

**PACE UNIVERSITY**

Office of the Registrar

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**DEGREE WORKS  
ADVISOR'S MANUAL**

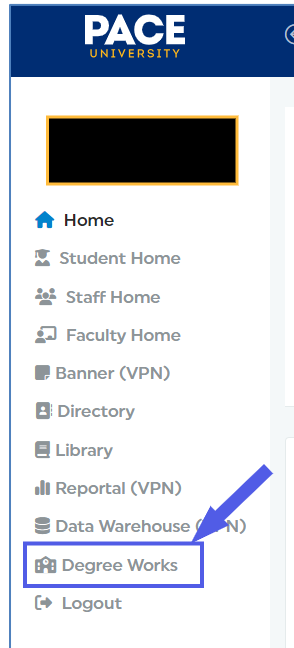
**PACE UNIVERSITY**

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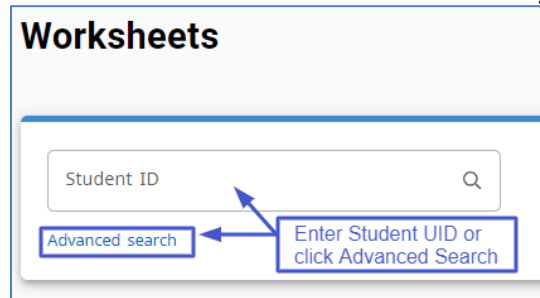
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## Getting Started and Logging On

Login to the *Pace Portal* at <https://portal.pace.edu/home> and click on the *Degree Works* link on the left-hand side of the page.



This will open the Degree Works Dashboard. Users can enter the Student UID number directly into the search or click “Advanced Search” to search by student details.



After entering the Student UID and clicking the magnifying glass icon (or pressing Enter) or completing the Advanced Search, the student’s degree 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. The header of the degree audit worksheet will display the student’s name, Degree, Level, Classification, Major, Minor, Program, College, and Campus.

**Worksheets** 🔒 📧 ⋮

Data refreshed 10/08/2023 9:20 PM 🔄

Student ID: [REDACTED] ✕ Name: [REDACTED] Degree: Bachelor of Arts

Advanced search

Level: Undergraduate Classification: Senior Major: Women's & Gender Studies Minor: Critical Race and Ethnicity Studies

Program: Women's and Gender Studies College: Dyson College Arts & Sciences Campus: 1

Academic | What-if | Financial Aid | Athletic Eligibility View historic audit: 09/06/2023 at 9:52 PM 01/BA

Format: Student View ▼ Degree progress Overall GPA: 3.79

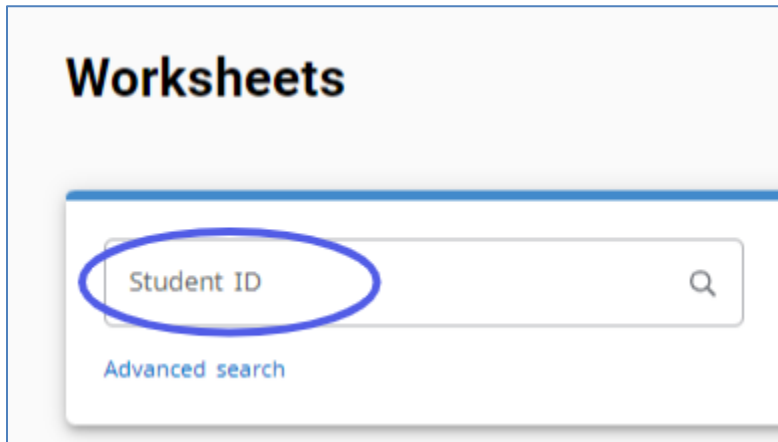
In-progress classes  Preregistered classes PROCESS

From here, you can use Degree Works directly to search for additional students and look up their audits.

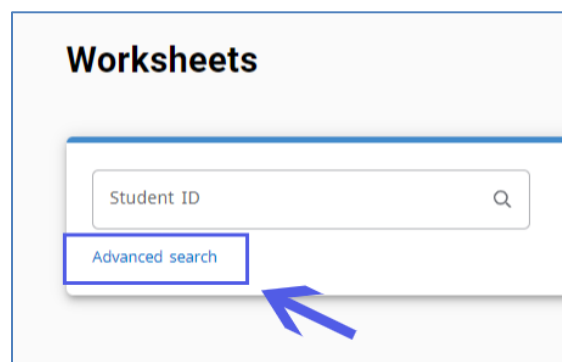
## Finding Additional or a Group of Students

Once you are in Degree Works, you can find and search for new or different students directly from the Dashboard.

