



UNIVERSITY OF
CENTRAL
ARKANSAS™

OFFICE OF
THE REGISTRAR

UNIVERSITY OF CENTRAL ARKANSAS **DEGREE WORKS USER GUIDE**

Revised January 2022

Contact: degreeworks@uca.edu

TABLE OF CONTENTS

Introduction.....3

Accessing Degree Works.....4

Student Search.....5

Advanced Search.....6

Student Worksheet.....9

Degree Blocks.....10

Course Information.....12

What-If.....13

What-If/GPA Calculators.....14

Graduation Calculator.....15

Term Calculator.....16

Advice Calculator.....17

Class History.....18

Notes.....19

Contact.....21

Print Audit.....22

Help?.....23

INTRODUCTION

Degree Works is a web-based tool to help students and advisors monitor students' 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:

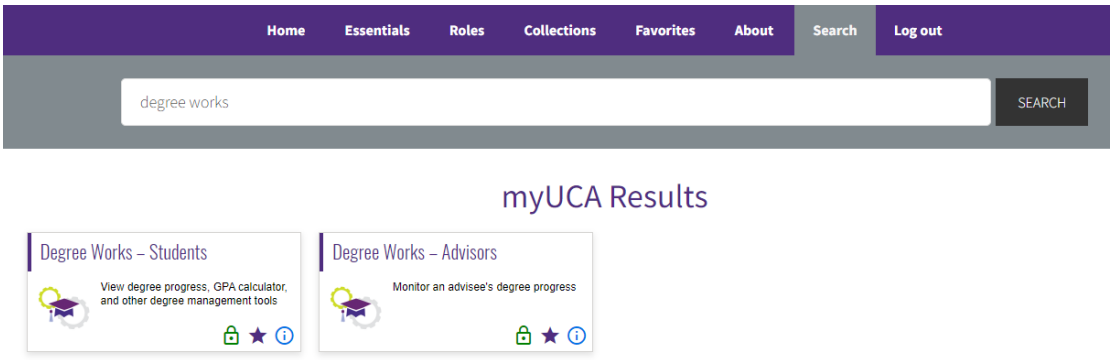
- Learn the academic requirements for their degree program(s)
- See how all completed courses apply to degree requirements
- Identify courses needed to complete their degree(s)
- View their grades and academic standing
- View their cumulative grade-point-average (GPA)
- View transfer credit hours earned
- 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.**

ACCESSING DEGREE WORKS

Access to Degree Works can be accomplished in the following ways:

1) Clicking on the Degree Works tiles in myUCA. You can use the search tool to search for Degree Works. Clicking on the star in the tile marks the selection as a favorite and will show up on your home screen each time you log into myUCA.



- 2) Clicking on the Student or Faculty Services tabs within myUCA Self-Service
- 3) Accessing the Degree Works dashboard using the button or link below.



DW Direct Link: <https://dwprod.uca.edu/rdashboard>

Students are granted access to Degree Works upon admission.

Faculty/staff are granted access to Degree Works, as they are granted faculty/advisor access in Banner. This setup is completed by Lori Hudspeth in the Division of Academic Affairs. After this is set up, staff will be able to access Degree Works at the start of the next business day. If access is needed sooner, please email degreeworks@uca.edu.

STUDENT SEARCH

Depending on your level of access, you will see either a place to enter a student's ID to pull up their audit or a dropdown to select from a list of students/advisees.

Students will only have access to see their audit.

Worksheets



[Advanced search](#)

Worksheets



[Advanced search](#)

ADVANCED SEARCH

If you do not know the student's Banner ID number, click **Advanced Search**, which will return the Find Students dialog box.

Find Students ×

Student ID	First name	Last name
------------	------------	-----------

Curriculum ^

Degree ▼	Level ▼	Classification ▼
Catalog year ▼	Degree source ▼	Major (0/150) ▼
Minor (0/82) ▼	College (0/13) ▼	Concentration (0/257) ▼
Program (0/206) ▼	Student type (0/11) ▼	

[Clear](#)

To search by student name, 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 LastName field will produce a list of all students whose last names contain the letters "WEST".

ADVANCED SEARCH (CONT.)


