What is DegreeWorks (DW)?

DegreeWorks is an electronic degree audit program and academic advising tool designed to assist you and advisors in reviewing your degree progress. A web-based program, DegreeWorks reorganizes your transcript chronologically and categorically, easily identifying courses you have completed and which courses you still need in order to fulfill your degree requirements.

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What are the benefits of using DegreeWorks?

DegreeWorks allows you to:

• Determine which UAA requirements you need to fulfill in order to complete your degree.
• Identify the requirements you have completed in the general education, college, major, minor and concentration areas.
• View individual course grades and cumulative grade-point average (GPA).
• Determine which courses you have taken or transferred, and identify which ones fulfill program requirements and which ones apply as electives. Transcripts take approximately one week to be evaluated once received.
• View waivers, petitions and exceptions applied toward degree.
• See how your coursework could be applied toward another major, minor, or concentration using the What If option.
• Estimate how many semesters it will take you to graduate.

How do I access DegreeWorks?

1. Login in to UAOnline.
2. Select Student Services & Account Information.
3. Select DegreeWorks/Electronic Degree Audit.
4. Select UAA DegreeWorks.

Which students will DegreeWorks produce a degree audit for?

DegreeWorks will provide an audit for students with active catalog years. Students admitted into an Occupational Endorsement Certificate program under the 2009-10 catalog or later will have an audit in DegreeWorks. If a student has not had admission or registration activity in the past two years, that student will not have access to DegreeWorks, regardless of the catalog year.

How is my DegreeWorks audit organized?

Your audit is broken down into sections:

1. The first section includes biographical information, the college and degree program you belong to, your catalog year, your overall GPA, and credit totals. If you are admitted into multiple degree programs, you will need to select each degree individually using the drop down Degree menu at the top of the audit (located in between your name and the Major field) to view the associated college and degree program information.
2. A legend describing the various symbols you may see throughout your audit appears next.
3. Next, you'll find a Degree section, which summarizes the various requirements you must meet to earn your degree (GPA requirement, upper-division requirement (for baccalaureate students only), General Education Requirements, Major requirements, etc.). As each of these major areas is satisfied, a green check mark will appear to the left of the requirement.
   a. The yellow remark section under the Degree section header displays important information about your degree requirements. Check for remarks in other

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sections of your requirements for information specific to your General Education Requirements (GER), major, minor, or concentration requirements.

4. For most students (excluding those pursuing a Certificate or Graduate degree), the General Education Requirements (GER) will follow.
   a. Some students may see ‘Humanities Outside Major Requirements’ and/or ‘Social Sciences Outside Major Requirements’ within their GER block. This indicates that you cannot use courses offered by your major to fulfill one or both of these GER areas. A separate block appears just below the GER section and lists all of the Humanities or Social Science course options excluding those courses offered by your major.

5. The next section in your audit will be the Major block. This section lists all of the requirements you must complete to earn your degree. As you complete or register for various major requirements, they will pull into this section of your audit.

6. If you are pursuing a particular concentration or emphasis, these requirements may appear within the Major block or in a separate block just below the Major block.

7. If you have declared a minor, those requirements will appear last.

8. University Electives: This section contains all of the courses you have taken that do not fulfill specific degree requirements but do apply toward total credits for graduation (i.e. are included in the credit counts at the top of your audit).

9. Courses Below Minimum Requirements: This section includes all courses taken with grades that are insufficient to fulfill degree requirements, such as F, W, I, AU, NG and DF.

10. In-progress: This section lists all courses you are currently enrolled in or have registered for in a future semester. In-progress courses will also be applied throughout your audit if the courses you are enrolled in meet specific requirements. They will appear with a grade of IP, which of course stands for ‘in-progress.’ Once you have completed the course and a grade has been submitted and processed, the IP will change to a grade.

11. Not Counted: This final section lists all courses that cannot be applied towards your degree. Zero-level courses fall into this section, as they can never be used to fulfill degree requirements and do not count towards your overall credit totals for graduation.

