## INTRODUCTION

Degree Works is an academic planning and degree audit tool. It helps students and advisors effectively navigate curriculum requirements, as well as monitor progress towards degree completion by providing: all course requirements for a degree program in a particular catalog, satisfied requirements in an easy-to-read, understandable degree checklist, outstanding requirements needed to complete a particular program/degree, major, minor, and/or concentration, and a full review of all transfer, previous, current, and in-progress coursework.

TIPS & IMPORTANT INFORMATION

- Undergraduate programs (excluding RN to BSN) from the 2016-2017 catalog forward and Graduate programs from the 2017-2018 catalog forward are accessible in Degree Works.
- Audits are refreshed nightly.
- Incorrect major, minor, and/or concentration information will prevent Degree Works from displaying an audit correctly.
- The audit calculates "best fit" when fulfilling requirements. As students enroll in and complete additional coursework, classes may shift.
- FAQs and other helpful resources can be found under LINKS at the top of the audit.
- The Degree Works audit is an unofficial record.

ACCESSING DEGREE WORKS

1. Log into ULink (ulink.louisiana.edu) using your Username (ULID) and Password.
2. Click on the Advisor tab.
3. In the Student Information box, click the Degree Works link.
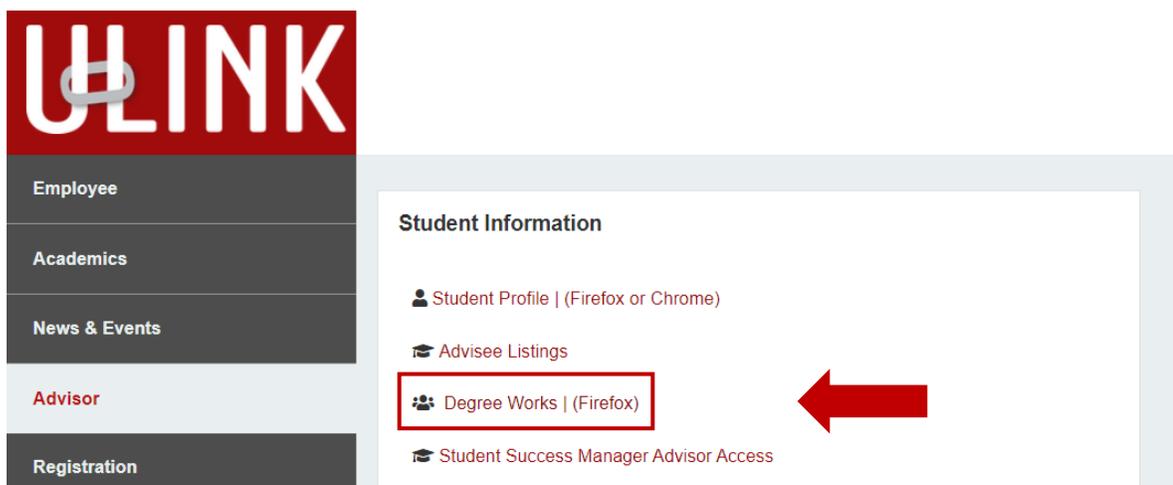
DEGREE WORKS NAVIGATION GUIDE FOR ADVISORS

RESPONSIVE DASHBOARD OVERVIEW

1. Student Header
2. Degree Progress
3. Audit Blocks (Degree, Major, General Education)
4. Legend and Disclaimer
5. Print Audit, Contact Student, GPA Calculator, Course History
6. What-If

DEGREE WORKS NAVIGATION GUIDE FOR ADVISORS

STUDENT HEADER

The Student Header provides record information such as classification, degree/program, major, concentration, minor, advisor, and graduation application.

SEARCH FOR A STUDENT

Advisors can use the Student Header to search for students. Type the Student's ULID into the Student ID block and hit Enter. The student's Degree Works audit will populate.

ADVANCED SEARCH

Advanced Search allows Advisors to search for a student by name or to view a population of students that meets specified criteria. Use the drop-down menus to customize your search.