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 (0/150) ▼
Minor (0/82) ▼	College (0/13) ▼	Concentration (0/257) ▼
Program (0/206) ▼	Student type (0/11) ▼	

Only valid combinations of search criteria will produce search results. For example, selecting a Bachelor of Science degree with a Music major will not return results.

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. Try to narrow your search results down as much as possible.

 Your search criteria returned more results (894) than the allowed maximum (500). Those 500 are shown below, but we recommend that you refine your search and try again. ✕

Find Students

Student ID	First name	Last name
------------	------------	-----------

Curriculum ^

Degree Bachelor of Arts ▼	Level ▼	Classification ▼
Catalog year ▼	Degree source ▼	Major (1/150) Art ▼
Minor (0/82) ▼	College (0/13) ▼	Concentration (0/257) ▼
Program (0/206) ▼	Student type (0/11) ▼	

ADVANCED SEARCH (CONT.)

Once your search results have returned, you can remove or alter the list of students from the selection list by checking or unchecking the check boxes to the left of the students.

Find Students

Catalog year: 2021-2022 | Degree source: | Major (1/150): Art | Minor (0/82): | College (0/13): | Concentration (1/257): Art-Art History | Program (0/206): | Student type (0/11):

Clear CANCEL SEARCH

Students found: 4

<input checked="" type="checkbox"/>	Id	Name ↑	Degree	Major	Level	Classification
<input checked="" type="checkbox"/>	2021001	Boyle, Isabella B	BA	Art	III	Undergrad
<input checked="" type="checkbox"/>	2021002	Boyle, Faith E	BA	Art	III	Undergrad
<input checked="" type="checkbox"/>	2021003	Braden, Emily Katherine	BA	Art	III	Undergrad
<input checked="" type="checkbox"/>	2021004	Hernandez, Kiera Raelin	BA	Art	III	Undergrad

CANCEL SELECT

Once your list is complete, press the Select button. The Select Student drop down list 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.

Worksheets

Student ID: [Search] | Advanced search

- Boyle, Isabella B
- Boyle, Faith E
- Braden, Emily Katherine
- Hernandez, Kiera Raelin

STUDENT WORKSHEET

The student worksheet begins with the Student Header, which provides information about the student such as degree, major, minor, college, and advisor.

Worksheets

Data refreshed 12/15/2021 2:41 PM

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

Advanced search

Level Undergraduate Classification Senior Major Computer Science Minor Honors Interdisciplinary Studies Program BS, Computer Science 2410

College Natural Sciences & Math Primary Advisor [Redacted] Advisor(s) [Redacted] Academic Standing Good Standing

Note: A callout box points to the Degree dropdown menu with the text: "If the student is a dual-degree seeking student, a dropdown will be shown here to view the additional degree requirements."

The degree progress bar shows the percentage completion of requirements, credits, and GPA. Your institutional GPA is calculated only using courses taken at UCA.

Format Student View

Degree progress

77% Requirements 90% Credits

Institutional GPA 3.657

In-progress classes Preregistered classes **PROCESS**

The Requirements progress will not always equal the Credits progress. Progress will not equal 100% until all of the courses are complete and graded. A graduating senior who has completed all credits and course requirements and is preparing for graduation will reach 98% until the grades are submitted at the end of the term. The audit displays in-progress and future classes and counts them toward the student's degree progress. Uncheck one or both of the boxes and select **PROCESS** to view the student's progress without those classes. Clicking **PROCESS** at any time refreshes and produces a new audit showing any recent changes/updates.

DEGREE BLOCKS

The Degree Works audit worksheet is divided into several sections, called blocks, which together comprise the degree audit. Below are a list of blocks that will likely appear on the audit to confirm the completion of degree requirements.

Bachelor of Science INCOMPLETE

Credits required: 120 Credits applied: 108 Catalog year: 2019-2020 GPA: 3.657

Unmet conditions for this set of requirements: 120 credits are required. You currently have 108, you still need 12 more credits.

