DEGREEWORKS STUDENT QUICK GUIDE

Skidmore College Degree Audit Reporting System - New Look (August 2022)

Degree Works is a web-based application and academic advisement tool that can be used to help students and advisors track degree progress. The system uses completed and in-progress coursework (at Skidmore or transferred in from elsewhere) to identify completed and outstanding all-college and major/minor requirements. It enhances the academic advisement process but is not intended to replace face-to-face academic advisement. Degree Works is used to inform, but doesn't officially certify completion.

If you have any questions concerning course work not fulfilling a requirement, please see your advisor for assistance.

If you have navigation issues/problems or receive an "ERROR _____", contact Sharon Clemmey at s_clemme@skidmore.edu.

NAVIGATION

LOGIN: ACCESS DEGREE WORKS FROM THE STUDENT SYSTEM
NAVIGATION-VIEWS, PROCESSING AUDIT, REFRESHING DATA, GPA CALCULATION
LEGEND
DEGREE BLOCK
ALL COLLEGE REQUIREMENT BLOCK
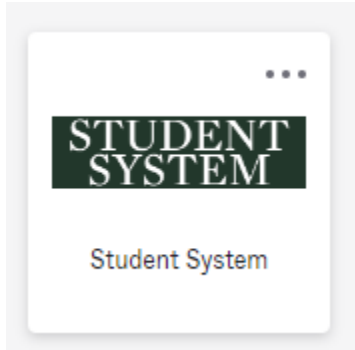**MAJOR/MINOR BLOCK**
LIBERAL ARTS REQUIREMENT BLOCK
OTHER BLOCKS
WHAT-IF AUDIT
FAQ

LOGIN: ACCESS DEGREE WORKS FROM THE STUDENT SYSTEM

Click on the Student System tile on Okta.

 Click Student, Student Records, and then Degree Audit. Your audit will automatically appear. Please allow a few minutes for your audit to generate.

Note - You will need to grant permission to DegreeWorks to open a new tab. In order to allow the pop-ups, you will need to do as follows based on which browser you use:

- ***Chrome** should have a yellow box with a red "X" in the far right of the address bar. Click it and select "Always allow pop-ups" and "Done". Click refresh and DegreeWorks will open in a new tab.*

- *In **Firefox**, click the three lines in the top right corner. Click "Options" which will open a new tab of preferences. Click "Content" on the left menu. Next to "Pop-ups" click the "Exceptions" button. A box will open and type in the DegreeWorks address in the address bar and click "Allow" and then "Save Changes". Exit out of the tab and open Degree Works.*

NAVIGATION-VIEWS, PROCESSING AUDIT, REFRESHING DATA, GPA CALCULATION

The landing bar at the top of the degree audit gives general information about you, such as your Student ID, major, minor, CUM GPA, etc.... The default view is the **Student View**. If you would like to only identify requirements still needed, click on **Registration View**.

Skidmore College - Degree Audit Report

Click Printer: to print or save audit as PDF.
Click Email: to email advisor(s). If more than one you will have to cut and paste their email in.
Click on Three Dots: to use calculators or to view your Class History

Data refreshed 07/27/2022 12:02 AM ↻ Only click Refresh when registration changes.

Student ID	Name	Degree
▮▮▮▮▮▮	▮▮▮▮▮▮	Bachelor of Arts

Major International Affairs **Minor** Mathematics **Program** UG Bachelor of Arts **Class Year** 2023 **Expected Graduation Date** 20-MAY-23 **Status** Active

Advisor(s) Mahesh Shankar **Abroad** Spring 2022: Skidmore in Spain

Academic   What-If

Student View (default). To view course/credits that are "still needed". Click drop-down arrow and select "Registration View".

Cumulative GPA

Click "PROCESS" to generate a new audit.

Format
Student View ⌄

Degree progress

94% 91%

Requirements Credits

Overall GPA
3.416

☑ In-progress classes ☑ Preregistered classes **PROCESS**

Click on three dots and select GPA Calculator:

GPA Calc tab: will calculate a desired GPA

1. Enter Credits Remaining: how many credits you have left to graduate, including current semester.
2. Enter Credits Required: the total number of credits needed to graduate, enter 120.
3. Enter Desired GPA: the desired GPA you would like to obtain.
4. Click Calculate. A message will display "You will need to average X.XXX".

LEGEND

Note that throughout the audit you will see the following symbols to indicate progress toward a particular requirement. Anywhere you see the "@" sign is a wild card.

