# DEGREE WORKS Advisors Manual

FOR PACE UNIVERSITY

LAST UPDATED: NOVEMBER, 2014 -- V 1.4.2 ORIGINALLY CREATED COREY WITT FOR ACCESS THROUGH PORTAL.PACE.EDU

#### **Getting Started and Logging On**

Login to the Pace Portal at <u>http://portal.pace.edu</u> 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*.

PACE
Browse
<ul> <li>Personal Information   Student   Financial Aid Faculty Services   Employee   Finance Select Term ;.</li> <li>Home &gt; Faculty Services &gt; Term Selection</li> </ul>
Select a Term: Fall 2013
Te Selection  University Schedule w/Class Counts  Current Teaching Assignment(s)  Course Roster(s Ad ement and Student Information Menu  Degree Works

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.



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.

Finance
ection link to uy again.

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

PACE
Browse
Personal Information Student   Financial Aid   Faculty Services   Employee   Finance
Degree Works
Home > Faculty Services > Degree Works
Information for Kathy Huie DegreeWorks
Registration Student Records Degree Works
RELEASE: 6.1

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.

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Find Student ID	Id 4 Name >	Portal IAQ	cation Last Audit Last Ref	Iresh A A	Log Out	Back to Self-Service	Portal
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	ID	U00844287	Degree	Bachelor of Science		History	
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	Advisor		Major	Business Economics			
	GPA	3.68	Minor			Look Anead	
	ſ	Requirements 27%	Degree Progress			Student View	AA096896 as of 11-Oct-2013 at 11:45
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	Vou meet the m	animum GPA requirement				Classification	Freshmen
	Core Curriculum	Requirements	Still Needed: See Core Curriculur	a section		Advisor	
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	Required Auxilia	ey .	Stil Needed: See Auxiliary Requi	Arements section		GPA	3.68

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.

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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.)

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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.

Search	Ellucian Degree Works - Pace University   Find Students  Degree Bachelor of Arts Level All Codes  Classification Senior Catalog Year All Catalog Year values Degree Source All Degree Source All Codes  Search Clear	Student ID       First Name       Last Name         Major           ×       All Major Codes          ×       All Minor Codes          ×       All Minor Codes          ×       All College Codes          ×       All College Codes          ×       All Concentration          ×       All Concentration Codes          ×       Sciences	Academic Standing All Academic Standings Student Attribute No Attribute selected Cohort No Cohort selected No Cohort selected Remove
	Student Search: Enter your criteria a	nd click "Search" to find students.	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 with 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.)* 

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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.

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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.



# **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.

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# The Degree Works Audit

This is what a full audit looks like:

