

# Degree Works Components Within the Degree Audit Worksheet

OBJECTIVE: To go through the components that make up a Degree Works degree audit.

- Headers
- Formats of the different worksheets
- Blocks that make up the worksheets

## AUDIT HEADER:

The screenshot shows a horizontal bar with several fields. From left to right: a 'Student ID' field with a blue background and a dropdown arrow; a 'Name' field with a blue background and a dropdown arrow; a 'Degree' field with a dropdown menu showing 'BA'; a 'Major' field with a text input containing 'Classics'; a 'Classification' field with a dropdown menu showing 'Senior'; and a 'Last Audit' field with a text input containing 'Today'.

Student ID	Displays the student Banner ID number.
Name	The student's full name will display here.
Degree	The student's current degree program will display here.
Major	The student's current major will display here. If the student has a second major, only the primary (first) major will display.
Classification	The student level will be displayed here (freshman, sophomore, etc.)
Last Audit	Displays the last date the audit was refreshed. Audits are refreshed any time an activity occurs, like registration, grading, etc.

## WORKSHEET BAR:

The screenshot shows a horizontal bar with a 'Format:' label above a dropdown menu currently set to 'Student View'. To the right of the dropdown are three buttons: 'View', 'Save as PDF', and 'Process New'.

Format: Student View	This drop down box lists the different types of audits that are available. The student view is the typical type of audit; all available options will be displayed further in this training material.
View	If you want to view a different type of audit, select the option from the drop down and then click the "View" button.
Save as PDF	Will allow you to save the document as a PDF file while retaining the formatting.
Process New	Refreshes the data after a programming change is made.

## FORMAT: Student View

Provides general information about the student's completed and remaining degree requirements, grouped into logical blocks.

### Wayne State University Degree Works

**Student View** AA344tbp as of 03/18/2015 at 13:49

<b>Student</b>	[REDACTED]	<b>Level</b>	Undergraduate
<b>ID</b>	[REDACTED]	<b>Catalog Term</b>	201206
<b>Classification</b>	Senior	<b>Degree</b>	Bachelor of Arts
<b>Advisor</b>		<b>Major</b>	Classics
<b>College</b>	Liberal Arts & Sciences	<b>Minor</b>	History
<b>Overall GPA</b>	2.55	<b>Concentration</b>	Classical Civilization

**Degree Progress**  

Requirements	77%
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**Bachelor of Arts** Credits Required: 120 Credits Applied

You meet the minimum GPA requirement

General Education Requirements Still Needed: See **General Education** section

Liberal Arts and Sciences

Foreign Language Proficiency Required for Degree

Major Requirements Still Needed: See **Major in Classics** section

**General Education**

General Education - Competency Requirements Still Needed: See **General Education Competency Requirements** section

General Education - Group Requirements  
Many General Education Courses can also satisfy program requirements elsewhere on your audit. Pay close attention to your college, major, minor and other requirements to identify courses that will also satisfy a general education requirement.

**General Education Competency Requirements**

Basic Composition (BC) Still Needed: 1 Class in **ENG 1020** or 1050

Intermediate Composition (IC) Still Needed: 1 Class in **AFS 2390** or **ENG 2100** or 2110 or 2120 or 2210 or 2310 or 2390 or 2420 or 2560 or 2570 or 3010 or 3020 or 3050

Mathematics Competency (MC) Still Needed:

Mathematics Competency (MC) ( 1 Class in **MAT 1000:6999** )

Critical Thinking (CT) **PHI 1050** (CT)Critcl Thinking A 3 Sp/Su 2  
Critical Thinking can also be satisfied by taking an exam.

Oral Communication (OC) **COM 1010** (OC)Oral Cmucn:Basc D 3 Sp/Su 2  
Oral Communication can also be satisfied by taking an exam.

**General Education Group Requirements**

American Society & Institutions (AI) **P\_S 1030** (AI)AMER GVT SYSTEM TRA 3 Sp/Su 201  
Satisfied by: PSC384L (AI)AMER SYS OF GOV HON K/L00CC CMTY COLL BATTLE

## STUDENT VIEW: Dual Major

Dual Majors are different than Dual Degrees. Dual Majors refer specifically to students with a second major. These students will not receive two diplomas or two separate degrees. Both majors will fall under the primary degree type.

