



The DegreeWorks Degree Audit: The Basics

Quick Reference Guide
for Faculty Advisors



Quick Reference Guide Overview

1. [How to Access DegreeWorks](#)
2. [Audit Worksheet Basics](#)
3. [Finding Students](#)
4. [Academic History](#)
5. [Registration Checklist](#)
6. [Saving and Printing the Audit](#)
7. [GPA Calculation](#)
8. [Things that you can see that students can't](#)
9. [Contact us](#)



How to Access DegreeWorks

- Log into my.uncc.edu
- Select and Login Self-Service Banner
- Click on the “**Advisor**” tab.
- Within the “**Advisor**” menu, click on the “**DegreeWorks**” link.
- This should open a new window, and you should already be logged into the program.
- To exit, simply close the window/tab in your browser.

[Return to “Quick Reference Guide Overview”](#)

The Degree Audit, or “Worksheet” – Basic Components:



UNC CHARLOTTE

Back to My.UNCC.edu FAQ/Help

Find Student ID Name Degree Major Level Student Class Level Last Audit Last Refresh

MA Anthropology (MA) GR Graduate St.

Worksheets Plans Notes GPA Calc

Worksheets Format: Student View Save As / Print PDF Process New Academic History

History What If What If History Look Ahead Financial Aid

Basic Student Academic Information (not frozen)

Save Save this audit with this new description and freeze status

UNC Charlotte DegreeWorks

Student View A0000PLI as of 01/22/2016 at 15:51

Student		College	Liberal Arts & Sciences
ID		Level	Graduate
Classification	Graduate Student	Degree	Master of Arts
Advisor		Major	Anthropology (MA)
Overall GPA	3.800	Concentration	
Visa Status		Student Assistantship	

Section Title Requirements 45% Additional Section info

Degree in Master of Arts Catalog Year: 2014-2015
 Major Requirements Still Needed: See Major in Anthropology section Program GPA: 3.666
 Major in Anthropology GPA: 3.666

Unmet conditions for this set of requirements: 33 credits are required. You currently have 12, you still need 21 more credits.
At most, two courses with a grade of 'C' may be applied to this program.

CORE COURSES Still Needed: 1 Class in ANTH 6601
 History of Anthropology ANTH 6602 Seminar in Interdisciplinary ANTH *REG (3) Spring 2016
 Seminar in Interdisciplinary Anthropology

Requirement Advice

List of Requirements

Legend

<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Complete except for classes in-progress	* Prerequisite	* REG Currently Registered for this Course
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	@ Any course number or subject	

Completed Requirements



Requirements that have been met are denoted by a green check-box on the left, and information about the course or courses fulfilling the requirement will be listed to the right.

INTERDISCIPLINARY COURSEWORK		Still Needed: Choose from 1 of the following:				
<input checked="" type="checkbox"/>	Theory in Cultural Anthropology	ANTH 6603	Theory in Social & Cultrl ANTH	A	3	Spring 2015
<input type="checkbox"/>	Archaeological Theory and Practice		(1 Class in ANTH 6604) or			
<input type="checkbox"/>	Evolutionary and Biological Anthropology		(1 Class in ANTH 6605) or			
<input type="checkbox"/>	Language/Culture:Foundation Issues in Linguistic Anthropology		(1 Class in ANTH 6606)			

Diagram illustrating the mapping of requirement status to columns:

- Requirement:** Points to the first column containing checkboxes.
- Complete Indicator:** Points to the first column containing checkboxes.
- Course ID:** Points to the second column containing course identifiers.
- Course Title:** Points to the third column containing course titles.
- Grade:** Points to the fourth column containing grades.
- Credits:** Points to the fifth column containing credit counts.
- Term:** Points to the sixth column containing terms.



In-Progress Courses Fulfilling Requirements

When an in-progress course is being used to complete a requirement within the audit, there will be a tildé (~) symbol in a blue box on the left, and the requirement and the course will be highlighted in blue.