- A list of students will populate based upon the filtered criteria.
- Columns may be sorted by hovering over the column header and clicking.
- Use the checkboxes to select or deselect students for viewing then click Select.

- If you selected multiple students, use the Student Select drop-down to view and select from the list of students.

CUSTOM

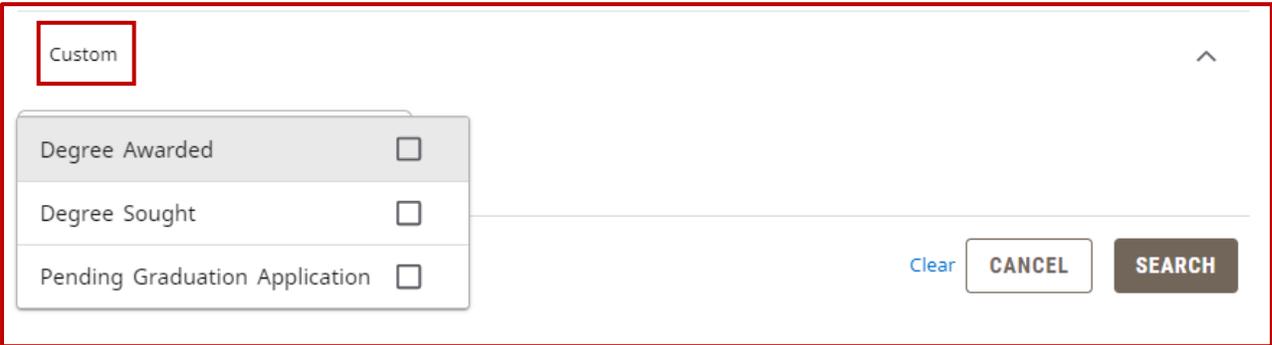The Custom expansion allows Advisors to search for students with a Graduation Application.

DEGREE SELECTION

If a student has multiple undergraduate degrees, you can view their additional requirements by selecting from the Degree drop-down.
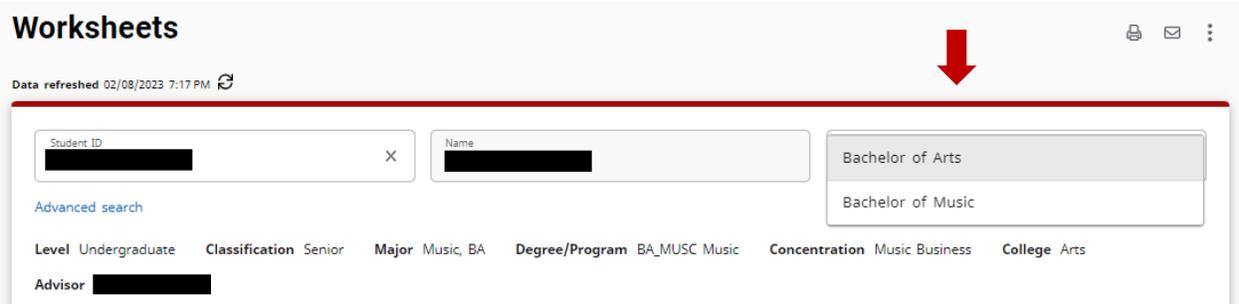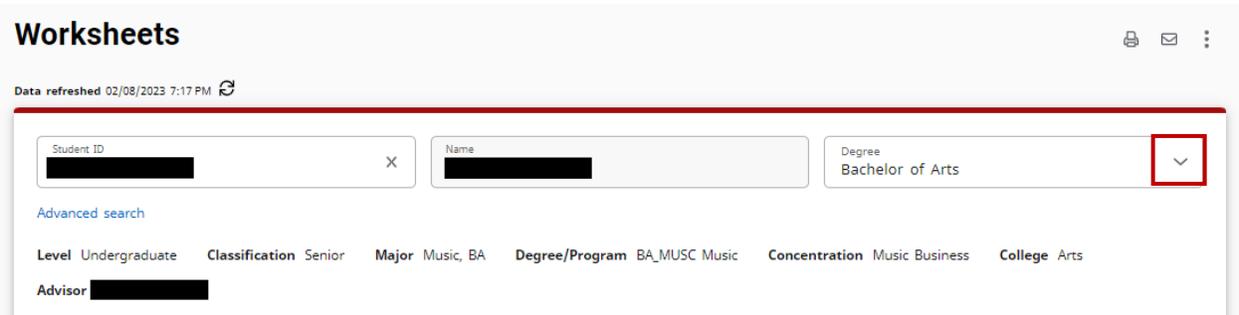
DEGREE PROGRESS