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

- Lower-Division Core Requirements

- Additional Requirements for BS

- Major Requirements **Still needed:** See [Major in Computer Science](#) section

- Computer Science Requirements **Still needed:** See [Computer Sciences Related Requirements](#) section

- Minor Requirements **Still needed:** See [Minor in Honors Interdisciplinary Studies](#) section

- Upper Division Requirements **Still needed:** See [40 Hour Upper Division Requirement](#) section

- Upper Division Core **Still needed:** See [Upper Division Core](#) section

- X or NR Grade Block

Blocks included in this block

- [Lower Division Core](#)
- [Bachelor of Science Special Degree Requirement](#)
- [Major in Computer Science](#)
- [Computer Sciences Related Requirements](#)
- [Minor in Honors Interdisciplinary Studies](#)
- [40 Hour Upper Division Requirement](#)
- [Upper Division Core](#)
- [X or NR Grades](#)

Clicking on any of the links in the bottom of the degree block will take you to that specific block in the audit.

DEGREE BLOCKS

Each block will include a header with details of the credits required, the credits currently applied/earned, catalog year and GPA. Next, all requirements for the block will be listed. It also includes warning or alert messages (**unmet conditions**) that are important to note, while completing requirements. Degree Works requirements are scribed according to approved program curriculum in the academic bulletin. Requirements could vary according to the catalog year.

Major in Computer Science INCOMPLETE

Credits required: 48 Credits applied: 32 Catalog year: 2019-2020 GPA: 3.521

Unmet conditions for this set of requirements: 48 credits are required. You currently have 32, you still need 16 more credits.

Notice: The calculated GPA displayed for the Major or Minor in Degree Works may be slightly different from the official Major or Minor GPA. Students should contact their academic advisor with any questions regarding their official GPA.

	Course	Title	Grade	Credits	Term	Repeated
○ MAJOR REQUIREMENTS (48 Hours)						
✔ Computer Science I	CSCI 1470	COMPUTER SCIENCE I	B	4	Fall 2019	
✔ Computer Science II	CSCI 1480	COMPUTER SCIENCE II	B	4	Spring 2020	
✔ Data Structures	CSCI 2320	DATA STRUCTURES	A	3	Spring 2021	
✔ Assembly Language and Computer Organization	CSCI 2340	ASSEMBLY LANGUAGE PROGRAMMING	A	3	Fall 2021	
ⓘ Algorithms	CSCI 3330	ALGORITHMS	IP	(3)	Spring 2022	
○ Database Systems	Still needed:	1 Class in CSCI 3360				

- Completed courses are indicated with a green check mark.
- Courses that are in-progress are indicated with a blue half-filled circle.
- Incomplete course are indicated with a red circle, along with the course(s) that can be used to complete the requirement.

The legend below can also be used when reviewing the audit.

Legend		
✔ Complete	○ Not complete	
ⓘ Complete except for classes in-progress	ⓘ Nearly complete - see advisor	
📄 Prerequisite	@ Any course number	
(R) Repeated class		

COURSE INFORMATION

Clicking on the course link displays details about the course, including a description, total credits that can be earned, any prerequisite courses that must be taken before this course, as well as when the course will be offered.

Course Information

CSCI 3360 - 3 Credits - DATABASE SYSTEMS

A required course for majors. Database models with the emphasis on relational database, the concept and mathematical foundations of relational database, the formalization of relations, the SQL database definition/manipulation language, and entity relationship database design method. Prerequisite: CSCI 2320. Fall.

Prerequisites:
CSCI 2320 with a minimum grade of D

Attributes:
CNCF 2C01

Course Information

CSCI 3380 - 3 Credits - COMPUTER ARCHITECTURE

A required course for Computer Science and Computer Engineering majors that introduces arithmetic and logic unit, control unit, memory system, I/O system, instruction formats, instruction implementation, and program flow control. Prerequisite: CSCI 2320.

Prerequisites:
CSCI 2320 with a minimum grade of D

Attributes:
CNCF

Sections:

Term	CRN	Section	Seats open	Meeting times
Spring 2022	34224	0	9 (out of 20)	12:00am - 11:59pm

Supplemental Blocks

The following are descriptions of supplemental blocks that may appear on the degree audit that will be helpful in reviewing your requirements.

