

University of Central Arkansas

Degree Works Training Guide



Worksheets



[Advanced search](#)

Introduction

Degree Works is a web-based tool to help students and advisors monitor student's progress toward degree completion. Degree Works combines University of Central Arkansas degree requirements and the coursework the student has completed with an easy-to-read worksheet that helps you see how the courses the student has completed count toward degree requirements, and also helps you see what courses and requirements they still need to complete.

When using Degree Works, advisors and students will be able to:

- Learn the academic requirements for their degree program(s)
- See how all completed courses apply to degree requirements
- Identify courses needed to complete their degree(s)
- View their grades and academic standing
- View their cumulative grade-point-average (GPA)
- View transfer credit hours earned
- Calculate a GPA based on their performance for the term
- Calculate the grade combination(s) needed to achieve a goal GPA
- Plan for registration in future semesters
- Create What-If audits to process speculative degree audits based on current class history
- Estimate how many semesters it will take to graduate
- And more...!

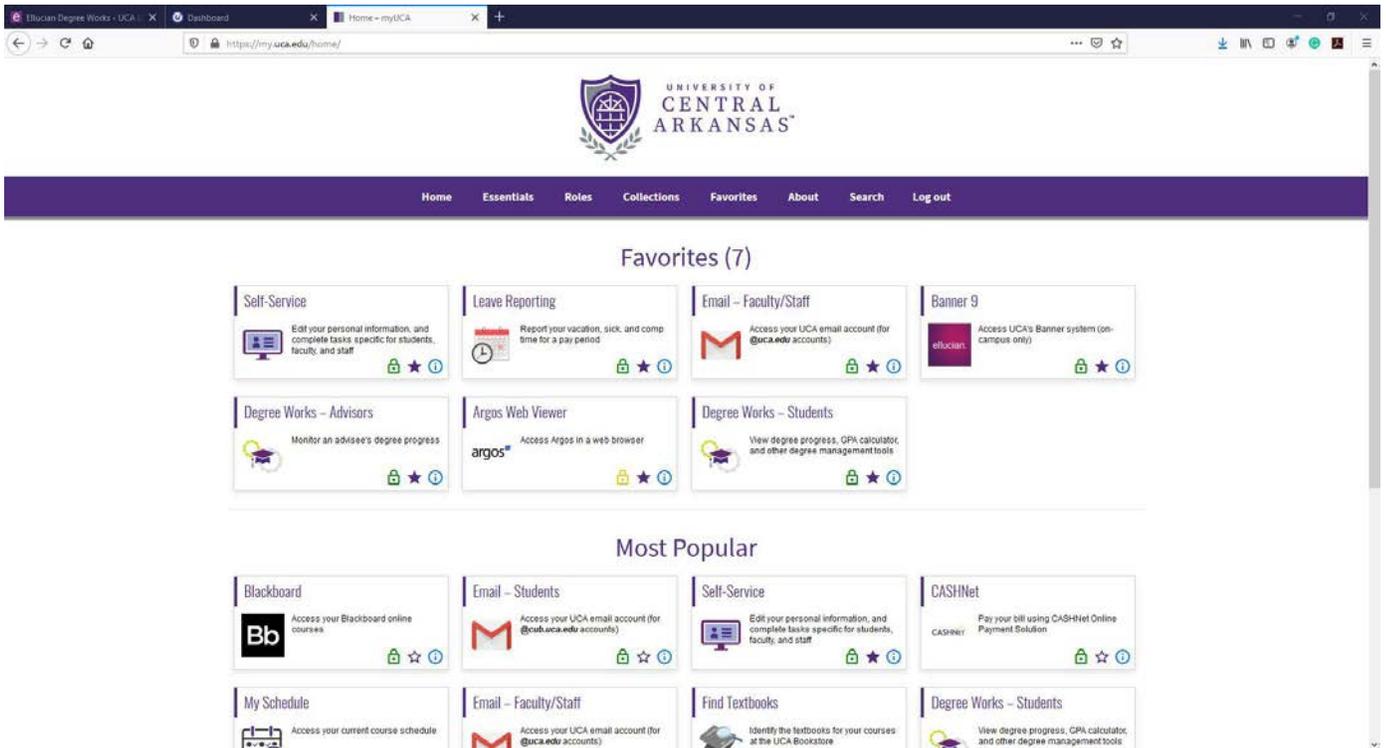
Important Note: Degree Works is designed to aid and facilitate academic advising, but is not intended to replace face-to-face advising sessions. **Degree Works is neither an official academic transcript nor an official notification of completion of degree requirements.**

