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.

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.

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.
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.

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.

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.
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.

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.

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.
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.

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.

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.

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

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.

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.

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.

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.