Worksheets – the Home Page View for Students

Degree Audits act as a guide to assist you with planning courses to take toward completion of your degree requirements. An Audit does not replace an official transcript and an academic advisor may be contacted for assistance in interpreting this report. Your Degree Works Home Page provides navigation to the functions available to you in the Degree Audit program. Let's take a quick look at the available options.
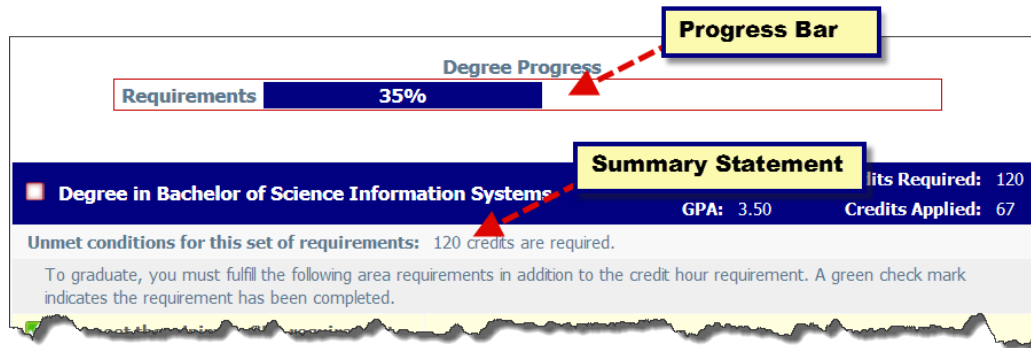

- **Navigation Buttons:** Choose from the items on the red buttons as you move around in Degree Works, return to PAWS or Log Out.

- **Student Context:** The student context information is displayed in the fields at the top of the window and displays your Student ID and Name along with Degree, Major and date last audit was processed.

- **Tabs:** Switch from Worksheets to Plans or GPA Calculators using the Tabs provided just below your ID and name.

- **Navigation Panel:** Select a service within Degree Works – Worksheets for performing degree audits, What If for reviewing different degree or course choices, or Look Ahead to check to see how a future course will fit into your degree requirements. Each service has additional screens to provide necessary views.

- **Student View Degree Recap:** Quickly check for current degree selection with major and minors plus see your class standing and USA GPA.

- **Degree Progress Bar:** Check to see the percentage of completion of requirements in your chosen course of study.

Interpreting your Audit

Your audit displays the target degree and shows credits applied against credits required for your selected catalog year.

Degree Progress is graphically displayed to show progress and summary statements outline the current status for the degree and unmet conditions for a given requirement.

A legend is available at the bottom of your Audit screen to assist you in deciphering the icons used in the Audit screen. Please take a look at the illustration below which shows the icons along with their meanings.

Completed Requirements

Green checkboxes are used to indicate completed requirements whether the requirement was met by test scores, an equivalent AP course, course substitution, or actual course completion. Here are some examples:

In Progress Courses

In progress courses are labeled "IP" and indicated with a blue tilde box icon. In the example **History of World Civilization** is flagged since any of the courses essential for that requirement are "IP." Notice the status of **HY 102** is "IP" in the illustration.

⧉ History of World Civilization	HY 101	HY of Western Civilization I	A	3	Fall 2012
	HY 102	HY of Western Civilization II	IP	(3)	Spring 2013

Unfulfulled or Still Needed

Unfulfilled requirements are labeled "Still Needed" and indicated with an empty red box.

☐ Information Systems Project Management	Still Needed:	**1** Class in **ISC** 475*
☐ Business Electives	Still Needed:	**2** Classes in **ACC** 212:489 or **BUS** 265 or **ECO** 216:489 or **FIN** 300:489 or **MGT** 301:489 or **MKT** 300:477

Print or Save your Audit

You can choose to print your audit or save it as a PDF on your computer by clicking the Save/Print PDF button.

ans	GPA Calc			
Format:				
Student View ▾	View	Save/Print PDF	**Class History**	
(**2** Classes in **PH** 202* and 202L)				

Save or Print Audit to PDF