

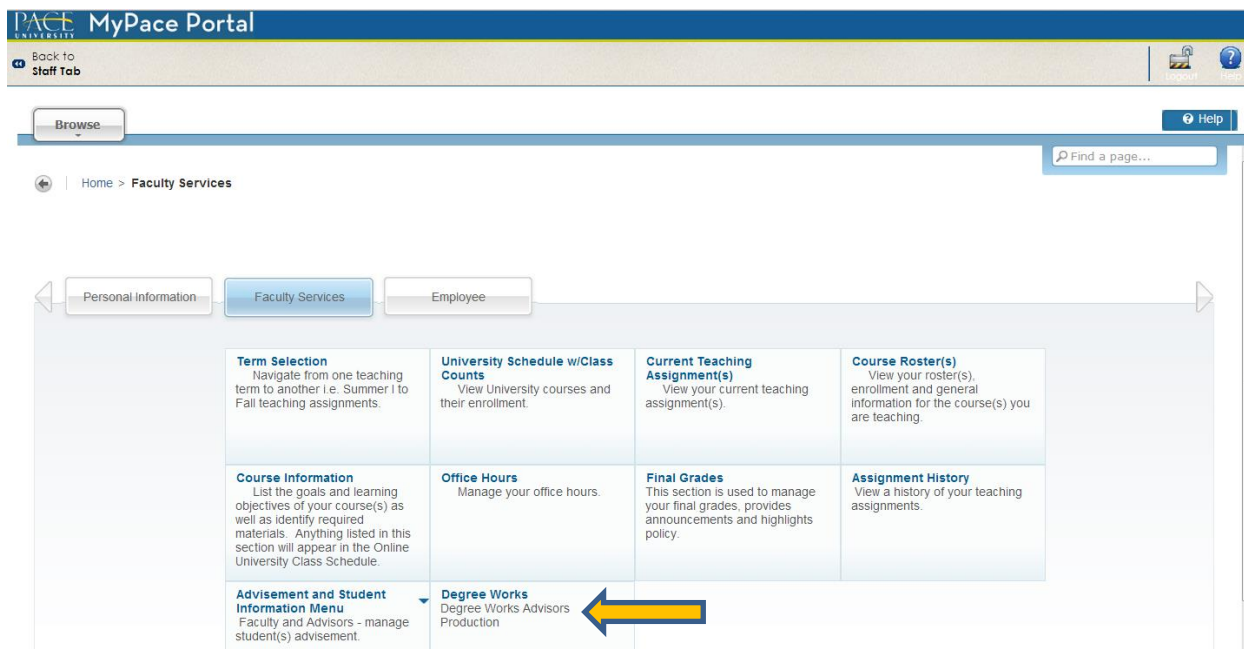
DEGREE WORKS ADVISORS MANUAL

FOR PACE UNIVERSITY

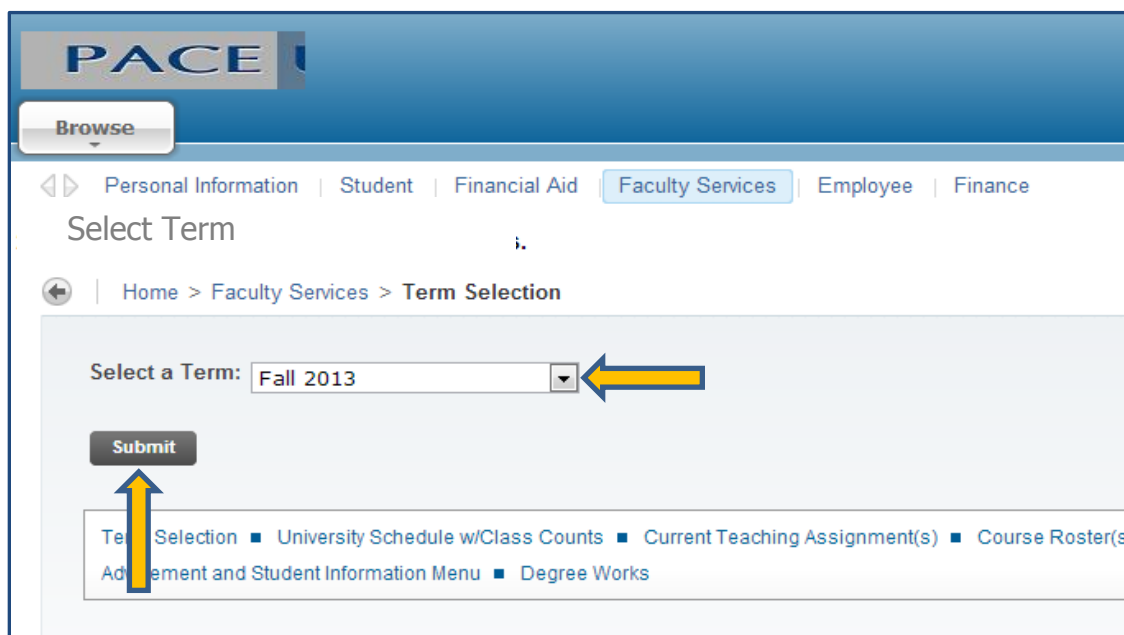
Getting Started and Logging On

Login to the *Pace Portal* at <http://portal.pace.edu> and open your *Faculty Resources* page.

When you reach the Faculty Resources page, you will see the Degree Works button/link that will open the program.



After you click on the link to Degree Works, you will see a screen that will ask you to *Select a Term*. You should select the current term, *Fall 2013*, and press *Submit*.



The next screen will ask you to input the student's or advisee's UID number. Do not attempt to search for a student using a last and first name query on this screen – you will be able to do this later. If you do not know the student's UID number that you are advising, you can input another student's UID and then search for the correct student in a future step. Press *Submit* once you have inputted the student's UID number.

PACE I

Browse

Personal Information | Student | Financial Aid | **Faculty Services** | Employee | Finance

Student or Advisee ID Selection

Home > Faculty Services > Advisement and Student Information Menu > ID Selection

You may enter:

1. The ID of the Student or Advisee you want to process, or
2. Partial names, a student search type, or a combination of both. Then select Submit.

Student or Advisee ID:

OR

Student and Advisee Query

Last Name:

First Name:

Search Type: ☐ Students ☐ Advisees ☐ Both ☒ All

A screen asking you to confirm the student you selected will come up. If the student is correct, click the *Submit* button. If the student is incorrect, press the back button on your browser window.

PACE I

Browse

Personal Information | Student | Financial Aid | **Faculty Services** | Employee | Finance

Student Verification

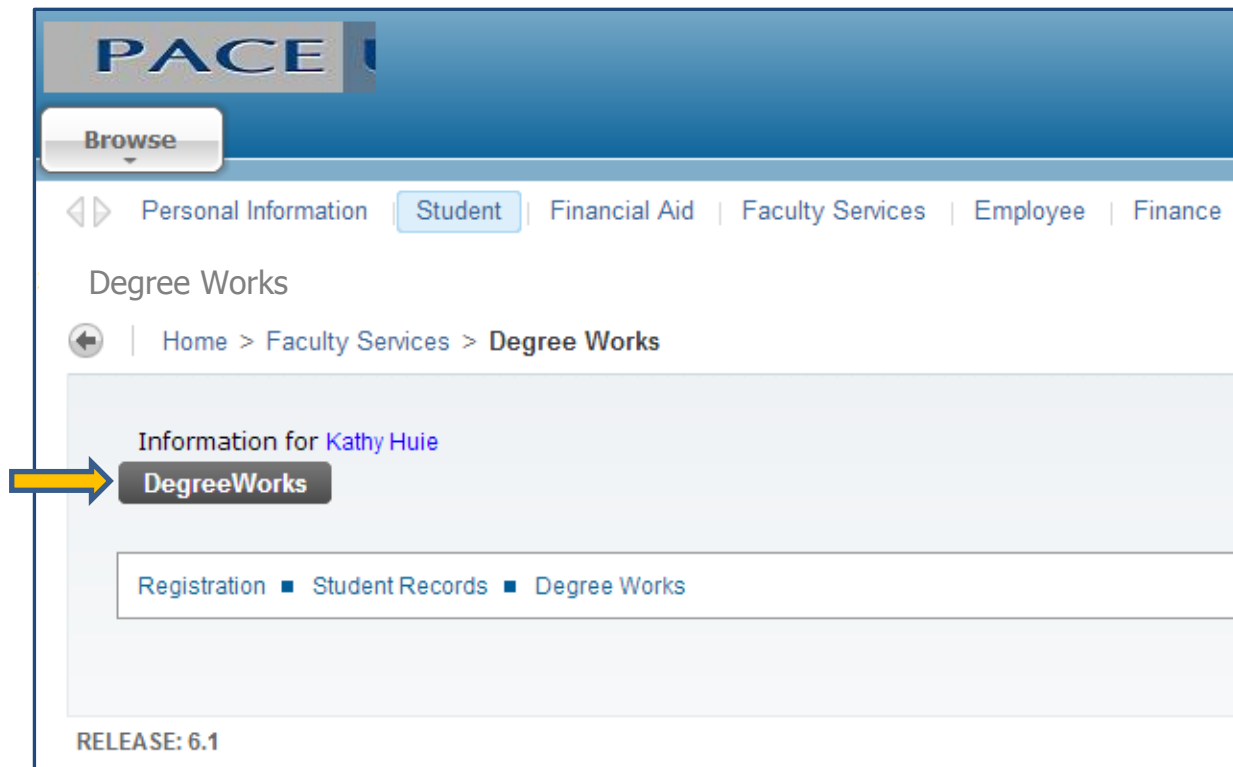
Home > Student Verification

Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

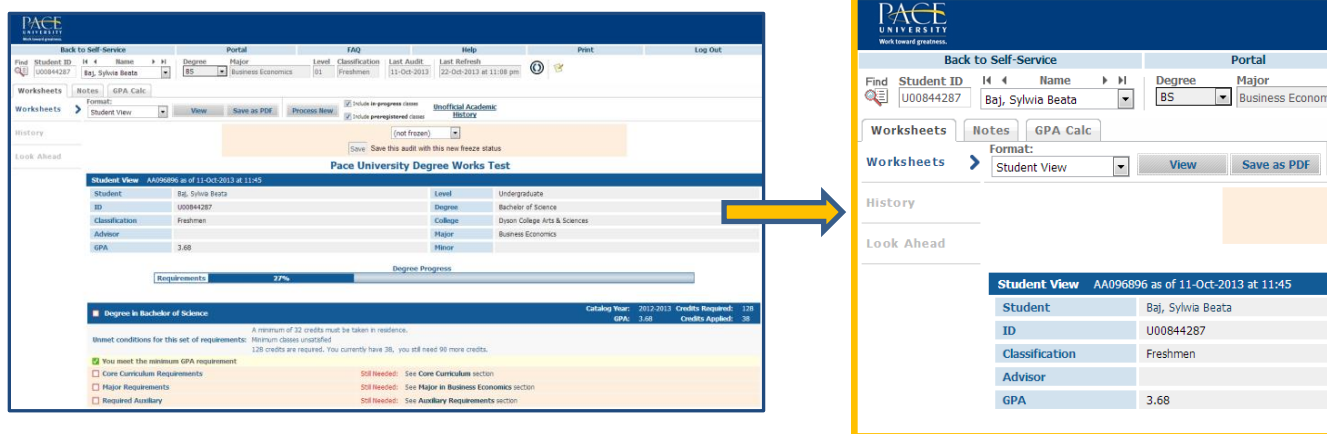
Kathy Huie is the name of the student or advisee that you selected.