12. Notes: Here you will find important notes from your advisor, department, or Degree Services staff members.

When should I look at my DegreeWorks degree audit?

- Any time! DegreeWorks is accessible 24 hours a day, 7 days a week from most networked computers. Please note that it takes a few seconds for your audit to load while it applies your coursework toward various degree requirements.
- Before meeting with an academic advisor, login to DegreeWorks and review your audit.
- Before registration, review your audit and use it to plan your schedule for the next semester. It is recommended that you plan each semester schedule with your advisor.
- After registration, confirm that the courses selected complete the requirements you still need.
- View your audit after grades are posted.
- Before you apply for graduation, review your audit to make sure you will have completed all degree requirements by the end of the semester you intend to graduate in.

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How is a DegreeWorks audit different from a transcript?

DegreeWorks is not your academic transcript nor is it an official notification of completion of degree requirements. Changes made to your official UAA academic record will take at least 24 hours to be reflected in your DegreeWorks audit. Your audit does not supersede the UAA Catalog. Your transcripts are your official college record. You can request an official copy of your transcript through UAOnline or in person at the University Center One Stop, located at 3901 Old Seward Hwy.

Am I able to change my catalog year to meet a different set of requirements?

Students may either chose to be audited under their original catalog requirements or the requirements of the catalog active at the time of their graduation. No other catalog years may be used. Students may use the What If feature to determine which catalog year requirements are most beneficial.

How do I use What If planning?

Take these steps to view how your courses count in a different major:

1. Click on What If located under the Audits tab.
2. Select the degree you are considering (Associate of Applied Science, Bachelor of Arts, etc.). This field will default to a degree you are currently admitted into.
3. Select the appropriate catalog year for the semester you would be admitted into the new major, which will typically be the most current catalog. If you are only adding a minor, you should select the catalog year you were admitted into your baccalaureate degree program.
4. Select the major(s) you are considering.
5. If you are thinking about adding a minor or know which concentration you want to pursue within the new major, select those next. Please be aware that not all concentrations are available in the drop down list because many are built directly into the major block.
6. Click Process What-If.
7. Carefully review how your courses would apply toward this new major.
8. Discuss making the change to a new major with an advisor from that department.
9. Decide whether you want to change your major or add another major.

When I run a What If audit, my petitions do not show up. Does this mean that they no longer apply?

Although approved petitions may not show up in a What If audit, they still count toward your degree program. All approved petitions will be manually applied to the degree program for which they were approved at the time of your graduation, regardless of which catalog you choose to graduate under.

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Will my petitions still apply after I change my major?

Petitions apply only to the degree and major for which they were approved. If you change your major or degree, a new petition will need to be submitted and approved.

Can I change my major in DegreeWorks?

No, you can change your major by submitting a Change of Major form. Be sure to complete Part 2 of the form, which requires that you obtain signature approval from the department that offers your new major.

How do I get a minor/concentration to show up in DegreeWorks?

You can declare or drop a minor by submitting a Declaration of Minor form. Once you have declared a minor, you will be expected to fulfill all minor requirements unless you officially drop the minor. To add or drop a concentration, simply email degrees@uaa.alaska.edu from your preferred email address as specified in UAOnline. Include your full name, student ID number, and your request to add/drop.

How does a previously earned degree affect my plan?

If you have a baccalaureate degree on record, your audit should show that all General Education Requirements have been satisfied by a previous degree. The major, concentration and/or minor requirements will display as usual.

How do I use DegreeWorks to plan my course schedule?

Requirements with an open, red box at the left are unfulfilled requirements. To the right of each requirement, you’ll see a course or a list of courses that you can complete to fulfill each degree requirement. Review your unmet requirements and choose the courses you would like to take. If registration has opened for the next semester, you can click on the ‘Back to UA Online’ link in the upper-left hand corner of DegreeWorks, login to UAOnline (if necessary), and register for classes.

Does my DegreeWorks audit show all of my coursework, including those courses I completed at another university?

