DEGREE WORKS
STUDENT USER GUIDE

PACE.edu/DegreeWorks
WELCOME TO DEGREE WORKS

Degree Works is a web-based academic reporting and advising tool that outlines the requirements of a particular program and the paths to complete them. Please visit www.pace.edu/DegreeWorks to see if your program and academic year is currently available in Degree Works.

It is strongly recommended that students meet regularly with their advisor to review the information displayed on their Degree Works report. For information on academic advisement at Pace visit this webpage: http://www.pace.edu/office-student-success/faculty-and-staff/pax

Here's how you can utilize Degree Works to continue your success at Pace University:

✔ Track all requirements necessary to receive your degree, based on the term you entered the University.
✔ Show which courses you have taken at Pace or transferred into the University, and how they are applied towards your degree.
✔ View courses that you are currently registered for (listed as in-progress or 'IP') and how they will be applied towards your degree.
✔ Use the GPA Calculator to estimate your overall GPA at the end of the semester, or determine which grades are necessary to achieve a desired GPA.

Degree Works is only accessible through the MyPace Portal for all users.

Please contact your advisor or the Office of Student Assistance at DegreeWorks@pace.edu with any questions or concerns.
LOG IN INSTRUCTIONS FOR DEGREE WORKS

Step 1: Log on to MyPace Portal. Select the Student tab towards the top of the browser window. Next, click on the "Registration, Grades, and Tuition Schedule link.

Step 2: Select the Student menu option. Next, click on the Degree Works box by left clicking once.
Step 3: Click the Degree Works button to launch the application.

Final Step: Once successfully logged into Degree Works, your audit should automatically appear. Please allow the system a few moments to generate your audit.
**DEGREE WORKS: NAVIGATING YOUR DEGREE REPORT**

Different icons will appear next to requirements to indicate whether they have been completed, will be complete at the end of the semester (assuming a passing grade in the course), or is incomplete. Please reference the legend below, which can also be found at the bottom of your degree report.

<table>
<thead>
<tr>
<th>Legend</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Complete</td>
</tr>
<tr>
<td>☐ Not Complete</td>
</tr>
</tbody>
</table>

**DEGREE REPORT: STUDENT VIEW**

The Degree Report presents a student’s academic history and data against requirements for the specific program they are enrolled in. It is imperative that student’s promptly submit a Declaration or Change of Major or Program Form when switching programs so that Degree Works is presenting the correct information.

The first set of data that is presented is the student’s information under the header **Student View**. This includes their name, UID, classification (Class Standing), advisor on file, overall university GPA, level of study, degree type, college, major(s), and minor(s).

There is also a Degree Progress Bar which gives an approximate representation of how many requirements have been completed. This appears as a percentage and is only meant to be used as a guide. This is not representative of how many credits has completed towards a degree.

Each section of the Degree Report has a blue header bar which contains pertinent information about that section of the audit.
The Degree section of a Degree Report lays out all of the individual requirements that comprise the degree the student is attempting to earn. This would include: Minimum GPA, Core Curriculum, Areas of Knowledge, Major Requirements, Minor Requirements (if applicable), and Learning Community/Writing Enhanced Course (only for non-transfer students).

The blue header bar for the Degree section contains the student’s Catalog Year, how many credits are required for the degree being attempted and how many credits are currently being applied as well as the student’s overall GPA. Please be aware that students are held to the requirements of their program based on their Catalog Year, which is the year/term they entered Pace University. Programs can change from year to year, so please be cognizant of your academic year and speak to your advisors if you have any questions.

The University Core section is comprised of the foundation requirements. This includes the various English courses, as well as Lab Science, Mathematics, Computing, Public Speaking, and Second Language Proficiency requirements. These courses have been adjusted based upon requirements of the individual programs.
DEGREE REPORT: AREAS OF KNOWLEDGE

The Areas of Knowledge section is comprised of the various “AOK” requirements. There are four different Areas for students starting in the 2012-13 catalog year and later (five for students prior to the 2012-13 Catalog Year.) Please see the Degree Works FAQ web page for additional details if you are a student whose catalog year ranges between 2009-10, 2010-11, 2011-12 and your AOK requirements are not marked as complete even though you have taken 24 credits in that section.

DEGREE REPORT: MAJOR SECTION

The Major section is comprised of requirements for the student’s major. In the blue header box of this section, students will see a GPA that indicates their current major GPA.

DEGREE REPORT: MINOR SECTION

The Minor section is comprised of the requirements for the students minor. Similarly to the Major section, the student’s Minor GPA is displayed.

DEGREE REPORT: OPEN ELECTIVES

The Open Electives section is comprised of any courses that count towards a student’s degree and overall credit total, but do not satisfy a specific requirement. If a waiver or substitution is required for a course/requirement, the course may appear in this section before the waiver/substitution form is submitted and processed.
DEGREE REPORT: INSUFFICIENT

Courses where a student received a grade of I, I-F, F, or W, along with courses that have been retaken and the grade recomputed will appear in the Insufficient section.