1. Dual majors fall under the same degree. The majors will display within a single audit in the order they appear in the Majors field on the student's demographic/academic summary area. Only the primary major will appear in the Major section of the audit header.

Level	Undergraduate
Catalog Term	201109
Degree	Bachelor of Science in Business Administration
Majors	Accounting Finance
Minor	
Concentration	

2. Specifically required University GenEd will be listed under each **major block** in the audit. Students who are double majoring will be required to complete the specifically required GenEd for both majors.
3. If there is a Concentration associated with both Majors, they will display following both Majors in the order they appear in the Concentrations field in your demographic/academic summary area.

## STUDENT VIEW: Academic / Demographic Summary

Student View AA344tbo as of 03/18/2015 at 11:44			
Student		Level	Undergraduate
ID		Catalog Term	201406
Classification	Junior	Degree	Non Degree
Advisor	Clexton, Kimberly H	Major	General
College	Liberal Arts & Sciences	Minor	
Overall GPA	3.73	Concentration	

Student	Displays the student's full name.
ID	Displays the student Banner ID number.
Classification	Displays the student's classification (freshman, sophomore, etc.).
Advisor	Displays the student's advisor(s). This will provide the student with the ability to email their advisor(s) directly. See direct email section below.
College	Displays the student's college.
Overall GPA	Displays the student's cumulative GPA. This is their official WSU GPA.
Level	Displays if the student is Undergraduate or Graduate level.
Catalog Term	Display's the student's catalog term.
Degree	Displays the student's current degree. If the student is pursuing more than one degree, only the degree for the audit you are currently viewing will be displayed.
Major(s)	Displays the student's current major(s) with the primary being listed first.
Minor(s)	Displays the student's current minor(s) (if applicable).
Concentration(s)	Displays the student's current concentration(s) (if applicable).

## STUDENT VIEW: Legend

Legend			
✔ Complete	🔄 Complete except for classes in-progress	(T) Transfer Class	: Represents a range of courses
❌ Not Complete	🔄 Nearly complete - see advisor	@ Any course number	

**Complete:** This symbol will appear beside all requirements within the audit that have been completed. The row will be highlighted in yellow and will display the course(s) that fulfilled the requirement along with the grade and term the course was taken.

**Not Complete:** This symbol will appear beside all requirements within the audit that have not been completed. The row will be highlighted in red and will indicate the course(s) that will complete the requirement.

**Complete Except for Classes In-Progress:** This symbol “~” will appear for requirements where students are currently registered for the class(es) needed to fulfill the requirement. The row will be highlighted in blue and will display the course that will fulfill the requirement once completed, along with the grade “INPR” and the term that they are registered for the course.

**Nearly Complete – See Advisor:** This symbol “≈” will appear when requirements are almost complete, however there’s a component that may not be met. For example, if it’s the last course of a set of four, but the minimum GPA for the four classes is a 2.00, and the student currently has a 1.97 within the three graded courses, the requirement may not complete if the student only receives a C in the fourth course.

**(T)Transfer Class:** This symbol will appear beside all requirements that have been satisfied by a course transferred by another institution, along with the grade and term the course was taken.

**@:** Degree Works Wild Card. The “@” symbol represents all classes when used as a prefix, and can also be used to represent all course numbers when it follows the course alpha. When the “@” symbol precedes a range of numbers, any course within that number range will fulfill the requirement (@ 3000:5999).

## STUDENT VIEW: Blocks

Using the Wayne State University Bulletin as a guide, the blocks within the Student View audit present all applicable requirements for a degree, General Education, School/College, declared area(s)/majors(s), minor(s) and/or concentration(s). In the block header, the **Catalog Term** is displayed. This view will also give you information on what courses will meet unfulfilled requirements. Click on the **“See...”** link to jump to that area of the Student view audit.

- **Degree Block:** Lists all of the blocks that are required to complete a degree. The GPA that displays in the header bar of the Degree Block does not include any course that will not count toward the required 120+ hours for graduation (remedial, above the limit, transfer, etc.).