- **X or NR:** Courses that do not have a final grade reported from UCA or a transfer institution. The student is responsible for working with their instructor to ensure a final grade is reported or requesting a final transcript from their previous institution.
- **Fall Through:** Courses that are not applied to a specific degree requirement, however, the courses are still included in the overall hours and GPA for the student.
- **Insufficient:** Courses that are withdrawn, not passed, and do not count towards the degree.
- **In-Progress:** Courses that are currently being taken or preregistered.
- **Exceptions:** A comprehensive list of all course substitutions that have been approved to apply the degree requirements. Clicking on any exception will take you to the specific place in the audit where the substitution is applied.



WHAT-IF

The What-If feature allows students that are contemplating making changes to their academic plans to see how it will affect their current progress for completing degree requirements.

Before any changes are made, it is recommended that students meet with their advisor to discuss all possible options.

To access the What-If tool, click the **What-If** link under the student header at the top of the page. This section allows you to add a new catalog year, degree type, major, minor, and concentration. **Remember:** a different catalog year could affect what is required for degree requirements, based on any updates to the program's curriculum in the bulletin.

In the following example, the student is considering changing their major from Computer Science to Computer Engineering. Click the Process button to see the updated degree progress and requirements.

Level Undergraduate Classification Senior Major Computer Science Minor Honors Interdisciplinary Studies Program BS, Computer Science 2410
College Natural Sciences & Math Primary Advisor [Name] Advisor(s) [Name] Academic Standing Good Standing

Academic **What-If** Financial Aid Athletic Eligibility

What-If Analysis

Use current curriculum In-progress classes Preregistered classes

Program

Catalog year * 2019-2020 Degree * Bachelor of Science Level * Undergraduate

Areas of study

Major * Computer Engineering Minor Honors Interdisciplinary Studies Concentration

Additional areas of study

Future classes

Subject Number **ADD**

RESET **PROCESS**

WHAT-IF

Original Degree Progress:

Format
Student View

Degree progress



Institutional GPA
3.657

Requirements Credits

In-progress classes Preregistered classes

PROCESS

Updated Degree Progress (after What-if)

Format
Student View

Degree progress



Institutional GPA
3.657

Requirements Credits

GPA CALCULATORS

Degree Works offers three different GPA Calculators: Graduation, Term, and Advice. To access the GPA Calculators:

1) Click on the Ellipsis in the upper right corner of the degree audit.

Worksheets [Print] [Email] [Ellipsis]

Data refreshed 12/15/2021 2:41 PM

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

2) Select GPA Calculator

Worksheets [Print] [Email] [Ellipsis]

Data refreshed 01/05/2022 4:03 AM

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

- GPA Calculator
- Class History
- Petitions

GRADUATION CALCULATOR

The Graduation Calculator allows students to set a goal for their desired GPA upon graduation and will provide an objective for reaching that GPA, given their current academic standing. The current GPA, remaining credits, and credits required will auto populate in the dialog box. The only input needed will be the Desired GPA.

GPA Calculator

Graduation Calculator | Term Calculator | Advice Calculator

Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal.

Current GPA *	3.657
Credits remaining *	15
Credits required *	120
Desired GPA *	3.7

CALCULATE

GPA Calculator

Graduation Calculator | Term Calculator | Advice Calculator

You need to average a 4.000 over your final 15 credits to graduate with your desired GPA.

Current GPA	3.657
Credits remaining	15
Credits required	120
Desired GPA	3.7

Note that this calculator will also inform the student if the desired GPA will not be possible to obtain. Take a look at the highlighted text below for an example of this scenario.

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 4.400

Current GPA	3.657
Credits remaining	15
Credits required	120
Desired GPA	3.75

RECALCULATE

TERM CALCULATOR

The Term Calculator gives the student an estimate of what their GPA will be at the end of the current term after entering projections of their final grades. The student's current GPA, credits earned, and schedule are auto-populated. The student can now select what they think their final grade will be in each course and click Calculate.

GPA Calculator
×

Graduation Calculator
Term Calculator
Advice Calculator

Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term.