UAA must have an official transcript on file showing successful completion of any transfer work and have evaluated the transfer courses before they will appear in DegreeWorks. You need to earn a grade of C or better (or a passing (P) grade) in a transfer course for it to be transferred into UAA. Students completing courses at other UA systems schools, such as UAF or UAS, must earn a D- or better to have the coursework transferred in.

UA system coursework (from UAF, UAS, etc.) will automatically be transferred into UAA by a Transfer Credit Specialist within one month of the conclusion of the semester. If you do not see

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your UA transfer work in DegreeWorks within one month, contact transfer@uaa.alaska.edu with your full name, student ID number, and the courses you need transferred.

Graduate level courses will not be transferred unless the courses are listed on the Graduate Studies Plan (GSP) in DegreeWorks, or if a graduate petition is submitted. GSPs and graduate petitions must be approved by the Graduate School.

Who can see my DegreeWorks audit?

You can access your DegreeWorks audit through UAOnline. Staff advisors, faculty advisors, college deans and selected staff in the Registrar, Admissions and Enrollment Services offices will also have access to your audit.

What if I am admitted as a double major?

Students may declare a double major through the Change of Major process. Students must be accepted into each program and the degree must be the same for each major (for example, Bachelor of Arts for both programs). Requirements for both majors under this single degree will be viewable within a single DegreeWorks audit. Please be aware that when a second major is added, the requirements for the second major are from the catalog that was current when the second major was added; therefore, the requirements for each major may be from different catalog years. If your catalog year differs between the two majors, you will be expected to complete the General Education Requirements of your earliest catalog. This also applies to any minors you may declare.

What if I want to pursue multiple degrees and receive separate diplomas for each?

Students must submit separate Applications for Admission, as well as separate Applications for Graduation, for each degree they wish to earn. Students must complete 24 credits beyond the total credits required for each degree. For example, if your first degree requires that you complete 120 credits, you must complete 144 total credits to earn your second degree, 168 total credits to earn your third degree, etc. Please note that the 24 credit requirement is not viewable within your DegreeWorks audit. However, you will still be responsible for fulfilling this requirement.

What if my program requires advisor approved electives?

While you may see courses filling into advisor approved elective slots within your audit, Degree Services must receive written approval from your advisor before this requirement will be complete. We ask advisors to use the Note feature in DegreeWorks to convey a student’s advisor approved electives. Once the note has been added by the appropriate advisor (the advisor listed at the top of your audit) and Degree Services has been notified, we can apply the approved course(s) and manually complete the requirement.
Can I use DegreeWorks to create my schedule, check course availability or register for classes?

You can click on individual courses in your audit and view upcoming schedule information. Please be aware that course information may not be current, and it is best to check UAOnline for up-to-date scheduling information.

Do I automatically graduate if everything is checked off?

You must submit an application for graduation before you will be considered for graduation, even if your audit shows that you are complete. There is a $50 fee for this application, which is automatically applied to your student account after your application is processed. Login to UAOnline to apply to graduate.
**Troubleshooting FAQs**

**Why aren't some courses applied to degree requirements?**

Courses listed in the *University Electives* or *Courses Below Minimum Requirements* sections of the audit do not fulfill specific degree requirements. Please meet with your advisor if you believe a course that has fallen into one of these sections should be applied within your audit. Please be aware that courses below the 100-level are considered developmental courses and cannot apply toward your degree requirements or total credits needed for graduation, even by petition.

(See also: My advisor/instructor/friend told me that a class would work to meet a requirement, but DegreeWorks is not pulling it into that area. What do I do?)

**What if DegreeWorks is not showing my transfer courses?**

If you have submitted an official transcript from a transfer school and the courses are not showing up in DegreeWorks, please email transfer@uaa.alaska.edu from your preferred email address as specified in UAOnline with your full name, student ID number, and a brief description of the transfer courses you believe are missing from your audit. We will get back to you as soon as possible.

**Why are graduate level courses pulling into the Not Counted section?**

Graduate level courses will fall into the *Not Counted* section for undergraduate students. If you intend to use a graduate level course towards an undergraduate degree, Degree Services must be notified. More often than not, an academic petition will also need to be submitted if the graduate course is not listed as a major option within your catalog.