ID Selection ■ Term Selection ■ University Schedule w/Class Counts ■ Current Teaching Assignment(s) ■ Course Roster(s) ■ Advisement and Student Information Menu ■ Degree Works

Next, a screen prompting you to enter Degree Works will open. Press the *Degree Works* button to enter the program.



Once *Degree Works* opens, the student's Degree Works audit will populate. Please note this may take a few seconds. Below is what you will see if the student was selected properly and the audit process ran correctly.

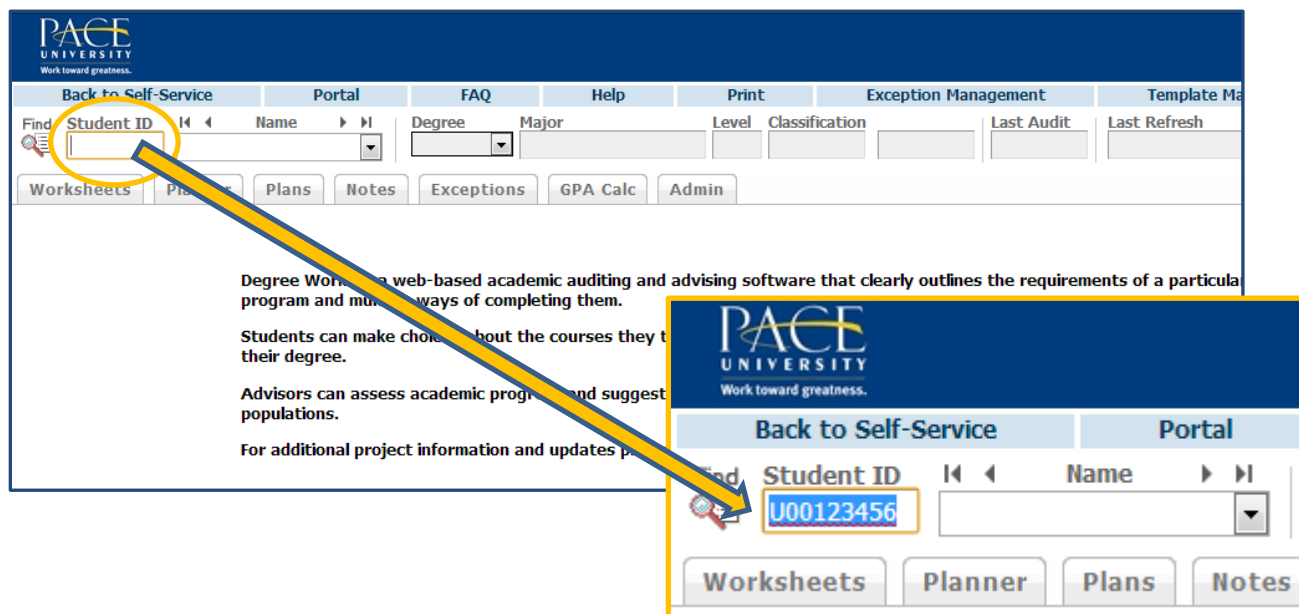


From this point on, you can use Degree Works directly to search additional students and look up their audits. For a description of the audit that Degree Works produces and additional functionality, skip to page 10.

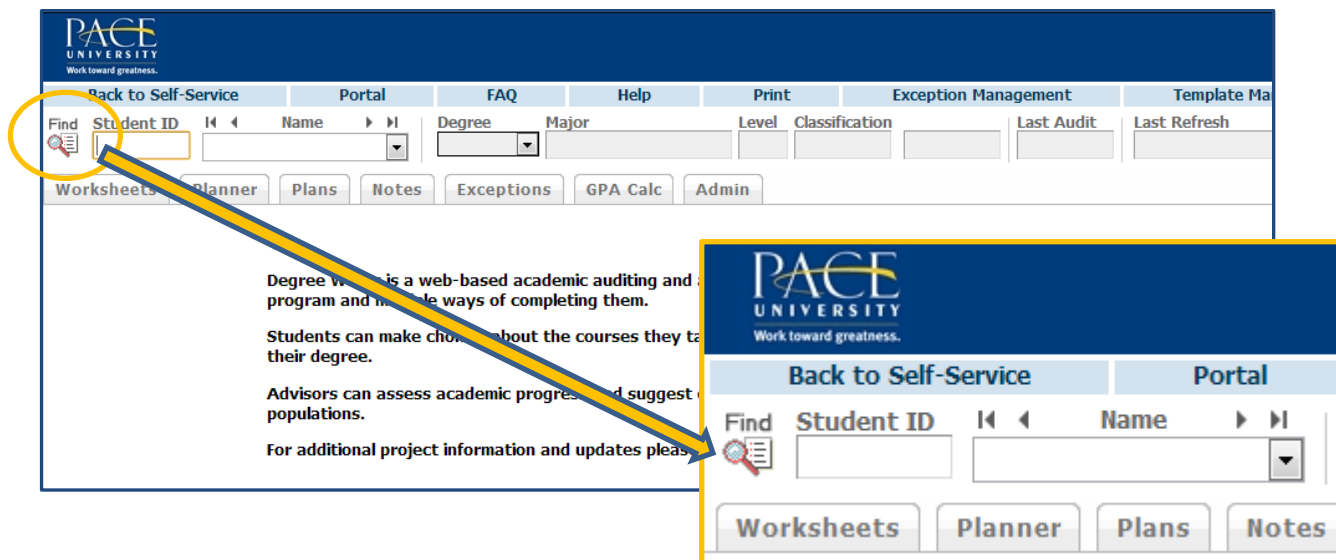
Finding Additional or a Group of Students

Once you are in Degree Works, you can find and search for new or different students directly from the program. There is no need to start from the beginning. In fact, it's easier to search and find students once Degree Works is open. There are two ways to accomplish this.

If you have a particular student in mind, you can type in the student's UID in the *Student ID* field and press enter.



The other way to find students is to use the *Find* button. This method is used when you're looking to conduct a broader search or a specific student population. An example might be if you would want to pull up all students in a particular school, degree, major, class level, etc. You may narrow down your search by selecting multiple criteria, which is encouraged. (See the next section.)



When you click on the find button, the following screen pops-up. Please note the various fields you may select to narrow a search. In this example, Bachelor of Arts as the *Degree*, Dyson was selected as the *College*, Economics as the *Major*, and Senior as the *Classification* (or class standing). By selecting multiple criteria to search, you will receive a precise list of students.

The screenshot shows the 'Find Students' window in the Ellucian Degree Works application. The window has a title bar that reads 'Ellucian Degree Works - Pace University Degree Works Test Find Students - Google Chrome'. The main area contains several search criteria dropdowns: Degree (Bachelor of Arts), Level (All Level Codes), Classification (Senior), Catalog Year (All Catalog Year values), Degree Source (All Degree Source Codes), Major (All Major Codes), Minor (All Minor Codes), College (Dyson College Arts & Sciences), Concentration (All Concentration Codes), Academic Standing (All Academic Standings), Student Attribute (No Attribute selected), and Cohort (No Cohort selected). A 'Search' button is located on the left side of the window. Below the search criteria, there is a section titled 'Chosen Repeatable Search Criteria' which lists 'MAJOR: Economics' and 'COLLEGE: Dyson College Arts & Sciences'. A 'Remove' button is next to this list. At the bottom of the window, there is a 'Student Search' section with a prompt 'Enter your criteria and click "Search" to find students.' and a table with columns for Student ID, Name, Degree, Major, Level, and Classification. The table is currently empty. At the very bottom, there are 'OK', 'Cancel', 'Check All', and 'Uncheck All' buttons.

Find Students

Student ID First Name Last Name

Degree
Bachelor of Arts

Level
All Level Codes

Classification
Senior

Catalog Year
All Catalog Year values

Degree Source
All Degree Source Codes

Major
All Major Codes

Minor
All Minor Codes

College
Dyson College Arts & Sciences

Concentration
All Concentration Codes

Academic Standing
All Academic Standings

Student Attribute
No Attribute selected

Cohort
No Cohort selected

Search

Chosen Repeatable Search Criteria

MAJOR: Economics
COLLEGE: Dyson College Arts & Sciences

Remove

Search **Clear**

Student Search: Enter your criteria and click "Search" to find students.

| Student ID | Name | Degree | Major | Level | Classification |
|------------|------|--------|-------|-------|----------------|
|------------|------|--------|-------|-------|----------------|

OK **Cancel** **Check All** **Uncheck All**

Selecting multiple criteria will also catch mistakes if one of your selections (such as a similar major that is offered in a different school) is unintentionally incorrect. It is highly recommended that you select the corresponding *School* and *Degree Type* to the *Major* you are searching for.