Current GPA *
3.927

Credits earned *
122

[Add Course](#)

Course * ART 2312	Credits * 3	Grade * A	✕
Course * ART 3353	Credits * 3	Grade * A	✕
Course * IDSN 4305	Credits * 3	Grade * A	✕

CALCULATE

The highlighted text shows the anticipated GPA at the end of the term with the projected final grades. The student can also click ReCalculate and enter different grades.

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 3.932

Current GPA	3.927	
Credits earned	122	
Course	Credits	Grade
ART 2312	3	A
ART 3353	3	A
IDSN 4305	3	A

RECALCULATE

ADVICE CALCULATOR

The Advice Calculator also allows students to set a goal for their desired GPA and provides an objective for reaching that GPA. The current GPA and Credits earned are automatically populated. The only input required is the student's desired GPA.

GPA Calculator ×

Graduation Calculator

Term Calculator

Advice Calculator

Enter your desired GPA at graduation to see the grades you need to earn to achieve that goal.

Current GPA *
3.174

Credits earned *
130

Desired GPA *
3.25

CALCULATE

Graduation Calculator

Term Calculator

Advice Calculator

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

14 credits at 4 (A) grade average

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

Current GPA	3.174
Credits earned	130
Desired GPA	3.25

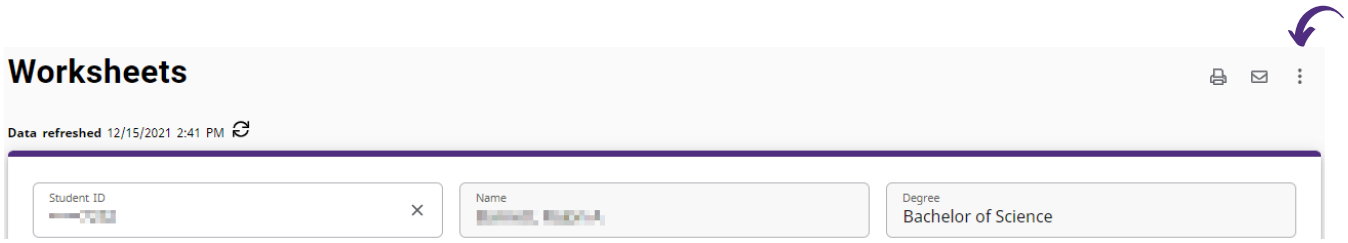
RECALCULATE



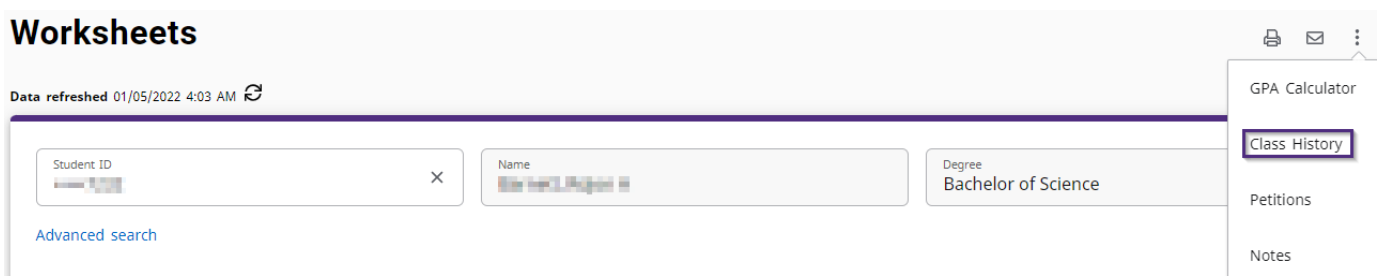
CLASS HISTORY

The Class History is a semester-by-semester listing of all completed and in-progress courses taken at UCA. Transfer courses and AP credit are also shown here. To access the Class History:

- 1) Click on the Ellipsis in the upper right corner of the degree audit.