The screenshot shows a portion of the DegreeWorks software interface. At the top, under 'CORE COURSES', it lists 'History of Anthropology' and 'Seminar in Interdisciplinary Anthropology'. Below this, a requirement is listed: 'Still Needed: 1 Class in ANTH 6601'. Underneath, the course 'ANTH 6602 Seminar in Interdiscplnry ANTH' is shown. A red box highlights the course name, and a red arrow points from the tilde (~) symbol in the first column to this highlighted area. Another red arrow points from the tilde (~) symbol to the requirement row. A third red arrow points from the tilde (~) symbol to the current term 'Spring 2016'. Three red circles highlight specific details: one around the 'REG' symbol, one around the credit value '(3)', and one around the term 'Spring 2016'. Labels with arrows point to these circled elements: 'No Grade' points to the 'REG' symbol, 'Credits in Parentheses' points to the '(3)' value, and 'Current Term' points to the 'Spring 2016' label.

Any in-progress course can be identified by 3 things:

1. There is no grade listed for the course;
2. The credits for the course appear in parentheses; and
3. The course term is the current academic term.

Incomplete Requirements



Requirements that have not been met are denoted by an empty check-box outlined in red. To the right, the audit provides advice on what course or courses will fulfill the requirement.

<input type="checkbox"/> CAPSTONE	Still Needed: Choose from 1 of the following:
<input type="checkbox"/> Practicum Option	(2 Classes in ANTH 6611 and 6400*) or
<input type="checkbox"/> Thesis Option	(2 Classes in ANTH 6910 and 6920)

Requirement

Advice

Wild Card

Incomplete Indicator

The * symbol is a wild card within the degree audit. In the example highlighted above, the advice can be interpreted to mean that any course subject and any course number with the ANTH 6400 (i.e. any course with the 6400 level ANTH course) will fulfill the requirement.

Additional Course Information



The text within the advice for each unmet requirement contains a hyperlink or hyperlinks.

Major in Anthropology						GPA: 3.666
Unmet conditions for this set of requirements: 33 credits are required. You currently have 12, you still need 21 more credits.						
At most, two courses with a grade of 'C' may be applied to this program.						
CORE COURSES						
<input type="checkbox"/> History of Anthropology	Still Needed:	1 Class in ANTH 6601				
<input checked="" type="checkbox"/> Seminar in Interdisciplinary Anthropology	ANTH 6602	Seminar in Interdiscplnry ANTH	*REG	(3)	Spring 2016	
INTERDISCIPLINARY COURSEWORK						
<input checked="" type="checkbox"/> Theory in Cultural Anthropology	ANTH 6603	Theory in Social & Cultrl ANTH	A	3	Spring 2015	
<input type="checkbox"/> Archaeological Theory and Practice		(1 Class in ANTH 6604) or				
<input type="checkbox"/> Evolutionary and Biological Anthropology		(1 Class in ANTH 6605) or				
<input type="checkbox"/> Language/Culture:Foundation Issues in Linguistic Anthropology		(1 Class in ANTH 6606)				
METHODS COURSE						
<input checked="" type="checkbox"/> Ethnographic Methods	ANTH 5122	Ethnographic Methods	B	3	Fall 2014	
ELECTIVES						
<input type="checkbox"/> SOCY 6090	Topics in Sociology	A	3	Fall 2015		
Still Needed: At least 6 of the 12 elective credits must be from ANTH.						
CAPSTONE						
<input type="checkbox"/> Practicum Option	Still Needed:	Choose from 1 of the following:				
<input type="checkbox"/> Thesis Option		(2 Classes in ANTH 6611 and 6400*) or				
		(2 Classes in ANTH 6910 and 6920)				

Hovering your cursor over the hyperlink will display the title of the course.

