

Degree Works Audit Basics

1. **Student Header** - A consolidated view of important student and degree information
2. **Print Audit & Contact Card** - Print button & Contact Card that includes your Advisor's email address
3. **Menu items** - Shows a summary version of your Notes (also at the bottom of your audit) or your Class History
4. **Progress** - This shows the percentage complete of the rules and the credits required for the degree
5. **Degree Block(s)** - This is where you can find your course and program requirements listed
6. **Legend** - Explains the meaning for each icon found in DegreeWorks (found at the very bottom)
7. **Collapse/Expand** - This shrinks the cards to give a more summerized view or expands it for a detailed one.
8. **Degree Selector** - If there are multiple Degrees, you can toggle between them here.

The screenshot shows the Degree Works interface with the following elements highlighted by numbered callouts:

- 1**: Student Header area containing search filters for Student ID (900402466), Name (Testapp, Pinocchio), and Degree (Psychology (BA)).
- 2**: Print and Contact Card icons in the top right corner.
- 3**: Menu items (Class History and Notes) in the top right corner.
- 4**: Degree progress section showing a 'Student View' dropdown, progress indicators for Requirements (32%) and Credits (38%), and an Overall GPA of 2.50.
- 5**: Degree Block for Psychology (BA) showing 'INCOMPLETE' status, 120 credits required, and 45 credits applied.
- 6**: Legend section at the bottom explaining icons for Complete, Complete (with classes in-progress), Any course number, Not complete, Nearly complete - see advisor, and Repeated class.
- 7**: Expand all button in the bottom right of the degree block.
- 8**: Degree Selector dropdown in the top right of the search filters.

Degree Blocks

1. **In-progress Icon** - A blue half filled circle indicates a requirement that is currently in-progress. If the requirement has no course or additional information it is a Group header.
2. **Indented Rules** - If the rule has an indentation, it is part of the Grouped rules. It will have its own checkbox and will contribute to the completion of the group.
3. **Completed Icon** - A green check will indicate a completed requirement. No further action will be needed. Once an in-progress course is finished with an appropriately passing grade, it will then be marked complete.
4. **Incomplete Icon** - A red empty circle indicates a requirement that hasn't been started, but is required for program completion.
5. **Requirement Information** - This describes what course, or courses, will complete the requirement it is next to. It will also state how many courses or how many total credits are needed.

Major in Psychology (BA) INCOMPLETE

Catalog year: 2022-2023

	Course	Title	Grade	Credits	Term	Repeated
1	<input type="checkbox"/> INTRODUCTION TO DISCIPLINE					
	<input checked="" type="checkbox"/> Psychological Foundations	PSY 1200	PSYCHOLOGICAL FOUNDATIONS	TRB	3	Fall 2022
		Satisfied by:	PSY150 - GENERAL PSYCHOLOGY - Cape Fear Community College			
	<input type="checkbox"/> Careers in Psychology	PSY 2200	CAREERS IN PSYCHOLOGY	--	(1)	Spring 2023
	<input type="checkbox"/> RESEARCH METHODS					
3	<input checked="" type="checkbox"/> Statistics Course	STT 2820	REASONING WITH STATISTICS	TRB	4	Fall 2022
		Satisfied by:	MAT152 - STATISTICAL METHODS I - Cape Fear Community College			
	<input type="checkbox"/> Research Methods in Psychology (WID)	Still needed:	1 Class in PSY 3100			
4	<input type="checkbox"/> Doing Psychology	Still needed:	3 Credits in PSY 4210 or 4211 or 4213 or 4214 or 4215 or 4216 or 4217 or @ with attribute = MLAB or 4001 or 4002 or 4005 or 4220 or 4511 or 4512 or 4905 or @ with attribute = MRES or @ with attribute = MSL Except PSY 2100			
	<input type="checkbox"/> Applied Psychology	Still needed:	6 Credits in PSY 3000 or 3207 or 3212 or 3653 or 4206 or 4208 or 4240 or 4660 or 4700			
	<input type="checkbox"/> Capstone Course	Still needed:	3 Credits in PSY 4655 or 4658			

Fall Through and Insufficient

1. **Fall Through**- These courses are eligible to be counted for requirements, however DegreeWorks was unable to find a place to apply them.
2. **Insufficient** - These courses are NOT able to be used in the degree program requirements for different reasons. Like if a course was dropped or failed. These courses will always show “0 credits”.
3. **Repeated** - This area indicates if a course has *already* been repeated. Courses that are currently being repeated will not show this.

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Fall Through

Credits applied: 6 Classes applied: 3

Course	Title	Grade	Credits	Term	Repeated
AST 1050	ASTROBIOLOGY: EXPL LIFE	B+	3	Spring 2021	
BIO 2610	CELL BIOLOGY LABORATORY	C	1	2022 Summer1	
C_S 1410	INTRO TO COMPUTER APPLIC	C	2	Fall 2021	

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Insufficient

Credits applied: 0 Classes applied: 8

Course	Title	Grade	Credits	Term	Repeated
ANT 2430	MAGIC WITCHCRAFT & REL	WC E	0	Spring 2020	
BIO 1801	BIOLOGICAL CONCEPTS I	D+	0	Fall 2019	(R)
BIO 2400	GENETICS	WC E	0	Fall 2021	
BIO 3302	ECOLOGY	WC E	0	Fall 2021	
CHE 1101	INTROD CHEMISTRY I	D	0	Fall 2019	(R)
P_E 1810	BADMINTON	WC	0	Spring 2022	
R_C 2001	INTR WRITING ACROSS CURRICULUM	WC E	0	Fall 2020	
R_C 2001	INTR WRITING ACROSS CURRICULUM	WC E	0	Fall 2021	

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