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



Users can also search for students based on specific criteria using Advanced Search. The Advanced Search is helpful if the user wants to review all students in a particular school, degree, major, class level, etc. You may narrow down your search by selecting multiple criteria, which is encouraged. (See the next section.)



When you click on Advanced Search option, the following screen displays. Please note the various fields you may select to narrow a search. In this example, Bachelor of Arts as the *Degree*, Dyson was selected as the *College*, Economics as the *Major*, and Senior as the

*Classification* (or class standing). By selecting multiple criteria to search, you will receive a precise list of students.

The screenshot shows a 'Find Students' search window. At the top, there are three input fields: 'Student ID', 'First name', and 'Last name'. Below these is a 'Curriculum' section with several dropdown menus. The 'Classification' dropdown is set to 'Senior'. The 'Major (1/215)' dropdown is set to 'Economics'. The 'College (1/5)' dropdown is set to 'Dyson College Arts & Scie...'. At the bottom right, there are three buttons: 'Clear', 'CANCEL', and 'SEARCH'.

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, click *Search* to begin the process (reference diagram on previous page). After you begin the search process, the bottom portion of the screen will populate with results. By default, all students are selected. If you wish to only choose a select few to bring into the audit screen, click the *Uncheck All* button in the first column and then select the specific students you wish. Once you are satisfied with your selection, click *Search* 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.)

| <input checked="" type="checkbox"/> | Name ↑     | Degree | Major               | Level | Classification |
|-------------------------------------|------------|--------|---------------------|-------|----------------|
| <input checked="" type="checkbox"/> | [REDACTED] | BA     | Economics           | 01    | Senior         |
| <input checked="" type="checkbox"/> | [REDACTED] | BA     | Economics           | 01    | Senior         |
| <input checked="" type="checkbox"/> | [REDACTED] | BBA    | Business Management | 01    | Senior         |
| <input checked="" type="checkbox"/> | [REDACTED] | BA     | Economics           | 01    | Senior         |
| <input checked="" type="checkbox"/> | [REDACTED] | BA     | Economics           | 01    | Senior         |
| <input checked="" type="checkbox"/> | [REDACTED] | BA     | Economics           | 01    | Senior         |
| <input checked="" type="checkbox"/> | [REDACTED] | BA     | Economics           | 01    | Senior         |
| <input checked="" type="checkbox"/> | [REDACTED] | BA     | Economics           | 01    | Senior         |

If multiple IDs were selected in the previous window, the Degree Works Dashboard will display and next to the Student ID field, there will be a drop-down field with all the student names populated.

### Worksheets

Advanced search

[REDACTED] Salal

[REDACTED] Aryaman

[REDACTED] Zhenfei

[REDACTED] Samantha

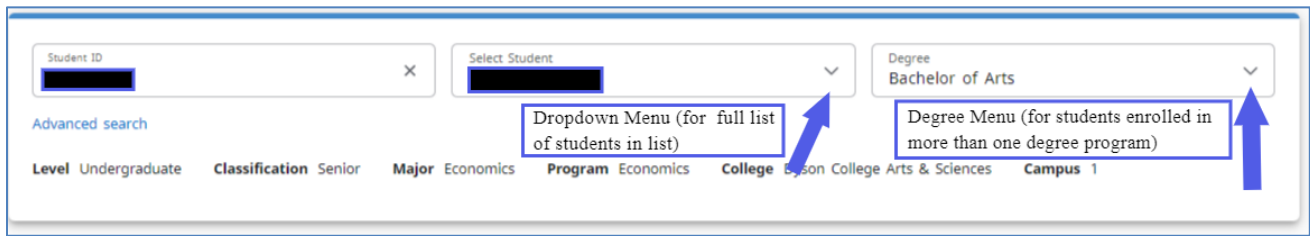
[REDACTED] (Marv)

[REDACTED] Tanalgo

[REDACTED] Ebany

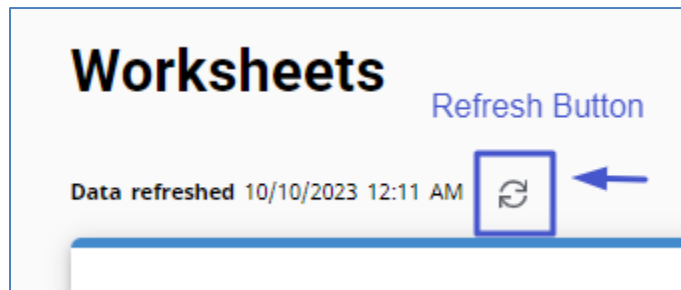
To review each student’s degree audit, simply navigate back to the “Select Student” option and select the next student to review.

