

# Degree Works Frequently Asked Questions

## GENERAL FAQs?

### What is Degree Works?

Degree Works is an online advising tool to help advisors monitor students' progress toward degree completion. Degree Works matches students' coursework (completed, currently enrolled, and pre-registered) to degree requirements in an easy-to-read worksheet that shows how the courses count toward degree requirements.

### Who can use Degree Works?

Degree Works is available to all degree-seeking EGSC students, advisors, faculty, and selected staff for the purpose of supporting students' progress through their academic careers.

### Can students register for classes in Degree Works?

No, students may register online through their bannerweb once they've met with their advisor.

### How current is the information in Degree Works?






The information in Degree Works is refreshed each night. Any changes made today (e.g., grade changes or classes added/dropped) will be seen in Degree Works the next day.

## AUDIT FAQs:

### What is a Degree Works Audit?

A Degree Works audit is a curriculum evaluation separated into different blocks of requirements, such as the general education (IMPACTS core), field of study, concentration, and other degree requirements. Each block within the audit serves as a checklist that are automatically filled when a requirement is met (see below).

#### Legend

 Complete  Not complete  Complete except for classes in-progress  Nearly complete - see advisor  Prerequisite  Any class number

### What if information in Degree Works is not up-to-date?

There could be several reasons why information in Degree Works is not up-to-date. One is that Degree Works may not have been refreshed since a change was made (information is refreshed nightly) to a student record. Another reason is that there could be pending paperwork that has not been processed (course substitution, change of major, etc.) If a student has recently submitted an academic form, it is best to check with the Registrar's Office.

### Are grades visible in Degree Works?

Yes. Once grades have been posted at the end of the term, they are viewable in Degree Works.

### Can students complete a change of major/concentration through Degree Works?

No. Students should submit a [Change of Major form](#) via their MyEGSC portal under the Student Forms/ Registrar Forms section.

### Does Degree Works include credits AP, CLEP, etc., credit? Transfer work?

Once AP credit is granted, they are posted to the student's record and will appear on the audit. Once prior college transcripts have been evaluated and transfer credit has been processed transfer courses will appear on the audit.

### How do students know what classes to take?

Degree audits will outline courses needed to meet all course and degree requirements of their selected program within each block. Students may then use this information to discuss his/her plan with the Academic Advisor.

### **“The audit is incorrect. What should I do”?**

The first step is to clarify what information you believe is wrong. These are the most common problems and courses of action:

- **The major is wrong on the audit.** If you have not officially changed your major, submit a *Change of Major form*. If the major has been officially changed, it will display only the active degree audit. If the major change is effective for a future term, the change will not reflect until that term.
- **The requirements for the major are wrong.** Note the Catalog Year that appears on the major requirements block of the audit. According to the official academic record, this is the catalog that students must follow to complete the major requirements. If students believe that they should be using older or newer curriculum requirements, contact the Registrar’s Office.
- **Transfer courses do not appear in the right place.** If there are concerns about a transfer course that should be applying in the audit, contact the Registrar’s Office.
- **Classes are not applying in the right place.** Degree Works uses a “best fit” approach to meet requirements, so classes may apply to different sections as you take more courses. If you have further questions, please contact your academic advisor or the Registrar’s Office.
- **A department chair gave permission to substitute a course, but it's not showing on the audit.** Check with the advisor to be sure the proper paperwork has been completed and submitted to the Registrar’s Office. Once substitutions are entered by the Registrar and a new audit has been run, the change will appear on the audit.
- **The concentration is missing from the audit.** If students have not officially declared a concentration, they should contact the academic advisor and submit a Change of Major form. If students have already officially declared a concentration, the Registrar’s Office may still be updating records.

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

- Before registration for an upcoming semester
- After students register to ensure that the courses apply to program requirements
- After grades are posted for each semester
- Any time changes are made to a course schedule or major
- A degree audit can be reviewed at any time; however, it is recommended to do so at least four times a semester.

### **How is the degree audit different from the official transcript?**

The degree audit is a **tool** to provide students with academic information related to degree progress. It displays courses required and completed in the degree program. The official transcript is a student’s official college academic record and provides a chronological list of courses completed and other academic information.

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

This is a ‘wild card’ in Degree Works. For example, if the @ sign is followed by course numbers (@1000:2000) it means that you may take a course in any subject area within the specified course number range. In this case, any 1000-2000 level course in any subject area is allowed.

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

Contact your academic advisor, department chair, or the Registrar’s Office.

## **What-If Audit FAQs:**

### **I am thinking of changing 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 create an audit based on requirements for the program of interest. Be sure to select a Degree, Catalog term and Major along with any corresponding Concentrations.

**Can advisors see the What-If audit?**

Since What-If audits are not stored in Degree Works, advisors can only see the results if the student and advisor work through a What-If procedure together. What-Ifs audits can be printed and shown to advisors.

If you have any questions about graduation requirements, please contact your [Faculty advisor or Success coach](#). For other Degree Works-related questions, please email [records@ega.edu](mailto:records@ega.edu)