Degree Works Functionality Summary

Degree Checklists Formats	
Student View (default)	Provides general information about the student's complete and incomplete requirements, in progress and pre-registered courses, grouped into logical sections/blocks.
Registration Checklist	Shows only the unfulfilled requirements that are "Still Needed" on the checklist.
What if	Allows you to process speculative degree audits for a student using their current class history if a student wants to change their major.
Class History Link	Provides a listing of all of the courses taken by the student, with grades and credits, grouped by the term taken.
Plans	
Student Educational Planner	Students and advisors use the planner to create an academic plan.
Notes	
Add/View Notes	Use the add function to enter any notes about the student's audit. Use optional Pre-Defined Notes dropdown to begin note, then Save. This will be utilized during advising sessions.
GPA Calculator	
Graduation Calculator	Use the graduation calculator to determine the average grade required to reach a desired GPA.
Term Calculator	Use the term calculator to determine the term GPA based on courses and anticipated grades.
Advise Calculator	Use the advice calculator to determine the grade and number of credits still required to reach the desired GPA.

Accessing to Degree Works

Access to Degree Works can be accomplished in a number of ways. The preferred way is using myUCA and selecting either Degree Works - Advisors or Degree Works - Students.



The Second option will be to access the Degree Works servers directly by using <https://dwprod.uca.edu/rdashboard>. Degree Works uses UCAs Single Sign On functionality and you will be asked to enter UCA user ID and password.

Navigation Tool bar



WORKSHEETS

EXCEPTIONS

PLANS

ADMIN

The Navigation Tool bar will look different based on your role.

The typical ADVISOR and all STUDENTS will only see WORKSHEET. Information displayed on WORKSHEET is the "Degree Audit" that is referred to throughout this document.

EXCEPTIONS and ADMIN are only for ADMIN USERS.

ADVISORS may see PLANS. Using Student Educational Plans (SEP) the Advisor along with the Student can plan a custom pathway for the student to achieve their educational goals by selecting courses for each term. SEP functionally will be covered in a separate document.

Worksheets

To start an audit, you will need to enter a student ID or find a population of students by using the Advanced search functionality.

Worksheets



[Advanced search](#)

If you do not know the student's Banner ID, click **Advanced search**, which will take you to the **Find Students** search page.

Worksheets

Find Students

Student ID First name Last name

Curriculum

Degree Level Classification

Catalog year Degree source Major (0/139)

Minor (0/76) College (0/13) Concentration (0/239)

Student type (0/11)

Search Cancel Clear

Student ID First name Last name

To select a single student, enter the student's Banner ID number in the Student Banner ID field or enter the student's first or last name in the Name fields.

- The First and Last Name fields are not case sensitive. Typing in the first letters of a first or last name will produce a list of all names starting with those letters.
- Wild cards (@) can be used in any of these fields. Entering "@west@" in the Last Name field will produce a list of all students whose last names contain the letters "WEST".

To search for a group of students based on Curriculum use one or multiple fields to build your search criteria:

Curriculum

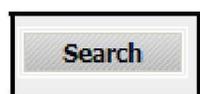
Degree Level Classification

Catalog year Degree source Major (0/139)

Minor (0/76) College (0/13) Concentration (0/239)

Student type (0/11)

Click **Search** to execute the search.



- Only valid combinations of search criteria will produce search results. For example, select a B.S. Degree with a Music Major will return an empty result set and therefore no students will be returned. For best results you should enter the a Major without a Degree since many of UCAs Majors are offered as either BS or BA degree and you risk excluding a population of students in the result set.
- Find results are limited to 500 students and, based on your criteria, you may receive a warning message if the results produce a list of more than 500 students. Also note if you run the same query twice you may or may not receive the same result set, in plain terms if the query returns more than 500 students the student you are searching for may not or may not be in both result sets.

Find Students X

Student ID First name Last name

Curriculum

<input checked="" type="checkbox"/>	Id	Name ↑	Degree	Major	Level	Classification
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	BS	Athletic Training	01	Senior
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	BS	Athletic Training	01	Freshman
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	BS	Athletic Training	01	Senior
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	BS	Athletic Training	01	Senior
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	BS	Athletic Training	01	Sophomore
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	BS	Athletic Training	01	
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	DPT	Physical Therapy	02	Graduate
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	BS	Athletic Training	01	Freshman

- You can remove or alter the list of students from the selection list by checking or un-checking the check boxes to the left of the students.

