


DEGREE WORKS STUDENT USER GUIDE

[PACE.EDU/DEGREEWORKS](https://pace.edu/degreeworks)



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Degree Works

CREATED BY THE OFFICE
OF STUDENT ASSISTANCE
VERSION 1.3

WELCOME TO DEGREE WORKS

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

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

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

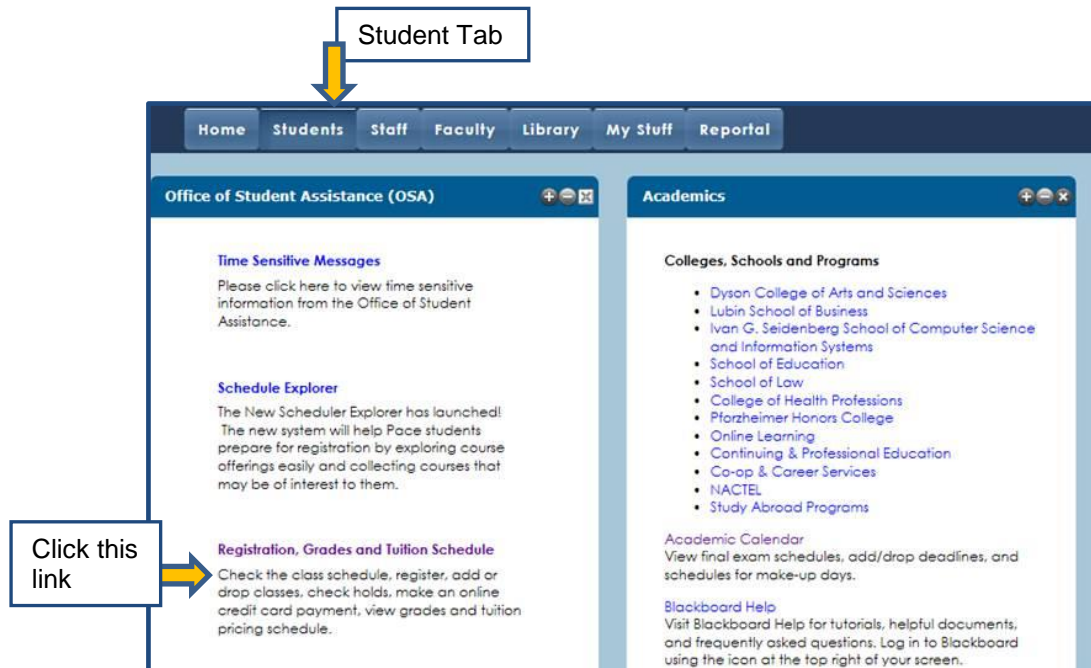
- ✓ Track all requirements necessary to receive your degree, based on the term you entered the University.
- ✓ Show which courses you have taken at Pace or transferred into the University, and how they are applied towards your degree.
- ✓ View courses that you are currently registered for (listed as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

Degree Works is only accessible through the [MyPace Portal](#) for all users.

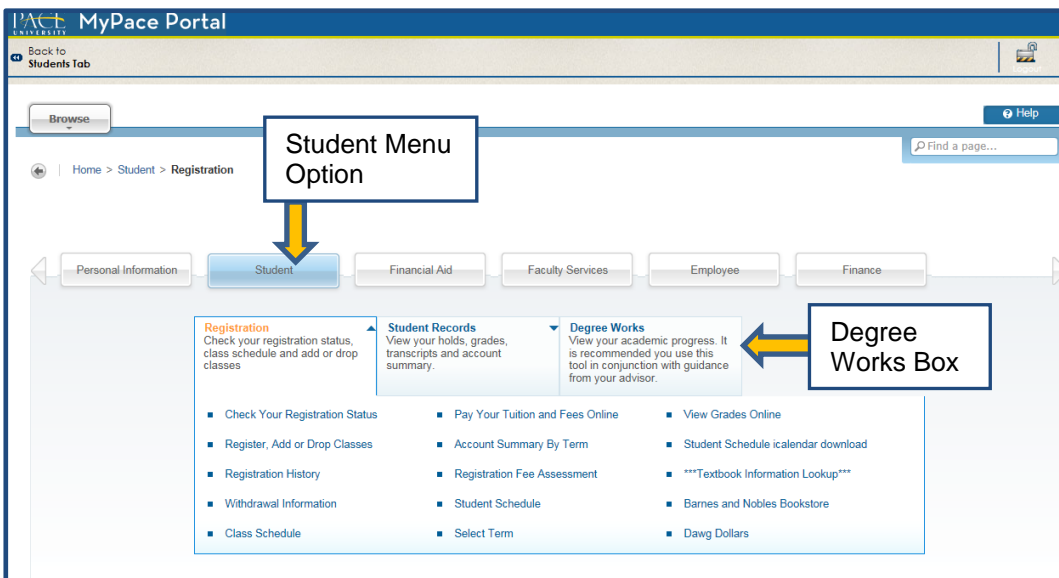
Please contact [your advisor](#) or the Office of Student Assistance at DegreeWorks@pace.edu with any questions or concerns.