<input type="checkbox"/> CORE COURSES						
<input type="checkbox"/> History of Anthropology	Still Needed:	1 Class in ANTH 6601				
<input checked="" type="checkbox"/> Seminar in Interdisciplinary Anthropology	ANTH 6602	Seminar in Interdiscplnry ANTH	*REG	(3)	Spring 2016	
<input type="checkbox"/> INTERDISCIPLINARY COURSEWORK	History of Anthropology - 3 Credits	Still Needed: Choose from 1 of the following:				

Additional Course Information, Continued



Clicking on the hyperlink brings up information for courses that meet that particular requirement.

Course Information - Google Chrome
<https://degreeworks.uncc.edu//IRISLink.cgi>

ANTH 6611 3 Credits Sem in Applied Anthropology Print

1 Class in ANTH 6601
Seminar in Interdiscplnry ANTH *REG (3) Spring 2016

Choose from 1 of the following:

Theory in Social & Cultrl ANTH A 3 Spring 2015

(1 Class in ANTH 6604) or

(1 Class in ANTH 6605) or

(1 Class in ANTH 6606)

Ethnographic Methods B 3 Fall 2014

Topics in Sociology A 3 Fall 2015

At least 6 of the 12 elective credits must be from ANTH.

Choose from 1 of the following:

(2 Classes in ANTH 6611 and 6400*) or

(2 Classes in ANTH 6611 and 6400*)

Sem in Applied Anthropology - 3 Credits

Hyperlink

Pop-up Information

The bottom of the worksheet shows:



In-Progress Not Counted

In-progress		Credits Applied: 3		Classes Applied: 1	
ANTH 6602	Seminar in Interdiscplnry ANTH	*REG	3	Spring 2016	
Not Counted		Credits Applied: 3		Classes Applied: 1	
EIST 6101	The Adult Learner	Max of zero classes/Credits exceeded	A	3	Spring 2013
Exceptions					
Type	Description	Date	Who	Block	Enforced
Apply Here	Transfer from post-bac	12/10/2015	Manager, Degree Works	RA000343	Yes
Notes					
Internal	submitted an academic petition to transfer 3 hours from post-bac. Approved on 12/10/15.			Entered by Manager, Degree Works	Date 12/10/2015

“In-Progress” courses,

“Not Counted” courses taken, however, not counted toward the degree program

“Exceptions,” or substitutions made within the audit, and

“Notes” recorded by you or another of the student’s Advisors.

[Return to “Quick Reference Guide Overview”](#)

Academic History



Click “Academic History” near the top center of the worksheet to see a chronological list of courses the student has taken, including courses currently in progress.

Academic History Link

Academic History Link

The screenshot shows the "Academic History" section of the DegreeWorks worksheet. It includes a legend at the bottom explaining symbols for course status: a green checkmark for "Complete", a blue checkmark for "Complete except for classes in-progress", a red square for "Not Complete", and a blue square with a checkmark for "Nearly complete - see advisor". The main area displays a list of courses taken, including Spring 2013, Fall 2013, Fall 2014, Spring 2015, Fall 2015, and Spring 2016. Courses listed include EIST 6101, ANTH 6601, ANTH 5122, SOCY 6090, ANTH 6603, SOCY 6090, and ANTH 6602. A red box highlights the "Academic History" link at the top of the page, which is also circled in red with a blue arrow pointing to it.

Academic History

(1 Class in ANTH 6605) or
 (1 Class in ANTH 6606)

ANTH 5122	Ethnographic Methods	B	3	Fall 2014	
SOCY 6090	Topics in Sociology	A	3	Fall 2015	
Still Needed: At least 6 of the 12 elective credits must be from ANTH.					
Still Needed: Choose from 1 of the following:					
(2 Classes in ANTH 6611 and 6400*) or					
(2 Classes in ANTH 6910 and 6920)					
		Credits Applied: 3	Classes Applied: 1		
		*REG	3	Spring 2016	
		Credits Applied: 6	Classes Applied: 2		
		Max of zero classes/Credits exceeded	A	3	Fall 2013
		Max of zero classes/Credits exceeded	A	3	Spring 2013

[Return to “Quick Reference Guide Overview”](#)

Finding Students' Audits



Currently, there are 2 levels of access for faculty:

1. Faculty Advisor will have a prepopulated list of students
2. Faculty and Staff Advisors may search for a student using the find student functionality

How to Find Students' Audits



To find students, click the “Find” icon (a magnifying class and piece of paper) in the upper-left corner of the screen. This will bring up a separate window with search options (see next slide).