When you are satisfied with the search criteria you want to use, press *Search* to begin the process (reference diagram on previous page).

After you begin the search process, the bottom portion of the screen or window will populate with results. By default, all students are selected. If you wish to only choose a select few to bring into the audit screen, press *Uncheck All* and then select the specific students you wish. Once you are satisfied with your selection, press *OK* to be brought into the audit screen. (*Note: Selecting too many students (200-plus) will bring up a warning prompt and may slow the operations of Degree Works and your advising session.*)

The screenshot displays the 'Find Students' window in a Google Chrome browser. The window title is 'Ellucian Degree Works - Pace University DEGWT Environment Find Students - Google Chrome'. The address bar shows 'degreeworkstest.pace.edu/IRISLink.cgi'. The interface includes a 'Find' button and a 'Find Students' header. Below the header are input fields for 'Student ID', 'First Name', and 'Last Name'. There are several filter sections: 'Degree' (All Degree Codes), 'Level' (All Level Codes), 'Classification' (Senior), 'Catalog Year' (All Catalog Year values), 'Degree Source' (All Degree Source Codes), 'Major' (All Major Codes), 'Minor' (All Minor Codes), 'College' (All College Codes), 'Concentration' (All Concentration Codes), 'Academic Standing' (All Academic Standings), 'Student Attribute' (No Attribute selected), and 'Cohort' (No Cohort selected). A 'Chosen Repeatable Search Criteria' section shows 'COLLEGE: Dyson College Arts & Sciences' and 'MAJOR: Economics'. There are 'Search' and 'Clear' buttons. Below the filters, a table shows 'Students Found: 25'. The table has columns: ID, Name, Degree, Major, Level, and Classification. Three students are listed, all with checkboxes selected. At the bottom, there are 'OK' and 'Cancel' buttons, and 'Check All' and 'Uncheck All' buttons. Annotations include a yellow box labeled 'Student selection' with an arrow pointing to the student list, and a yellow arrow pointing to the 'Uncheck All' button.

| ID | Name | Degree | Major | Level | Classification |
|---|--------------------|--------|-----------|-------|----------------|
| <input checked="" type="checkbox"/> U00630534 | Ahmed, Ammar Y | BA | Economics | 01 | Senior |
| <input checked="" type="checkbox"/> U00086525 | Balghiti, Nicholas | BA | Economics | 01 | Senior |
| <input checked="" type="checkbox"/> U00601731 | Bennett, David C | BA | Economics | 01 | Senior |

Once you press OK, the *Find Screen* will close. Please refer to the original Degree Works window. The first student, alphabetically, will be shown on the audit screen.

The left screenshot shows the 'Student View' for student Baj, Sylvia Beata. It displays a 'Degree Progress' bar at 27% and a list of requirements. The right screenshot shows the 'Find' screen with search filters for Student ID, Name, Degree, and Major, and a 'View' button highlighted.

There are two ways to move from student to student after a bulk search. The first is to use the arrow buttons above the student's name. The single arrow will move one student forward or back, whereas the arrow with the line next to it will either bring you to the first or last student in the list/search.

The second way to choose a student in a bulk search is to click on the dropdown arrow, which will pull up the list of students you brought in from your search.

In some cases, students will be pursuing a double major or dual degree. Even if you selected a specific degree during your search, additional curricula information for a student may be presented in Degree Works when viewing their audit. Degree Works will pull the sequence or degree that has the greater priority in Banner. To view the correct audit, it may be necessary to choose the specific degree and/or major that were initially queried. This step may also be necessary if a student is pursuing a Master's or Doctoral degree and a completed undergraduate record is on file at Pace.

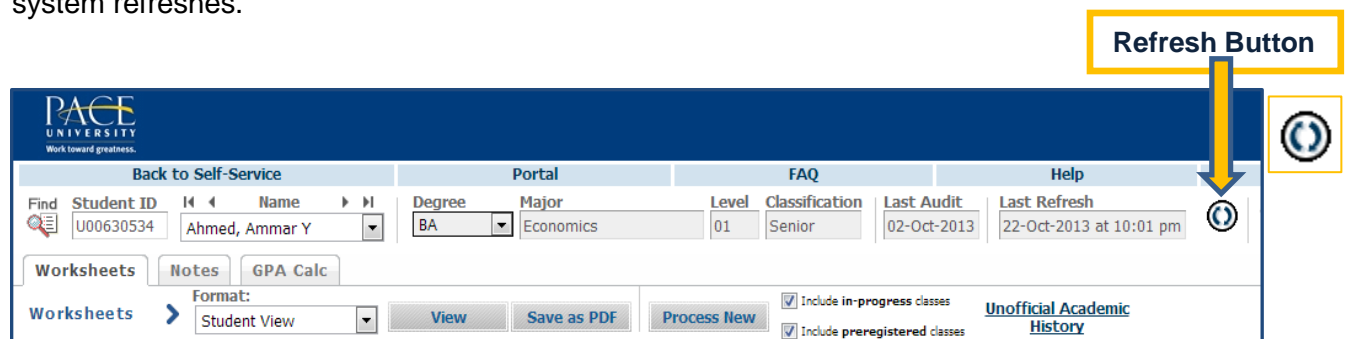
Search Arrows to move student-by-student (or to jump from beginning to end of list)

Degree Menu (for students enrolled in more than one degree program)

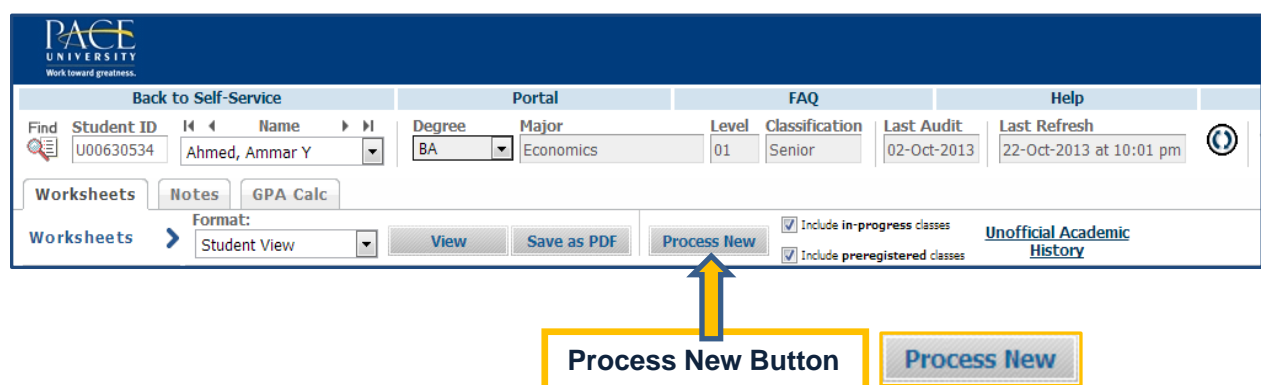
Dropdown Menu (for full list of students in list)

Refreshing The Audit

If an audit comes up and you feel that the student's information or data is not up-to-date, there is a special refresh button located inside Degree Works (do not use the refresh button for the internet browser as that will refresh the Degree Works program and will log you out). By clicking on the Degree Works *Refresh* button, the latest information from Banner will be pulled into the student's audit. This function is done automatically every night within the system; however there may be instances where this step is necessary if the student's record were updated in between system refreshes.



If you feel that the student's information and data has been correctly pulled from Banner, but the University or program requirements in Degree Works are out-of-date, it may be necessary to refresh this information. To do this, press the *Process New* button. This is a separate function from refreshing the student's data. Similarly to the *Refresh* function, the *Process New* function is done automatically every night within the system; however there may be instances where this step is necessary if the student's record were updated in between system refreshes.



This is what a full audit looks like:





This legend key explains what the color boxes/icons represent.


10


Describing Blocks In Degree Works

Audits in Degree Works are broken up into blocks, which are different aspects of a student's transcript. It may help to think about these blocks as the right and left columns of an advisement worksheet. Each student will have at least the University Core Curriculum and Major blocks from their program in the audit. If a student has declared a second major, minor, or concentration, or if there are additional requirements in their program, supplemental blocks will appear. Each block will have a header containing general information about the block.

Requirements in each block will be listed with the course title and course number. If a student has completed the course successfully, the student's grade, number of credits earned, and term they completed the course will be listed. If a class (or group of classes) requirement is met, a green box with a check mark will appear to the left of the course title. 

If a student is currently enrolled in a class that will fill and complete a requirement the class will be listed appropriately in the audit, however an IP (in progress) will be listed in place of a grade. Additionally, a light blue box with a tilde (or swing dash) will appear to the left of the course title. 

There are instances where a student is close to completing a section *block*, but is not currently enrolled in any courses that will satisfy the specific requirement in the current semester. Degree Works alert the student to seek advisement or alert the advisor to guide the student to complete this requirement. A light blue box with a double tilde (or swing dash) will appear to the left of the section or course title. 

If a section block is incomplete, a white box outlined in red will appear next to the block title and/or section title. 

Scrolling Through a Degree Works Audit

This is the top section of a student's audit in Degree Works. It lists the student's information such as: Name, UID, Classification (class standing), GPA, Level, Degree, College, Major, and Minor).

The *Degree Progress* bar shows an approximation of how far along the student is towards completing their required classes for their degree, not necessarily the amount of credits towards a degree).

(not frozen)

Save Save this audit with this new freeze status

Pace University Degree Works Test

Student View AA096896 as of 11-Oct-2013 at 11:45

| | | | |
|----------------|-------------------|---------|-------------------------------|
| Student | Baj, Sylvia Beata | Level | Undergraduate |
| ID | U00844287 | Degree | Bachelor of Science |
| Classification | Freshmen | College | Dyson College Arts & Sciences |
| Advisor | | Major | Business Economics |
| GPA | 3.68 | Minor | |

Requirements

27%

Degree Progress

This section of the Degree Works audit is an overview of the student's advancement towards their degree. At a minimum, the student's progress towards their minimum GPA, Core Curriculum, and Major requirements will be listed. If a student has also declared a minor(s) or concentration(s), or has auxiliary requirements necessary for their degree, those will be listed as well.

