

# LC Degree Works

## Degree Works FAQ's

### *General FAQs*

#### **Q: What is Degree Works?**

Degree Works is a web-based tool for students to monitor their academic progress toward degree completion by reviewing a degree audit. Degree Works allows students and their advisors to plan future coursework. Degree Works reorganizes your transcript chronologically and categorically, easily identifying courses you have completed and what courses you still need in order to fulfill your degree requirements.

#### **Q: Who can use Degree Works?**

Degree Works is available to all students and advisors. Students and advisors will be able to use the system as an advising tool to better follow the student's progress and determine which requirements are still needed.

#### **Q: Can I register for classes in Degree Works?**

No. Registration will continue to be done through Pasport and at the Registrar's Office.

### *Audit FAQs*

#### **Q: What is an audit?**

A Degree Works audit is a review of past, current, and planned coursework that provides information on completed and outstanding catalog requirements necessary to complete a degree/major/certificate. The audit is divided into block requirements such as Degree, Core Requirements, and Major/Certificate requirements. Each block works like a checklist that has boxes that are automatically checked when a requirement is met.

#### **Q: How current is my information in Degree Works?**

The information in Degree Works is refreshed nightly. Any changes made today will be seen in Degree Works the next day.

#### **Q: What if information in Degree Works is not up to date?**

There could be many reasons why information in Degree Works is not up to date:

- Degree Works may not have been refreshed since the change was made (information is refreshed on a nightly basis).
- There could be some paperwork that needs to be completed and approved (i.e. Change of Major Form)

#### **Q: Are my grades visible in Degree Works?**

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Yes. Once grades have been posted at the end of the semester/term, they will be viewable in Degree Works.

## **Q: Can I see a list of all of the classes I've taken?**

Yes. On the Worksheets tab, click on the vertical ellipses on the top right of the page. Then click on the class history button for a list of courses taken at LC as well as transfer courses.

## **Q: Can I change my major/certification through Degree Works?**

No. Please contact your advisor on how to change your major/certification.

## **Q: Does Degree Works include my AP credit and transfer work?**

Once AP scores are processed and credit is granted, they are posted to the student's record and will appear on the audit. Any transfer work articulated will also appear.

## **Q: How do I know what classes I need to take?**

Your audit will outline courses needed to meet degree, major, and/or certificate requirements within each block. You may then use this information to discuss your plan with your Academic Advisor.

## **Q: I think my audit is incorrect. What should I do?**

Please ask your academic advisor for assistance. The first step is to clarify what information you believe is wrong. These are the most common problems and courses of action:

### **My major is wrong on my audit:**

If you have not officially changed your program, contact your academic advisor. If you have already officially changed your program, the Degree Works audit will only display your active degree audit. If your change is effective for a future term, the change may not reflect until that term.

### **The requirements for my major are wrong.**

Look at the catalog term that appears on the major requirements block of the audit. According to our records, this is the catalog that you are using to complete your degree requirements. If you believe you should be using older or newer requirements, contact your Academic Advisor.

### **My transfer courses do not appear in the right place.**

If you are concerned about a transfer course that should be applying in the audit, contact your Academic Advisor.

### **Classes are not applying in the right place.**

Degree Works uses a 'best fit' approach for meeting requirements so classes may apply to different sections as you take more courses. If you have further questions, please contact your academic advisor.

## **I have a course that I want substituted. What do I need to do?**

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Talk with your academic advisor. Then the process can begin with department of your major to have the substitution approved.

## **Q: When should a student/advisor review a degree audit?**

A degree audit can be reviewed at any time; however, it is recommended to do so at least four times a semester. You should always review your audit:

1. *Before* registering for an upcoming semester.
2. *After* you register to ensure that the courses apply to your program requirements.
3. *After* grades are posted for each semester.
4. *Any time* changes are made to your schedule or major

## **Q: How is my degree audit different from my transcript?**

Your degree audit is a tool to provide you with academic information related to your degree progress. It displays courses required and completed in your degree program. Your transcript is your official university academic record and provides a chronological list of courses completed and other academic information.

## **Q: I've seen the @ symbol in several places on my audit. What does this mean?**

This is a wild card in Degree Works. If the @ sign appears with course numbers after it (i.e., @1000:4999), it means that you can take any subject area with that level (a 1000-4000 level course from any subject area.) If it appears after a subject prefix (i.e., BIOL @), it means you can take any course with that subject prefix (any course in Biology).

## **Q: Who should I contact if I still have questions or disagree with the audit?**

Please contact your academic advisor.

## **What If Audit FAQs**

### **Q: I want to change my major. How can I see what would be required if I made this change?**

You can use the "What If" option on the Audits tab to do an audit using criteria you select. Please be sure to select a Degree, Catalog term and Major. What-If audits do not guarantee that you will be able to major in the area you select. If you decide you'd like to change your major, contact your academic advisor for more information and instructions.

### **Q: Why am I receiving an error when I run a What-If scenario?**

The What-If tool requires that you make a selection in the 'Major' field. Failure to select a major will result in an error.

### **Q: Can my advisor see my What-If scenario?**

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Since What-If scenarios are not stored in Degree Works, your advisor can only see your results if the two of you work through a What-If procedure together. You can also print a copy to show your advisor.

## *GPA Calc FAQs*

### **Q: What does the Cumulative Calculator show?**

The Cumulative Calculator option on the GPA Calc tab will show what average you will need in your remaining credits to graduate with your desired GPA.

### **Q: What does the Cumulative Calculator (Includes Current Term) show?**

The Cumulative Calculator (includes current term) option on the GPA Calc tab will show an estimate of your cumulative GPA. The cumulative GPA excludes credit not taken at Laredo College. Degree Works will pull in your current earned credits and GAP and place your in-progress courses in the table where you can then enter the anticipated grade for each course. You will then see a revised cumulative GPA based on the estimates you provided.

### **Q: What does the desired GPA calculator show?**

The desired GPA calculator option on the GPA Calc tab will show various credit and grade scenarios in order for you to achieve your desired cumulative GPA. The cumulative GPA excludes credit not taken at Laredo College.

### **Q: Is the calculated GPA guaranteed?**

No. This is an estimate only.