Bachelor of Arts		Credits Required: 120	Credits Applied: 121
<input checked="" type="checkbox"/> You meet the minimum GPA requirement			
<input type="checkbox"/> General Education Requirements		Still Needed: See <a href="#">General Education</a> section	
<input checked="" type="checkbox"/> Liberal Arts and Sciences			
<input checked="" type="checkbox"/> Foreign Language Proficiency Required for Degree			
<input type="checkbox"/> Major Requirements		Still Needed: See <a href="#">Major in Classics</a> section	

- **General Education Group Blocks:** List all of the general education group requirements for a degree. Note: students should select courses for these blocks in conjunction with additional School/College requirements and in consultation with their advisor and Bulletin to avoid unnecessary courses.

General Education Competency Requirements					
<input type="checkbox"/> Basic Composition (BC)		Still Needed: 1 Class in <b>ENG 1020</b> or 1050			
<input type="checkbox"/> Intermediate Composition (IC)		Still Needed: 1 Class in <b>AFS 2390</b> or <b>ENG 2100</b> or 2110 or 2120 or 2210 or 2310 or 2390 or 2420 or 2560 or 2570 or 3010 or 3020 or 3050			
<input type="checkbox"/> Mathematics Competency (MC)		Still Needed:			
<input type="checkbox"/> Mathematics Competency (MC)		( 1 Class in <b>MAT 1000:6999</b> )			
<input checked="" type="checkbox"/> Critical Thinking (CT)	<b>PHI 1050</b>	(CT)Crtcl Thinking	A	3	Sp/Su 2012
Critical Thinking can also be satisfied by taking an exam.					
<input checked="" type="checkbox"/> Oral Communication (OC)	<b>COM 1010</b>	(OC)Oral Cmunc:Basic	D	3	Sp/Su 2014
Oral Communication can also be satisfied by taking an exam.					
General Education Group Requirements					
<input checked="" type="checkbox"/> American Society & Institutions (AI)	<b>P_S 1030</b> Satisfied by	(AI)AMER GVT SYSTEM POSC200H - (AI) AMER SYS OF GOV-HON - KELLOGG CMTY COLL-BATTLE CREE	TRA	3	Sp/Su 2012
<input checked="" type="checkbox"/> Historical Studies (HS)	<b>HIS 1710</b>	(HS)Hist: Modrn East Asia	B	3	Winter 2014
<input checked="" type="checkbox"/> Life Science (LS)	<b>BIO 1030</b>	(LS)Biol Today	B+	3	Winter 2013
<input checked="" type="checkbox"/> Physical Science (PS)	<b>AST 2010</b>	(PS)Descriptive Ast	C+	4	Winter 2014
<input checked="" type="checkbox"/> Laboratory Requirement Satisfied by <b>PHY 1020</b>					
<input checked="" type="checkbox"/> Philosophy and Letters (PL)	<b>PHI 1010</b> Satisfied by	(PL)INT:PHILS SYSTS PHIL201 - (PL) INTRO PHILOSOPHY - KELLOGG CMTY COLL-BATTLE CREEK	TRA	3	Sp/Su 2012
<input checked="" type="checkbox"/> Social Science (SS)	<b>ECO 2010</b> Satisfied by	(SS)PRNC:MICROECON ECON202 - (SS) PRIN ECONOMICS-MICRO - KELLOGG CMTY COLL-BATTLE CREE	TRB	3	Sp/Su 2012
<input checked="" type="checkbox"/> Visual & Performing Arts (VP)	<b>A_H 1130</b>	(VP) Arts:Global Africa	D-	3	Fall 2012
<input checked="" type="checkbox"/> Foreign Culture (FC)	Many degrees require proficiency in a Foreign Language which also satisfies Foreign Culture. If there is an area below entitled (Foreign Language Proficiency Required for Degree), this will also satisfy Foreign Culture (FC)				
<input checked="" type="checkbox"/> Foreign Language Proficiency	<b>LAT 2010</b>	(FC)Intermed Latin	A-	4	Fall 2013

- **School/College Block:** This block includes courses that are specifically required for certain Schools/Colleges/Degrees and will appear in the body of the audit underneath the General Education Group Requirements block. They will be named for the specific School/College (ex. Liberal Arts and Sciences).