- 2) Select Class History



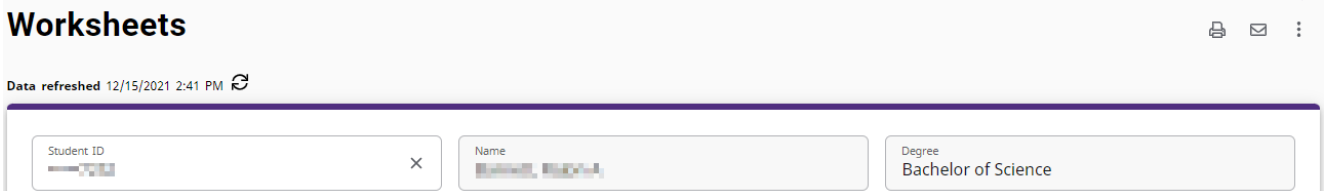
Class History

Course	Title	Grade	Credits
Spring 2018			
BIOL 1400	BIOLOGY FOR GENERAL EDUCATION	CR	4
Satisfied by: BIOL1400 - Exploring Concepts in Biology - Advanced Placement			
HIST 1320	WORLD HISTORY II	CR	3
Satisfied by: HIST1320 - World History II - Advanced Placement			
MATH 1496	Calculus I	CR	4
Satisfied by: MATH1496 - Calculus I - Advanced Placement			
PSYC 1300	GENERAL PSYCHOLOGY	CR	3
Satisfied by: PSYC1300 - General Psychology - Advanced Placement			
WRTG 1310	INTRO TO COLLEGE WRITING	CR	3
Satisfied by: WRTG1310 - Intro to College Writing - Advanced Placement			
Fall 2019			
CSCI 1470	COMPUTER SCIENCE I	B	4
ENGR 1301	INTRODUCTION TO ENGINEERING	A	3
EXSS 1145	BEGINNING WALKING/JOGGING	A	1
HONC 1310	CORE I: SEARCH FOR SELF	A	3
MATH 1496	CALCULUS I	B	4
Spring 2020			

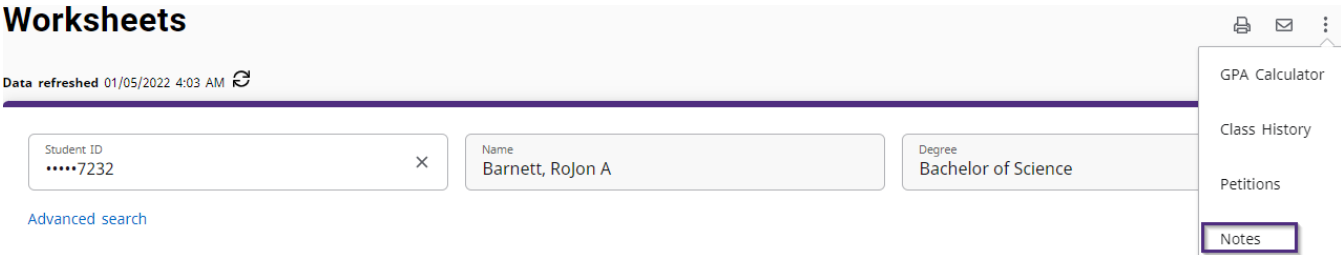
NOTES

Notes allow users to document academic advising sessions or other communication that has occurred regarding the student's record. To access the Notes tool:

- 1) Click on the Ellipsis in the upper right corner of the degree audit.



- 2) Select Notes



Click **ADD A NEW NOTE** to add a new note.

Notes ×

There are no notes for this student.

ADD A NEW NOTE

A new dialog box will appear to begin entering your notes. There are no predefined notes, therefore, all content will be placed in the next box, labeled Add description.

NOTES

Add a new note

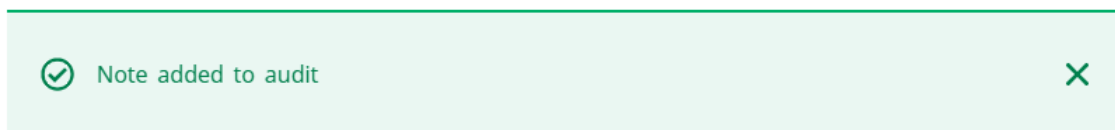


Predefined notes

Add description
Met with student regarding next semester's schedule. They are advised to register for the following courses:
CHEM 1401
CISA 3304
HIST 2301
KPED 2301

Not available to student

To make a note internal, select the Not available to student check box if this functionality has been enabled. Click Save note to save the note to the database. A message will appear confirming that your note was added successfully.