**I successfully completed a Natural Science course with a lab, but the lab is pulling into the Courses Below Minimum Requirements section with a grade of NG. Why?**

If a student takes a four credit science course with a lab, there is a single grade for both the lecture and the lab, which pulls in for the four credit course. The zero credit lab will appear in the *Courses Below Minimum Requirements* section with a grade of NG (no grade) to serve as a record that the class was completed. The NG will not affect your GPA or interfere with any of your degree requirements.
My advisor/instructor/friend told me that a class would work to meet a requirement, but DegreeWorks is not pulling it into that area. What do I do?

In order for students to graduate from UAA, they must meet the requirements of their major program as stated in the UAA catalog. If an advisor or instructor tells a student that a particular course would work instead of what is written in the catalog, the student needs to work with their department to make sure any necessary petitions have been submitted and approved. Students should utilize their DegreeWorks audit to verify that all of their requirements are complete and to track petitions. If a petition is not noted in DegreeWorks, it will not be considered when Degree Services completes the final audit.

I just submitted an Academic Petition, Change of Major form, Change of Grade form, or added/dropped a class. How long will it take to show up in DegreeWorks?

Our system is refreshed on a nightly basis, so any changes made to your account should appear in DegreeWorks the day after they are processed. Please note that it may take days or weeks before we receive a document from a college or another department. Only documents that we have received and processed will be updated overnight.

I see an approved petition in DegreeWorks, but it is not applied within my audit. Why not?

A petition may appear at the bottom of your degree audit but not within your actual audit for a few reasons:

1. The petition was approved for a different degree. A petition approved for a BS in Anthropology, for example, cannot be applied to BA in Anthropology or a BS in Biological Sciences. Petitions are approved for one degree and major only.

2. You were admitted as a pre-major when the petition was processed. Petitions are not applied to an audit if the student is still in pre-major status. After a Change of Major form has been submitted and processed (moving the student from pre to full status), it will be reflected in DegreeWorks. At that time, a student can email degrees@uaa.alaska.edu from their preferred email address as specified in UAOnline and request that their petition(s) be applied. Be sure to provide your full name and student ID number in your email.

3. A DegreeWorks error has removed the petition from your audit. If this appears to be the case, please email degrees@uaa.alaska.edu from your preferred email address as specified in UAOnline, include your full name and student ID number.

When I print my degree audit, I can't read the text; there are strange characters and symbols all over it. How can I get a legible copy?

You need your Internet browser to print background colors and images. Here’s how to do that in two popular browsers:

- Internet Explorer

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1. Open the Tools Menu --> Internet Options --> Advanced tab.
2. Scroll down to Printing.
3. Mark this checkbox: Print background colors and images.

- Firefox
  1. Open the File Menu --> Page Setup --> Format & Options tab.
  2. Find the Options section.
  3. Mark this checkbox: Print Background (colors & images).

**What if I think my audit is incorrect?**

If you think that a requirement for your GER, major, minor or concentration is incorrect, you should meet with an advisor in your department and/or compare the audit to the requirements noted in the official University Catalog.

If, after these conversations, you believe your audit is incorrect or if the audit is missing an approved petition, please contact us at degrees@uaa.alaska.edu. We will respond to your preferred e-mail account. Remember that your DegreeWorks audit is an aid to advisement; it is not an official graduation degree audit. If you have applied for graduation, you should wait for the official notification from the Office of the Registrar concerning your candidacy.

Students who have graduated from a particular program may not be able to see that program audit in DegreeWorks after their degree has been awarded.

**Error Resolution**

Examples include Status = 4 error, Status = 4002 error, etc.

Email degrees@uaa.alaska.edu from your preferred email address as specified in UAOnline. Include your full name, student ID number and an explanation of the error you are seeing. If possible, include a screen print. We will work to resolve the error as soon as possible.

**Any other questions...**

If you have any other questions or concerns, please contact degrees@uaa.alaska.edu from your preferred email address as specified in UAOnline. Include your full name, student ID number, and your question or issue. We will respond as soon as possible.