The Select Student Drop Down will allow you to select a student from the result set of your query. Only the data for one student at a time can be viewed.

Student ID X

Name

Select Student from drop-drop.



Degree

If student is a Dual Degree-Seeking student use the Degree Drop-Down to view additional Degrees.



[Advanced search](#)

Level Undergraduate Classification Junior Major Community Nutrition Preferred First Name Riley Primary Advisor Khandra Faulkner
Advisor Khandra Faulkner Transfer Services Review Complete TRUE

Student View

The student view is the default view for Advisors and Students. All the information needed to successfully complete a Degree at UCA is displayed. Some of the Data that is important to review are as follows:

1. GPA. Including:
 - a. Overall GPA
 - b. Major GPA
 - c. Minor GPA
 - d. Other Degree / Majors may have special blocks that a GPA must be met, for example:
 - i. BBA foundation & core requirements
 - ii. BBA Business Progression Requirements
2. Credits Applied:
 - a. Overall Credits Applied
 - i. Normally 120 for an Undergraduate Degree
 - b. Major Credits Applied
 - c. Minor Credits Applied
3. Residency Credits:
 - a. Overall
 - i. For an Undergraduate Degree of the last 32 Credits 24 must be earned in residency.
 - b. Major
 - i. For an Undergraduate Degree 15 Credits
 - c. Minor
 - i. For an Undergraduate Degree 9 Credits
4. All Degree Requirements (there are many and not all maybe listed):
 - a. Lower Division Core
 - b. Upper-Division Requirement (40 hour of 3000 or 4000 level)
 - c. Upper-Division Core
 - d. Bachelor of Science or Bachelor of Arts Special Degree Requirement
 - e. Major
 - f. Minor
 - g. Any Supplemental Requirements

Worksheets



Data refreshed 9/1/2020 4:02 AM

Student ID: [REDACTED] Degree: Bachelor of Science

Advanced search

Level Undergraduate Classification Senior Major Biology Minor Chemistry Primary Advisor Steven Karafit

Advisor Steven Karafit, Patrick Desrochers Academic Standing Good Standing Lower Division Core met with Associate of Arts TRUE

Academic What-If Financial Aid Athletic Eligibility View historic audit

Format Student View

Degree progress

98% Institutional GPA [REDACTED]

Requirements:

In-progress classes Preregistered classes **Process**

Audit date 8/27/2020 4:33 AM

Diagnostics Student data Save audit Delete audit

Collapse all

Degree in Bachelor of Science IN-PROGRESS

Credits required: 120 Credits applied: 155

Catalog year: 2017-2018 GPA: 3.621

Note: First-time entering freshmen and first-time entering transfer students will not have an overall GPA until the end of their first semester

Bachelor of Science Special Degree Requirement COMPLETE

Credits required: 19 Credits applied: 19

Catalog year: 2017-2018 GPA: 3.500

6 TO 8 credits are required from two courses in either mathematics (any introductory statistics course may be counted as one mathematics course towards partial fulfillment of this requirement) (excluding UNIV 0331, UNIV 0332, UNIV 0333, UNIV 0360, UNIV 0390, UNIV 1340, MATH 3351, 3352, 3354, 3370, 4310, 4312, 4314, 4335) or a laboratory science (e.g. 2 courses in biology, 2 courses in chemistry, etc.) Must be in excess of coursework used for lower division CORE, and may not include BIOL 1400, 1401, 1402, CHEM 1400 or PHYS 1400.

Course	Title	Grade	Credits	Term
MATH 1390	COLLEGE ALGEBRA	[REDACTED]	[REDACTED]	Fall 2011

Student Header Information

Data refreshed 9/22/2020 4:12 AM

Student ID: [REDACTED] Name: [REDACTED] Degree: Bachelor of Science

Advanced search

Level Undergraduate Classification Junior Major Community Nutrition Preferred First Name Riley Primary Advisor Khandra Faulkner

Advisor Khandra Faulkner Transfer Services Review Complete TRUE

The Student Header Information displays a customized view of a student's program of study.

