

Quick Guide for Navigating Degree Works

See tips here for using Degree Works:

Degree Audit – Begin with the Dashboard

After you login with Single Sign – on, you’ll find your student information and progress as Shown on the dashboard example:

The screenshot shows the Degree Audit dashboard interface. At the top, it says "Degree Audit" with a refresh icon and a timestamp "Data refreshed 6/24/2024 9:13 AM". Below this is a search bar with three input fields: "Student ID" (containing "A00XXXXXX"), "Name" (containing "Jane Doe"), and "Programme" (containing "Bachelor of Commerce (Management and Marke"). Below the search bar are several filters: "Level" (Undergraduate), "Majors" (Management, Marketing), "Programme" (Bachelor of Commerce), and "College" (Business, Hosp & Tourism). There are also buttons for "Advanced search", "What-If", and "View historic audit". At the bottom, there is a "Format" dropdown set to "Student View" and a "Degree progress" section with two circular progress indicators: "Requirements" at 15% and "Credit Points" at 21%. To the right of the progress indicators are checkboxes for "In-progress courses" and "Preregistered courses", both checked, and a "Process" button.

1. Student Id number
2. Student Name
3. Programme Name
4. Level of Study
5. Student Majors
6. Programme
7. College
8. Degree Progress – Percentage towards completion

Legend

Legend

 Complete  Not complete  Complete except for courses in-progress  Nearly complete - see advisor  Prerequisite  Any course number

- **Complete:** A green checkmark will appear besides all requirements within the audit that have been completed.
- **Not Complete:** An empty red circle will appear besides all requirements within in the audit that have not been completed.
- **Completed except for classes in-progress:** A blue half circle will appear when the student is registered class registered for will fulfill the requirement.
- **Nearly Complete – see advisor:** This symbol will appear when requirements are almost complete. However, there is a component that may not be met. For example, if it's the last course of a set of four, but the minimum GPA for the four classes is a 2.00, and the student currently has a 1.97 within the three graded courses, the requirement may not complete if the student only receives a C in the fourth course.
- **Prerequisite:** A clipboard icon will appear for a course that must be completed with a satisfactory grade before enrolling in another course.
- **Any course number:** Any course number (@)-wildcard to represent any missing applicable number. For example, MATH @ means any MATH course.

Reviewing Your Progress

The left side of the audit displays the required courses. The right side provides specific details regarding completed courses or options for future enrolment.

Bachelor of Information Systems INCOMPLETE

Credit Points required: 360 Credit Points applied: 90 Catalog year: 2022 SEMESTER 1 Estimate Programme GPA: 1.37 (contact Academic office for confirmation)

Please meet your College Programme Advisor for your GPA requirements, progress reports and Academic Counseling.

	Course	Title	Grade	Credit Points	Term	
<input type="radio"/>	Minimum Credit Points Required	Still needed:	You currently have 90 credit point(s) including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 270 additional credit point(s) and all programme requirements.			
<input checked="" type="radio"/>	Minimum Credit Points Required to be taken at FNU					
<input type="radio"/>	YEAR 1 - SEMESTER 1					
<input checked="" type="radio"/>	Introduction to C++	CSC 511	Foundations of Programming	C- 51	16	2017 Trimester3
<input checked="" type="radio"/>	Productivity Software	CIN 501	Productivity Software	B 70	16	2015 Trimester3
<input type="radio"/>	English for Academic Studies	Still needed:	1 Course in LNG 501			
<input checked="" type="radio"/>	Inter Ethics & Govern	ETH 501	Intermediate Ethics and Govern	C- 53	11	2017 Trimester2
<input type="radio"/>	YEAR 1 - SEMESTER 2					
<input type="radio"/>	Object Oriented Programming	Still needed:	1 Course in CSC 512			
<input checked="" type="radio"/>	IS in Organization	CIN 502	Information Systems in Organiz	C 55	16	2016 Trimester2
<input checked="" type="radio"/>	Multimedia and Communication	CIN 535	Multimedia and Communication	C 58	16	2015 Trimester3
<input type="radio"/>	Discrete Mathematics	Still needed:	1 Course in MTH 511			
<input type="radio"/>	YEAR 2 - SEMESTER 1					
<input type="radio"/>	Electronic Commerce	Still needed:	1 Course in CIN 611			
<input type="radio"/>	.Net for Business Application	Still needed:	1 Course in CIN 625			
<input type="radio"/>	Internet and Web Programming	Still needed:	1 Course in CIN 628			
<input checked="" type="radio"/>	System Analysis and Design	CIN 603	System Analysis and Design	C- 51	15	2022 Semester 1

Complete requirements are denoted by a green check mark on the left. This is followed by course name, grade, number of credits, and term the course was taken to the right.

Incomplete requirements are denoted by a read circle on the left. Degree Works will list courses that may meet that requirement. You can click on a blue-coloured course and a pop-up with a brief course description will appear.

What IF

The **“What If” function** allows you to see your progress towards another major or review the courses needed for another major. It is a great tool to use if you are exploring new options.

The screenshot displays a web interface for a 'What-If Analysis' tool. At the top, there is a header bar with search fields for Student ID (A00XXXXXX), Name (Jane Doe), and Programme (Bachelor of Information Systems). Below this is an 'Advanced search' section with filters for Level (Undergraduate), Major (Information Systems), Programme (BIS), and College (Engineering and TVE & Training). The 'Academic' menu is visible, with 'What-if' highlighted by a red circle. The main content area is titled 'What-If Analysis' and includes a checkbox for 'Use current curriculum' (unchecked). Under the 'Program' section, there are dropdown menus for 'Degree *' (Bachelor of Information Systems) and 'Catalog year *' (Current Academic Year). The 'Future courses' section features input fields for 'Subject' and 'Number', along with an 'Add' button. At the bottom, there are checkboxes for 'In-progress courses' and 'Preregistered courses' (both checked), and 'Process' and 'Reset' buttons.