<table>
<thead>
<tr>
<th>Insufficient</th>
<th>Credits Applied: 3</th>
<th>Courses Applied: 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 305</td>
<td>W 3</td>
<td>FA 2013</td>
</tr>
<tr>
<td>MUS 468</td>
<td>F 0</td>
<td>FA 2012</td>
</tr>
</tbody>
</table>

DEGREE REPORT: IN-PROGRESS

Courses that the student are enrolled in for the current term as well as registered in future terms will appear in the degree report for the corresponding requirements that they fulfill. A list of these courses will also appear towards the bottom of the audit in the In-Progress section. Within the degree report, courses that are In-Progress will have “IP” appear instead of a grade and the credits for the course will be in parentheses. Degree Works assumes the student will receive a satisfactory passing grade in the course. In the event that grade is unsatisfactory towards completing the requirement, that course will be moved to the Insufficient section of the degree report.

DEGREE REPORT: EXCEPTIONS

Exceptions in Degree Works refer to waivers and substitutions and are only added to a student’s degree report once an application for a waiver, substitution, and In-depth Sequence has been properly submitted by the department or student and processed by OSA. The Exception will appear within the degree report in two places: the requirement that is being fulfilled and in a section labeled Exceptions towards the bottom of the report.
BREAKING DOWN INFORMATION IN DEGREE WORKS

Degree Works presents the student's academic history throughout the degree report. In addition to checking off fulfilled requirements and marking incomplete requirements, courses titles, grades, credits, and term/semester information is also displayed. At any time, the legend of the icons associated with Degree Works can be referenced at the bottom of the report.

Please review the charts that breakdown the information being presented in a degree report.
Periodically, a student’s degree report may be saved (or frozen) electronically on Degree Works by their advisor, a faculty member, or OSA. A saved/frozen report may show a previous major or minor and is a snapshot of your academic progress at the time it was saved/frozen. To view these saved or frozen degree reports, follow these directions.

**Step 1:** Click on the *History* tab on the left side of the screen.

**Step 2:** Click on the drop menu labeled *Historic Report* and chose the date of the report you wish to view. Then press the *View* button.

**Final Step:** The saved/frozen report from the date you selected should appear.
Degree Works offers a function that allows the theoretical placement of courses into a student’s degree report to see what requirements these courses fulfill and where they fall within the degree report.

**Step 1:** Click on the *Look Ahead* tab on the left side of the screen.

**Step 2:** Enter the three letter subject code and the digit number (plus letter, if applicable) of the course you wish to theoretically add to the report and click the *Add Course* button. (Please note: Pressing enter instead of clicking the *Process New* button will cause Degree Works to run a Look Ahead report without adding the course.) As courses are inputted, they will populate inside the section titled *Courses You Are Considering.*
**Final Step:** Once you are satisfied with the courses that have been added, click the **Process New** button to generate the Look Ahead Report.

**Additional Note:** Courses added in the Look Ahead report are noted as “Plan” in the Grade column and the term as “Planned Term.”
GPA CALCULATOR

Degree Works offers two different GPA Calculators that will help students determine a projected GPA or give them advice on how to obtain a desired GPA. This could be helpful if a student is required to obtain a certain GPA for a honor, scholarship, financial aid, amongst other reasons. It is important for students to be honest and have realistic expectations when inputting information into the GPA Calculator.

**Step 1:** Click on the *GPA Calc* tab that is below the student name towards the top of screen.

![GPA Calculator](image)

**Step 2A:** The system defaults to the *Term Calculator, which allows the student to estimate what their GPA will be at the end of the current semester.* If you are registered for classes during the current semester, your current registration will automatically appear. You may manually add additional courses for future terms by typing in course information where it says “Class #” and requisite credit amounts. You may change your anticipated grade by clicking on the grade dropdown menu for each course.

![Term Calculator](image)
Step 3A: Press the **Calculate** button once all the information is set. Based on the date that was imputed, a Calculated GPA will appear. You may redo this function by click on the Recalculate button.

Step 2B: To select the **Advice Calculator**, press the **Advice Calculator** button on the left side of the screen. The Advice Calculator will help determine what grades are necessary for a student to achieve a desired GPA, if possible. The student’s current GPA and credits earned will be automatically imputed. Simply enter a desired GPA into the blank field.
Step 3B: Press the *Calculate* button once all the information is set. Based on the date that was imputed, Degree Works will generate advice on what grades are necessary to achieve the desired GPA, if possible. You may redo this function by clicking on the *Recalculate* button.

**NOTE:** At any point, the user can jump back to the student's current degree report by pressing the *Worksheet* tab near the top left side of the screen.