Student	Displays student's Last and First name. Provides the ability to email student directly. See Direct Email section below.
ID	Displays student's Masked Banner ID (only last 4 digits display)
Classification	Displays student's class level
Primary Advisor and Advisor	Primary Advisor will list the advisor with the primary flag in banner. All advisor will be listed in the Advisor field.
Degree	Displays a student's degree
Major	Displays student's major(s) with the primary being listed first
Minor	Displays student's minor(s) with the primary being listed first
Concentration	Displays student's concentration(s) with the primary being listed first
Other Header information will be display as needed, i.e. "Lower Division met with Bachelor Degree", "Graduation Status".	

What-If Audit

Students, who plan on changing their major, adding a minor or a concentration, or looking to enroll in a specific college, can access the **What-If Audit worksheet**, this is designed to offer students an opportunity to view how proposed changes can affect their path towards graduation.

The screenshot shows a web interface for a 'What-If Analysis' tool. At the top, there are navigation tabs: 'Academic', 'What-If' (which is selected and underlined), 'Financial Aid', and 'Athletic Eligibility'. The main content area is titled 'What-If Analysis' and includes an expand/collapse arrow in the top right corner. Below the title, there is a checkbox labeled 'Use current curriculum'. The form is organized into several sections: 'Program' with three dropdown menus for 'Catalog year *', 'Level *', and 'Degree *'; 'Areas of study' with three dropdown menus for 'Major *', 'Concentration', and 'Minor'; 'Additional areas of study' with three dropdown menus for 'Major (0/136)', 'Minor (0/76)', and 'Concentration (0/49)'; 'Future classes' with two text input fields for 'Subject' and 'Number', and an 'Add' button; and two checked checkboxes for 'In-progress classes' and 'Preregistered classes'. At the bottom, there are two buttons: 'Process' and 'Reset'.

Select a combination of Level, Degree, Catalog Year, Majors, Minors, College, or Concentration.

- By using the “Use current curriculum” no changes will be made to Major/Minor/Conc etc. This is mainly for use when a student wishes to test what adding different courses into their audit.

- Proper combinations of above items will only produce an What-If Audit
- Note about catalog year: Banner and thus Degree Works will automatically select the catalog year the student first enrolled. If a student would prefer to complete his/her requirements under a more recent catalog, that is possible, but the declaration would need to be updated with the Office of the Registrar.
- Future classes allow the Advisor and student to see how a course will fit into their audit without enrolling.

