResponsiveDashboard>

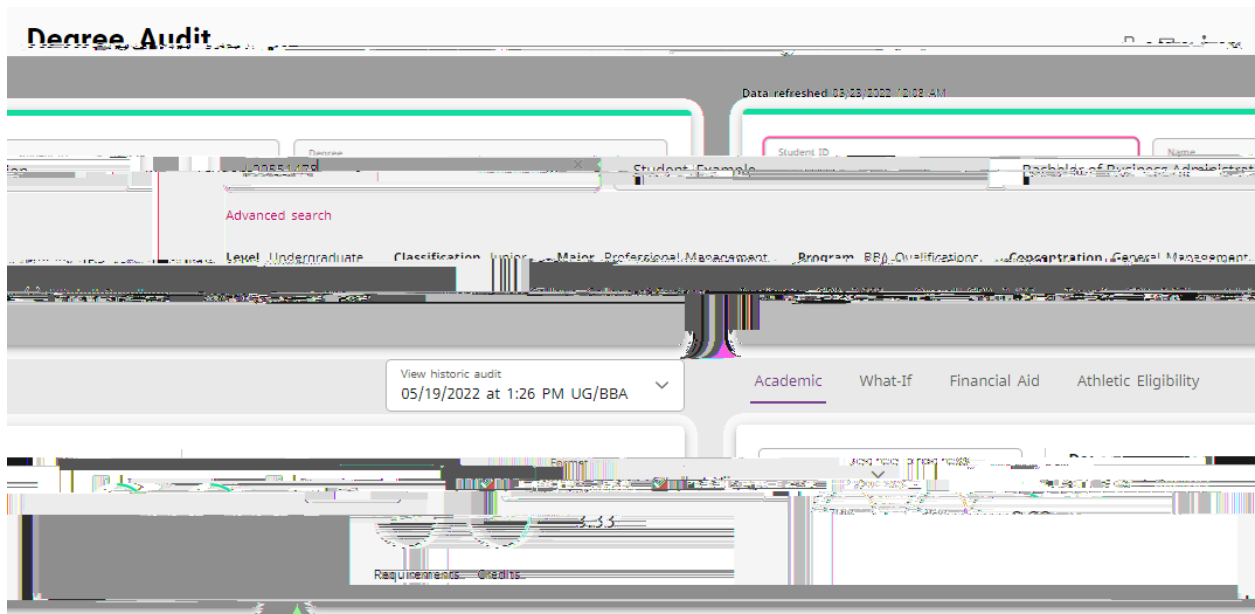
You will log in using your portal log-in credentials.

Degree Works is a Single Sign On Application. If you have signed in to portal, prior to your Degree Works session you will be taken directly to the Dashboard.

Dashboard



Worksheets



Components of a Worksheet

The Student Header Information displays a customized view of a student's program of study as indicated in Banner.

Note: If the Degree, Major, Minor, or Concentration are listed incorrectly, please meet with your Advisor to update your Program of Study with the Office of the Registrar by submitting the appropriate Change of Program form.

Graduation Application Term	Will only display after graduation is applied for	Any changes should be submitted to the Office of the Registrar via graduation@una.edu
-----------------------------	---	---

Information Toolbar

Format	The format drop down box lists the different types of audits that are available to view.
Requirement Degree Progress	Tracks progress toward meeting degree requirements
Credits Degree Progress	Tracks progress toward meeting program credit hours requirements. This bar only tracks hours applicable directly to your program.
Overall GPA In	Displays overall institutional GPA

These blocks will contain course requirements for Areas I-V as defined by the student's current academic catalog. The student will be able to see all courses that will fulfill the need requirements