LOG IN INSTRUCTIONS FOR DEGREE WORKS

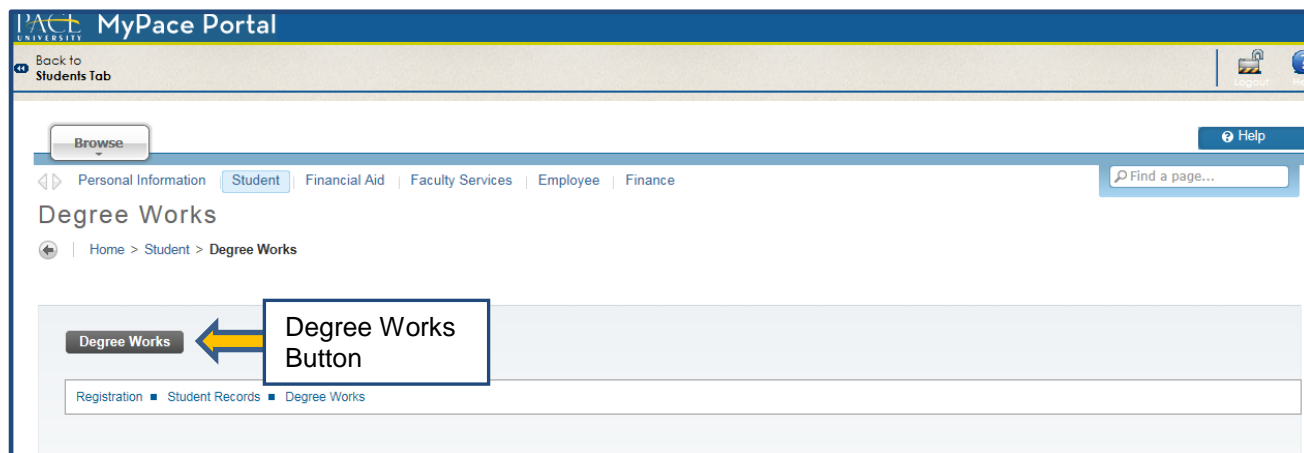
Step 1: Log on to MyPace Portal. Select the *Student* tab towards the top of the browser window. Next, click on the "Registration, Grades, and Tuition Schedule link.



Step 2: Select the *Student* menu option. Next, click on the Degree Works box by left clicking once.



Step 3: Click the Degree Works button to launch the application.



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

Pace University Degree Works Test

Student View AA3238EQ as of 09-Mar-2015 at 12:50

Student	Pace Student	Level	Undergraduate
ID	U01012345	Degree	Bachelor of Arts
Classification	Junior	College	Dyson College Arts & Sciences
Advisor	Mary Smith	Major	Communications
GPA	3.36	Minor	Psychology

Requirements **Degree Progress** 87%

Degree in Bachelor of Arts Catalog Year: 2012-2013 Credits Required: 128
GPA: 3.36 Credits Applied: 96

Unmet conditions for this set of requirements: 128 credits are required. You currently have 96, you still need 32 more credits.

If you see a message below saying MAJOR/CORE block not found, that program has not been fully validated and will be added at a later time. It is strongly recommended that students take the Learning Community (LC) requirement and UNV 101 during their Freshman Year.

