

# DEGREE WORKS NAVIGATION GUIDE FOR STUDENTS

## 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, requirements still 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

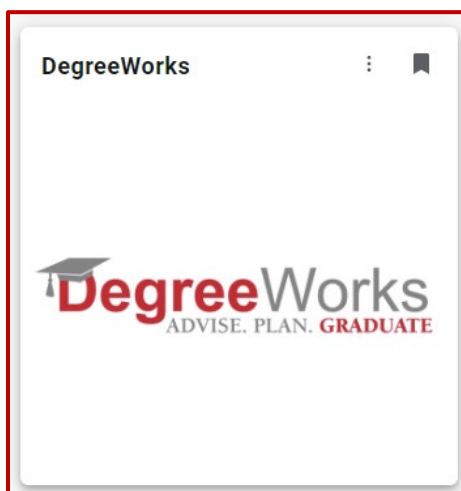
- Undergraduate programs (excluding RN to BSN) from the 2016-2017 catalog forward and Graduate programs from the 2017-2018 catalog forward are accessible in Degree Works.
- Audits are refreshed nightly.
- Incorrect major, minor, and/or concentration information will prevent Degree Works from displaying your audit correctly.
- The audit calculates “best fit” when fulfilling requirements. As you 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.

## CONTACT

For any questions, please contact [degreeworks@louisiana.edu](mailto:degreeworks@louisiana.edu).

## ACCESSING DEGREE WORKS

1. Log into ULink (ulink.louisiana.edu) using your Username (ULID) and Password.
2. From the Home tab, VIEW ALL CARDS to add the Degree Works card to your dashboard.
3. From the Academics tab, add the Degree Works card to your dashboard.



# DEGREE WORKS NAVIGATION GUIDE FOR STUDENTS

## RESPONSIVE DASHBOARD OVERVIEW

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

### Worksheets

Data refreshed 02/08/2023 10:51 AM

1

Student ID  
[REDACTED]

Name  
[REDACTED] Michael

Degree  
Bachelor of Science

Advanced search

Level Undergraduate Classification Senior Major Biology Degree/Program BS\_BIOL Biology Concentration Ecology, Evolution & Marine Biol

College Sciences Advisor [REDACTED] Graduation Application BS\_BIOL Pending [REDACTED]

Academic What-If 6 Filtered Athletic Eligibility

View historic audit  
[REDACTED]

Format  
Student View

2

Degree progress

97%

Overall GPA  
2.563

Requirements

☒ In-progress courses ☒ Preregistered courses  
PROCESS

Audit date: 02/08/2023 10:50 AM  
Diagnostics Student data Save audit Delete audit Expand all

3

**Bachelor of Science** INCOMPLETE

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

**Biology, Ecology, Evolution & Marine** INCOMPLETE

Catalog year: 2018-2019 GPA: 2.409

**College of Sciences General Education** COMPLETE

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

#### Legend

Complete

Complete except for courses in-progress

Prerequisite

(R) Repeated course

Not complete

Nearly complete - see advisor

@ Any course number

4

#### 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](mailto:degreeworks@louisiana.edu) or refer to the [Office of Institutional Effectiveness](#) for assistance in interpreting the above degree audit report.

# DEGREE WORKS NAVIGATION GUIDE FOR STUDENTS

## STUDENT HEADER

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

The screenshot shows the 'Worksheets' header section. At the top left, it says 'Worksheets'. To the right are icons for print, email, and a menu. Below this, a status bar indicates 'Data refreshed 02/08/2023 10:51 AM' with a refresh icon. The main area contains three input fields: 'Student ID' (with a search icon), 'Name' (with the value 'Michael'), and 'Degree' (with the value 'Bachelor of Science'). Below these is a link for 'Advanced search'. A table-like summary follows with labels and values: Level: Undergraduate, Classification: Senior, Major: Biology, Degree/Program: BS\_BIOL Biology, Concentration: Ecology, Evolution & Marine Biol, College: Sciences, Advisor: (redacted), and Graduation Application: BS\_BIOL|Pending (redacted).

## 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).

The screenshot shows the 'Degree progress' section. On the left, there is a 'Format' dropdown menu currently set to 'Student View'. In the center, a circular progress indicator shows '97%' completion, with 'Requirements' written below it. To the right of the circle, the 'Overall GPA' is listed as '2.563'. On the far right, there are two checked checkboxes: 'In-progress courses' and 'Preregistered courses', with a 'PROCESS' button below them.