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	CO 105 Satoleo By Color Color Color CO 200 CO 200 C	Production of Economics - Homotophical Biocolaurera Biotoxic - Homotophical Biocolaurera Biotoxic - Homotophical Biocolaurera Biotoxic - Homotophical Biocolaurera Biotoxic - Biotoxic - Biotoxic Gioli Frances Biotoxic - Biotoy Biotoxic - Biotoxic - Biotoy Biotoxic - Biotoxic - Biotoy Biotoxic - Biotoxic - Biotoxic Biotoxic - Biotoxic - Biotoxic Acadeed Game Theory Biotoxic Const	T         3           T         3           B         3           C         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           C         4           S         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         4           A         4           B         4           B         4	Summer 2 and Fal 2011 Some 2019 Some 2019 Some 2019 Some 2012 Some 2011 Fal 2017 Fal 2017 Fal 2017 Fal 2017 Fal 2017 Fal 2017 Classes Applied: 2 Some 2018 Some 2018 Some 2018 Fal 2017 Fal 2017 Classes Applied: 2 Some 2018 Some 2018	This legend key explains what th color boxes/icons represent.
	ECO 105 DE 105 ECO 206 ECO	Product of Economic - Homotopical Recoluments DECONC - Recomes - Homotopical Recoluments DECONC - DECONC - Homotopical Generative - Recommends Deconcernative - Recommends Deconcernative - Recommends Deconcernative - Recommends Applied Game Theory II Concernative Deconcernative - Recommends Deconcernative - Recommends De	T         3           T         3           B         3           C         3           A         3           AH         3           AH         3           A         3           AH         3           A         3	summer 2 and Summer 2 and Fal 2011 Some 2012 Some 2012 Some 2012 Some 2012 Some 2012 Fal 2012 Fal 2012 Some 2012 Fal 2012 Some 2012 Fal 2012 Some	This legend key explains what th color boxes/icons represent.
	ECO 105 ECO 105 ECO 208 ECO 200 ECO 200 ECO 208 ECO 208 ECO 208 ECO 208 ECO 208 ECO 208 ECO 208 ECO 209 ECO 20	Preseite of Essenses: Hensi Botto: Comores: Hensingeneite Biccobarvet Big of Comores: Hensingeneite Biccobarvet Bi	L         3           L         3           L         3           L         3           L         3           L         4           L         3           L         4	aurient 2.400 Surrenz 2.20 Fal 2011 Sorra 2010 Sorra 2013 Sorra 2013 Pal 2013 Sorra 2013 Pal 2013 Sorra 2013 Pal 201	This legend key explains what th color boxes/icons represent.
	ECO 105 SCO 105 SCO 105 SCO 105 ECO 200 ECO 20	Preseite of Economic - Homographic Biccolauvere ECONC - Homores - Homographic Biccolauvere Program - Homores - Homographic Biccolauvere ECONC - Homores - Homoreand Biccolauvere Biccolauvere Homores - Homoreand Biccolauvere Down - Homore Homores - Homoreand Quark Homore Homores - Homore Quark Homore Homores - Homore Research - Homores - Homore Down - Homores - Homores - Homore Biccolauvere - Homores - Homore - Homore Consel	T         3           T         3           B         3           C         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           C         4           F         0           C         -           B         3           A         2           A         2           C         -           C         -           B         0           C         -           B         0           C         -           B         0           C         -           B         0           C         -           C         -           C         -           C         -           C         -           C         -           C         -           C         -           C         -	unine 2 aou Sumer 2 aou Pal 201 Sereg 2018 Sereg 2018 Sereg 2013 Sereg 2013 S	This legend key explains what th color boxes/icons represent.
	ECO 105 Scholned by ECO 200 Stitulened by ECO 200 ECO	Presente of Economics - Hernitophical Baccharete BECONS - Compose - Hernitophical Baccharete Presente of Economics - University and the Statement Becons: Accounts - International Baccharete Becons: Accounts - International Baccharete Becons: Accounts - International Baccharete Becons: Accounts - International Baccharete Becons: Accounts - International Baccharete Decomposition - International Baccharete Decomposition - International Baccharete Becons: Accounts - International Baccharete Decomposition - International Baccharete Becons: Accounts	T         3           T         3           B         3           C         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           C         4           C         4           C         4           C         4           C         5           B         0           C         4           P         0           W         0           V         0           V         0           V         0           V         0           V         0           V         0           V         0           V         0           V         0	summer 2 and Summer 2 and Ad 2011 Summer 2 and Summer 2 a	This legend key explains what th color boxes/icons represent.
	ECO 105 ECO 106 ECO 200 ECO 20	Production of Economics - Homospherical Biocolaurera Production - Recommiss - Homospherical Biocolaurera Production - Homospherical Biocolaurera Biocolaurera Biocolaurera Biocolaurera Production - Homospherical Biocolaurera Production - Homospherical Biocolaurera Biocolaure	T         2           T         3           E         2           A         3           A         3           AH         3 <t< td=""><td>Summer 2 and And 2011 Some 2018 Some 2019 Some 2019 Some 2019 Some 2012 Some 2012 Some 2012 Fall 301 Some 2012 Fall 301 Fall 300 Fall 301 Fall 300 Fall 301 Fall 300 Fall 301 Some 2012 Some 2012 Fall 301 Fall 30</td><td>This legend key explains what th color boxes/icons represent.</td></t<>	Summer 2 and And 2011 Some 2018 Some 2019 Some 2019 Some 2019 Some 2012 Some 2012 Some 2012 Fall 301 Some 2012 Fall 301 Fall 300 Fall 301 Fall 300 Fall 301 Fall 300 Fall 301 Some 2012 Some 2012 Fall 301 Fall 30	This legend key explains what th color boxes/icons represent.
	ECO 105 ECO 105 ECO 200 ECO 20	Product of Economic - Homogeneira Biccolauvera Product - Conomics - Homogeneira Biccolauvera Product - Conomics - Homogeneira Biccolauvera Economic - Homogeneira - Biomedical Biccolauvera Economic - Homogeneira - Biomedical Biccolauvera Economics - Homogeneira - Biomedical Biccolauvera Biccolauvera Generation - Biomedical Biccolauvera Biccolauvera Biccolauvera Applied Game Theory 3 Cono	T         2           T         3           E         3           C         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           Sta Aquints:         1           T         0           A         3           Sta Aquints:         1           T         0           Adaptiont:         1           recores number         1	summer 2 and Summer 2 and Fail 2011 Some 2012 Some 2012 Some 2012 Some 2012 Fail 2012	This legend key explains what th color boxes/icons represent.
Complete Compare Source S	ECO 105 ECO 105 ECO 200 ECO 20	Preseive of Economics - Homogeneous Haccobarvers PECONS - Homores - Homogeneous Haccobarvers Preseive of Economics - International Haccobarvers DECONS - Homores - International Haccobarvers - Const - Con	T         3           T         3           E         3           C         3           A         3           A         3           A         3           C         4           C         4           C         4           C         4           C         4           C         4           C         4           C         4           C         4           C         4           C         2           Math AppleAb         1           pr         1	Summer 2 200 Full 201 Summer 2 200 Full 201 Summer 2 200 Summer 2 200 Summer 2 200 Summer 2013 Summer 2013 Summer 2013 Summer 2013 Summer 2013 Full 2013 Summer 2013 Summer 2013 Full 2	This legend key explains what th color boxes/icons represent.