Requirement	Status	Course	Section	Grade	Credits	Term
Core Curriculum Requirements	✓					
Areas of Knowledge	✗					
Major Requirements	✗					
Freshman Seminar	✓	UNV 101C	First-Yr Smnr/Unvrsty Cmnty Cap	P	1	FA 2012
Civic Engagement & Public Values	✓					
Civic Engagement & Public Values (formally AOK1)	✓	TCH 201	Edctn I: Understanding Schools	A	4	SP 2013
Learning Community & Writing Enhanced Requirements	✓					
Learning Community Requirement	✓	ENG 110C	Composition (CAP)	B+	3	FA 2012
		HIS 113R	Changing Roles of Amricn Women	B	3	FA 2012
		HIS 108	World History After 1650	B+	3	SP 2013
Writing Enhancement Requirement	✓	TCH 201	Edctn I: Understanding Schools	A	4	SP 2013

2012 Dyson University Core Catalog Year: 2012-2013 Credits Required: 20
GPA: 3.56 Credits Applied: 25

DEGREE WORKS: NAVIGATING YOUR DEGREE REPORT

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

Legend		
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	(T) Transfer Class
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	@ Any course number

DEGREE REPORT: STUDENT VIEW

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

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

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

The screenshot displays the Pace University Degree Works Test interface. At the top, there is a navigation bar with links: Back to Self-Service, Portal, FAQ, Help, Print, and Log Out. Below this is a form for student information, including Student ID, Name, Degree, Major, Level, Classification, Campus, and Last Audit. A yellow arrow points to the 'Student View' section, which is highlighted with a blue header bar. This section contains a table of student information: Student (Pace Student), ID (U01012345), Classification (Junior), Advisor (Mary Smith), GPA (3.36), Level (Undergraduate), Degree (Bachelor of Arts), College (Dyson College Arts & Sciences), Major (Communications), and Minor (Psychology). Below the student information is a 'Degree Progress' bar showing 87% completion. A yellow arrow points to this bar, which is labeled 'Degree Progress Bar'.

Student View Section

Pace University Degree Works Test

Student View AA3238EQ as of 09-Mar-2015 at 12:50

Student	Pace Student	Level	Undergraduate
ID	U01012345	Degree	Bachelor of Arts
Classification	Junior	College	Dyson College Arts & Sciences
Advisor	Mary Smith	Major	Communications
GPA	3.36	Minor	Psychology

Requirements Degree Progress 87%

Degree Progress Bar

Each section of the Degree Report has a blue header bar which contains pertinent information about that section of the audit.

DEGREE REPORT: DEGREE SECTION

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

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

Degree in Bachelor of Arts			Catalog Year: 2012-2013	Credits Required: 128
			GPA: 3.36	Credits Applied: 96
Unmet conditions for this set of requirements: 128 credits are required. You currently have 96, you still need 32 more credits.				
If you see a message below saying MAJOR/CORE block not found, that program has not been fully validated and will be added at a later time. It is strongly recommended that students take the Learning Community (LC) requirement and UNV 101 during their Freshman Year.				
<input type="checkbox"/> Your GPA is below 2.0 - please see an advisor				
<input checked="" type="checkbox"/> Core Curriculum Requirements				
<input type="checkbox"/> Areas of Knowledge	Still Needed: See Areas of Knowledge - Dyson - 2012 section			
<input type="checkbox"/> Major Requirements	Still Needed: See Major in Communications section			
<input checked="" type="checkbox"/> Freshman Seminar	UNV 101C	Frst-Yr Smnr/Unvrsty Cmnty Cap	P	1 FA 2012
<input checked="" type="checkbox"/> Civic Engagement & Public Values				
<input checked="" type="checkbox"/> Civic Engagement & Public Values (formally AOK1)	TCH 201	Edctn I: Understanding Schools	A	4 SP 2013
<input checked="" type="checkbox"/> Learning Community & Writing Enhanced Requirements				
<input checked="" type="checkbox"/> Learning Community Requirement	ENG 110C	Composition (CAP)	B+	3 FA 2012
	HIS 113R	Changing Roles of Amrcn Women	B	3 FA 2012
<input checked="" type="checkbox"/> Writing Enhancement Requirement	HIS 108	World History After 1650	B+	3 SP 2013
	TCH 201	Edctn I: Understanding Schools	A	4 SP 2013