Degree in Bachelor of Arts

Unmet conditions for this set of requirements: Minimum classes unsatisfied
128 credits are required. You currently have 122, you still need 6 more credits.

✓ You meet the minimum GPA requirement

Core Curriculum Requirements

Still Needed: See **Core Curriculum** section

✓ Major Requirements

The *Core Curriculum* block is the University Core Requirements which is found on the left side of a major's worksheet. This information is based upon the student's catalog year.

| Core Curriculum | | | | | | | Catalog Year: 2012-2013 | Credits Required: 60 |
|---|--|--------------------|----|---|-----------|--|-------------------------|----------------------|
| Unmet conditions for this set of requirements: 60 credits are required. You currently have 9, you still need 51 more credits. | | | | | | | | Credits Applied: 9 |
| <input type="checkbox"/> FOUNDATION REQUIREMENTS | | | | | | | | |
| <input checked="" type="checkbox"/> Composition | ENG 110 | Composition | C+ | 3 | Fall 2012 | | | |
| <input type="checkbox"/> Critical Writing | Still Needed: 1 Class in ENG 120 | | | | | | | |
| <input type="checkbox"/> Writing in the Disciplines | Still Needed: 1 Class in ENG 201* | | | | | | | |
| <input type="checkbox"/> Public Speaking | Still Needed: 1 Class in COM 200 | | | | | | | |
| <input checked="" type="checkbox"/> Finite Mathematics | MAT 104 | Finite Mathematics | D | 3 | Fall 2012 | | | |
| <input type="checkbox"/> Lab Science | Still Needed: 1 Class in BIO 105 or 107 or 150 or 160 or | | | | | | | |
| <input checked="" type="checkbox"/> Introduction to Computing | CIS 101 | Int | | | | | | |
| <input type="checkbox"/> Second Language Proficiency | Still Needed: 2 Classes in SPA 100:499 | | | | | | | |
| <input type="checkbox"/> AOK | Still Needed: 1 Class in @ 10 | | | | | | | |
| <input type="checkbox"/> Civic Engagement & Public Values | Still Needed: 1 Class in @ 10 | | | | | | | |
| <input type="checkbox"/> Western Heritage | Still Needed: 1 Class in @ 10 | | | | | | | |
| <input type="checkbox"/> World Traditions & Cultures | Still Needed: 1 to 2 Classes | | | | | | | |
| <input type="checkbox"/> Humanistic & Creative Expressions | Still Needed: 1 to 2 Classes | | | | | | | |
| <input type="checkbox"/> Analysis of Human, Soc & Natural Phenomena | Still Needed: 1 to 2 Classes | | | | | | | |
| <input type="checkbox"/> Inquiry and Exploration | Still Needed: 8 to 21 Credits | | | | | | | |

| Core Curriculum | | | | | | |
|---|--|--|--|--|--|--|
| Unmet conditions for this set of requirements: 60 credits are required. | | | | | | |
| <input type="checkbox"/> FOUNDATION REQUIREMENTS | | | | | | |
| <input checked="" type="checkbox"/> Composition | | | | | | |
| <input type="checkbox"/> Critical Writing | | | | | | |
| <input type="checkbox"/> Writing in the Disciplines | | | | | | |
| <input type="checkbox"/> Public Speaking | | | | | | |
| <input checked="" type="checkbox"/> Finite Mathematics | | | | | | |
| <input type="checkbox"/> Lab Science | | | | | | |
| <input checked="" type="checkbox"/> Introduction to Computing | | | | | | |
| <input type="checkbox"/> Second Language Proficiency | | | | | | |

The *Major in* block are the requirements for the student's major program. This found on the right side of a major's worksheet. This information is based upon the student's catalog year.

| Major in Economics | | | | Catalog Year: 2009-2010 | Credits Required: 36 |
|---|-----------------|--------------|---------|-------------------------|----------------------|
| Unmet conditions for this set of requirements: 36 credits are required. You currently have 33, you still need 3 more credits. | | | | GPA: 3.66 | Credits Applied: 33 |
| <input type="checkbox"/> ECONOMICS MAJOR REQUIREMENTS | | | | | |
| <input checked="" type="checkbox"/> Principles of Macroeconomics | ECO 105 | Satisfied by | | | |
| <input checked="" type="checkbox"/> Principles of Microeconomics | ECO 106 | Satisfied by | | | |
| <input checked="" type="checkbox"/> Intermediate Macroeconomics | ECO 230 | | | | |
| <input type="checkbox"/> Intermediate Macroeconomics | Still Needed: 3 | | ECO 238 | | |
| <input checked="" type="checkbox"/> Money and Banking | ECO 360 | | | | |
| <input checked="" type="checkbox"/> Quantitative Analysis & Forecasting | ECO 400 | | | | |
| <input checked="" type="checkbox"/> Intl. Trade or Global, International Eco | ECO 296R | | | | |
| <input checked="" type="checkbox"/> Seminar in Economic Theory | ECO 327 | | | | |
| <input checked="" type="checkbox"/> Economics Elective Requirements | ECO 396J | | | | |
| | ECO 396T | | | | |

| Major in Economics | | | |
|--|--|--|--|
| Unmet conditions for this set of requirements: 36 credits are required. | | | |
| <input type="checkbox"/> ECONOMICS MAJOR REQUIREMENTS | | | |
| <input checked="" type="checkbox"/> Principles of Macroeconomics | | | |
| <input checked="" type="checkbox"/> Principles of Microeconomics | | | |
| <input checked="" type="checkbox"/> Intermediate Macroeconomics | | | |
| <input type="checkbox"/> Intermediate Macroeconomics | | | |
| <input checked="" type="checkbox"/> Money and Banking | | | |
| <input checked="" type="checkbox"/> Quantitative Analysis & Forecasting | | | |
| <input checked="" type="checkbox"/> Intl. Trade or Global, International Eco | | | |
| <input checked="" type="checkbox"/> Seminar in Economic Theory | | | |
| <input checked="" type="checkbox"/> Economics Elective Requirements | | | |

Below the *Major Block*, you may see additional blocks for Minors, Auxiliary Requirements, and Concentrations (if required by the major). These would have the same appearance as the Major Block.

Following the requirement blocks, you will see lists of courses that did not fall into a block. They would fall into the following categories: Open Electives (courses that count towards a degree but do not fill a specific requirement), Insufficient (courses that were either withdrawn from that appear on a student's transcript or were failed), In-Progress (classes that count towards a student's degree that are currently being taken), and Not Counted (classes that a student took or transferred that will not count towards their degree – an explanation will be provided next to the class title).

If a class falls into the Open Electives category, but should count in a requirement block, an exception must be made (please contact OSA).

| Open Electives | | Credits Applied: 12 | | Classes Applied: 4 | |
|--|---|---------------------|---|--------------------|--|
| BUS 150 | Contemporary Bus Practice-LC | A- | 3 | Spring 2011 | |
| ENG 307 | Creative Writing: Fiction | | | | |
| ENG 311 | Workshop in Fiction Writing | | | | |
| SCI 101 | The Planet Earth | | | | |
| In-progress | | | | | |
| ENG 307 | Creative Writing: Fiction | | | | |
| ENG 311 | Workshop in Fiction Writing | | | | |
| PSY 307 | Psychology of Personality | | | | |
| PSY 308 | History of Psychology | | | | |
| SCI 101 | The Planet Earth | | | | |
| SCI 101 | The Planet Earth | | | | |
| UNV 101 First-Year Smnr Univrsity Cmnty Maximum pass/fail classes exceeded - | | | | | |
| Legend | | | | | |
| <input checked="" type="checkbox"/> Complete | <input checked="" type="checkbox"/> Complete except for classes in-progress | | | | |
| <input type="checkbox"/> Not Complete | <input checked="" type="checkbox"/> Nearly complete - see advisor | | | | |

| Open Electives | |
|---|------------------------------|
| BUS 150 | Contemporary Bus Practice-LC |
| ENG 307 | Creative Writing: Fiction |
| ENG 311 | Workshop in Fiction Writing |
| SCI 101 | The Planet Earth |
| In-progress | |
| ENG 307 | Creative Writing: Fiction |
| ENG 311 | Workshop in Fiction Writing |
| PSY 307 | Psychology of Personality |
| PSY 308 | History of Psychology |
| SCI 101 | The Planet Earth |
| SCI 101 | The Planet Earth |
| UNV 101 First-Year Smnr Univrsity Cmnty Maximum | |

The following pages will show how different section blocks and requirements will appear in various stages of completion in Degree Works:

Completed Block, Sections, and Classes



Note the green boxes with a check mark in the blue major header, major requirements block, and class section. This indicates all requirements of this block have been completed by the student. If a course is completed, but the block is not, you will see the green box with the check mark next to the course, however, the header block will be marked as incomplete (refer to the degree works legend on Page 11 to see the incomplete icon).

| ✓ Major in Economics | | | | Catalog Year: | 1996 | Credits Required: | 36 |
|---------------------------------------|---------|--------------------------------|----|---------------|--------------|-------------------|----|
| | | | | GPA: | 3.75 | Credits Applied: | 36 |
| ✓ ECONOMICS MAJOR REQUIREMENTS | | | | | | | |
| ✓ Principles of Macroeconomics | ECO 105 | Principles Of Economics:Macro | A | 3 | Spring 2001 | | |
| ✓ Principles of Microeconomics | ECO 106 | Principles Of Economics:Micro | A | 3 | Spring 1998 | | |
| ✓ Intermediate Macroeconomics | ECO 230 | Intermediate Macroeconomics | A | 3 | Fall 2000 | | |
| ✓ Intermediate Macroeconomics | ECO 234 | Intermediate Microeconomics | B | 3 | Spring 2000 | | |
| ✓ Money and Banking | ECO 238 | Money And Banking | A- | 3 | Spring 2000 | | |
| ✓ Quantitative Analysis & Forecasting | ECO 240 | Quant Analysis & Forecasting | A | 3 | Fall 1999 | | |
| ✓ International Eco, Trade or Global | ECO 360 | International Economics | A | 3 | Summer 2 200 | | |
| ✓ Seminar in Economic Theory | ECO 400 | Seminar in Economic Theory | A | 3 | Fall 2005 | | |
| ✓ Economics Elective Requirements | ECO 310 | Environmental Economics | A | 3 | Fall 2000 | | |
| | ECO 327 | Eco Of Financial Institutions | B | 3 | Fall 2000 | | |
| | ECO 357 | Managerial Economics | A- | 3 | Fall 2000 | | |
| | ECO 385 | Econometrics: Models & Organiz | A- | 3 | Spring 2000 | | |




| ✓ Major in Economics |
|---------------------------------------|
| ✓ ECONOMICS MAJOR REQUIREMENTS |
| ✓ Principles of Macroeconomics |
| ✓ Principles of Microeconomics |
| ✓ Intermediate Macroeconomics |
| ✓ Intermediate Macroeconomics |
| ✓ Money and Banking |
| ✓ Quantitative Analysis & Forecasting |
| ✓ International Eco, Trade or Global |
| ✓ Seminar in Economic Theory |
| ✓ Economics Elective Requirements |