“Find” Button

The screenshot shows the NC Charlotte DegreeWorks interface. At the top left is the NC Charlotte logo. Below it is a green header bar with the text "Back to My.UNCC.edu" and "FAQ/Help". The main search area has fields for "Student ID", "Name", "Degree", "Major", "Level", "Student Class Level", "Last Audit", and "Last Refresh". A red circle highlights the "Find" button, which is located to the left of the "Student ID" field and features a magnifying glass and a document icon. A red arrow points from the text "Find the 'Find' icon" down to the "Find" button.

How to Find Students' Audits Continued



<https://degreeworks.uncc.edu//IRISLink.cgi>

Find Students

Student ID First Name Last Name

Degree: All Degree Codes
Level: All Level Codes
Student Class Level: All Student Class Level Codes
Catalog Year: All Catalog Year values

Major: All Major Codes
Minor: All Minor Codes
College: All College Codes
Concentration: All Concentration Codes
Program: All Program Codes
Student Type: All Student Type Codes

Chosen Repeatable Search Criteria

Search Clear Remove

Students Found: 1

ID	Name	Degree	Major	Level	Student Class Level
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OK Cancel Check All Uncheck All

or

1. Enter all or part of a student's first name or last name, or select one or more options from the drop-down menus, (such as **program**) and click the "Search" button.
2. A list of all students meeting your search criteria will appear in the lower window. You may uncheck names of students you do not want displayed.
3. Click "OK," and all checked students will be loaded into a list you can navigate from the main screen.



How to Find Students' Audits Continued

The first (or in some cases, only) student you selected will now show on the main page.

The drop-down menu (1) will show all students you selected, or you may use the navigation keys (2) to navigate the list, one worksheet/audit at a time.

2. Navigation Buttons

1. Drop-Down Arrow

The screenshot shows the DegreeWorks software interface. At the top, there is a green header bar with the UNC Charlotte logo and navigation links like "Back to My.UNCCharlotte", "FAQ/Help", and "Logout". Below the header is a search bar with fields for "Student ID" (containing "Franklin, Benjamin Test"), "Name" (highlighted in red), "Degree" (MA), "Major" (Anthropology (MA)), "Level" (GR), "Student Class Level" (Graduate St.), and "Last Audit". Underneath the search bar are tabs for "Worksheets", "Plans", "Notes", and "GPA Calc", with "Worksheets" currently selected. To the right of the tabs are buttons for "Format:" (set to "Student View"), "Save As / Print PDF", "Process New", and "Academic History". On the left side, there are links for "History", "What If", "What If History", and "Look Ahead". A large orange box at the bottom contains a "Save" button and the text "Save this audit with this new description and freeze status (not frozen)". Red arrows point from the text labels "1. Drop-Down Arrow" and "2. Navigation Buttons" to the "Name" field and the navigation arrows in the "Format:" dropdown respectively.

How to Find Other Students' Audits

Upon logging in, you will see the audit for the first of your advisees (alphabetical). To view audits for your other advisees,

1. The drop-down arrow to the right of will show you all of your advisees;
2. The navigation buttons above the student's name allow you to move through the list, one student at a time, or jump to the beginning or end of the list; or,
3. The "Find" button allows you to search for other students using a variety of search criteria, such as, student name, program, etc.