DEGREE REPORT: UNIVERSITY CORE SECTION

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

2012 Dyson University Core			Catalog Year: 2012-2013	Credits Required: 20
				Credits Applied: 25
<input checked="" type="checkbox"/> Composition	ENG 110C	Composition (CAP)	B+	3 FA 2012
<input checked="" type="checkbox"/> Critical Writing	ENG 120D	Critical Writing - CAP	B+	4 SP 2013
<input checked="" type="checkbox"/> Writing in the Disciplines	ENG 201	Writing in the Disciplines	B-H	3 SP 2014
<input checked="" type="checkbox"/> Public Speaking	COM 200	Public Speaking	A	3 FA 2013
<input checked="" type="checkbox"/> Math Requirement	MAT 109A	Principles of Mathematics I	A-	3 FA 2013
<input checked="" type="checkbox"/> Lab Science	SCI 170	Oceanography	A	3 FA 2013
<input checked="" type="checkbox"/> Introduction to Computing	CIS 101	Introduction to Computing	A	3 SP 2014
<input checked="" type="checkbox"/> Second Language Proficiency				
<input checked="" type="checkbox"/> Tested Out of Level 101 & 102 Option	ITA 280	Intensive Review of Italian	T	3 SP 2012
	Satisfied by	ITAXXX - Ital Lang & Cult - Advanced Placement		

DEGREE REPORT: AREAS OF KNOWLEDGE

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

Areas of Knowledge - Dyson - 2012					
			Catalog Year: 2012-2013		Credits Required: 24
					Credits Applied: 22
Unmet conditions for this set of requirements:			A total of 24 credits are required in this section. You currently have 22 credits and 2 additional credits are still needed.		
<input checked="" type="checkbox"/> Western Heritage (formerly AOK 2)	ART 102 HIS 113R	Art Hstry: Ancient - Gthic Art Changing Roles of Amricn Women	A-H B	3 3	FA 2013 FA 2012
<input type="checkbox"/> World Traditions & Cultures (formerly AOK 3)	HIS 108	World History After 1650	B+	3	SP 2013
			Still Needed: 1 Class in @ 100:499 with Attribute AOK3		
<input checked="" type="checkbox"/> Humanistic & Creative Expressions (formerly AOK 4)	ART 133 MCA 160	Ceramics I Digital Photography	A- A-	3 3	SP 2013 FA 2014
<input checked="" type="checkbox"/> Analysis of Human, Soc & Nat Phenomena (formerly AOK 5)	PSY 112 SOC 102	Introduction to Psychology Introduction to Sociology	A- C	4 3	FA 2012 FA 2014

DEGREE REPORT: MAJOR SECTION

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

Major in Communications			Catalog Year: 2012-2013		Credits Required: 42
			GPA: 3.50		Credits Applied: 25
Unmet conditions for this set of requirements: 42 credits are required. You currently have 25, you still need 17 more credits.					
This program is still pending validation and Degree Works should not be used as a reference at this time. Check back soon for further updates. Please see your advisor for academic question and advisement. Thank you for your patience.					
REQUIRED COURSES					
Writing for the Electronic Media	MCA 226	Writing for Electronic Media			2014
Writing for the Print Media	MCA 227	Writing for the Print Media	IP	(3)	SP 2015
Communications Internship	MCA 397L	Topic: The Chick Flick	B+	3	FA 2014
Exception By: Diamant, Aleksandr	On: 10-Mar-2015	Substitution : Advisor Approved Substitution			
Seminar	Still Needed: 1 Class in MCA 499@				
Writing Courses	Still Needed: 2 Classes in JRN 203* or MCA 337* or 339* or 340* or 360				
Major Electives	JRN 204	Radio & Television NewsWriting	A-	3	SP 2014
	MCA 250	Television and Radio Commcnctn	B	3	SP 2014
	MCA 252	Media Production I	IP	(4)	SP 2015
	MCA 254	Producing the Documentary	IP	(3)	SP 2015
	MCA 258	The Invasion of Reality TV	IP	(3)	SP 2015
Still Needed: Choose 24 credits in JRN, MCA, or SPE courses, Except for MCA 112, MCA 160, MCA 170, SPE 165, and SPE 166. You have completed 16 credits, and need 8 to complete this requirement.					