	ECO 105 SCO 105 SCO 105 SCO 106 ECO 200 ECO 20	Preseite of Economics - Homogeneite Baccharete ECONS - Commis - Homogeneite Baccharete Proget of Economics - United State of Economics - International Economics - International Baccharete Baccharete Baccharete Data Market & Homogeneite Data Market & Homogeneite Data Market & Homogeneite Baccharete Baccharete Data Markete Data Markete Data Markete Applied Ganes Theory 31 Const	T         3           T         3           B         3           C         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           C         4           F         0           C         -           C         -           F         0           W         0           W         0           W         0           W         0           W         0           W         0           W         0           W         0           W         0           W         0           W         0           W         0           W         0           W         0           W         0           W         0           W         0           W         0	Summer 2 and Fail 201 Fail 201 Summer 2 20 Summer 2 20 Summer 2 20 Summer 201 Summer 2012 Summer 2012	This legend key explains what th color boxes/icons represent.
	ECO 105 Statuted by ECO 200 Statuted by ECO 200 Statuted by ECO 200 ECO 200 EC	Protected of Economics - Homotoperational Recolutionaria Records - Records - Homotoperational Recolutionaria Records - Records - Homotoperational Recolutionaria Records - Records - Re	T         3           T         3           E         2           C         2           A         3           AH         3 <t< td=""><td>Summer 2 and And 2011 Summer 2 201 Summer 2 201 Sump 2013 Sump 201</td><td>This legend key explains what th color boxes/icons represent.</td></t<>	Summer 2 and And 2011 Summer 2 201 Summer 2 201 Sump 2013 Sump 201	This legend key explains what th color boxes/icons represent.
	ECO 105 ECO 105 ECO 200 ECO 20	Product of Economic Throng Control Recolutions IECONS: Control Formation Reconstruction Product Control Reconstruction IECONS: Control Reconstruction IECONS: Control Reconstruction IECONS: Control Reconstruction Control Reconstruction Reconstructi	T         2           T         3           E         3           C         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           MS         AgeInot: 1:           C         -6           S         3           MS         AgeInot: 1:           C         -6           W         0           dds         AgeInot: 1:           p         1           y         1           y         1	Summer 2 and Summer 2 and And 2011 Some 2018 Some 2019 Some 2019 Some 2019 Some 2012 Some 2012 Fall 301 Some 2012 Fall 301 Fall 300 Fred 2011 Some 2012 Fall 301 Fall 300 Fred 2011 Some 2012 Fall 301 Fall 300 Fred 2011 Some 2012 Fall 301 Fall 300 Fred 2012 Some 2012 Fall 301 Fall 30	This legend key explains what th color boxes/icons represent.
	ECO 105 ECO 105 ECO 106 ECO 200 ECO 20	Production of Economics - Homogeneous Haccobarvers Product - Commons - Homogeneous Haccobarvers Product - Roomes - Homogeneous Haccobarvers ECONO - Roomes - Homogeneous Haccobarvers ECONO - Roomes - Homogeneous Haccobarvers Homogeneous - Homogeneous - Homogeneous - Homogeneous Sector - Homogeneous - Homogeneous - Homogeneous Applied Same Theory III - Common Common Common Common Productions of the above requirements, Your Acchemic A Homogeneous - Commons - Homogeneous - Common Homogeneous - Commons - Homogeneous - Common Productions of the above requirements, Your Acchemic A Homogeneous - Commons - Homogeneous - Commons - Homogeneous Homogeneous - Commons - Homogeneous - Commons - Homogeneous Productions of the above requirements, Your Acchemic A Homogeneous - Commons - Homogeneous - Commons - Homogeneous Homogeneous - Commons - Homogeneous - Commons - Homogeneous Homogeneous - Homogeneous - Commons - Homogeneous Homogeneous - Homogeneous - Common Homogeneous - Homogeneous - Homogeneous - Homogeneous Homogeneous - Homogeneous - Homogeneous - Homogeneous - Homogeneous Homogeneous - Homogeneous - Homogeneous - Homogeneous - Homogeneous - Homogeneous - Homogeneous - Homogeneous Homogeneous - Homogeneous - Ho	T         2           T         3           E         3           C         3           A         3	Summer 2 and Summer 2 and Pail 2011 Summer 2 2013 Summer 2 2013 Summer 2 2013 Summer 2 2013 Summer 2013 Summer 2013 Summer 2013 Summer 2013 Summer 2013 Pail 2013 Classics Applied: 1 Fail 200 Classics Applied: 1 Fail 200 Classics Applied: 1 Fail 200 Classics Applied: 1 Fail 200	This legend key explains what th color boxes/icons represent.
	ECO 105 SC 106 ECO 200 SC 106 ECO 200 SC 106 ECO 200 ECO 20	Preseive of Economics - Homographical Recoluments PECONS - Recomes - Homographical Recoluments PECONS - Recomes - International Recoluments DECONS - Recomes - International Recoluments DECONS - Recomes - International Recoluments PECONS - Recommended Records - Recomes - Recomes Recommended Recomes - Homographic Sectors - Recomes - Homographic Recomes - Recom	T         3           T         3           E         3           C         3           A         3           A         3           A         3           A         3           C         4           C         4           C         4           C         4           C         4           C         4           C         4           C         4           C         2           A         3           A         3           C         4           C         2           C         4           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3	Summer 2 and Summer 2 and Pail 2011 Summer 2 2013 Summer 2 2013 Summer 2 2013 Summer 2013 Summer 2013 Summer 2013 Summer 2013 Summer 2013 Summer 2 2013 Cancer Applied: 1 Fail 2019 Cancer Applied: 1 Fail 2019 Cancer Applied: 1 Fail 2019 Cancer Applied: 1 Fail 2019 Cancer Applied: 1 Fail 2019	This legend key explains what th color boxes/icons represent.
	ECO 105 SC 0105 SC 0105 ECO 200 ECO 20	Protected of Economics - Homotopical Biocoluments PEDDIX - Commons - Homotopical Biocoluments 20203 - Commons - Homotopical Biocoluments 20203 - Commons - Homotopical Biocoluments 20203 - Commons - Homotopical Processor Biocoluments 20203 - Common - Homotopical 20203 - Commons - Homotopical 20203 - Co	T         3           T         3           S         3           C         2           A         3           AI         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           A         3           B         0           C         2           B         0           C         3           A         3           A         3           A         3           A         3           C         3           A         3           A         3           A         3           A         3           C         3           C         3           C         3           C         3           Course sumber         1           Address         1           Address         1           Add	summer 2.00 Fal 2011 Some 201 Some 201 Som	This legend key explains what th color boxes/icons represent.
	ECO 105 ECO 105 ECO 204 ECO 20	Protected of Descenses: Herein DECORS: Consorts: - Hereinsteine Blacksburget DECORS: - Consorts: - Hereinsteine Decors: - Decors: - Decor	T         2           T         3           E         2           A         3           AH         3           <	sumer 2 and Ad 2011 Some 2013 Some 2	This legend key explains what the color boxes/icons represent.
	E00 105         100           E00 105         200           E00 200         200           E00 200<	Presente of Esosans: Henni Hen	T         2           T         3           E         3           C         3           A         3           B         2           C         4           P         1           P         1           A         3           A         4           P         1	Summer 2 and And 2011 Summer 2 201 Summer 2	This legend key explains what the color boxes/icons represent.