2. Navigation Buttons

The screenshot shows the UNCC Charlotte DegreeWorks interface. A red circle highlights the 'Find' button in the top left corner. Red arrows point from the text '2. Navigation Buttons' to the navigation buttons above the student's name, and from the text '1. Drop-Down Arrow' to the dropdown menu where 'Franklin, Benjamin Test' is selected. The dropdown also lists 'Student Number Two, Test'. Other visible fields include 'Student ID' (empty), 'Degree' (MA), 'Major' (Anthropology (M)), and 'Worksheets' tabs for 'Plans', 'Notes', and 'GPA Calc'.

3. Window created by "Find" Button

A screenshot of a 'Find Students' window titled 'Franklin and Marshall Degree Works - Test Find Students - Google Chrome'. It shows a table with two rows of data. The columns are labeled 'ID', 'Name', 'Degree', 'Major', and 'Classification'. The first row has checked checkboxes and lists '900207051' and 'Franklin, Benjamin Test' with 'BA', 'Government', and 'Sophomore' respectively. The second row lists '900207053' and 'Student Number Two, Test' with 'BA', 'Undeclared', and 'First Year'. The window includes a 'Find' button, search fields for 'Student ID', 'First Name', and 'Last Name', and buttons for 'OK', 'Cancel', 'Refresh Advisees', 'Check All', and 'Uncheck All'.

[Return to "Quick Reference Guide Overview"](#)

The Registration Checklist



The default view in DegreeWorks shows how all of the student's current and past coursework apply to degree requirements. There is an alternative view, known as the "registration checklist," that displays only the requirements that have not yet been met.

To view the registration checklist, click on the drop-down arrow where "student view" is displayed, and select "registration checklist." and then the registration checklist is displayed.

Drop-Down Arrow

The screenshot shows the UNC Charlotte DegreeWorks interface. At the top, there is a green header bar with the NC Charlotte logo, a search bar, and various management links like 'FAQ/Help', 'Exception Management', and 'Template Management'. Below the header, there are tabs for 'Worksheets', 'Plans', 'Notes', 'Petitions', 'Exceptions', and 'GPA Calc'. The 'Worksheets' tab is selected. On the left, there are buttons for 'History' and 'What If'. In the center, there is a 'Format:' dropdown menu. A red box highlights this dropdown, and a red arrow points downwards to the options listed: 'Student View' (which is currently selected), 'Student View', and 'Registration Checklist'. At the bottom right, it says 'UNC Charlotte DegreeWorks'.

The Registration Checklist, Continued



Now, only unmet requirements are listed.

UNC Charlotte DegreeWorks

Degree in Master of Arts

Catalog Year: 2014-2015

Still Needed: See Major in Anthropology section

Major in Anthropology

Catalog Year: 2014-2015 Credits Required: 33

GPA: 3.666 Credits Applied: 12

Still Needed: 1 Class in ANTH 6601

Still Needed: Choose from 1 of the following:

(1 Class in ANTH 6604) or

(1 Class in ANTH 6605) or

(1 Class in ANTH 6606)

Still Needed: At least 6 of the 12 elective credits must be from ANTH.

Still Needed: Choose from 1 of the following:

(2 Classes in ANTH 6611 and 6400*) or

(2 Classes in ANTH 6910 and 6920)

Printing or Saving the Worksheet



Click “Save As / Print PDF” near the top of the worksheet to print or save a pdf version to your computer.