The Degree Progress percentage takes into consideration all College, University, and Degree requirements as well as Course requirements. The percentage will not equal 100% until all coursework is completed and degree requirements met. The Overall GPA shown includes all credits completed (including UL Lafayette credit and external credit).

Format	Degree progress		
Student View ⌄	97%	Overall GPA 2.563	☑ In-progress courses ☑ Preregistered courses PROCESS
	Requirements		

FORMAT

The default format is the Student View. You may change the format by selecting from the drop-down menu.

- Student View: Displays a detailed view of all degree requirements.
- Graduation Checklist: Lists all completed, in progress, and outstanding course requirements.
- Registration Checklist: Lists any outstanding course requirements.

UNDERSTANDING THE AUDIT

The Degree Works audit is organized into multiple sections called blocks. At the top of each block are counts specific to that section, such as Credits Required, Credits Applied, Catalog Year, and GPA. Blocks can collapse and expand individually or all together by using the arrow at the top right corner of each block or the collapse/expand all arrow above the Degree Block.

Audit date 01/24/2023 9:30 PM

Diagnostics   Student data   Save audit   Delete audit   Collapse all ⌃

Bachelor of Arts   INCOMPLETE   ⌃

Credits required: 120   Credits applied: 183   Catalog year: 2020-2021   GPA: 3.538

COMPLETED REQUIREMENTS

Indicated with a green check mark, these requirements have been completed.

⊘ Skills and Tools Elective	ENVS 484	Watershed Science	B	3	Fall 2021

DEGREE WORKS NAVIGATION GUIDE FOR ADVISORS

INCOMPLETE REQUIREMENTS

Indicated with a red, empty circle, these requirements have not been completed.

○ General Chemistry I	**Still needed:**	**3** Credits in **CHEM** 107 ☑

IN-PROGRESS REQUIREMENTS

Indicated with a blue, half-filled circle, these requirements are in-progress.

◑ Systematics Elective	BIOL 461	Aquatic Plants	IP	(4)	Fall 2022

DEGREE BLOCK

The Degree Block summarizes the main components required to complete a degree. In addition, any unmet conditions will appear in this block such as minimum overall GPA, minimum overall and upper-level hours, and hours in residency.

Bachelor of Science INCOMPLETE

Credits required: 120   Credits applied: 125   Catalog year: 2018-2019   GPA: 2.563

Unmet conditions for this set of requirements: All students are required to complete at least 45 semester hours in advanced level courses. You have not earned 45 credits of 300-400 level course work.
You have earned 0 credits from a two-year institution. Please note you cannot apply more than 60 credits from a two-year institution towards your degree.

⊘	You meet the minimum 2.0 overall cumulative GPA requirement.		
○	Major Requirements	**Still needed:**	See Biology, Ecology, Evolution & Marine section
⊘	General Education Requirements		

MAJOR BLOCK

The Major Block lists the course requirements necessary to complete the Major (and Concentration, if applicable).

Biology, Ecology, Evolution & Marine INCOMPLETE

Catalog year: 2018-2019   GPA: 2.769

		Course	Title	Grade	Credits	Term	Repeated
◑	BIOLOGY						
⊘	Fundamentals of Biology I Lab	BIOL 112	Fund of Biology I Lab	B	1	Fall 2019	
⊘	Fundamentals of Biology II Lab	BIOL 113	Fund of Biology II Lab	B	1	Spring 2020	
⊘	Genetics and Evolution	BIOL 233	Genetics and Evolution	A	3	Fall 2021	

MINOR BLOCK

The Minor Block lists the course requirements and conditions necessary to complete the Minor. Conditions will include minimum GPA, minimum overall and upper-level hours, and hours in residency.