Area I - Written Composition INCOMPLETE

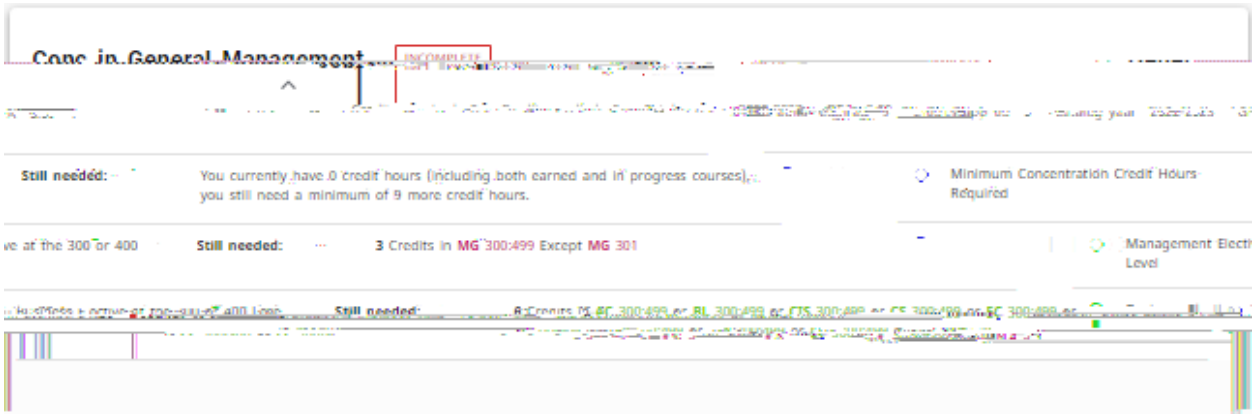
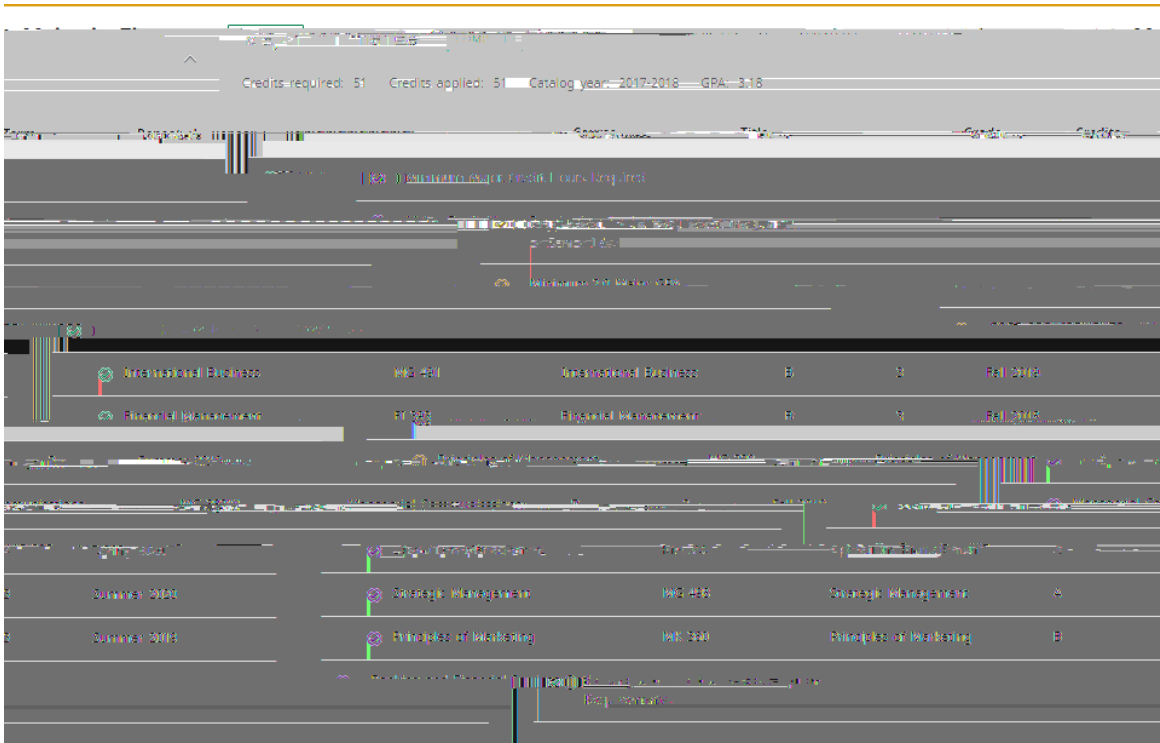
Course	Title	Grade	Credits	Term	Repeated
EN 111	First-Year Composition I and II	A	3	Fall 2015	

Area II - Humanities and Fine Arts INCOMPLETE

Still needed:

- Oral Communications Course **Still needed: 3 Cr**
- Fine Arts Elective **Still needed: 3 Cr**
- Literature **Still needed: 3 Cr**

This block will indicate the specific courses needed to fulfill a certain degree as well as specific requirements that must also be met including GPA, hours, and upper level course requirement.



This block will contain information about requirements, credit hours, GPA, and residency requirements.

This block will contain the courses not applied anywhere else within the audit to fulfill degree

This block will contain currently enrolled courses. These courses are applied throughout the audit accordingly.

Preregistered

REG	Units	Term	Block	Course	Description
REG	(4)	Fall 2022		BIO 101	Principles of Biology
REG	(3)	Fall 2022		CS 101	Intro to Computer Programming
REG	(3)	Fall 2022		EC 251	Principles of Macroeconomics
REG	(3)	Fall 2022		HI 102	World Civilization Since 1500
REG	(3)	Fall 2022		MA 110	Finite Mathematics

This block will indicate any substitutions or other degree requirement closures entered after proper approval.

Exceptions

Type	Description	Created on	Created by	Block	Enforced
Apply Here	Allow EED 603 for EEX 606	05/19/2022	Dalrymple, Corrie S	Major in Special Ed & Teach, General	Yes
Apply Here	Allow EEX 621 for EEX 640	05/19/2022	Dalrymple, Corrie S	Social Education, Collaborative 6-12	Yes
Apply Here	Allow EEX 621 for EEX 640	05/19/2022	Dalrymple, Corrie S	Social Education, Collaborative 6-12	Yes

This block will indicate any Notes your advisor may have entered during advisement sessions.

Status	Description	Created on	Created by
Created	Taken EC 251, MA 110, HI 102, CS 101, BIO 101	05/19/2022	10/11/2022
Created	Spring advisement session rescheduled for November 1st, 2022	05/19/2022	10/11/2022

This calculator takes the most 'unknown' inputs. Many students may not know how many credits are required for their degree, nor the number of credits remaining making it difficult for them to utilize. In some cases, this calculator will be useful to inform the students that their desired GPA is not possible to achieve.

This is the most specific calculator. It can be used for goal-setting as well as mapping paths to avoid probation, achieve honors, etc.

The student's current courses and credits are preloaded into the form. Courses and credits can be added to the course list. The student can enter their probable grade that will be earned to tabulate their term GPA.

Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of the term.

Term	Credits	GPA
Fall 2020	84	3.28

By achieving the grades listed here, your GPA at the end of the term will be 3.30.

Grade	Credits	Course
B	3	FE 1233

Current GPA: 3.28
Credits earned: 84

This calculator is the easiest to use. The student need only provide their desired GPA. It is used to figure out how a student can raise/lower their GPA using actual grades as advice. While it is fairly general, it is

Plans