#### **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 in 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 AA09	6896 as of 11-Oct-2013 a	at 11:45								
Student	Baj, Sylwia Beata		Level	Undergraduate						
ID	U00844287		Degree	Bachelor of Science						
Classification	Freshmen		College	Dyson College Arts & Sciences						
Advisor			Major	Business Economics						
GPA	3.68		Minor							
Degree Progress Requirements 27%										

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.



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.



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 GPA: 3.66 Credits Applied: 33
Unmet conditions for this set of requirements: 36 credits are required. You current	ently have 33, you	still need 3 more credits.
CONOMICS MAJOR REQUIREMENTS		
Vinciples of Macroeconomics	ECO 105 Satisfied by	Major in Economics
Principles of Microeconomics	ECO 106 Satisfied by	Unmet conditions for this set of requirements: 36 credits are required
🗹 Intermediate Macroeconomics	ECO 230	
Intermediate Macroeconomics	Still Needed:	ECONOMICS MAJOR REQUIREMENTS
🗹 Money and Banking	CO 238	
Quantitative Analysis & Forecasting		Principles of Macroeconomics
🗹 Intl. Trade or Global, International Eco	ECO 30	
Seminar in Economic Theory	ECO 400	
Z Economics Elective Requirements	ECO 296R ECO 327 ECO 396J	Principles of Microeconomics
	ECO 396T	Intermediate Macroeconomics
		Intermediate Macroeconomics
		🗹 Money and Banking
		🗸 Quantitative Analysis & Forecasting
		🜠 Intl. Trade or Global, International Eco
		🔽 Seminar in Economic Theory
		Z 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, a exception must be made (please contact OSA).