DEGREE REPORT: MINOR SECTION

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

Minor in Psychology			Catalog Year: 2012-2013		Credits Required: 18
			GPA: 3.56		Credits Applied: 17
Unmet conditions for this set of requirements: 18 credits are required. You currently have 17, you still need 1 more credits.					
<input checked="" type="checkbox"/> Introduction to Psychology	PSY 112	Introduction to Psychology	A-	4	FA 2012
<input type="checkbox"/> Choose 14 Credits in Psychology Electives	PSY 234	Human Sexual Behavior	IP	(3)	SP 2015
	PSY 241	Psy-Alcoholism/Substance Abuse	A	3	FA 2014
	PSY 302	Child Psychology	A-	3	FA 2013
	PSY 304	Social Psychology	B	4	SP 2014
Still Needed: 1 Credit in PSY @ <u>Except</u> PSY 112					

DEGREE REPORT: OPEN ELECTIVES

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

Open Electives			Credits Applied: 6		Classes Applied: 3
ENG 105C	Composition & Rhetoric I (CAP)	A-	2		FA 2012
ENG 105D	Composition/Rhetoric II - Cap	A	2		SP 2013
MAT 100C	Fundamental Mathematics (CAP)	B	2		FA 2012

DEGREE REPORT: INSUFFICIENT

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

Insufficient		Credits Applied: 3		Classes Applied: 2
ACC 305	Internal Auditing I	W	3	FA 2013
MUS 460	Musical Theatre Audition Tdng	F	0	FA 2012

DEGREE REPORT: IN-PROGRESS

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

Minor in Psychology			Catalog Year: 2012-2013	Credits Required: 18
			GPA: 3.56	Credits Applied: 17
Unmet conditions for this set of requirements: 18 credits are required. You currently have 17, you still need 1 more credits.				
<input checked="" type="checkbox"/> Introduction to Psychology	PSY 112	Introduction to Psychology	A-	4 FA 2012
	PSY 234	Human Sexual Behavior	IP	(3) SP 2015
	PSY 241	Psy-Alcoholism/Sub	A	3 FA 2014
<input type="checkbox"/> Choose 14 Credits in Psychology Electives	PSY 302	Child Psychology	A-	3 FA 2013
	PSY 304	Social Psychology	B	4 SP 2014
Still Needed: 1 Credit in PSY @ Except PSY 112				

In-progress		Credits Applied: 16		Classes Applied: 5
MCA 227	Writing for the Print Media	IP	3	SP 2015
MCA 252	Media Production I	IP	4	SP 2015
MCA 254	Producing the Documentary	IP	3	SP 2015
MCA 258	The Invasion of Reality TV	IP	3	SP 2015
PSY 234	Human Sexual Behavior	IP	3	SP 2015

DEGREE REPORT: EXCEPTIONS

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

Major in Communications				Catalog Year: 2012-2013	Credits Required: 42
				GPA: 3.50	Credits Applied: 25
Unmet conditions for this set of requirements: 42 credits are required. You currently have 25, you still need 17 more credits.					
This program is still pending validation and Degree Works should not be used as a reference at this time. Check back soon for further updates. Please see your advisor for academic questions and advisement. Thank you for your patience.					
REQUIRED COURSES					
Writing for the Electronic Media	MCA 226	Writing for Electronic Media	A	3	FA 2014
Writing for the Print Media	MCA 227	Writing for the Print Media	IP	(3)	SP 2015
Communications Internship	MCA 397L	Topic: The Chick Flick		3	FA 2014
Exception By: Diamant, Aleksandr		On: 10-Mar-2015	Substitution : Advisor Approved Substitution		
Seminar		Still Needed: 1 Class in MCA 499@			