✓ Liberal Arts and Sciences					
✓ One Additional Science Class Beyond General Education	PHY 1020	(PS)Conceptual Phys	D+	4	Fall 2013
✓ One Additional Social Science Class Beyond General Education	ECO 2020	(SS)PRNC:MACROECON Satisfied by ECON201 - (SS) PRIN ECONOMICS-MACRO - KELLOGG CMTY COLL-BATTLE CREEK	TRB+	3	Sp/Su 2012
✓ Civilizations and Societies	CLA 2000	Greek Mythology	A	3	Sp/Su 2012

- **Foreign Language Proficiency:** This block includes courses that are specifically required for certain Schools/Colleges/Degrees and will appear in the body of the audit underneath the School/College block.

✓ Foreign Language Proficiency Required for Degree					
✓ Foreign Language Proficiency - Also Satisfies (FC)					
Students must complete a foreign language through the third semester. If language has been studied previously, it is possible to test out of the language altogether, or place beyond the first semester. Placement examination must be completed at WSU.					
✓ Latin	LAT 1010	Elementry Latin 1	B	4	Fall 2012
	LAT 1020	Elementry Latin 2	A	4	Winter 2013
	LAT 2010	(FC)Intermed Latin	A-	4	Fall 2013

- **Major(s):** Lists courses required to complete the major(s). You may see additional blocks such as Core Requirements, Admission Requirements, Co-Requirements, Professional Education Requirements, Concentration Requirements, etc. that are required in addition to these courses.

Major in Classics					GPA: 2.66
✓ Classical Civilization	CLA 1010	(PL)Clascl Civilizatn	A	3	Sp/Su 2012
✓ Greek Mythology	CLA 2000	Greek Mythology	A	3	Sp/Su 2012
□ Concentration Requirements	Still Needed: See Concentration in Classical Civilization section				

- **Concentration(s):** Lists courses required to complete the Concentration within a specific major(s).

Concentration in Classical Civilization						GPA: 3.39
<input checked="" type="checkbox"/>	Third semester in Ancient Greek or Latin	LAT 2010	(FC)Intermed Latin	A-	4	Fall 2013
<input checked="" type="checkbox"/>	Athens and the Ancient Greek World	CLA 3150	Athens & Ancnt Grk World	A	3	Fall 2014
<input type="checkbox"/>	The Golden Age of Rome	Still Needed: 1 Class in CLA 3700				
<input checked="" type="checkbox"/>	Ancient Philosophy	PHI 2100	(PL)Ancient Philosophy	C	3	Fall 2014
<input checked="" type="checkbox"/>	Survey of Greek Literature	CLA 3800	Survey of Greek Lit	B-	3	Winter 2014
<input checked="" type="checkbox"/>	Survey of Latin Literature	CLA 3825	Survey of Lat Lit	A	3	Winter 2013
<input type="checkbox"/>	Greek Art and Archaeology	Still Needed: 1 Class in A_H 3240 or 5210 or 5310				
<input type="checkbox"/>	Roman Art and Archaeology	Still Needed: 1 Class in A_H 5270				
<input type="checkbox"/>	Writing Intensive in Classics Major	Still Needed: 1 Class in CLA 5993				
<input checked="" type="checkbox"/>	Elective Credit	CLA 3190	Tpcs on Women in Antqty	B+	3	Winter 2013
		HIS 5340	Ancient Rome	A	3	Sp/Su 2014

- **Minor:** Lists all courses required to complete a minor (if applicable).

Minor in History						GPA: 4.00	Credits Required: 18
						Credits Applied: 9	
Unmet conditions for this set of requirements: 18 credits are required. You currently have 9, you still need 9 more credits.							
<input type="checkbox"/>	Elective Credits in History	HIS 2040	U S TO 1877	TRB+	3	Sp/Su 2012	
		Satisfied by HIST103 - AMERICAN FOUNDATIONS - KELLOGG CMTY COLL-BATTLE CREEK					
		HIS 5330	Ancient Greece	A	3	Sp/Su 2012	
		HIS 5395	Social Hist:Roman Empire	A	3	Sp/Su 2013	
		Still Needed: 9 Credits in HIS @ <u>additionally you need a minimum of 8 Credits from HIS 3000:5999</u>					

## STUDENT VIEW: Optional Blocks

These blocks will not always appear within the audit. They will only display if the student has courses/requirements which meet the parameters for each individual block. For example, if the student is not enrolled, the audit will not display the In-Progress block.