Open Elec	tives	Credits A	pplied: 12 Classes Applied: 4
BUS 150	Contemporary Bus Practice-LC	A-	3 Spring 2011
ENG 307	Creative Writing: Fiction	Open Electiv	05
ENG 311	Workshop in Fiction Writing	open Liectiv	63
SCI 101	The Planet Earth	BUS 150	Contemporary Bus Practice-LC
In-progre	SS Creative Writing: Fiction	ENG 307	Creative Writing: Fiction
ENG 311	Workshop in Fiction Writing	ENC 211	Warkshap in Eistian Writing
PSY 307	Psychology of Personality		workshop in Ficuori writing
PSY 308	History of Psychology	SCI 101	The Planet Earth
SCI 101	The Planet Earth	-	
SCI 101	The Planet Earth	In-progress	
		ENG 307	Creative Writing: Fiction
UNV 101 Hirst	-rear smnr Unvrsty Cmmnty Maximum passrail classes exceeded -	ENG 311	Workshop in Fiction Writing
Legend		P5Y 307	Psychology of Personality
Complet	e Complete except for classes in-progress	P5Y 308	History of Psychology
Not Cor	iplete 🖾 Nearly complete - see advisor	SCI 101	The Planet Earth
		SCI 101	The Planet Earth
		UNV 101 Eirst-Ye	ar Smor Linvisty Commity 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: GPA:	1996 Credits Required: 3.75 Credits Applied:
ECONOMICS MAJOR REQUIREMENTS			UN.	
Principles of Macroeconomics	ECO 105	Principles Of Economics:Macro	A 3	Spring 2001
V 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	EC0 234	Intermediate Microeconomics	B 3	Spring 2000
🗹 Money and Banking	ECO 238	Money And Banking	A- 3	Spring 2000
Quantitative Analysis & Forecasting	EC0 240	Quant Analysis & Forecasting	A 3	Fall 1999
International Eco, Trade or Global	EC0 360	International Economics	A 3	Summer 2 200
Seminar in Economic Theory	ECO 400 ECO 310	Seminar in Economic Theory Environmental Economics	A 3	Fall 2005 Fall 2000
Economics Elective Requirements	ECO 327	Eco Of Financial Institutions	В 3	Fall 2000
Economics Elective Requirements	EC0 357	Managerial Economics	A- 3	Fall 2000
ECONOMICS MAJOR REQUI     Principles of Macroecono	REMENTS			
<ul> <li>ECONOMICS MAJOR REQUI</li> <li>Principles of Macroecono</li> <li>Principles of Microecono</li> <li>Intermediate Macroecono</li> </ul>	REMENTS omics mics omics			
<ul> <li>ECONOMICS MAJOR REQUI</li> <li>Principles of Macroecono</li> <li>Principles of Microecono</li> <li>Intermediate Macroecon</li> <li>Intermediate Macroecon</li> <li>Money and Banking</li> </ul>	REMENTS omics omics omics omics			
<ul> <li>ECONOMICS MAJOR REQUI</li> <li>Principles of Macroecono</li> <li>Principles of Microecono</li> <li>Intermediate Macroecono</li> <li>Intermediate Macroecono</li> <li>Money and Banking</li> <li>Quantitative Analysis &amp; I</li> </ul>	REMENTS omics omics omics omics Forecasting			
<ul> <li>ECONOMICS MAJOR REQUI</li> <li>Principles of Macroecono</li> <li>Principles of Microecono</li> <li>Intermediate Macroecono</li> <li>Intermediate Macroecono</li> <li>Money and Banking</li> <li>Quantitative Analysis &amp; I</li> <li>International Eco, Trade</li> </ul>	REMENTS mics omics omics omics omics forecasting or Global			
<ul> <li>ECONOMICS MAJOR REQUI</li> <li>Principles of Macroecono</li> <li>Principles of Microecono</li> <li>Intermediate Macroecono</li> <li>Intermediate Macroecono</li> <li>Money and Banking</li> <li>Quantitative Analysis &amp; I</li> <li>International Eco, Trade</li> </ul>	REMENTS omics omics omics omics forecasting or Global			

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

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



AOK		
🗹 Civic Engagement & Public Values	HIS 243	Service & Study in Latin Amer
🛿 Western Heritage	INT 297D WS 268	Beats, Bongos, and Buddhism Men and Masculinities
Vorld Traditions & Cultures	ANT 108 POL 101	Glbl Culture & Lcl Identities Politics: Comparative Intro
Humanistic & Creative Expressions	ART 130	Sculpture I
	Still Needed:	Minimum Spread unsatisfied
🛿 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: GPA:	2010-2011 3.11	Credits Required: Credits Applied:	36 33
Unmet conditions for this set of requirements: 36 credits are required. You curre	ntly have 33, you still	need 3 more credits.				
🛿 Introduction to Anthropology	ANT 101	Introduction to Anthropology	C+	3	Fall 2012	
Introduction to Sociology	SOC 102 Satisfied by	Introduction to Sociology SO101 - Intro to Sociology - Quinnipiac Universit	т у	3	Fall 2010	
Social Theories	SOC 323	Social Theories	В	3	Spring 2012	
Social Research Methods	Still Needed: 1 Cl	ass in SOC 380*				
MAJOR ELECTIVES						
Anthropology Electives	ANT 108 ANT 210	Glbl Culture & Lcl Identities Urban Ethnography	B+ IP	3 (3)	Summer 1 201 Fall 2013	
Anthropology or Sociology Electives	ANT 247 SOC 111 SOC 118 SOC 221 SOC 242	Prncpis of Frnsc Anthrpigy Urban Sociology Sociology Through Film Juvenile Delinquency Consimer Society	IP B B+ B- B+	(3) 3 3 3 3	Fall 2013 Fall 2012 Summer 1 201 Fall 2011 Fall 2012	