In-Progress Block, Sections, and Courses



Please note the light blue box with a tilde (or swing dash) as well as the *IP* that appears in place of a grade for ANT 210 (Principals of Forensic Anthropology). This means the student is enrolled in the course during the current semester or has not yet received a grade for the course.



| | | | | | | |
|-------------------------------------|---------|-------------------------------|----|-----|--------------|--|
| MAJOR ELECTIVES | | | | | | |
| Anthropology Electives | ANT 108 | Glbl Culture & Lcl Identities | B+ | 3 | Summer 1 201 | |
| | ANT 210 | Urban Ethnography | IP | (3) | Fall 2013 | |
| | ANT 247 | Prncpls of Fmnc Anthrplgy | IP | (3) | Fall 2013 | |
| | SOC 111 | Urban Sociology | B | 3 | Fall 2012 | |
| Anthropology or Sociology Electives | SOC 118 | Sociology Through Film | B+ | 3 | Summer 1 201 | |
| | SOC 221 | Juvenile Delinquency | B- | 3 | Fall 2011 | |
| | SOC 242 | Consumer Society | B+ | 3 | Fall 2012 | |
| | SOC 245 | Urban Planning | A | 3 | Fall 2012 | |

| | |
|-------------------------------------|--|
| MAJOR ELECTIVES | |
| Anthropology Electives | ANT 108 ANT 210 |
| Anthropology or Sociology Electives | ANT 247 SOC 111 SOC 118 SOC 221 SOC 242 SOC 245 |

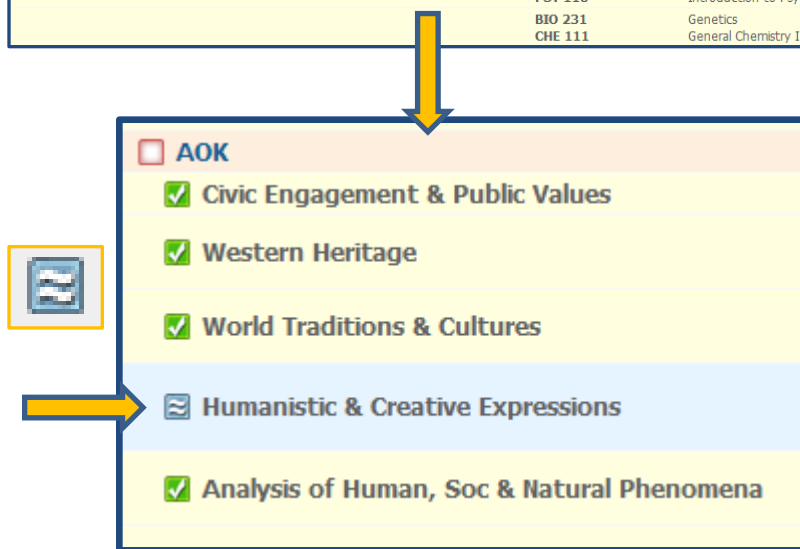
| | | | | | | |
|-------------------------------------|---------|-------------------------------|--|--|--|----|
| MAJOR ELECTIVES | | | | | | |
| Anthropology Electives | ANT 108 | Glbl Culture & Lcl Identities | | | | B+ |
| | ANT 210 | Urban Ethnography | | | | IP |
| | ANT 247 | Prncpls of Fmnc Anthrplgy | | | | IP |
| | SOC 111 | Urban Sociology | | | | B |
| Anthropology or Sociology Electives | SOC 118 | Sociology Through Film | | | | B+ |
| | SOC 221 | Juvenile Delinquency | | | | B- |
| | SOC 242 | Consumer Society | | | | B+ |
| | SOC 245 | Urban Planning | | | | A |

Nearly Complete Sections



Please note the light blue box with a double tilde (or swing dash) as well as the *Still Needed* noted in place of a class title that indicate the requirements will not be completed in the current semester. While this icon indicates the requirement is close to complete, the header or section title that is falls under will still be marked as incomplete.

| | | | | | |
|--|---|--|--------------------|------------------|--|
| <input type="checkbox"/> AOK | | | | | |
| <input checked="" type="checkbox"/> Civic Engagement & Public Values | HIS 243 | Service & Study in Latin Amer | A | 3 | Spring 2011 |
| <input checked="" type="checkbox"/> Western Heritage | INT 297D WS 268 | Beats, Bongos, and Buddhism Men and Masculinities | B+ A | 6 3 | Spring 2012 Fall 2010 |
| <input checked="" type="checkbox"/> World Traditions & Cultures | ANT 108 POL 101 | Gbl Culture & Lcl Identities Politics: Comparative Intro | B A- | 3 3 | Spring 2011 Fall 2010 |
| <input checked="" type="checkbox"/> Humanistic & Creative Expressions | ART 130 | Sculpture I | A | 3 | Fall 2012 |
| | <i>Still Needed:</i> Minimum Spread unsatisfied | | | | |
| <input checked="" type="checkbox"/> Analysis of Human, Soc & Natural Phenomena | POL 213 PSY 110 BIO 231 CHE 111 | 21st Century Politics Introduction to Psychology I Genetics General Chemistry I | A A- C C- | 3 3 4 4 | Fall 2012 Spring 2011 Fall 2011 Fall 2009 |



| | | | | | |
|--|---|---|--|--|--|
| <input type="checkbox"/> AOK | | | | | |
| <input checked="" type="checkbox"/> Civic Engagement & Public Values | HIS 243 | Service & Study in Latin Amer | | | |
| <input checked="" type="checkbox"/> Western Heritage | INT 297D WS 268 | Beats, Bongos, and Buddhism Men and Masculinities | | | |
| <input checked="" type="checkbox"/> World Traditions & Cultures | ANT 108 POL 101 | Gbl Culture & Lcl Identities Politics: Comparative Intro | | | |
| <input checked="" type="checkbox"/> Humanistic & Creative Expressions | ART 130 | Sculpture I | | | |
| | <i>Still Needed:</i> Minimum Spread unsatisfied | | | | |
| <input checked="" type="checkbox"/> Analysis of Human, Soc & Natural Phenomena | POL 213 PSY 110 | 21st Century Politics Introduction to Psychology I | | | |
| | BIO 231 CHE 111 | Genetics General Chemistry I | | | |

Incomplete Block, Sections, and Courses



When a block, section, or course is incomplete, a white block outlined in red will appear. This icon will appear next to the block header and section header if there are courses not completed or in-progress towards completion. The icon will also appear next to specific courses that have not been completed.

| Major in Sociology-Anthropology | | | | Catalog Year: | 2010-2011 | Credits Required: | 36 |
|---|-----------------------------------|--|----|---------------|--------------|-------------------|----|
| | | | | GPA: | 3.11 | Credits Applied: | 33 |
| Unmet conditions for this set of requirements: 36 credits are required. You currently have 33, you still need 3 more credits. | | | | | | | |
| <input checked="" type="checkbox"/> Introduction to Anthropology | ANT 101 | Introduction to Anthropology | C+ | 3 | Fall 2012 | | |
| <input checked="" type="checkbox"/> Introduction to Sociology | SOC 102 | Introduction to Sociology | T | 3 | Fall 2010 | | |
| | Satisfied by | S0101 - Intro to Sociology - Quinnipiac University | | | | | |
| <input checked="" type="checkbox"/> Social Theories | SOC 323 | Social Theories | B | 3 | Spring 2012 | | |
| <input type="checkbox"/> Social Research Methods | Still Needed: 1 Class in SOC 380* | | | | | | |
| MAJOR ELECTIVES | | | | | | | |
| <input checked="" type="checkbox"/> Anthropology Electives | ANT 108 | Gbl Culture & Lcl Identities | B+ | 3 | Summer 1 201 | | |
| | ANT 210 | Urban Ethnography | JP | (3) | Fall 2013 | | |
| | ANT 247 | Prncpls of Fmnc Anthrplgy | JP | (3) | Fall 2013 | | |
| | SOC 111 | Urban Sociology | B | 3 | Fall 2012 | | |
| | SOC 118 | Sociology Through Film | B+ | 3 | Summer 1 201 | | |
| <input checked="" type="checkbox"/> Anthropology or Sociology Electives | SOC 221 | Juvenile Delinquency | B- | 3 | Fall 2011 | | |
| | SOC 242 | Consumer Society | B+ | 3 | Fall 2012 | | |



| Major in Sociology-Anthropology | |
|--|--|
| Unmet conditions for this set of requirements: | |
| <input checked="" type="checkbox"/> Introduction to Anthropology | |
| <input checked="" type="checkbox"/> Introduction to Sociology | |
| <input checked="" type="checkbox"/> Social Theories | |
| <input type="checkbox"/> Social Research Methods | |
| MAJOR ELECTIVES | |
| <input type="checkbox"/> Anthropology Electives | |
| Anthropology or Sociology Electives | |



| Major in Sociology-Anthropology | | |
|---|--------------|--|
| Unmet conditions for this set of requirements: 36 credits are required. You currently have 33, you still need 3 more credits. | | |
| <input checked="" type="checkbox"/> Introduction to Anthropology | ANT 101 | Introduction to Anthropology |
| <input checked="" type="checkbox"/> Introduction to Sociology | SOC 102 | Introduction to Sociology |
| <input checked="" type="checkbox"/> Social Theories | Satisfied by | SO101 - Intro to Sociology - Quinnipiac Univ |
| <input type="checkbox"/> Social Research Methods | SOC 323 | Social Theories |
| Still Needed: 1 Class in SOC 380* | | |
| MAJOR ELECTIVES | | |
| <input checked="" type="checkbox"/> Anthropology Electives | ANT 108 | Gbl Culture & Lcl Identities |
| | ANT 210 | Urban Ethnography |
| | ANT 247 | Prncpls of Fmnc Anthrplgy |
| | SOC 111 | Urban Sociology |
| | SOC 118 | Sociology Through Film |
| <input checked="" type="checkbox"/> Anthropology or Sociology Electives | SOC 221 | Juvenile Delinquency |
| | SOC 242 | Consumer Society |
| | SOC 245 | Urban Planning |

Graduation Checklist

There are different formats or views that a Degree Works audit can be viewed as. The default view is the *Student View*, which provides the most details regarding courses taken and courses still needed. The other format is *Graduation Checklist*, which is a condensed version of the *Student View* and only shows whether or not a requirement for graduation has been met.