*Common Optional Blocks:*

- **In-Progress:** The courses that the student is currently registered for are listed here in addition to displaying where they fit throughout the audit.

In-progress			Credits Applied: 16	Classes Applied: 5
COM 1010	(OC)Oral Cmun:Bas		INPR 3	Winter 2015
ENG 3010	(IC)Intrmedt Writng		INPR 3	Winter 2015
MAT 1800	Elem Functions		INPR 4	Winter 2015
MAT 1990	Precalculus Wrkshop		INPR 2	Winter 2015
P_S 1010	(AI)Americ Gvrnmnt-Honors		INPR 4	Winter 2015



- **Electives:** These are courses that count towards the total required number of hours, but do not fill a specific degree requirement.

Electives		Credits Applied: 41	Classes Applied: 14
ACS 2XXX	ACS 2000 LEVEL	TRA	1 Sp/Su 2012
Satisfied by: HUMA200 - HONORS SEMINAR - KELLOGG CMTY COLL-BATTLE CREEK			
A_H 5260	Classical Greek Art	B	3 Winter 2014
B_E 2201	Innovativ Tactid Ldrshp	A	1 Fall 2012
COM 2200	INTERPERSONAL COMMUNICATION	TRC-	3 Sp/Su 2012
Satisfied by: COMM101 - FOUND-INTERPERSONAL COMM - KELLOGG CMTY COLL-BATTLE CREEK			
ELE 3200	LIT FOR CHILDREN	TRB	3 Sp/Su 2012
Satisfied by: LITE213 - CHILDREN'S LITERATURE - KELLOGG CMTY COLL-BATTLE CREEK			
GER 1010	Elem German 1	A-	4 Sp/Su 2013
GER 1020	Elem German 2	C-	4 Sp/Su 2013
GKA 1010	Elementary Anc Greek 1	B	4 Fall 2012
HIS 1XXX	HIS LEVEL 1000	TRA	3 Sp/Su 2012
Satisfied by: HIST151 - (HS) WESTERN CIV: ELY WST WLD - KELLOGG CMTY COLL-BATTLE CREEK			
LFA 1XXX	LFA 1000 LEVEL	TRA	2 Sp/Su 2012
Satisfied by: PEC160 - WELLNESS ACT:TENNIS - KELLOGG CMTY COLL-BATTLE CREEK			
MSC 1XXX	MSC ELECTIVES	TRP	4 Sp/Su 2012
Satisfied by: ARMYDD214 - ARMY HONORABLE DISCHARGE - MILITARY SERVICE CREDIT			
SOC 2000	(SS)UNDST HUMAN SCT	TRC+	3 Sp/Su 2012

- **Not Counted:** These are courses that either exceed the number of allowed repeats, exceed the amount of credits eligible for degree credit, or that are considered developmental, and therefore, will not count as hours towards graduation.

Not Counted		Credits Applied: 8	Classes Applied: 2
ACC 3020	ELEM MNGRL ACC THRY	TRC	4 Fall 2012
Satisfied by: ACCT1090 - Principles of Acct II - MACOMB CMTY COLL			
ISM 2XXX	(CL) ISM LEVEL 2000	TRB-	4 Fall 2012
Satisfied by: ITCS1010 - (CL) COMPUTER/INFO PROC - MACOMB CMTY COLL			

- **Insufficient:** These courses include any incomplete courses, any courses from which the student has withdrawn, any audited course, any course that did not meet a specific grade requirement, or any course the student has failed.

Insufficient		Credits Applied: 0	Classes Applied: 10
A_H 3070	Art&Ardg-Anc Egypt	F	0 Fall 2014
CLA 3050	Cleopatra	F	0 Fall 2014
CLA 3700	Golden Age of Rome	F	0 Fall 2013
CLA 5993	(WI)Wrt-Itsv:Cl Civ	U	0 Fall 2014
CSC 1000	(CL)Intro:Comp Sci	F	0 Sp/Su 2014
GEL 1010	(PS)GEL:Sci Of Erth	WF	0 Winter 2013
GER 2010	(FC)(CD)Intermed German	F	0 Fall 2013
LAT 3210	Latin Poetry	I	0 Fall 2014
MAT 0993	Beginning Algebra	CNC	0 Fall 2012
MAT 1000	(MC)Math in Todays World	WP	0 Sp/Su 2013

## FORMAT: Registration Checklist

*This view is currently only available to advisors.* The Registration Checklist format shows only the unfulfilled requirements on the student's audit. It does not provide any of the detailed explanations of requirements that may be found in the student view. It also does not check hour or GPA requirements.