Click **Process** button to see the results

GPA Calculator

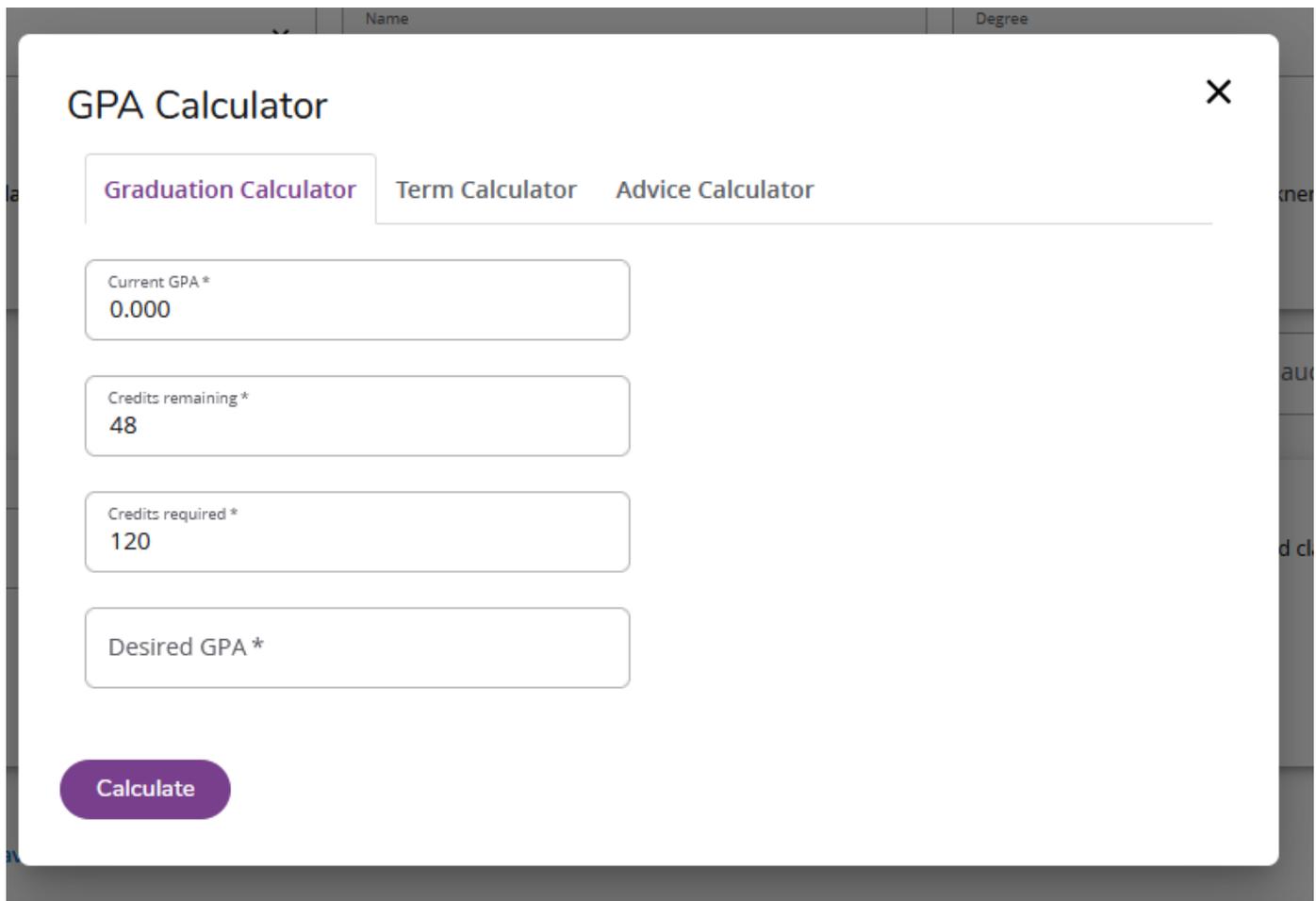
The screenshot shows the 'Worksheets' section of the Degree Works system. At the top left, it says 'Worksheets' and 'Data refreshed 9/22/2020 4:12 AM'. Below this are three search filters: 'Student ID' (with a redacted value and a close button), 'Name' (with a redacted value), and 'Degree' (set to 'Bachelor of Science'). A blue link for 'Advanced search' is visible below the filters. In the top right corner, there are icons for print, email, and a 'More' link (three vertical dots). A yellow callout box with a red arrow points to the 'More' link, containing the text: 'Click the "More" link to find the GPA Calculator.'

There are three different GPA calculators available in Degree Works: Graduation, Term, and Advice Calculators. The calculators, in conjunction with current Degree Works functions, can help students in many ways, providing:

- Realistic goal-setting at the beginning of the term or academic career
- Precise calculation of their end-of-term GPA using students' actual academic information
- Accurate mapping of students' paths for achieving honors, avoiding probation, or satisfying personal academic aspirations

Graduation Calculator

This calculator takes the most "unknown" inputs. Many students may not know how many credits are required for their degree, nor the number of credits remaining. In some cases, this calculator will be useful to inform the student that their desired GPA is not possible to achieve (considering their number of credits remaining). In short, this calculator helps students to set long-term general goals.



The screenshot shows a web application window titled "GPA Calculator" with a close button (X) in the top right corner. Below the title, there are three tabs: "Graduation Calculator" (which is selected and highlighted in purple), "Term Calculator", and "Advice Calculator". There are four input fields, each with a label and a value:

- Current GPA *: 0.000
- Credits remaining *: 48
- Credits required *: 120
- Desired GPA *: (empty)

At the bottom left, there is a purple "Calculate" button.

Select **Graduation Calculator** from the GPA Calc tab

- Enter the number of semester hours the student still needs to complete
- Enter the number of credits required for graduation
- Enter the GPA the student would like to earn upon graduation
- Click calculate

The system will advise you whether or not the desired GPA is achievable and what is necessary

in order to make that happen.

GPA Calculator ✕

Graduation Calculator Term Calculator Advice Calculator

To achieve your desired GPA, you would need to average higher than a 4.0. You would need to average a 5.000

Current GPA	0.000
Credits remaining	48
Credits required	120
Desired GPA	2.0

Recalculate

Term Calculator

This is the most specific calculator. It can be used for goal-setting as well as mapping paths to avoid probation, achieve honors, etc.