By default, the *Student View* will be shown when an audit is brought up. To change to the *Graduation Checklist*, click on the dropdown menu and select *Graduation Checklist*, and press the *View* button. This will bring up the *Graduation Checklist*. If you wish to go back to the *Student View*, click on the drop down menu again, select *Student View* and press the *View* button.

The screenshot shows the PACE University Degree Works interface. The top navigation bar includes 'Back to Self-Service', 'Portal', 'FAQ', and 'Help'. Below this, there are fields for 'Find Student ID' (U00630534), 'Name' (Ahmed, Ammar Y), 'Degree' (BA), 'Major' (Economics), 'Level' (01), 'Classification' (Senior), 'Last Audit' (02-Oct-2013), and 'Last Refresh' (Today at 1:35 pm). The 'Worksheets' section has tabs for 'Notes' and 'GPA Calc'. A dropdown menu labeled 'Format:' is open, showing 'Student View' as the selected option. A yellow box highlights the dropdown menu, and a blue arrow points to it. The 'View' button is visible next to the dropdown.

The screenshot shows the PACE University Degree Works interface with the 'Format:' dropdown menu open. The dropdown menu lists three options: 'Student View', 'Graduation Checklist', and 'Registration Checklist'. The 'Graduation Checklist' option is highlighted with a blue arrow. The 'View' button is visible next to the dropdown.

The screenshot shows the PACE University Degree Works interface with the 'Format:' dropdown menu set to 'Graduation Checklist'. The 'View' button is highlighted with a blue arrow. The 'Save as PDF' and 'Process New' buttons are also visible.

Freezing an Audit & Using the History Tab

Degree Works allows advisors to freeze an audit. What this function does is to keep a student's audit as-is in its current state without any allowing updates (such as a class withdrawal, grade change, or other information that is taken from Banner). This would be useful if the audit requires the attention of another advisor and you want to share it in its current state.

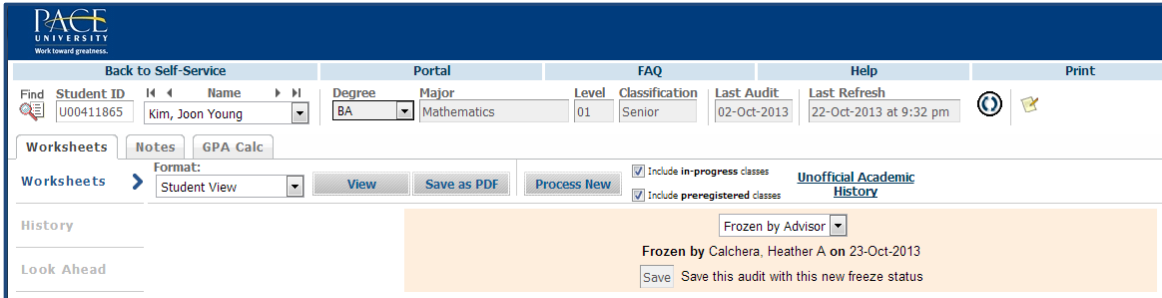
To do this, select the dropdown menu in the top-middle of the screen that says *(not frozen)* and select *Frozen By Advisor* and then press *Save*. This version of the student's is now frozen.

The screenshot shows the Pace University Degree Works Test interface. At the top, there is a navigation bar with links: Back to Self-Service, Portal, FAQ, Help, and Print. Below this is a search bar with fields for Student ID (U00086525), Name (Balghiti, Nicholas), Degree (BA), Major (Economics), Level (01), Classification (Senior), Last Audit (11-Jul-2013), and Last Refresh (10-Jul-2013 at 1:42 pm). The main content area has tabs for Worksheets, Notes, and GPA Calc. Under Worksheets, there is a Format dropdown set to Student View, and buttons for View, Save as PDF, and Process New. To the right of these buttons are checkboxes for Include in-progress classes and Include preregistered classes, and a link to Unofficial Academic History. At the bottom, there is a History section with a dropdown menu currently set to (not frozen). A yellow arrow points to this dropdown menu. Below the dropdown is a Save button and the text 'Save this audit with this new freeze status'. The footer of the page reads 'Pace University Degree Works Test'.

This screenshot shows the same Pace University Degree Works Test interface as the previous one, but with the dropdown menu in the History section now set to 'Frozen by Advisor'. A yellow arrow points to this dropdown menu. The Save button and the text 'Save this audit with this new freeze status' are still visible below the dropdown. The footer of the page reads 'Pace University Degree Works Test'.

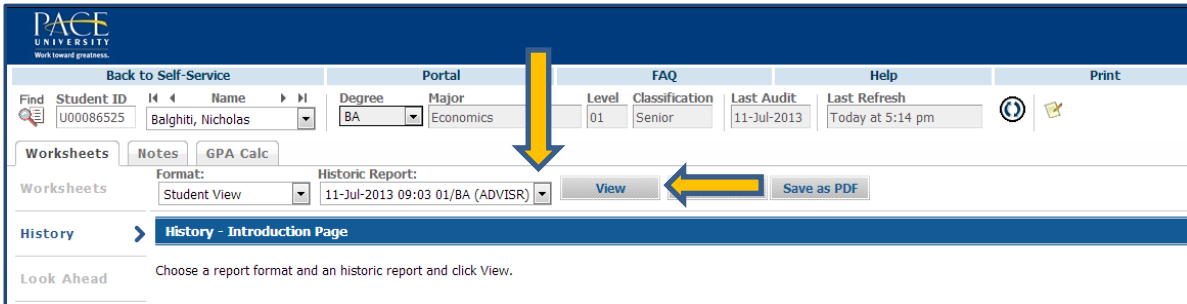
This is a close-up of the dropdown menu and the Save button from the previous screenshots. The dropdown menu is set to 'Frozen by Advisor'. A yellow arrow points to the Save button, which is labeled 'Save' and 'Save this audit with this new freeze status'. The footer of the page reads 'Pace University Degree Works Test'.

To view a frozen audit, click on the *History* tab on the left side of the screen.



The screenshot shows the PACE University Self-Service portal. The top navigation bar includes links for Back to Self-Service, Portal, FAQ, Help, and Print. Below this, there are search fields for Student ID (U00411865), Name (Kim, Joon Young), Degree (BA), Major (Mathematics), Level (01), Classification (Senior), Last Audit (02-Oct-2013), and Last Refresh (22-Oct-2013 at 9:32 pm). The main content area has tabs for Worksheets, Notes, and GPA Calc. The Worksheets tab is active, showing a list of reports. The History tab is selected, and a yellow arrow points to it. The History section displays a message: "Frozen by Advisor" and "Frozen by Calchera, Heather A on 23-Oct-2013". There are buttons for "View", "Save as PDF", and "Process New".

On the *History* screen you will see a dropdown menu under *Historic Report*. This dropdown menu will list any audit that has been frozen. Select the audit you wish to bring up and click on *View*. The frozen audit will be brought up.



The screenshot shows the PACE University Self-Service portal. The top navigation bar includes links for Back to Self-Service, Portal, FAQ, Help, and Print. Below this, there are search fields for Student ID (U00086525), Name (Balghiti, Nicholas), Degree (BA), Major (Economics), Level (01), Classification (Senior), Last Audit (11-Jul-2013), and Last Refresh (Today at 5:14 pm). The main content area has tabs for Worksheets, Notes, and GPA Calc. The Worksheets tab is active, showing a list of reports. The Historic Report dropdown menu is open, showing a list of reports. A yellow arrow points to the dropdown menu, and another yellow arrow points to the "View" button. The History section displays a message: "Choose a report format and an historic report and click View."

This will bring you back to the *Worksheet Tab*. The advisor can then un-freeze the audit by going through the same process they would to freeze it, but they would select (*not frozen*) and save.

Unofficial Academic History

Degree Works offers an option to view the student's *Unofficial Academic History* directly within the program while viewing a Degree Works audit. This offers a chronological transcript of the student's academic history. To access this feature, click on the *Unofficial Academic History* link located within the top portion of the Degree Works screen. A new window will pop up with the student's unofficial academic history.

The screenshot shows the Pace University Degree Works interface. The top navigation bar includes links for Back to Self-Service, Portal, FAQ, Help, and Print. The main content area displays student information for Ahmed, Ammar Y (Student ID: U00630534) and includes a link to Unofficial Academic History, which is highlighted with a yellow box and an arrow. Below this, a preview of the Unofficial Academic History window is shown, displaying student information and a list of courses.