•
Major in Sociology-Anthropology
Unmet conditions for this set of requirements:
Introduction to Anthropology
Introduction to Sociology
🗹 Social Theories
Social Research Methods
MAJOR ELECTIVES
Anthropology Electives
Anthropology or Sociology Electives

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



Work toward greatness.				
Back to Self-Service	Portal	FAQ	Help	Print
Find     Student ID     H     Name     H       U00630534     Ahmed, Ammar Y     •	Degree     Major       BA     Economics	Level         Classification         Last A           01         Senior         02-0c	t-2013 Today at 1:35 pm	0
Worksheets Format: Worksheets Graduation Checklist	View Save as PDF	Process New	sses <u>Unofficial Academic</u> classes <u>History</u>	
History Graduation Checklist Registration Checklist				

UNIVERSITY Work toward greatness.				
Back to Self-Service	Portal	FAQ	Help	
Find         Student ID         II         Name         II           Image: U00630534         Ahmed, Ammar Y         Image: Student Y	Degree     Major       BA     Economics	Level         Classification         Last A           01         Senior         02-Oc	t-2013 Today at 1:35 pm	0
Worksheets     Notes     GPA Calc       Worksheets     Format:       Graduation Checklist	View Save as PDF	Process New	sses <u>Unofficial Academic</u> classes <u>History</u>	
	1			

# 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.

UNIVERSITY Work transformers.				
Back to Self-Service	Portal	FAQ	Help	Print
Student ID         I         Name         I           U00086525         Balghiti, Nicholas <ul> <li>Image: Compare the state of t</li></ul>	Degree         Major           BA         ▼         Economics	Level         Classification         Last Au           01         Senior         11-Jul-2	dit Last Refresh 013 10-Jul-2013 at 1:42 pm	0 😢
Worksheets Notes GPA Calc				
Worksheets Student View	View Save as PDF F	Process New Include in-progress classe	sses <u>History</u>	
History		(not fro Save Save this audi	zen)	
Look Ahead		Pace University I	Degree Works Test	

Ellucian Degree Works - Pace University Degree Works Test - Google Chrome									
degwtestweb1.pace.edu/IRISLink.cgi									
U NIVERSITY Work toward greatness.									
Back to Self-Service	Portal	FAQ	Help	Print					
Find         Student ID         I         Name         II           U00086525         Balghiti, Nicholas         Image: Compared to the state of the	Degree     Major       BA         Economics	Level         Classification         Last A           01         Senior         11-Jul-	udit         Last Refresh           -2013         10-Jul-2013 at 1:42 pm	0					
Worksheets Notes GPA Calc									
Worksheets > Format: Student View	View Save as PDF P	Process New	<sup>sses</sup> <u>Unofficial Academic</u> classes <u>History</u>						
History		Froze Save Save t Froze	en by Advisor  rozen) en by Advisor						
		Pace University	Degree Works Test						



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

PACE UN IVERSITY Work toward predictor.				
Back to Self-Service	Portal	FAQ	Help	Print
Find Student ID H A Name > H U00411865 Kim, Joon Young	Degree Major BA Mathematics	Level         Classification         Last Au           01         Senior         02-Oct-2	Last Refresh           2013         22-Oct-2013 at 9:32 pm	0 💌
Worksheets Format: Worksheets Student View	View Save as PDF	Process New	<sup>s</sup> <u>Unofficial Academic</u> sses <u>History</u>	
History		Frozen Frozen by Calchera.	by Advisor	
Look Ahead		Save Save this audit	with this new freeze status	

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.

UNIVERSITY Work toward greatness.			-					
Back to Self-Ser	vice	Portal		FAQ		Help		Print
Find Student ID H 4 U00086525 Balghiti, M	Name Icholas	Degree     Major       BA     Economics	01	Classification Senior	Last Audit 11-Jul-2013	Last Refresh Today at 5:14 pm	0	
Worksheets Format: Worksheets Student	t View 1	istoric Report: 11-Jul-2013 09:03 01/BA (ADVISR)	) Viev		Save	as PDF		
History 👌 Histor	y - Introduction Pa	ige						
Look Ahead Choose a	a report format and a	n 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.

