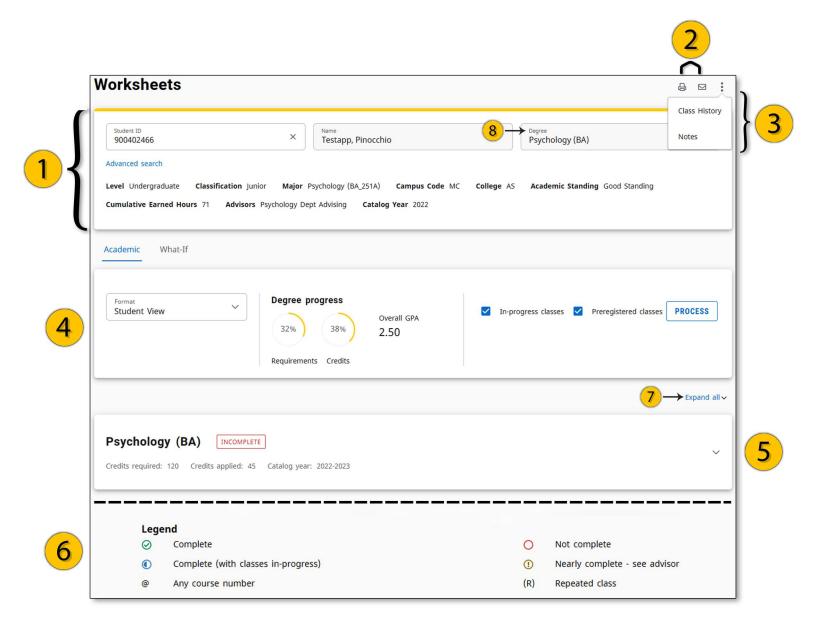




Degree Works Audit Basics

- 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.



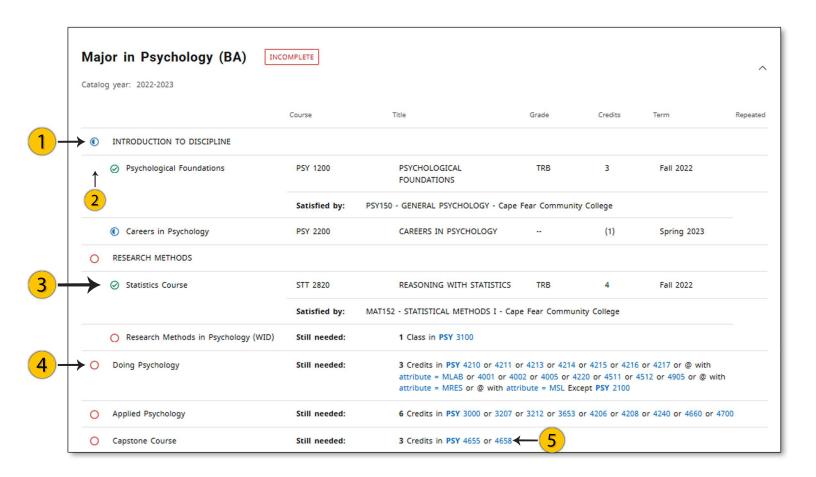




Degree Blocks

- 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.







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.