Pace University Degree Works Test

Unofficial Academic History AA074107 as of 10/02/2013 at 02:09

| Student | Ahmed, Ammar Y | College | Dyson College Arts & Sciences |
|----------------|--|-------------------|-------------------------------|
| ID | U00630534 | Level | Undergraduate |
| Classification | Senior | Degree | Bachelor of Arts |
| GPA | 3.11 | Major | Economics |
| Cohort | | Minor | Business |
| Attributes | Charged Intl H.I. HINS-PT International Health Ins. - PT HINS 107 Waived HINS 117 Waived HINS 127 Waived Carl&LillyPforzhScholarshipApp | Concentration | |
| Advisor | | Academic Standing | |

Unofficial Academic History

Summer 2 2009

| ECO 105 | Principles of Economics: Macro | T | 3 |
|------------------|---|---|---|
| Transferred from | ECOXXX - Economics - International Baccalaureate | | |
| ECO 106 | Prncple of Econmcs: Microeconomics | T | 3 |
| Transferred from | ECOXXX - Economics - International Baccalaureate | | |
| ENG 110 | Composition | T | 4 |
| Transferred from | ENGXX4 - English A1 - International Baccalaureate | | |
| ENG 120 | Critical Writing | T | 3 |
| Transferred from | ENGXX4 - English A1 - International Baccalaureate | | |

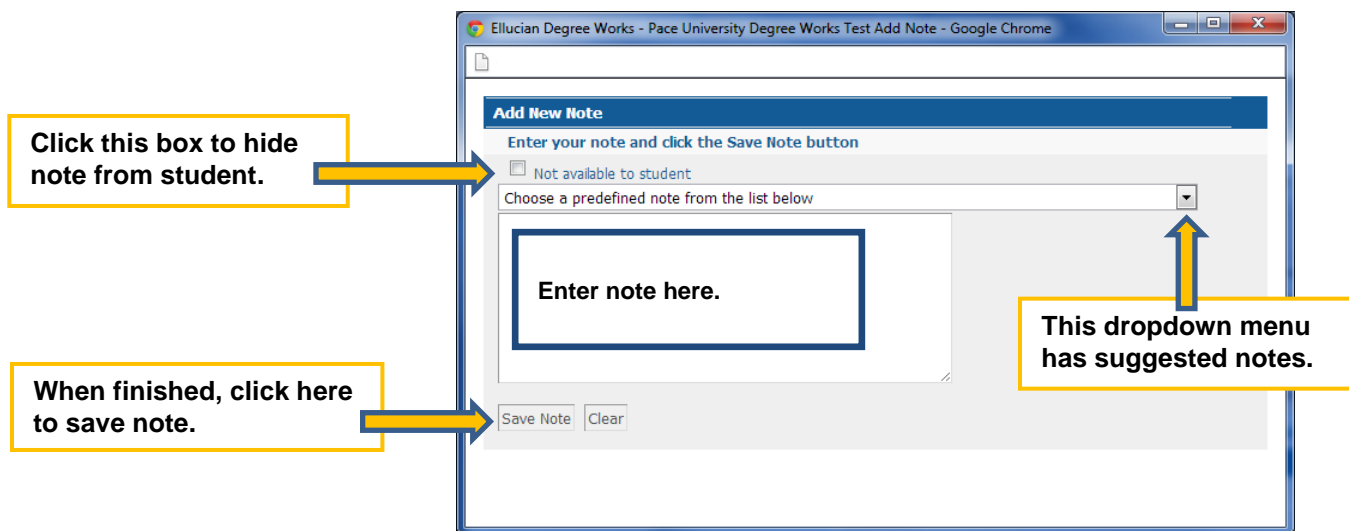
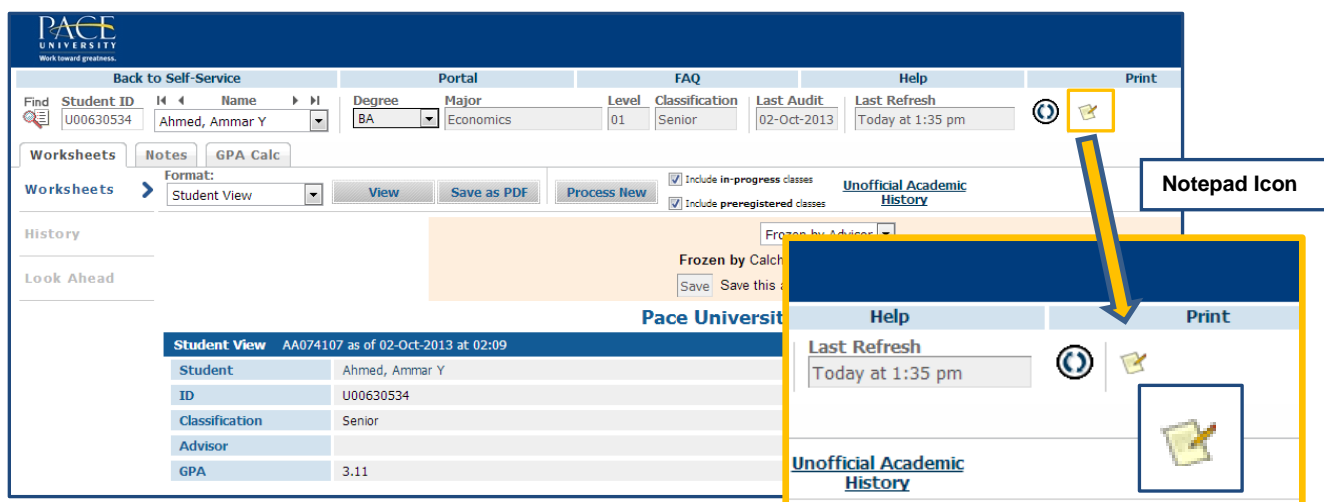
Fall 2009

| ECO 101 | Introduction to Economics | T | 3 |
|---------|---------------------------|---|---|
|---------|---------------------------|---|---|

Making Notes

Degree Works has a *Notes* tool that enables the advisors to leave notes on the student's Degree Works account. These notes will remain available whenever an advisor brings up the student's account on Degree Works or when a student logs onto Degree Works to view their audit. Advisors have the ability to leave a note that is not visible to students, but visible to themselves, other advisors, and authorized Pace staff and faculty. Please be aware that notes left in Degree Works are only available in Degree Works and nowhere else, including Banner.

There are two ways to add a note to a student's Degree Works account. The first way is by click on the small Notepad *Icon* on the top right of the Degree Works audit screen. This will open a pop-up a small window where the note can be entered. This is the preferred method if you need to refer to the student's audit while entering the note as you will be able to click back-and-forth between the notes screen to the main audit screen.



After you click *Save Note*, the note field will clear. You can enter additional notes, or close out of the pop-up screen.

The other method to add a note is the same method to *View*, *Modify*, or *Delete* notes that are already on a student's Degree Works account. To access this screen, click on the *Notes Tab* that appears towards the top of the screen.

When you click on the *Notes Tab*, a new screen will appear (you will not be able to see the student's audit while in the *Notes Tab*). If there are notes already on the student's account, they will be listed. Please be aware of the four options that are now on the left side of the screen: *View Notes* (which is the default view when you open the *Notes Tab*), *Add Note* (which opens that same note screen as describe on the previous page), *Modify Notes* (to edit a previous note), and *Delete Notes* (to remove an erroneous note).

If a note has been marked as “not available to student”, you will see a checkmark in the *Internal* column.

To modify a note, click on the *Modify Notes Tab* on the left side of the screen. You will now see the notes appearing in a text field. You can modify the note directly by click in the text field and amend accordingly. When you are finished, click the *Notepad Icon* in the left column to save.

The screenshot shows the 'Modify Notes' interface. At the top, there are tabs for 'Worksheets', 'Notes', and 'GPA Calc'. Below these, there are buttons for 'View Notes', 'Add Note', 'Modify Notes' (with a right arrow), and 'Delete Notes'. The main area is titled 'Modify Notes' and contains a table with two columns: 'Internal' and 'Note Text'. The first row has a notepad icon in the 'Internal' column and the text 'Student was advised to seek additional assistance, Test.' in the 'Note Text' column. The second row has a notepad icon in the 'Internal' column and the text 'Student and advisor discussed student's career plans. You can add text to the note.' in the 'Note Text' column. Two yellow callout boxes with arrows provide instructions: one points to the notepad icon in the first row with the text 'Notepad Icon to save modified note.', and the other points to the text field in the first row with the text 'Click inside of text field to start modifying note.'

To delete a note, click on the *Delete Notes* tab on the left side of the screen. You will see a list of all of the notes on a student's Degree Works account. To delete a specific note, click on the *Notepad Icon*. Degree Works will only allow you to delete notes that you as the advisor added and not notes that other advisors or Pace officials have left. Please be aware that once you click on the *Notepad Icon*, the note will be deleted, there is no confirmation prompt or undo function. Pressing the *Notepad Icon* in the *Delete Notes* screen is final.

When you are finished with the *Notes Tab*, you can go back to the Degree Works audit screen by click on the *Worksheets Tab*.

The screenshot shows the 'Delete Notes' interface. At the top, there are tabs for 'Worksheets', 'Notes', and 'GPA Calc'. Below these, there are buttons for 'View Notes', 'Add Note', 'Modify Notes', and 'Delete Notes' (with a right arrow). The main area is titled 'Delete Notes' and contains a table with two columns: 'Internal' and 'Note Text'. The first row has a notepad icon in the 'Internal' column and the text 'Student was advised to seek additional assistance, Test.' in the 'Note Text' column. The second row has a notepad icon in the 'Internal' column and the text 'Student and advisor discussed student's career plans. You can add text to the note.' in the 'Note Text' column. Two yellow callout boxes with arrows provide instructions: one points to the 'Worksheets' tab with the text 'Worksheets Tab to go back to main audit screen.', and the other points to the notepad icon in the first row with the text 'Notepad Icon to delete note. There is no undo to this action.'

GPA Calculator

Degree Works offers a *GPA Calculator* tool that enables students and advisors to see what type of academic progress is required to reach a certain GPA goal. There are two different GPA calculators: *Term Calculator* and *Advice Calculator*. To access the GPA tool, click on the *GPA Calc Tab*.