rk toward greatness.					
Back to Self-Ser	vice	Portal	FAQ	Help	Print
Student ID II I	Name I Degr	ee Major	Level Classification Last Au	dit Last Refresh	- 🔊 🚽
U00630534 Ahmed, A	Ammar Y 🛛 🔻 🛛 BA	<ul> <li>Economics</li> </ul>	01 Senior 02-Oct-	2013 Today at 1:35 pm	
orksheets Notes	GPA Calc				
Format:			V Includ	Unofficial Academic	
Gradua 🔪 Gradua	tion Checklist 💌 🛛 🗸 🗸	ew Save as PDF Pr	rocess New	History	
Unofficial Academ	ic History - Google Chrome				
	Pace Ur	niversity Degree Work	is Test		
Unofficial Acade	mic 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	Maior	Economics		
Cohort		Minor	Pusiners		
Conore		мног	Busiless		
	Charged Intl H.I. HINS-PT				
a shuther be	HINS 107 Waived	Concentration			
Attributes	HINS 117 Waived	Concentration			
	HINS 127 Waived				
	canacily rolenserolarship top				
Advisor		Academic Standin	g		
	Unc	official Academic Histo	orv		
	one				
Summer 2 200					
ECO 105	5 Principles of Economics: Macro		Т 3		
Transferred from	n ECOXXX - Economics - Internatio	onal Baccalaureate			
ECO 106	5 Prncpls of Ecnmcs: Mcroecnmcs		Т 3		
Transferred from	n ECOXXX - Economics - Internatio	onal Baccalaureate			
ENG 110	O Composition		T 4		
ENG 110 Transferred from	Composition	onal Baccalaureate	Τ 4		
ENG 110 Transferred from ENG 120	Composition     ENGXX4 - English A1 - Internatio     Critical Writing	onal Baccalaureate	T 4		
ENG 110 Transferred from ENG 120 Transferred from	O Composition  R ENGX4 - English A1 - Internatio  O Critical Writing  R ENGX4 - English A1 - Internatio	onal Baccalaureate onal Baccalaureate	T 4 T 3		
EING 110 Transferred from EING 120 Transferred from Fall 2009	O Composition  R ENGXX4 - English A1 - Internatio O Critical Writing R ENGXX4 - English A1 - Internatio	onal Baccalaureate	T 4 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.

Back t If-Service	Portal	FAQ	Help	Print
Find     Student ID     Name     H       U00630534     red, Ammar Y     Image: State	Degree Major BA  Economics	Level         Classification         Last Audit           01         Senior         02-Oct-2013	Last Refresh Today at 1:35 pm	0 😢
Worksheets Student View	View Save as PDF P	Process New Include in-progress classes	<u>Unofficial Academic</u> <u>History</u>	
History		(not frozer Frozen by Calchera, He	)	
Look Ahead		Save Save this audit wit	h this new freeze status	
		Pace University De	gree Works Test	

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).

UNIVERSITY Work toward granters.									
Back to Self-Service	Portal	FAQ		Help		Print	Log Out		
Find         Student ID         I         Name         I           Image: U00630534         Ahmed, Ammar Y         Image: Unit of the state of the st	Degree         Major           BA         Economics	Level Classification 01 Senior	Last Audit 02-Oct-2013	Last Refresh Today at 1:35 pm	0	3			
Worksheets Notes GPA Calc									
View Notes >									
Add Note View Notes									
Internal Note Text						Created By	Create Date		
Modify Notes 🗸 Student was adv	vised to seek additional assistance,					Calchera, Heather A	23-Oct-2013		
Student and adv	visor discussed student's career plans. N	You can add text to the note.				Calchera, Heather A	23-Oct-2013		
Delete Notes	<b>—</b>								
Verksheet View Notes	s Notes PA	Calc							
Add Note	View Notes	s							
	Internal	Note Text							
Modify Not	es 🗸	Student was adv	ised to see	ek additional assista	ance,				
	Student and advisor discussed student's career plans. You can add text to								
Delete Note	25								

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.



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*.



# **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*.

UNIVERSITY Work toward greatness.	
Back to Self-Service	Portal
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Worksheets Notes GPA (	alc
Worksheets > Format: Student View	✓ View Save as PDF Process New

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*.

Worksheets Notes GPA Calc					
Term Calculator					
	Cur	rrent GPA		3.48	
Advice Calculator	Cre	edits Earned So Fa	r	44	
			Credits	Grade	
		ECO 380	3	A [4.00]	
Clas	sees a student is	LAS 201	6	A [4.00] -	Select final
regi	istered for and/or will	MAT 117	4	A [4.00] 🔻	grade from
regi	istor for in the future	SPA 301	3	A [4.00] -	dropdown
legi	ister for in the future.	Class 5		A [4.00] -	menu.
		Class 6		A [4.00] 💌	
		Class 7		A [4.00] 💌	
		Class 8		A [4.00] 💌	
		Class 9		A [4.00] 💌	
		Class 10		A [4.00] 💌	
	Once all information is entered correctly, press <i>Calculate</i> .		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.

UNIVERSITY Work toward greatness.							
Back to S	Back to Self-Service		I	FAQ	Help	Print	
Find Student ID II	BA Score	nomics	Level Classification 01 Sophomore	Last AuditLast Refresh02-Oct-201322-Oct-2013 at 10:58 pm	0		
Worksheets Not	GPA Calc						
Term Calculator							
Advice	Current GPA			3.48			
Calculator	Credits Earned So Far			44			
				- •			
	Class	Credits		Grade	Calculated GPA	3.61	
	ECO 380	3	Α	4.00	By achieving the grad	les listed here, your	
	LAS 201	6	Α	4.00	GPA at the end of th	ie term will be 3.61	
	MAT 117		Α	4.00	Recald	ulate	
	3	Α	4.00	L			

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*.