Save As / Print PDF Button

The screenshot shows the UNC Charlotte DegreeWorks interface. At the top, there's a navigation bar with 'Back to My.UNCC.edu', 'FAQ/Help', and 'Exception Management'. Below that is a search bar with 'Student ID' set to 'Franklin, Benjamin Test'. To the right are dropdown menus for 'Degree' (set to 'MA') and 'Major' (set to 'Anthropology (MA)'). A red arrow points down to the 'Save As / Print PDF' button, which is located in a dropdown menu under 'Format' (set to 'Registration Checklist'). Other options in the dropdown include 'Student View' and 'Process'. On the left, there are tabs for 'Worksheets', 'Plans', 'Notes', 'Petitions', 'Exceptions', and 'GPA Calc'. Below these are 'Worksheets' and 'History' buttons. The main workspace shows a graduation checklist for student A0000PLI from 01/22/2016 at 15:55. The checklist details the student's degree (Master of Arts in Anthropology), classification (Graduate Student), advisor (None), overall GPA (3.800), and visa status (None). It also lists various courses and requirements, such as 'Degree in Master of Arts' (Catalog Year: 2014-2015, Program GPA: 3.666), 'Major Requirements', 'Major in Anthropology' (GPA: 3.666), 'History of Anthropology' (ANTH 6602 (IP)), 'INTERDISCIPLINARY COURSEWORK' (ANTH 6603), 'METHODS COURSE' (ANTH 5122), 'ELECTIVES' (SOCY 6090), and 'CAPSTONE'. The bottom of the page features a toolbar with icons for printing, saving, and searching.

[Return to “Quick Reference Guide Overview”](#)

GPA Calculations in section Headers



The GPA displayed within the section header pertains to the courses within that section. So for example, in a major section header, the GPA shown is the GPA for that major.

Student View A0000PLi as of 01/22/2016 at 15:55		
Student	College	Liberal Arts & Sciences
ID	Level	Graduate
Classification	Degree	Master of Arts
Advisor	Major	Anthropology (MA)
Overall GPA	Concentration	
Visa Status	Student Assistantship	

Degree Progress	
Requirements	45%

Major GPA	
Degree in Master of Arts	Catalog Year: 2014-2015 Program GPA: 3.666
Major Requirements	Still Needed: See Major in Anthropology section
Major in Anthropology	GPA: 3.666

Unmet conditions for this set of requirements: 33 credits are required. You currently have 12, you still need 21 more credits.
At most, two courses with a grade of 'C' may be applied to this program.

CORE COURSES	
History of Anthropology	Still Needed: 1 Class in ANTH 6601
Seminar in Interdisciplinary Anthropology	ANTH 6602 Seminar in Interdisciplnry ANTH *REG (3) Spring 2016

[Return to “Quick Reference Guide Overview”](#)

What Do We See That Students Can't?



Advisors have access to the “Notes” tab, is unavailable to the student. Advisors and staff also see “internal” notes left by other Advisors; these are invisible to the student. If you see a check-mark to the left of the note, it is not for the student’s eyes!

Notes Tab

The screenshot shows the DegreeWorks software interface. At the top, there is a green header bar with the NC Charlotte logo. Below the header, there is a navigation bar with links for Back to My.UNCC.edu, FAQ/Help, Exception Management, Template Management, Change Password, and Log Out. On the left side of the main content area, there is a sidebar with tabs for Worksheets and Notes, where 'Notes' is currently selected. The main content area displays a 'Format:' dropdown, a 'Save As / Print PDF' button, a 'Process New' button, and a 'Academic History' link. A red box highlights the 'Notes' tab in the sidebar.

Internal
Advising
Note

Check-
mark
indicates
note is
hidden
from
student

The screenshot shows the 'NOTES' page within the DegreeWorks software. At the top, there is a legend with two entries: 'Complete' (marked with a checkmark) and 'Not Complete'. Below the legend, there is a table with one row. The first column contains a checkmark icon followed by the text 'Test Note - Private'. The second column contains the text 'Entered by Advis Test Date 09/16/2013'. A red box highlights the entire row. Below the table, there is a 'Legend' section with the same two entries as the top. At the bottom, there is a 'Disclaimer' section with text about the audit report being a guide for planning completion and not an official transcript or notification of degree requirements. A red arrow points from the text 'Check-mark indicates note is hidden from student' to the checkmark in the legend.

[Return to “Quick Reference Guide Overview”](#)

Questions?

Please feel free to contact us!

[DegreeWorks @uncc.edu](mailto:DegreeWorks@uncc.edu)



[Return to “Quick Reference Guide Overview”](#)