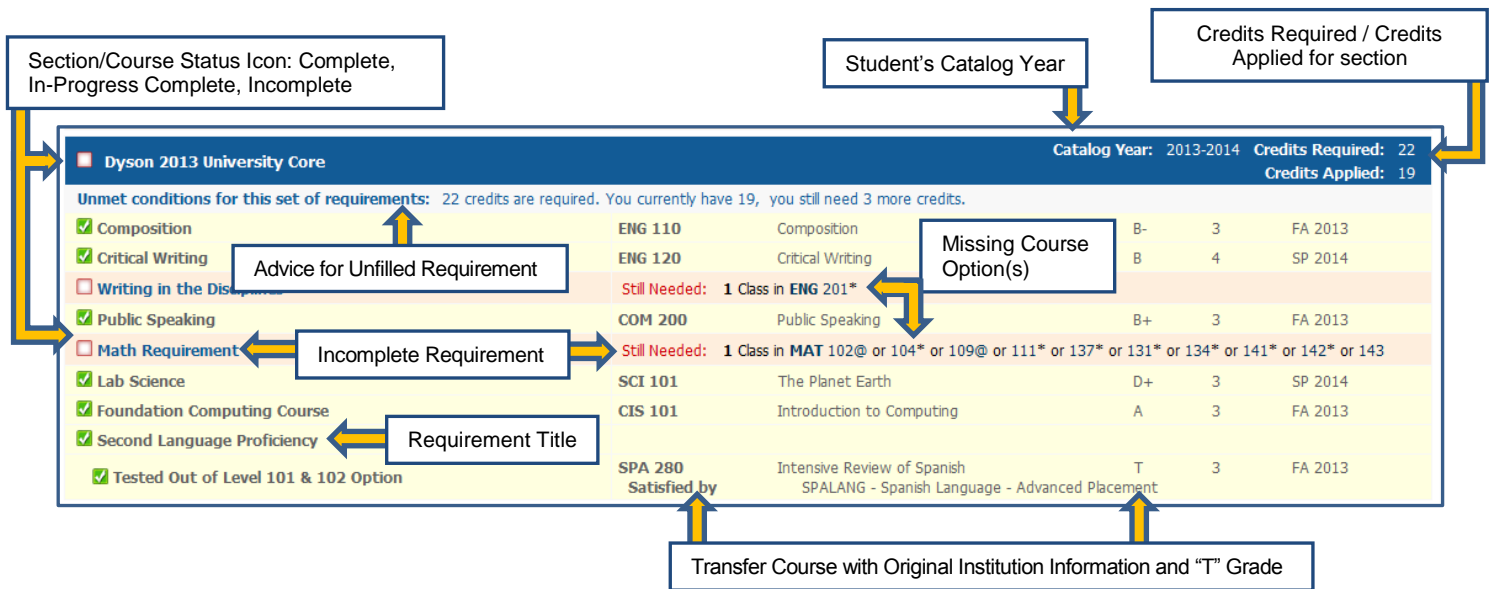
Exceptions					
Type	Description	Date	Who	Block	Enforced
Also Allow	Advisor Approved Substitution	09-Mar-2015	Diamant, Aleksandr	RA000309	Yes

BREAKING DOWN INFORMATION IN DEGREE WORKS

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

Legend		
 Complete	 Complete except for classes in-progress	(T) Transfer Class
 Not Complete	 Nearly complete - see advisor	@ Any course number

Please review the charts that breakdown the information being presented in a degree report.



Major in Information Technology		Title of Section		Major GPA		Catalog Year: 2011-2012		Credits Required: 43
IT Foundation Courses						GPA: 3.76		Credits Applied: 45
Intro to Comp System Hardware	CIT 211	Intro to Computer Systems	B-	4				
Global Networking Technology	CIT 221	Global Networking Technology		4				
Web Authoring and Digital Media	CIT 231	Web Authoring & Digital Media						
Database Management	CIT 241	Database Management	A	4				
Computer Security Overview	CIT 251	Computer Security Overview	A	4				
IT CAREER FOCUS								
Computer Forensics Focus - Business Minors Only	CIT 361	Forensic Investigation	A-	4				
	CIT 363	Computer Forensics, Cyberlaw	A	4				
	CIT 365	Mobile Device Forensics	A	4				
	CRJ 252	Probation and Parole	A-	3				
	CRJ 346	Terrorism and Society	A	3				
	CRJ 150	Intro to Criminal Justice	A-	3				
Capstone Project or Internship	CIT 471	Information Technology Internship	A-	4				

VIEWING PREVIOUS REPORTS

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

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

The screenshot shows the Pace University Degree Works Test interface. The left sidebar has tabs for Worksheets, History, and Look Ahead. The History tab is selected, indicated by a yellow arrow. The main content area displays the 'Student View' for student AA3238EQ as of 09-Mar-2015 at 12:50. It lists student details: Pace Student, ID U01012345, Classification Junior, Advisor Mary Smith, and GPA 3.36. It also lists degree details: Level Undergraduate, Degree Bachelor of Arts, College Dyson College Arts & Sciences, Major Communications, and Minor Psychology. At the bottom, a 'Degree Progress' bar shows 87% completion.

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

This screenshot shows the 'Historic Report' dropdown menu open in the Degree Works interface. The dropdown list contains four entries: '09-Mar-2015 10:21 01/BA', '09-Mar-2015 10:21 01/BA', '06-Mar-2015 21:03 01/BA', and '06-Mar-2015 21:02 01/BA'. A yellow arrow points to the dropdown menu, labeled 'Historic Report Dropdown List'. Another yellow arrow points to the 'View' button, labeled 'View Button'. The 'View' button is located next to the dropdown menu. The 'Format' dropdown is set to 'Student View'.