- 1 Class in AM 2@ means the student needs 1 American Studies class at the 200 level.
- If the requirement states 12 Credits in @ 3@, that would mean the student needs 12 credits in any subject and any course number at the 300 level.

Legend

⊘	Complete		○	Not complete
◑	Complete (with classes in-progress)		⚠	Nearly complete - either class or credits still required
📋	Prerequisite		@	Any course number
(R)	Repeated class			

DEGREE BLOCK

The degree block is the first block found at the top of every audit. The block will show the total credit hours required for the academic program and the degree selected. This block also lists several overall graduation requirements that apply, such as Minimum Overall GPA, All College and Liberal Arts requirements, etc. To jump to a new block, click on the link(s) highlighted in blue, otherwise scroll down.

Collapse all ∧
Click up-arrow to collapse all blocks

Bachelor of Arts Degree INCOMPLETE

Credits required: 120   Credits applied: 109   Catalog year: 2019-2020

		Course	Title	Grade	Credits	Term	Repeated
○	Complete 120 Credit Hours	**Still needed:**	109 credits have been applied (includes in-progress coursework) but you still need 11 more.				
⊘	Complete a Minimum of 60 Skidmore Credit Hours						
⊘	Minimum 2.0 GPA Required						
○	In-Progress Course(s) Found	**Still needed:**	You cannot graduate due to in-progress coursework.				
⊘	Restrictions on the 120 Credits Requirement		Click on this link to find out more information about restrictions.				
⊘	Scribner Seminar	SSP 100	Law, Religion, and Society	B+	4	Fall 2019	
◑	All College Requirements						
○	Major Requirements	**Still needed:**	See International Affairs Major section				

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ALL COLLEGE REQUIREMENT BLOCK

The next block immediately below the Degree block is the All College Requirements. This block tracks course requirements such as Foundation, Inquiry and Maturity Level. If you have not fulfilled a requirement, the radio button will display red. To find a list of courses that could fulfill a requirement, a course description of a course, or to jump to a new block, click on the link(s) highlighted in blue.

All College Requirements INCOMPLETE

	Course	Title	Grade	Credits	Term	Repeated
⊘ FOUNDATION REQUIREMENTS:						
⊘ Expository Writing Course By the End of Sophomore Year (Minimum 3 Credits)	EN 105	What's in it for Me?	B-	4	Fall 2021	
⊘ Quantitative Reasoning 1 Through Standardized Testing OR Passing the QR1 Exam OR Passing MA 100 By the End of Sophomore Year.	MA 100	Quantitative Reasoning	A	3	Summer 2019	
⊘ Quantitative Reasoning 2 By the End of Junior Year (Minimum 3 Credits)	GE 105	Earthquakes & Volcanoes w/Lab	C+	4	Fall 2021	
⊘ Natural Sciences (Minimum 3 Credits)	GE 105	Earthquakes & Volcanoes w/Lab	C+	4	Fall 2021	
◑ The Arts	AR 134	Color	IP	(4)	Fall 2022	
⊘ Humanities (Minimum 3 Credits)	CC 225	The Ancient Novel	C-	3	Fall 2019	
⊘ Social Sciences (Minimum 3 Credits)	HI 205	Rise of Rome	C-	3	Fall 2020	
◯ Maturity Level Requirement	**Still needed:**	See Maturity Level Requirements section				

MAJOR/MINOR BLOCK

Directly under the All College Requirement block, DW will display your declared major(s) and then any minor(s) declared. The major(s)/minor(s) block will display requirements for that academic program for the catalog year on your record. Underneath the Major or Minor, the catalog year and the major or minor GPA will display.

Anthropology Major INCOMPLETE

Catalog year: 2019-2020   GPA: 2.459

None of the required courses or 300-level anthropology courses (except AN 365 and AN 399) fulfilling the major may be taken on an S/U basis.

		Course	Title	Grade	Credits	Term	Repeated
⊘	Minimum 2.0 GPA Required						
○	Minimum 33 Credits and 11 Classes Required	AN 101	Intro Cultural Anthropology	B-	3	Fall 2019	

LIBERAL ARTS REQUIREMENT BLOCK

The next block to display after all major(s)/minor(s) is the Liberal Arts requirement. If you are pursuing a Bachelor of Arts degree, you must complete a minimum of 90 credit hours of course work designated as liberal arts. If you are pursuing a Bachelor of Science degree, you must complete a minimum of 60 credit hours of course work designated as liberal arts credit. Double majors completing both BA and BS, must complete 90 hours of liberal arts credit and only one degree is awarded, either a BA or BS.