The screenshot shows the PACE University Degree Works portal. At the top is the PACE University logo with the tagline "Work toward greatness." Below the logo is a navigation bar with "Back to Self-Service" and "Portal" tabs. The "Portal" tab is active. Under the "Portal" tab, there are fields for "Find", "Student ID" (U00820640), "Name" (Bennett, Dan), "Degree" (BA), "Major" (Economics), and "Level" (01). Below these fields are three tabs: "Worksheets", "Notes", and "GPA Calc". The "GPA Calc" tab is selected. Below the tabs is a "Format:" section with a "Student View" dropdown and buttons for "View", "Save as PDF", and "Process New". A yellow arrow points to the "GPA Calc" tab.

The screen that comes up by default is the *Term Calculator*. At the top it will show you the student's current GPA and how many credits they have earned so far. Below that is a chart of 10 classes that can be entered into the calculation. Courses that a student is currently registered for will appear automatically. Additional courses can be added manually for a future semester (please make sure to enter the correct number of credits). Select a final grade for each course that is entered. Once all the information has been entered correctly, press *Calculate*.

The screenshot shows the "Term Calculator" screen. At the top, there are tabs for "Worksheets", "Notes", and "GPA Calc". The "GPA Calc" tab is selected. On the left, there are links for "Term Calculator" and "Advice Calculator". On the right, there are two boxes: "Current GPA" with the value 3.48 and "Credits Earned So Far" with the value 44. Below these boxes is a table with 10 rows. The first four rows are for courses currently registered for: ECO 380 (3 credits), LAS 201 (6 credits), MAT 117 (4 credits), and SPA 301 (3 credits). The remaining six rows are for future semesters, labeled "Class 5" through "Class 10", each with a blank "Credits" field. To the right of the "Credits" field is a "Grade" dropdown menu, each set to "A [4.00]". A yellow arrow points from a text box to the first "Grade" dropdown. Another yellow arrow points from a text box to the "Calculate" button at the bottom right. A third yellow arrow points from a text box to the table of classes.

Classes a student is registered for and/or will register for in the future.

Select final grade from dropdown menu.

Once all information is entered correctly, press Calculate.

A new GPA will be calculated based upon the information that was entered. The chart lists the classes that were entered with the corresponding credits and the predicted or desired grade. The information can be readjusted by pressing the *Recalculate* button (located to the right of the chart). This will bring you back to the previous screen and you can follow the same instructions while making adjustments to your previous information.

PACE UNIVERSITY
Work toward greatness.

Back to Self-Service | Portal | FAQ | Help | Print

Find Student ID: U00820640 | Name: Bennett, Danielo | Degree: BA | Major: Economics | Level: 01 | Classification: Sophomore | Last Audit: 02-Oct-2013 | Last Refresh: 22-Oct-2013 at 10:58 pm

Worksheets | Notes | GPA Calc

Term Calculator >

Advice Calculator

Current GPA: 3.48
Credits Earned So Far: 44

| Class | Credits | Grade |
|---------|---------|--------|
| ECO 380 | 3 | A 4.00 |
| LAS 201 | 6 | A 4.00 |
| MAT 117 | 4 | A 4.00 |
| SPA 301 | 3 | A 4.00 |

Calculated GPA: 3.61

By achieving the grades listed here, your GPA at the end of the term will be 3.61

Recalculate

The second tool is the *Advice Calculator*. The student's current GPA and credits earned are generated automatically, however this information can be adjusted manually if needed. Once you enter the student's desired GPA press *Calculate*.

PACE UNIVERSITY
Work toward greatness.

Back to Self-Service | Portal | FAQ | Help

Find Student ID: U00820640 | Name: Bennett, Danielo | Degree: BA | Major: Economics | Level: 01 | Classification: Sophomore | Last Audit: 02-Oct-2013 | Last Refresh: 22-Oct-2013 at 10:58 pm

Worksheets | Notes | GPA Calc

Term Calculator

Advice Calculator >

Current GPA: 3.48
Credits Earned: 44
Desired GPA: 3.80

Calculate

Degree works will give advice as to what is needed for the student to achieve academically to attain the desired GPA. The advice can be recalculated by pressing the *Recalculate* button located below the advice.

Worksheets | Notes | GPA Calc

Term Calculator

Advice Calculator >

GPA Advice

Current GPA: 3.48
Credits Earned: 44
Desired GPA: 3.80

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

71 Credits at 4.00 (A) grade average

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

Recalculate

Saving and Printing a Degree Works Audit

To save or print a Degree Works audit, scroll up to the top of the browser. Locate the **Save as PDF** button and click it (see below). Do not print from the internet browser as formatting errors will exist on the printed copy.

The top screenshot shows the Pace University Degree Works interface. The top navigation bar includes links for Back to Self-Service, Portal, FAQ, Help, Print, and Log Out. The main content area displays the student's information, including Student ID, Name, Degree, Major, Level, Classification, Last Audit, and Last Refresh. Below this, there are tabs for Worksheets, Notes, and GPA Calc. The Worksheets tab is active, showing a list of worksheets and a 'Save as PDF' button. A yellow arrow points from the 'Save as PDF' button in the top navigation bar to the bottom screenshot.

The bottom screenshot is a zoomed-in view of the top navigation bar, highlighting the 'Save as PDF' button. The navigation bar includes links for Back to Self-Service, Portal, FAQ, Help, Print, and Log Out. The main content area displays the student's information, including Student ID, Name, Degree, Major, Level, Classification, Last Audit, and Last Refresh. Below this, there are tabs for Worksheets, Notes, and GPA Calc. The Worksheets tab is active, showing a list of worksheets and a 'Save as PDF' button.

A new window will open with a copy of the Degree Works audit. If you are using *Mozilla Firefox* or *Google Chrome*, move your mouse/cursor towards the bottom of the new window. A menu with buttons will pop up. To print, click on the printer icon and to save, click on the disc icon. If you are using Internet Explorer, it may be necessary to make the new window browser larger or to maximize it. In Internet Explorer, the print and save (download) buttons are at the top of the new browser screen. The save/download button is represented by a piece of paper with downward arrow. Please refer to the next page for example of each Internet browser. See next page for examples.

Google Chrome

degwtestweb1.pace.edu/IRISLink.cgi - Google Chrome

degwtestweb1.pace.edu/IRISLink.cgi

Pace University Degree Works Test

Student View for Assad, Malek

| Student View | | | |
|--------------|--|---------------|-------------------------------|
| Student | Assad, Malek | College | Dyson College Arts & Sciences |
| ID | U00788791 | Level | Undergraduate |
| Level | Sophomore Honors | Degree | Bachelor of Science |
| GPA | 3.87 | Major | Business Economics |
| Cohort | | Minor | |
| Attributes | Domestic Health Ins. - FT(12), Honors College Enrolled, Health Insurance Waiver 11-12, Health Insurance Waiver 12-13 | | |
| Advisor | | Concentration | Academic Standing |

Requirements 62% Degree Progress

Degree in Bachelor of Science

Unmet conditions for this set of requirements: 128 credits are required. You currently have 67, you still need 61 more credits.

- ☒ You meet the minimum GPA requirement
- ☐ Core Curriculum Requirements **Still Needed:** See Core Curriculum section
- ☐ Major Requirements **Still Needed:** See Major in Business Economics section
- ☒ Required Auxiliary

Core Curriculum

Unmet conditions for this set of requirements: 60 credits are required. You currently have 44, you still need 16 more credits.

☐ FOUNDATION REQUIREMENTS

☒ Composition ENG 11

☒ Critical Writing ENG 120 Critical Writing A 4

Print icon highlighted with a yellow arrow.

Internet Explorer

http://degwtestweb1.pace.edu/IRISLink.cgi - Windows Internet Explorer

http://degwtestweb1.pace.edu/IRISLink.cgi

Pace University Degree Works Test

Student View for Ahmed, Ergin

| Student View | | | |
|--------------|---|---------------|-------------------------------|
| Student | Ahmed, Ergin | College | Dyson College Arts & Sciences |
| ID | U0037727 | Level | Undergraduate |
| Level | Junior | Degree | Bachelor of Science |
| GPA | 3.64 | Major | Business Economics |
| Cohort | | Minor | |
| Attributes | Health Insurance Charge 107, Domestic Health Ins. - FT(12), Health Insurance Waiver 09-10 | | |
| Advisor | | Concentration | Academic Standing |

Requirements 73% Degree Progress

Degree in Bachelor of Science

Unmet conditions for this set of requirements: 128 credits are required. You currently have 68, you still need 60 more credits.

- ☒ You meet the minimum GPA requirement
- ☐ Core Curriculum Requirements **Still Needed:** See Core Curriculum section
- ☐ Major Requirements **Still Needed:** MAJOR block was not found but is required
- ☒ Required Auxiliary

Core Curriculum

Unmet conditions for this set of requirements: 60 credits are required. You currently have 45, you still need 11 more credits.

☐ FOUNDATION REQUIREMENTS

☐ Composition

☒ Critical Writing **Still Needed:** 1 Class in ENG 120

Print icon highlighted with a yellow arrow.

Mozilla Firefox

IRISLink.cgi - Mozilla Firefox

degwtestweb1.pace.edu/IRISLink.cgi

Pace University Degree Works Test

Student View for Ahmed, Nashrah

| Not Counted | | | |
|-----------------------------------|--------------------------------|--------------------|--------------------|
| UNV 101 | First-Yr Smnr: Unvrsty Commnty | Credits Applied: 1 | Classes Applied: 1 |
| Maximum passed classes exceeded - | | | |

Legend

- ☒ Complete
- ☐ Not Complete
- ☒ Complete except for classes in-progress
- ☐ Nearly complete - see advisor
- @ Any course number

Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your Academic Advisor or the Office of Student Assistance for guidance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. For inquiries regarding this degree audit report, your official degree/certificate completion status, or to obtain a copy of our academic transcript email us at OSA@pace.edu.

Print icon highlighted with a yellow arrow.

Finishing Up

When you are finished working in Degree Works, or will step away from the program for more than 20 minutes, it is necessary for you to log out. You can sign back in taking the steps outline in the beginning of this user guide. The *Log Out* button is on the top right of the screen (please scroll up to the top of the browser window).