Notes

Created on 01/07/2022

By Perry, Jarrett Akeem

Met with student regarding next semester's schedule. They were advised to register for the following courses: CHEM 1451 CISA 3363 HIST 2301 EXSS 1122

To see all the text of a note, select View note from the action menu in the right corner of a note. Click Back to go back to the note list. From this dialog, you can also edit or delete the note.

To modify a note, select Edit note from the action menu in the right corner of a note. Click Save note to save your changes. From this dialog, you can also delete the note. Click Cancel to discard your changes and go back to the note list.

CONTACT

The Contact icon opens a dialog box that displays either the student’s or advisor’s email address. Clicking on the email address will open the user’s default email program with the contact’s email address loaded in the To: field.

A student will see their advisor’s email address on the Contact dialog box, while advisors and other administrative users will see the email address for the selected student.

Worksheets



Data refreshed 11/20/2021 4:14 AM

Student ID <input type="text"/>	Name Bear, Bruce D.	Degree Bachelor of Business Administration
---------------------------------	------------------------	---

[Advanced search](#)

Level Undergraduate **Classification** Freshman **Major** Accounting **Program** BBA, Accounting 1890 **College** Business

Contact ✕

Bear, Bruce D.
 victorebear@uca.edu

PRINT AUDIT

A PDF of an audit can be generated by clicking on the Print icon that displays on an audit. A dialog prompting for the page dimensions will open, and after making a selection, the generated PDF will display in a browser window.

Worksheets



Data refreshed 11/20/2021 4:14 AM

Student ID [REDACTED] Name [REDACTED] Degree Bachelor of Business Administration

[Advanced search](#)

Level Undergraduate Classification Freshman Major Accounting Program BBA, Accounting 1890 College Business

Choose dimensions

Select dimensions for PDF

PDF dimensions * Letter - Portrait (8.5 x 11 in)

CANCEL OPEN PDF

University of Central Arkansas Bear, Bruce D. - *****0268

University of Central Arkansas

Student name	Bear, Bruce D.	Degree progress Requirements
Student ID	*****0268	
Degree	Bachelor of Business Administration	
Audit date	01/06/2022 9:25 AM	

Level Undergraduate Classification Freshman Major Accounting Program BBA, Accounting 1890 College Business

Degree in Bachelor of Business Administration INCOMPLETE

Credits required: 120 Credits applied: 0 Catalog year: 2021-2022 GPA: 0.000

Unmet conditions for this set of requirements: 120 credits are required. You currently have 0, you still need 120 more credits. Of the last 32 semester credit hours offered for graduation, at least 24 must be completed in residence at the university. You only have 0 credits in residence. You need 24 additional credits in residence.

- Your GPA is below 2.0 - please see an advisor Note: First-time entering freshmen and first-time entering transfer students will not have an overall GPA until the end of their first semester
- Lower-Division Core Requirements **Still needed:** See [Lower Division Core](#) section
- Business Foundation & Core Requirements **Still needed:** See [Business foundation & core requirements](#) section
- Major Requirements **Still needed:** See [Major in Accounting](#) section
- BBA Progression Requirement
- Upper Division
- Upper Division Requirements **Still needed:** See [40 Hour Upper Division Requirement](#) section
- Upper Division Core **Still needed:** See [Upper Division Core](#) section
- X or NR Grade Block Of the last 32 semester hours offered for graduation, at least 24 must be completed in residence at the university.

Blocks included in this block
[Lower Division Core](#)
[Business foundation & core requirements](#)
[Major in Accounting](#)
[BBA Business Progression Requirements](#)
[40 Hour Upper Division Requirement](#)
[Upper Division Core](#)
[X or NR Grades](#)

Lower Division Core INCOMPLETE

Credits required: 38 Credits applied: 0 Catalog year: 2021-2022 GPA: 0.000

HELP WITH DEGREE WORKS

- Questions about degree works?
- Issues with audit?

Email: degreeworks@uca.edu

Phone: 501-450-5200 - Option 5