BA Liberal Arts Requirement INCOMPLETE

Fulfillment of the liberal arts requirement. Candidates for the bachelor of arts degree must complete a minimum of 90 credit hours of course work designated as liberal arts. Candidates for the bachelor of science degree must complete a minimum of 60 credit hours of course work designated as liberal arts. Double majors completing both B.A. major and B.S. major must choose between a B.A. and B.S. Only one degree is awarded.

		Course	Title	Grade	Credits	Term	Repeated
○	BA LIBERAL ARTS REQUIREMENT:	AH 222	Greek Art and Archaeology	CR	3	Spring 2020	
		SO 219C	Race and Power	IP	(4)	Fall 2022	
		SSP 100	The Seductive Figure	B	4	Fall 2019	
	Still needed:		The Bachelor of Arts major requires a minimum of 90 credits to be taken. You have taken 77 credits and still need 13 more.				

OTHER BLOCKS

The bottom of the audit will display a variety of blocks depending on coursework in-progress, passed, withdrawn, and/or failed.

Maximum 16 Satisfactory Credits: The College allows a maximum of 16 credits to be taken as satisfactory; a grade of 'S'.

Fallthrough Courses (Additional Courses): Courses that did not fulfill any requirement within the audit, other than the 120 needed to graduate.

Insufficient (No Credits Earned): Coursework for which a grade was insufficient to meet a requirement, such as coursework which was audited, coursework which was failed or for coursework that earned a grade of 'W', withdrawn.

In-progress: Lists all courses that are in-progress, courses that have not been graded.

Preregistered: Lists all courses registered in for the upcoming term(s).

Maximum 16 Satisfactory Credits [COMPLETE]

To expand click on the drop-down arrow.

Fall Through Courses (Additional Courses Completed)

Credits applied: 2   Classes applied: 5

Insufficient (No Credit Earned)

Credits applied: 0   Classes applied: 6

Preregistered

Credits applied: 16   Classes applied: 4

WHAT-IF AUDIT

Declaring a different major and/or minor.

1. Enter your catalog year (The catalog year you entered Skidmore with).

2. Pick a major and/or minor (you may only choose up to 2 majors and 4 minors). The selected major and/or minor will populate in the "Chosen Areas of Study" box on the right side.

3. Scroll down and click "PROCESS", to view the audit. To print click on the printer icon; to email click on the envelop icon, both at the top of the page.

Academic What-If ← The What-If link is above the Student View block

| Format | Degree progress | | | ☑ In-progress classes ☑ Preregistered classes |
| Student View ⌄ | 73% 69% | Overall GPA 2.051 | PROCESS | |

What-If Analysis ⌃

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

Program

| Catalog year * 2019-2020 ⌄ | Degree * Bachelor of Arts ⌄ | Level * Undergraduate ⌄ |

Areas of study — Select a major or a minor

| Major * ⌄ | Minor ⌄ | College ⌄ |
| Concentration ⌄ | | |

Additional areas of study ⌄

Future classes

| Subject | Number | ADD |

RESET PROCESS

NOT declaring a different major or minor and want to see how future classes will fulfill requirement(s).

Check the box "Use current curriculum" and under Future Classes, enter the subject and number of the course; click "ADD" and then "PROCESS". The course(s) will display in the audit.

What-If Analysis ⌃

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

Future classes

| Subject | Number | ADD |

RESET PROCESS

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FAQ

Q: Can I select which courses I would like to count toward my double major and/or minor gpa?

A: No, the DegreeWorks uses an algorithm to select courses and fulfill requirements.

Q: I registered for classes this morning and changed my major/minor. This is not showing up on my degree audit. What should I do?

A: Click the "Data Refresh" button and "Process New" button to generate a new degree audit. This will cause your academic record to be refreshed, therefore bringing in the new data.

Q: My Advisor told me that 'Course A' could be used for 'Requirement B':
A: You must obtain email approval from the department chair/program director.
Transfer credit approvals go to Paula Puckett at ppuckett@skidmore.edu
All other approvals go to Sharon Clemmey at s_clemme@skidmore.edu

Q: My transfer courses are not applying correctly to requirements:
A: Contact Paula Puckett at ppuckett@skidmore.edu

7/27/2022