UNIVERSITY Work toward greatness.									
Back to Self-Service		Portal			FAQ		Help		
Find Student ID II I Nam U00820640 Bennett, Danie	lo 💌	Degree     Major       BA     Economics		Level 01	Classification Sophomore	Last Audit 02-Oct-2013	Last Refresh 22-Oct-2013 at 10:58 pm	٥	
Worksheets Notes GPA Calc									
Term Calculator									
Advice			_		Current GPA	X	3.48		
Calculator 🎽	Enter th	e student's			Credits Earn	ned	44		
	desired GPA.		-	Desired GPA			3.80		
L L			_			Calcul	ate		

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	otes GPA Calc			
Term Calculator		GPA Advice		
Advice Calculator			Current GPA Credits Earned Desired GPA	3.48 44 3.80
	71 Credits at 4.00 ( A ) grade av Note: Results that would require	erage you to take more than 150 (	To achieve your desired GPA, you Credits have been omitted.	need one of the following:
			Recalculat	

#### 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.



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

#### Internet Explorer

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	degwtestv	veb1.pace.edu/IRISLink.cgi			Q	<i>(</i>	http://degwte	estweb1. <b>pace.edu</b> /IRISLink.cgi			
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	GPA	3.87	Major	Business Economics			GPA	364	Major	Business Economics	
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	Attributes	Domestic Health Ins. • FT(12), Honors College Enrolled Health Insurance Waiver 11-12, Health Insurance	Concentration				Attributes	Health Insurance Charge 107, Domestic Health Ins FT(12), Health Insurance Walver 09-10	Concentration		
		Waiver 12-13	Academic				Advisor		Academic Standing		
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	Requiremen	B 62%	Progress				Requirement	5 73%			
				Intelling Year: 2011-2012 Credits Required: 128			🔲 Degree In Ba	chelor of Science		atalog Ywar: 2009-2010 Credita Required: GPA: 3.64 Credita Applied:	8
	Unmet condition 128 credits are r credits.	ns for this set of requirements: squired. You currently have 67, you still need 61 more	Minimum classe	GPA: 3.87 Crudia Applies: 67 5 unsatisfied			Unmet condition 128 credits are re credits. You meet th	ns for this set of requirements: quired. You currently have 68, you still need 60 more he minimum GPA requirement.	Minimum classe	s unsatisfied	
	You meet f	he minimum GPA requirement					Core Currio	ulum Requirements Still Needs	t See Core Cu	infculum section	
	Core Curri	ulum Requirements Still Need	ed: See Core Co	irriculum section			Major Requ	irements Still Neede	MAJOR block	k was not found but is required	
	Major Req	irements Still Need	ed: See Major in	Business Economics section			Required Au	udilary			
	Required	uxinary		Cabilog Year: 2011-2012 Credits Required: 60			Core Curricu	lum		Catalog Year: 2009-2010 Credita Required: Credita Applied:	80 40
	Unmet conditio	ns for this set of requirements:	60 credits are re credits.	Credits Applied: 44 quired. You currently have 44, you still need 16 more			Unmet condition	ns for this set of requirements:	60 credits are re credits.	quired. You currently have 49, you still need 11 m	re
	FOUNDAT	ON REQUIREMENTS	<u>ि</u>	፲ ରୁ ରୁ 💾 🖬			Compos	"	1 of 2)		
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### **Mozilla Firefox**

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	Legend	_						
	Complete		Complete except Nearly complete	t for classes in-progress - see advisor	Ø	Any course number		
	Disclaimer							
	You are encouraged to use thi	s degree audit report as	a guide when plann	ing your progress toward c	mpletion of the abo	ve requirements. Your		
	Academic Advisor or theOffice official notification of completion	of Student Assistance for on of degree or certificate	r guidance in interp requirements. For	preting this report. This audi inquiries regarding this deg	t is not your acaden ree audit report, you	nic transcript and it is no ir official degree/certifics	t ste	
	completion status, or to obtain	a copy of our academic t	ranscript email us :	at OSA@pace.edu.				
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# 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).

UNIVERSITY Work toward greatness.												_		1
Bac	k to Self-Service		Р	ortal		FAQ		Help			Print	Lo	og Out	
Find Student ID U00844287	I Name Baj, Sylwia Beata	• •	BS 🔹	Major Business Economics	01	Classification Freshmen	Last Audit 11-Oct-2013	Last Refresh 22-Oct-2013 at 11	:08 pm	0				•
Worksheets	Notes GPA Cal	с												
Worksheets	Student View	•	View	Save as PDF P	rocess New	Include in-p	progress classes	Unofficial Academic History		_				
History														
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