Minor in Chemistry — INCOMPLETE

Credits required: 21   Credits applied: 8   Catalog year: 2018-2019   GPA: 2.250

Unmet conditions for this set of requirements: 21 credits are required. You currently have 8, you still need 13 more credits. Minimum Credits unsatisfied

		Course	Title	Grade	Credits	Term	Repeated
⊘	General Chemistry I	CHEM 107	General Chemistry I	C	3	Summer 2020	
⊘	General Chemistry II	CHEM 108	General Chemistry II	C	3	Fall 2020	
⊘	General Chemistry Lab	CHEM 115	General Chemistry Laboratory	B	2	Fall 2020	
○	Chemistry Electives/Should include 1-2 Credits of Lab	Still needed:	7 Credits in CHEM 2@ or 3@ or 4@				
○	Chemistry Electives	Still needed:	6 Credits in CHEM 3@ or 4@				

A max of three (3) credit hours of CHEM 362 or 462 may be applied.

GENERAL EDUCATION BLOCK

The General Education Block lists the requirements specific to the College, Catalog Year, and/or Major.

College of Sciences General Education — COMPLETE

Credits required: 42   Credits applied: 42   Catalog year: 2018-2019   GPA: 2.785

28 ACT in English earns automatic credit for ENGL 101 and placement in ENGL 115

		Course	Title	Grade	Credits	Term	Repeated
⊘	ENGLISH COMPOSITION						
⊘	Introduction to Academic Writing	ENGL 101	Intro to Academic Writing	B	3	Fall 2019	
⊘	Writing and Research About Culture	ENGL 102	Writing&Research about Culture	A	3	Spring 2020	
⊘	MATHEMATICS						
⊘	Pre-Calculus Algebra and Trigonometry	MATH 109	Pre-Calculus Algebra	C	3	Fall 2019	

FALLTHROUGH

Fallthrough courses can be used towards the degree, but do not naturally fit in the audit. The grades and credit hours from these courses are factored into the Overall GPA and total credit hours earned.

INSUFFICIENT

Insufficient coursework did not meet the minimum grade requirement and includes all F, W, and I grades. Repeated coursework also appears under Insufficient. The In-Progress attempt will not apply towards the degree until the minimum grade requirement is met.

IN-PROGRESS / PRE-REGISTERED

In-Progress lists courses you are currently registered for, while Pre-Registered includes future registration.

OVER THE LIMIT

Over the Limit includes any courses that exceed the allowable number of credit hours (for example: max 3 credits in ECON 201 and 300). This section also includes transfer courses that have not been evaluated, coursework over ten (10) years old, and courses exceeding any other maximum credit rules listed in the Academic Catalog.

EXCEPTIONS

Exceptions summarizes any exceptions or substitutions placed on the audit.

NOTES

Notes includes any Pre-Graduation Checkout information entered by the dean's office.

LEGEND & DISCLAIMER

A legend, explaining the different icons found throughout the audit, as well as the disclaimer message are included at the bottom of the audit.

Legend

⊘	Complete		○	Not complete
◐	Complete except for courses in-progress		①	Nearly complete - see advisor
☑	Prerequisite		@	Any course number
(R)	Repeated course			

Disclaimer

The above degree audit report serves as a guide for students and advisors to utilize when planning progress toward completion of the above requirements. While this degree audit serves as a valuable tool, it is not intended to serve as an official transcript or as official notification of completion of degree/certificate requirements. Students should contact their advisor, email degreeworks@louisiana.edu or refer to the Office of Institutional Effectiveness for assistance in interpreting the above degree audit report.

PRINT AN AUDIT

Click the Print icon at the top, right of the audit worksheet to view printing options.

Worksheets   🖶 ✉ ⋮

CONTACT A STUDENT

Click the envelope icon at the top, right of the audit worksheet. The student's email address will appear.