Final Step: The saved/frozen report from the date you selected should appear.

LOOK AHEAD REPORTS

Degree Works offers a function that allows the theoretical placement of courses into a student's degree report to see what requirements these courses fulfill and where they fall within the degree report.

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

The screenshot shows the Pace University Degree Works Test interface. The 'Look Ahead' tab is selected on the left sidebar. The main content area displays student information for 'Pace Student' (ID: U01012345) and a progress bar for 'Requirements' at 87%. A yellow arrow points to the 'Look Ahead' tab in the sidebar.

Student ID	Name	Degree	Major	Level	Classification	Campus	Last Audit
U01012345	Pace Student	BA	Communications	01	Junior	2	Today

Worksheets GPA Calc

Format: Student View View Save as PDF Unofficial Academic History

History

Look Ahead **it View** AA3238EQ as of 09-Mar-2015 at 12:50

Student	Level
Pace Student	Undergraduate

ID	Degree
U01012345	Bachelor of Arts

Classification	College
Junior	Dyson College Arts & Sciences

Advisor	Major
Mary Smith	Communications

GPA	Minor
3.36	Psychology

Requirements Degree Progress 87%

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

The screenshot shows the Pace University Degree Works Test interface with the 'Look Ahead' tab selected. The 'Look Ahead' section is active, displaying instructions and a form to enter course information. A yellow arrow points to the 'Look Ahead' tab in the sidebar. Another yellow arrow points to the 'Add Course' button. A third yellow arrow points to the 'Courses you are considering' list.

Look Ahead by entering course information and clicking the Add Course button

Look Ahead

To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.

Enter a course and click Add Course

Subject: ENG
Number: 210
Add Course

Courses you are considering

- COM 396A
- COM 499
- PSY 399

Remove Course

Courses to be added to the Look Ahead report.

Final Step: Once you are satisfied with the courses that have been added, click the **Process New** button to generate the Look Ahead Report.

PACE UNIVERSITY
Work toward greatness.

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

Student ID: U01012345 | Name: Pace Student | Degree: BA | Major: Communications | Level: 01 | Classification: Junior | Campus: 2 | Last Audit: Today

Worksheets | GPA Calc | **Process New** | process prereq

Look Ahead

To see an audit SHOWING COURSES FOR WHICH YOU use the form below to enter the Subject code and Number of each course you are considering. Once you have created your list of courses, click on the Process New button.

Enter a course and click Add Course

Subject: ENG | Number: 210 | Add Course

Courses you are considering

- COM 396A
- COM 499
- PSY 399

Remove Course

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

Minor in Psychology				Catalog Year: 2012-2013	Credits Required: 18
				GPA: 3.56	Credits Applied: 18
<input checked="" type="checkbox"/> Introduction to Psychology	PSY 112	Introduction to Psychology	A-	4	FA 2012
<input type="checkbox"/> Choose 14 Credits in Psychology Electives	PSY 241	Psy-Alcoholism/Substance Abuse	A	3	FA 2014
	PSY 302	Child Psychology	A-	3	FA 2013
	PSY 304	Social Psychology	B	4	SP 2014
	PSY 306	Psychological Testing	PLAN	(4)	Planned Term

Course added in Look Ahead report.

GPA CALCULATOR

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

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

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, Print, and Log Out. Below this, a student profile section displays fields for Student ID, Name, Degree, Major, Level, Classification, Campus, and Last Audit. The 'GPA Calc' tab is highlighted in the 'Worksheets' section. A yellow arrow points to the 'GPA Calculator Button' in the 'Look Ahead' section. The main content area displays student information: ID (U01012345), Name (Pace Student), Level (Undergraduate), Degree (Bachelor of Arts), College (Dyson College Arts & Sciences), Major (Communications), and Minor (Psychology). The GPA is listed as 3.36.

