

DEGREEWORKS STUDENT QUICK GUIDE

Skidmore College Degree Audit Reporting System

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 s_clemme@skidmore.edu.

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LOGIN: ACCESS DEGREE WORKS FROM THE STUDENT SYSTEM

[Student System Login](#)

Once logged in, go to Student, Student Records, and then to Degree Audit. Login to DegreeWorks (DW); 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:

- **Internet Explorer** should open a small box at the bottom stating that "Internet Explorer blocked a pop-up. Click "Options for this site" and select "Always allow". This will now let Degree Works open in a new tab.
- **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

Print Log Out

Student ID Name Degree Major Last Audit Last Refresh

BS Education Studies (EDSN) Today Today at 12:27 am

ONLY click "Refresh this students data" when registration changes

Worksheets GPA Calc

Format: Student View View Save as PDF Process New Class History

Skidmore College - Degree Audit Report

Student View as of 10/09/2018 at 01:22

Student		Level	Undergraduate	Class Year	2020
ID		Degree	Bachelor of Science	Expected Graduation Date	16-MAY-20
Advisor		Major	Education Studies (EDSN)	Study Abroad Experiences	Fall 2018: Skidmore in Spain
CUM GPA	3.695	Minor	Spanish	Student Status	Active

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

<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> In-progress	* Prerequisite Required	(T) Transfer Class
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - either class or credits still required	@ Any course number	

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.

<input type="checkbox"/> Bachelor of Science Degree		Credits Required:	120	Catalog Year:	2016-2017
		Credits Applied:	74	CUM GPA:	3.692
<input type="checkbox"/> Complete 120 Credit Hours	Still Needed:	You have taken 74 credits but still need 46 more.			
<input type="checkbox"/> Complete a Minimum of 60 Skidmore Credit Hours					
<input checked="" type="checkbox"/> Minimum 2.0 GPA Required					
<input checked="" type="checkbox"/> Restrictions on the 120 Credits Requirement					
You can click this link to find out more information about this requirement.					
<input checked="" type="checkbox"/> Scribner Seminar	SSP 100	The Holocaust	B+	4	Fall 2016
<input type="checkbox"/> All College Requirements	Still Needed:	See All College Requirements section			
<input type="checkbox"/> Major Requirements	Still Needed:	See Education Studies Major - Non Certification Track section			
<input type="checkbox"/> Minor Requirements	Still Needed:	See Spanish Minor section			
<input type="checkbox"/> BS Liberal Arts Requirement	Still Needed:	See BS Liberal Arts Requirement section			
<input checked="" type="checkbox"/> Maximum 16 Satisfactory Credits					

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, Breadth, Cultural-Centered Inquiry, and Maturity Level. If you have not fulfilled a requirement, "Still Needed:" will display. 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.

<input type="checkbox"/> All College Requirements	
<input type="checkbox"/> FOUNDATION REQUIREMENTS:	
<input type="checkbox"/> Expository Writing Course By the End of Sophomore Year	Still Needed: 1 Class in @ @ with Attribute AEW
<input type="checkbox"/> Quantitative Reasoning 1 Through Standardized Testing OR Passing the QR1 Exam OR Passing MA 100 By the End of Sophomore Year.	Still Needed: 1 Class in @ @ with Attribute AQ1 or QR TEST or MA 100
<input type="checkbox"/> Quantitative Reasoning 2 By the End of Junior Year	Still Needed: 1 Class in @ @ with Attribute AQ2
<input type="checkbox"/> BREADTH REQUIREMENTS:	
<input type="checkbox"/> Natural Science	Still Needed: 1 Class in @ @ with Attribute ANR
<input type="checkbox"/> The Arts	Still Needed: 2 Credits in @ @ with Attribute AAR
<input checked="" type="checkbox"/> Humanities	PH 101 Introduction to Philosophy IP (3) Fall 2018
<input type="checkbox"/> Social Sciences	Still Needed: 1 Class in @ @ with Attribute ASO
<input type="checkbox"/> CULTURE-CENTERED INQUIRY REQUIREMENTS:	Still Needed: See Cultural Centered Inquiry Requirements section
<input type="checkbox"/> 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. At the top right corner, the catalog year and the major or minor GPA will display.