GPA Calculator ✕

Graduation Calculator
Term Calculator
Advice Calculator

Current GPA *
3.50

Credits earned *
72

[Add Course](#)

Course * COMM 1300	Credits * 3	Grade * A	
Course * FACS 2351	Credits * 3	Grade * A	
Course * FACS 3318	Credits * 3	Grade * A	
Course * FACS 3456	Credits * 4	Grade * A	
Course * MATH 1390	Credits * 3	Grade * A	

Calculate

The student's current classes and credits (if applicable) are preloaded into the form. You can also add classes and credits to the class list. When done entering class information with expected credits and grades, click Calculate. The following screen will produce the new calculated GPA.

GPA Calculator



Graduation Calculator

Term Calculator

Advice Calculator

Calculated GPA

By achieving the grades listed here, your GPA at the end of the term will be 3.590

Current GPA 3.50

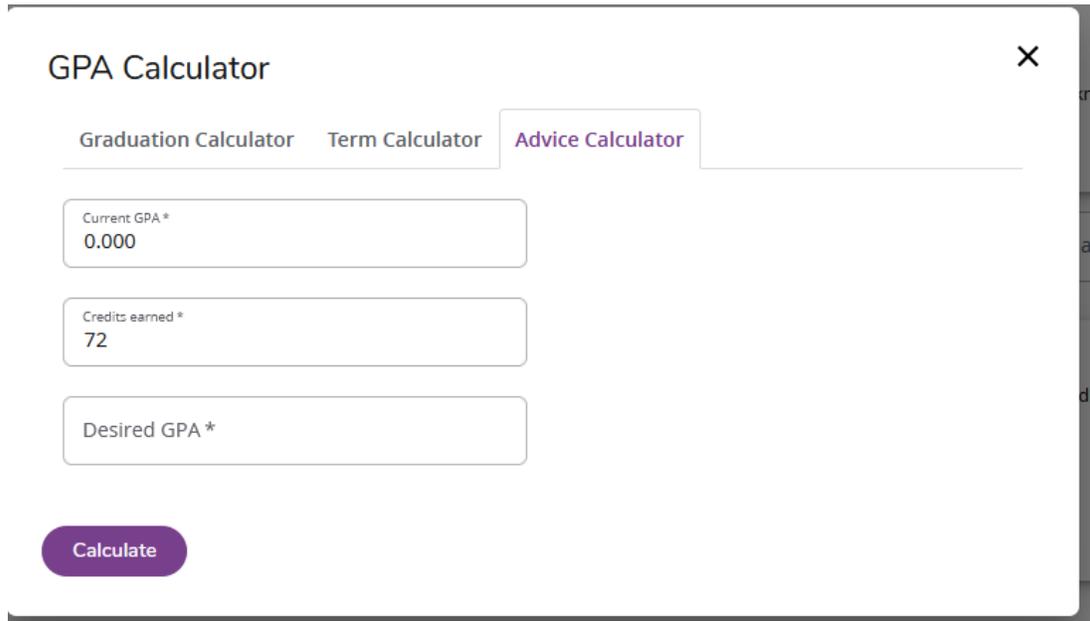
Credits earned 72

Course	Credits	Grade
COMM 1300	3	A
FACS 2351	3	A
FACS 3318	3	A
FACS 3456	4	A
MATH 1390	3	A

Recalculate

Advise Calculator

This calculator is perhaps the easiest to use. The student need only provide their desired GPA. It is used to figure out how a student can raise/lower their GPA using actual grades as advice. While it is fairly general, it is more specific than the graduation calculator.



The screenshot shows a web application window titled "GPA Calculator" with a close button (X) in the top right corner. Below the title, there are three tabs: "Graduation Calculator", "Term Calculator", and "Advise Calculator". The "Advise Calculator" tab is currently selected and highlighted in purple. Below the tabs, there are three input fields: "Current GPA*" with the value "0.000", "Credits earned*" with the value "72", and "Desired GPA*" which is empty. At the bottom left of the form is a purple "Calculate" button.

Select **Advise Calculator** from the GPA Calc tab

Enter the GPA the student would like to earn upon graduation

Click calculate

The system will advise you whether or not the desired GPA is achievable and what is necessary in order to make that happen.

GPA Calculator



Graduation Calculator

Term Calculator

Advice Calculator

To achieve your desired GPA, you need one of the following:

36 credits at 4 (A) grade average

Note: Results that would require you to take more than 150 credits have been omitted.

Current GPA	3.250
Credits earned	72
Desired GPA	3.50

Recalculate