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

The screenshot shows the Pace University Degree Works Test interface with the 'Term Calculator' tab selected. The interface includes a navigation bar and a student profile section. The 'Term Calculator' section displays the 'Current GPA' (3.10) and 'Credits Earned So Far' (78). Below this, there is a table for 'Current Registration' with columns for Course, Credits, and Grade. The table lists several courses: MCA 227 (3 credits, A [4.00]), MCA 252 (4 credits, B+ [3.30]), MCA 254 (3 credits, B [3.00]), MCA 258 (3 credits, A- [3.70]), PSY 234 (3 credits, B [3.00]), Class 6 (4 credits, A [4.00]), Class 7 (4 credits, A [4.00]), Class 8 (4 credits, A [4.00]), Class 9 (4 credits, A [4.00]), and Class 10 (4 credits, A [4.00]). A yellow arrow points to the 'Calculate' button at the bottom. Annotations with yellow arrows point to the 'Term Calculator' tab, the 'Current GPA and Credit Total' section, the 'Current Registration' table, the 'Add Additional Courses' section, the 'Credit total for course' section, and the 'Calculate' button.

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

The screenshot shows the Pace University GPA Calculator interface. The top navigation bar includes links for Back to Self-Service, Portal, FAQ, Help, Print, and Log Out. The student information section displays Student ID U01012345, Name Pace Student, Degree BA, Major Communications, Level 01, Classification Junior, Campus 2, and Last Audit Today. The GPA Calc section shows the Current GPA as 3.10 and Credits Earned So Far as 78. A table lists the classes and their grades:

Class	Credits	Grade	Grade
MCA 227	3	A	4.00
MCA 252	4	B	3.30
MCA 254	3	B	3.00
MCA 258	3	A-	3.70
PSY 234	3	B	3.00

The Calculated GPA is shown as 3.15. A Recalculate button is visible. Annotations include: 'Current GPA' pointing to 3.10, 'Calculated GPA' pointing to 3.15, 'Information entered in previous step' pointing to the class table, and 'Recalculate Button' pointing to the Recalculate button.

Step 2B: To select the *Advice Calculator*, press the *Advice Calculator* button on the left side of the screen. The Advice Calculator will help determine what grades are necessary for a student to achieve a desired GPA, if possible. The student's current GPA and credits earned will be automatically imputed. Simply enter a desired GPA into the blank field.

The screenshot shows the Pace University Advice Calculator interface. The top navigation bar is the same as the previous screenshot. The student information section displays Student ID U01012345, Name Pace Student, Degree BA, Major Communications, Level 01, Classification Junior, Campus 2, and Last Audit Today. The Advice Calculator section shows the Current GPA as 3.10, Credits Earned as 78, and a Desired GPA field set to 3.15. A Calculate button is visible. Annotations include: 'Advice Calculator' pointing to the Advice Calculator button, 'Current GPA and Credits Earned' pointing to the 3.10 and 78 values, 'Click Calculate Button when information is set' pointing to the Calculate button, and 'Enter Desired GPA' pointing to the 3.15 value in the Desired GPA field.

Step 3B: Press the *Calculate* button once all the information is set. Based on the date that was imputed, Degree Works will generate advice on what grades are necessary to achieve the desired GPA, if possible. You may redo this function by clicking on the *Recalculate* button.

The screenshot shows the Degree Works GPA Calculator interface. At the top, there is a navigation bar with links: Back to Self-Service, Portal, FAQ, Help, Print, and Log Out. Below this is a form for student information: Student ID (U01012345), Name (Pace Student), Degree (BA), Major (Communications), Level (01), Classification (Junior), Campus (2), and Last Audit (Today). The main content area has two tabs: Worksheets and GPA Calc. The GPA Calc tab is active, showing a section titled 'Term Calculator' with a sub-section 'Advice Calculator'. A yellow arrow points from a box labeled 'Current Information and Desired GPA' to the 'Advice Calculator' section. Another yellow arrow points from a box labeled 'Grade Advice to Achieve Desired GPA' to the advice results. The advice results show: 5 Credits at 4.00 (A) grade average, 8 Credits at 3.70 (A-) grade average, and 26 Credits at 3.30 (B+) grade average. A note states: 'Note: Results that would require you to take more than 150 Credits have been omitted.' To the right, a table shows: Current GPA (3.10), Credits Earned (78), and Desired GPA (3.15). Below this table, a text box says: 'To achieve your desired GPA, you need one of the following:'. At the bottom right, there is a 'Recalculate' button and a yellow arrow pointing to it from a box labeled 'Recalculate Button'.

Current Information and Desired GPA

Current GPA	3.10
Credits Earned	78
Desired GPA	3.15

Grade Advice to Achieve Desired GPA

- 5 Credits at 4.00 (A) grade average
- 8 Credits at 3.70 (A-) grade average
- 26 Credits at 3.30 (B+) grade average

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

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

Recalculate Button

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