Education Studies Major						Catalog Year: 2016-2017
						Major GPA: 4.000
<input checked="" type="checkbox"/>	Minimum 2.0 GPA Required					
<input checked="" type="checkbox"/>	FOUNDATION COURSES:					
<input checked="" type="checkbox"/>	School and Society	ED 115	School and Society	A	4	Fall 2017
<input checked="" type="checkbox"/>	Child Develop and Learning	ED 200	Child Develop and Learning	A	3	Fall 2016
<input checked="" type="checkbox"/>	Exceptional Child in Elementary School	ED 213	Except Child in Ele Sch	A+	3	Spring 2018
<input checked="" type="checkbox"/>	Children's Literature	ED 231	Children's Literature	A+	4	Spring 2018
<input checked="" type="checkbox"/>	Emergent Literacy	ED 233	Emergent Literacy	A+	4	Fall 2017
<input type="checkbox"/>	JUNIOR BLOCK:					
<input type="checkbox"/>	Practicum in Integrated Curriculum/Instruction	Still Needed: 1 Class in ED 334*				
<input type="checkbox"/>	Teaching Reading in the Elementary School	Still Needed: 1 Class in ED 335*				
<input type="checkbox"/>	Teaching Elementary Mathematics	Still Needed: 1 Class in ED 336*				
<input type="checkbox"/>	Teaching Elementary Science	Still Needed: 1 Class in ED 338				

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.

BS Liberal Arts Requirement						
	ED 115	School and Society	A	4	Fall 2017	
	ED 200	Child Develop and Learning	A	3	Fall 2016	
	ED 213	Except Child in Ele Sch	A+	3	Spring 2018	
	ED 231	Children's Literature	A+	4	Spring 2018	
	ED 233	Emergent Literacy	A+	4	Fall 2017	
	EN 105	Summer Reading, Fall Writing	B	4	Fall 2016	
	EX 111	Intro to Exer Science	A-	4	Spring 2017	
	HI 267	American Indian History	B+	3	Fall 2017	
<input type="checkbox"/>	MA 111	Calculus I	A	4	Spring 2017	BS LIBERAL ARTS REQUIREMENT: Still Needed: The Bachelor of Science major requires a minimum of 60 credits to be taken. You have taken 53 credits and still need 7 more.
	MA 113	Calculus II	A	4	Spring 2018	
	MB 107	Business and Org Managmt	B+	4	Spring 2017	
	SSP 100	The Holocaust	B+	4	Fall 2016	
	WLS 208	Writing in Spanish	A	4	Fall 2016	
	WLS 211	Survey of Spanish Lit	B	4	Spring 2018	

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.

Maximum 16 Satisfactory Credits					
Maximum 16 Satisfactory Credits					
Fallthrough Courses (Additional Courses)					
DB 111A	Ballet I: Elementary		A-	2	Fall 2017
DM 211A	Modern II: Low Intermed		A-	2	Spring 2017
OIP SPA	Study Abroad		IP	(15)	Fall 2018
Insufficient (No Credit Earned)					
MA 200	Linear Algebra		W	0	Fall 2017
ZPR 100	Great Camp Sagamore		NC	0	Summer 2016
In-progress			Credits : 15		Classes: 1
OIP SPA	Study Abroad		IP	15	Fall 2018

WHAT-IF AUDIT

The What-If audit allows you to see what requirements could be fulfilled if declaring a different major and/or minor. You find this tool on the left side of the toolbar in DW.

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. Click “Process What-If”, to view the audit. To print or email, click in the “Create PDF” box.

To view an audit with courses you plan to register for in a future term, enter the subject and number of the course then click “Add Course”. The course will display in the “Courses you are considering”. Then click “Process What-If”.

LOOK AHEAD AUDIT

Look Ahead audit is an alternate way of viewing courses that you plan to register for in a future term.

Note: These courses are for planning purposes only, and may not be offered in future terms. Also, do not enter courses that you have already taken and/or are non-repeatable courses.

1. Click “Look Ahead” on the left side of Degree Works.
2. Enter subject and course number
3. Click “Add Course”, repeat steps 1 and 2 if you want additional courses, and then click “Process New”.

Worksheets GPA Calc

Worksheets Format: Student View Process New

What If

Look Ahead

Look Ahead

To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button. These courses are for planning purposes only, and may not be offered in future terms.

Enter a course and click Add Course

Subject Add Course

Number

Courses you are considering

- CS 206
- CS 230


Remove Course

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 “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 Brehm at pbrehm@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 Brehm at pbrehm@skidmore.edu