## 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.


# DEGREE WORKS NAVIGATION GUIDE FOR STUDENTS

## 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.



## 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
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## INCOMPLETE REQUIREMENTS

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

 General Chemistry I	Still needed:	3 Credits in <a href="#">CHEM 107</a> 
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## 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
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## 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

# DEGREE WORKS NAVIGATION GUIDE FOR STUDENTS

## MAJOR BLOCK

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

Biology, Ecology, Evolution & Marine <span>INCOMPLETE</span>						
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
✓	General Microbiology	BIOL 261	General Microbiology	C	3	Fall 2020
ⓘ	Senior Seminar	BIOL 452	Senior Seminar	IP	(1)	Fall 2022
✓	Zoology Systematics	BIOL 321	Entomology	C	3	Spring 2022
ⓘ	Plant Systematics	BIOL 308	Plant Anatomy	IP	(4)	Fall 2022
✓	ECOL/MGMT Electives	BIOL 407	Environmental Toxicology	C	4	Spring 2022
		BIOL 440	Estuarine ECOL & Marine BIOL	B	4	Fall 2021
ⓘ	Systematics Elective	BIOL 461	Aquatic Plants	IP	(4)	Fall 2022

## 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.

# DEGREE WORKS NAVIGATION GUIDE FOR STUDENTS

## GENERAL EDUCATION BLOCK

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

College of Sciences General Education <span>COMPLETE</span>						
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

## ADVANCED LEVEL COURSES BLOCK

The Advanced Level Courses Block lists the 300/400-level coursework counting towards the 45-hour upper-level requirement and displays how many credits are still needed.

Advanced Level Courses <span>INCOMPLETE</span>						
Credits required: 45   Credits applied: 12   Catalog year: 2024-2025   GPA: 2.000						
Unmet conditions for this set of requirements:      33 Credits needed						
	Course	Title	Grade	Credits	Term	Repeated
○	Advanced Level Courses	CJUS 401	Human Exploitation	IP	(3)	Fall 2024
		KNES 360	Theory of Athletic Coaching	IP	(3)	Fall 2024
		MGMT 335	Fin Planning for Entrepr	IP	(3)	Fall 2024

## 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.

# DEGREE WORKS NAVIGATION GUIDE FOR STUDENTS

## 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 your audit.

## NOTES

Notes includes any Pre-Graduation Checkout information entered by your 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	 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](mailto:degreeworks@louisiana.edu) or refer to the [Office of Institutional Effectiveness](#) for assistance in interpreting the above degree audit report.

## PRINTING AN AUDIT

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

### Worksheets



# DEGREE WORKS NAVIGATION GUIDE FOR STUDENTS

## 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.

**GPA Calculator (Unofficial)**

Graduation Calculator   Term Calculator   Advice Calculator

This calculator gives the student a general view of the average GPA they will need to earn over their final "X" number of credits to achieve the desired GPA that is entered. Enter your desired GPA at graduation to see the grades you need to earn to achieve that goal.

Current GPA \*  
2.563

Credits remaining \*  
0

Credits required \*  
120

Desired GPA \*

**CALCULATE**

- **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.



# DEGREE WORKS NAVIGATION GUIDE FOR STUDENTS

The screenshot shows a navigation menu on the left with options: GPA Calculator, Course History (highlighted with a red box), Petitions, and Notes. To the right is a 'Course History - UNOFFICIAL transcript' for Spring. The transcript table lists courses, titles, grades (redacted), credits, and sections. Summary statistics at the bottom show term and cumulative credits attempted/earned and GPA.

Course	Title	Grade	Credits	Section
ECON 430	Industrial Economics & Finance		3	
ENGR 301	Thermodynamics		3	
MATH 362	Elementary Linear Algebra		3	
PETE 313	PetroPhysic&Formation Eval		3	
PETE 314	Petrophysic&Formation Eval Lab		1	
PETE 322	Reservoir Fluid Flow		3	
PETE 323	Reservoir Mechanics Lab		1	
Term credits attempted		17.0	Cumulative credits attempted	207.0
Term credits earned		17.0	Cumulative credits earned	175.0
Term GPA		3.12	Cumulative GPA	3.13

## 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.

The screenshot shows the 'What-If' tab selected in the top navigation bar. Below it, the 'Format' dropdown is set to 'Student View'. The 'Degree progress' section shows a 95% completion circle and an Overall GPA of 3.131. Checkboxes for 'In-progress courses' and 'Preregistered courses' are both checked, and a 'PROCESS' button is visible.

## 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.

# DEGREE WORKS NAVIGATION GUIDE FOR STUDENTS

### 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 COURSES

The Future Courses 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 courses**

Subject

Number

ADD

RESET

PROCESS