GPA CALCULATOR

The GPA Calculator is intended for informational and degree planning purposes only. All calculations are unofficial estimates. From the ellipsis icon, select GPA Calculator. The GPA Calculator window will appear with three types of calculations: Graduation, Term, and Advice. Descriptions for each calculator are summarized below.
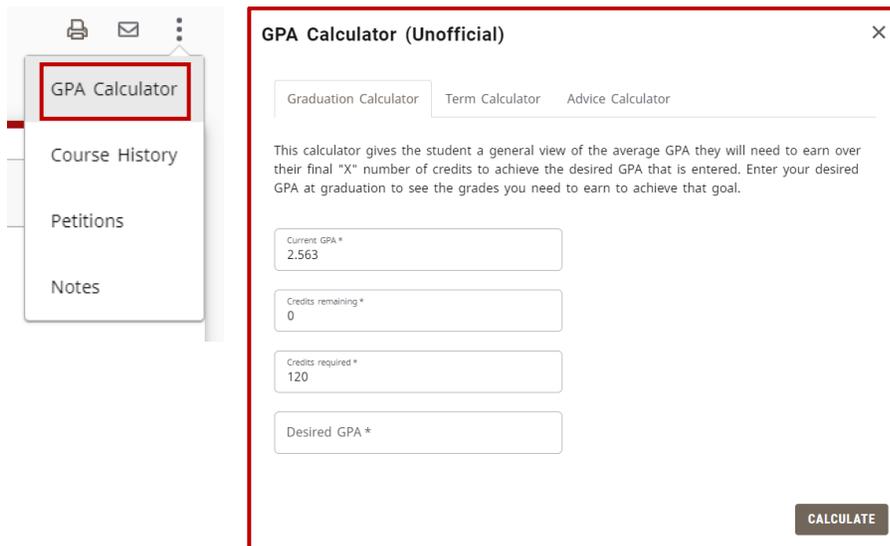
- Graduation Calculator: Used to estimate the average GPA necessary to maintain in the remaining semesters to graduate with a desired GPA. The current GPA is automatically entered.
- Term Calculator: Used to estimate a GPA based on anticipated grades for in-progress courses. The calculator will auto-populate the current coursework and credit hours, but this information can be edited.
- Advice Calculator: Used to show how many credits must be earned with a certain GPA to achieve a desired GPA.

COURSE HISTORY

The Course History shows a semester-by-semester summary of the coursework taken and grades earned. Term and Cumulative totals are also included in this information. This is an unofficial transcript. From the ellipsis icon, select Course History.

WHAT-IF

The Future Classes tool and What-If analysis are combined in the Responsive Dashboard. Select the What-If button above Format and Degree Progress to use these features.

WHAT-IF ANALYSIS

The What-If Analysis allows students and advisors to process a hypothetical audit. The analysis applies completed and in-progress coursework to different majors, concentrations, and/or minors in order to see how degree progress is affected.

1. The default catalog is the current catalog but can be changed.
2. Always pick Program first, as the remaining drop-down menus will auto-populate based upon program and catalog.
3. Additional Areas of Study is an expanding option, allowing for a second program to be added.

What-If Analysis

☐ Use current curriculum   ☑ In-progress classes   ☑ Preregistered classes

Program

Catalog year *
Current Catalog

Program *
BM_MUS Music

Level *
Undergraduate

Degree *
Bachelor of Music

Areas of study

Major *
Music, BM**

Concentration

Minor

Additional areas of study

Program *

Degree

Major

Concentration

Minor

CANCEL   ADD

FUTURE CLASSES

The Future Classes tool allows courses to be applied as planned to the audit to see if a course meets a degree requirement.

1. Select Use Current Curriculum checkbox.
2. Enter the Subject and Number of a course, adding as many courses as desired.
3. Select Process to run a new audit. The course(s) will subsequently appear in the audit as PLAN.

What-If Analysis

☑ Use current curriculum ☑ In-progress classes ☑ Preregistered classes

Future classes

Subject	Number	ADD

ENGL 201 ✕

RESET PROCESS

⊕ Literature	ENGL 201	British Lit Medieval Pre-1800	PLAN	(3)	Planned Term

CONTACT

For any additional questions, please call 337-482-1363 or email degreeworks@louisiana.edu.