<input type="checkbox"/> Bachelor of Arts	Catalog Year: Fall 2012
Still Needed: See General Education section	
Still Needed: See Major in Classics section	
<input type="checkbox"/> General Education	Catalog Year: Fall 2012 GPA: 3.51
Still Needed: See General Education Competency Requirements section	
<input type="checkbox"/> General Education Competency Requirements	
Still Needed: 1 Class in AFS 2390 or ENG 2100* or 2110* or 2120* or 2210* or 2310* or 2390* or 2420 or 2560 or 2570* or 3010* or 3020* or 3050*	
<input checked="" type="checkbox"/> General Education Group Requirements	
<input checked="" type="checkbox"/> Liberal Arts and Sciences	
<input checked="" type="checkbox"/> Foreign Language Proficiency Required for Degree	
<input type="checkbox"/> Major in Classics	Catalog Year: Fall 2012 GPA: 3.77
Still Needed: See Concentration in Classical Civilization section	
<input type="checkbox"/> Concentration in Classical Civilization	Catalog Year: Fall 2012 GPA: 4
Still Needed: 1 Class in GKA 2010 or LAT 2010	
Still Needed: 1 Class in CLA 3150	
Still Needed: 1 Class in CLA 3700	
Still Needed: 1 Class in PHI 2100	
Still Needed: 1 Class in CLA 3800	
Still Needed: 1 Class in CLA 3825	
Still Needed: 1 Class in A. H. 2240 or 5210* or 5210*	

## FORMAT: Graduation Checklist

*This view is currently only available to advisors.* The Graduation Checklist format shows both the filled and unfulfilled requirements on the student's audit. However, it does not provide any of the course requirements, grades received, term course was taken, etc., that may be found in the student view.

Graduation Checklist AA344tbu as of 03/18/2015 at 14:14			
Student		Level	Undergraduate
ID		Catalog Term	201209
Classification	Senior	Degree	Bachelor of Arts
Advisor		Major	Classics
College	Liberal Arts & Sciences	Minor	
Overall GPA	3.52	Concentration	Classical Civilization
<b>Bachelor of Arts</b> Credits Required: 120 C			
<input checked="" type="checkbox"/> You meet the minimum GPA requirement			
<input type="checkbox"/> General Education Requirements			
<input checked="" type="checkbox"/> Liberal Arts and Sciences			
<input checked="" type="checkbox"/> Foreign Language Proficiency Required for Degree			
<input type="checkbox"/> Major Requirements			
<b>Blocks included in this block</b> General Education General Education Competency Requirements General Education Group Requirements Liberal Arts and Sciences Foreign Language Proficiency Required for Degree Major in Classics Concentration in Classical Civilization			
<b>General Education</b>			
<input type="checkbox"/> General Education - Competency Requirements			
<input checked="" type="checkbox"/> General Education - Group Requirements			
<b>Blocks included in this block</b> General Education Competency Requirements General Education Group Requirements			
<b>General Education Competency Requirements</b>			
<input checked="" type="checkbox"/> Basic Composition (BC)		ENG 1020 (IP)	
<input type="checkbox"/> Intermediate Composition (IC)			
<input checked="" type="checkbox"/> Mathematics Competency (MC)			
		MAT 1000	
<input checked="" type="checkbox"/> Critical Thinking (CT)		PHI 1050	
<input checked="" type="checkbox"/> Oral Communication (OC)		COM 1010 (IP)	
<b>General Education Group Requirements</b>			
<input checked="" type="checkbox"/> American Society & Institutions (AI)		P_S 1010	
<input checked="" type="checkbox"/> Historical Studies (HS)		HIS 1000	
<input checked="" type="checkbox"/> Life Science (LS)		PSY 1020 (T)	
<input checked="" type="checkbox"/> Physical Science (PS)		GEL 1010	