

What is DegreeWorks?

DW is a Web-based tool available for advisors and students to monitor your academic progress toward completion of your program of study -- degree, concentration, and/or minor.

What is a Degreeworks worksheet?

A DW worksheet is a review of past, current, and pre-registered coursework and non-course requirements (such as foundational skills placement, service learning) that provides information on completed and outstanding requirements necessary to complete a program. The requirements are based upon those listed in the Undergraduate Bulletin for the term you entered the program.

Who has the ability to access DegreeWorks?

Currently, DW is available to all students. Advisors and Academic Success counselors will also have access for the purpose of supporting your progress through your academic career.

**DegreeWorks will only show relevant degree progress information for students who are on the 2017-2018 Catalog or after. For students on a catalog prior to 2017-2018 you are welcome to use the What-If tool and GPA calculators. **

How is the degree audit organized?

The audit is divided in categorical sections called blocks. The first block provides student demographic information and is displayed in the fields at the top of the audit, followed by requirement blocks. These blocks help students to track the progress towards completing their degree.

Is my information confidential?

Yes! The information used in your audit comes from your student data record, and is confidential as required by FERPA. Remember that your advisor, faculty, and selected staff will be able to view the information contained in DegreeWorks.

How current will my information be in DegreeWorks?

DegreeWorks refreshed each night. Any changes made today (e.g., grade changes or classes added/dropped) will be seen in DW tomorrow.

Can I register for classes in DegreeWorks?

No. DegreeWorks is a snapshot of courses in-progress, pre-registered, and in academic history. Registration will continue to be handled through the Student Services channel of ArgoExpress.

Can I see how many classes I have left to fulfill my requirements?

Yes. DegreeWorks is laid out in block format displaying degree, major, minor, and concentration requirements. Look for unchecked boxes to identify requirements that you still need to complete.

What if I an Athlete, but my sport is not showing on in my student header?

Athletes are coded in our Banner system each semester. Students are coded if the coach has notified the Registrar's Office if they are going to compete or redshirt. The student's athletic status could change each semester.

Are my grades visible in DegreeWorks?

Yes. Once grades have been processed at the end of the faculty grading period, they become official and are viewable in DegreeWorks following the nightly refresh.

What should I see when I look at my worksheet?

DW displays your program of study worksheet based upon the program and course information in the Banner student data system and the curriculum scribed in DW.

If you are degree-seeking, you should see a degree block and a major block -- and a concentration block if your major requires a concentration. You should also see a Core Block.

Green checks indicate complete requirements; blue tildes indicate in-progress requirements; empty red boxes indicate unmet requirements.

I am in multiple programs (concentrations, majors), but I only see one listed.

Each program is listed on a separate audit screen. To change screens use the Degree pick-list near the top of the screen as illustrated below. If the second program is not there, the second program may not have been approved yet. Contact your advisor if you believe there is an error.

I see several special categories of courses at the bottom of the worksheet. What are those?

Any or all of the following may appear at the bottom of the audit.

- **Electives:** Courses that are counting as additional electives over the minimum required for the program.
- **Attempted:** Courses that do not meet grade requirements (D, F, etc. grades).
- **In-progress:** Any course currently being taken or preregistered for.
- **Not Counted:** Courses that exceed or do not meet a program of study requirement, such as limits on dual-listed courses, independent studies, selected topics courses.
- **Exceptions:** Customizations applied to the student's program based on submitted program of study paperwork.
- **Notes:** Any comments made by the Registrar's Office having to do with your audit, educational record, or graduation status.

Can I get a term-by-term listing of courses taken using DW?

Use the **Class History** link at the top of the audit.

What if the major, concentration or minor is listed incorrectly?

DW is a front end for information in the Banner student data system, so DW displays only what is recorded as the official program(s). The information is updated each night, and so changes made today will be available for view tomorrow.

To change concentrations, catalog year or add a minor, please submit a Change of Major/Minor/Catalog Year Form to the Registrar's Office.

The program requirements don't look quite right. What could be wrong?

Double check the catalog year listed on the black header bar for the major. If that is the problem and you wish to change the catalog year, please work with your advisor to submit the Change of Major/Minor/Catalog Year Form.

What if I see an error in the worksheet?

Please ask your advisor for assistance. The first step is to clarify what information you believe is wrong. These are the most common problems and courses of action:

My major is wrong on my audit.

If you have not officially changed your major, please submit a Curriculum Change Form to the Registrar's Office. If you have already officially changed your major, the DegreeWorks audit will only display your active degree audit. If your change is effective for a future term, the change may not reflect until that term.

The requirements for my major are wrong.

Look at the catalog term that appears on the major requirements block of the audit. According to our records this is the catalog that you are using to complete your major requirements. DegreeWorks will only be accurate for students on the 2017-2018 catalog or newer. If you believe you should be using older or newer requirements, contact your advisor.

My transfer courses don't appear in the right place.

If you are concerned about a transfer course that should be applying in the audit, contact your advisor.

Classes are not applying in the "right" place.

DegreeWorks uses a 'best fit' approach for meeting requirements so classes may apply to different sections as you take more courses. If you have further questions, please contact your advisor.

My advisor or department chair gave me permission to substitute a course, but it's not showing on my audit.

Talk with your advisor. Advisors can request to the designees of the Dean's Office an exception to the standard requirements. Once exceptions are entered by the Dean's office of the given school, the change will appear on the audit.

My minor is missing from my audit.

If you have not officially declared your minor, contact your current advisor for instructions. If you have already officially declared your minor, your department may still be updating your records. Please contact your department for a status of the change.

My major requires me to complete an area of emphasis, but it didn't appear on the audit. What's wrong?

If you have not officially declared your area of emphasis, contact your current advisor for instructions. If you have already officially declared your area of emphasis, your department may still be updating your records. Please contact your department for a status of the change.

If none of these problems describe your situation, or if you need additional help identifying what's wrong, contact your advisor. If the advisor believes a technical error exists on the audit, they will email the Office of the Registrar at degreeworks@uprovidence.edu.

How is my degree audit different from my transcript?

Your degree audit is a tool to provide you with academic information related to your degree progress. It displays courses required and completed in your degree program. Your transcript is your official university academic record and provides a chronological list of courses completed and other academic information.

How does DegreeWorks decide where to place courses that I've completed?

DegreeWorks looks at your program holistically, and places each course using a "best fit" scenario. The "best fit" process will not always be perfect, particularly when multiple possibilities exist. Classes may apply to different sections as you take more courses. If you have a course that does not appear in the area in which you expected, please contact your advisor for assistance.

I've seen the '@' symbol in several places on my audit. What does this mean?

This is a wild card in DegreeWorks. If the @ sign appears with course numbers after it (i.e., @ 100:499), it means that you can take any subject area with that level (a 100-400 level course from any subject area). If it appears after a subject prefix (i.e., PSC @), it means that you can take any course with that subject prefix (any course in Psychology).

Who should I contact if I have questions?

- Contact the University of Providence Registrar's Office by one of the following methods:
Email: degreeworks@uprovidence.edu
- Phone 406-791-5201
- Stop by in person. We are located in the ArgoCentral Building next to the chapel!