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 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 clear any student information you are viewing). 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* button. This is a separate function from refreshing the student's data. Similar to the *Refresh* function, the *Process* 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.



# Worksheets



Data refreshed 10/10/2023 12:11 AM

Student ID   Select Student   Degree Bachelor of Arts

Advanced search

Level Undergraduate Classification Senior Major Economics Program Economics College Dyson College Arts & Sciences Campus 1

Academic What-If Financial Aid Athletic Eligibility

View historic audit 10/03/2023 at 12:25 AM 01/BA

Format Student View

### Degree progress

Overall GPA  
3.28

In-progress classes  Preregistered classes



# The Degree Audit

This is what a full audit looks like:







The screenshot displays a degree audit interface. At the top, there are search filters for Student ID, Select Student, and Degree (Bachelor of Arts). Below this is an 'Advanced search' section with filters for Level (Undergraduate), Classification (Senior), Major (Economics), Minor (Political Science), Program (Economics), and College (Dyson College Arts & Sciences). A navigation bar includes 'Academic', 'What-If', 'Financial Aid', and 'Athletic Eligibility'. A 'View historic audit' button shows the date 08/15/2022 at 11:48 AM 01/BA. The 'Degree progress' section shows an Overall GPA of 3.68, with checkboxes for 'In-progress classes' and 'Preregistered classes', and a 'PROCESS' button. Below this, there are links for 'Diagnostics', 'Student data', 'Save audit', and 'Delete audit', along with an 'Expand all' button. The main content area lists four completed degree requirements, each with a 'COMPLETE' status and a collapse arrow on the right:







- Degree in Bachelor of Arts** (COMPLETE) - Credits Required: 128, Credits Applied: 128, Catalog Year: 2018-2019, GPA: 3.68
- Dyson University Core** (COMPLETE) - Credits Required: 22, Credits Applied: 28, Catalog Year: 2018-2019, GPA: 3.59
- Areas of Knowledge - Dyson** (COMPLETE) - Credits Required: 24, Credits Applied: 25, Catalog Year: 2018-2019, GPA: 3.65
- Major in Economics** (COMPLETE) - Credits Required: 40, Credits Applied: 40, Catalog Year: 2018-2019, GPA: 3.77

Users can scroll down to see the full audit report. Each block can be expanded or collapsed with the up/down arrow on the right hand side:

This close-up shows a single degree requirement block: 'Degree in Bachelor of Arts' (COMPLETE) with 'Credits Required: 128', 'Credits Applied: 128', 'Catalog Year: 2018-2019', and 'GPA: 3.68'. A blue arrow points to a square button containing a downward-pointing arrow, which is used to collapse the block.

This legend key explain with each icon represents.

|  |   |  |
|--|---|--|
| <b>Legend</b>  |   |  |
|  Complete   |  Not complete                  |  |
|  Complete except for classes in-progress  |  Nearly complete - see advisor |  |
|  Prerequisite   |  Any course number             |  |
| (R) Repeated class   |   |  |
| <b>Disclaimer</b>  |   |  |
| <small>You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Contact your academic advisor for assistance in interpreting this report or regarding your official degree/certificate completion status. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office to obtain a copy of your official academic transcript.</small> |   |  |

|   |   |  |
|---|---|--|
| <b>Legend</b>   |   |  |
|  Complete                                |  Not complete                  |  |
|  Complete except for classes in-progress |  Nearly complete - see advisor |  |
|  Prerequisite                            |  Any course number             |  |
| (R) Repeated class  |   |  |

## Describing Blocks in Degree Works

Audits in Degree Works are broken up into blocks, which are different aspects of a student's degree. 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. An IP (in progress) will be listed in place of a grade. Additionally, a blue, half-filled circle 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 alerts the student to seek advisement or alerts the advisor to guide the student to complete this requirement. A circle with an exclamation point will appear to the left of the section or course title.



If a section block is incomplete, a red circle will appear next to the block title and/or section title.




## Scrolling Through a Degree Audit

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

The *Degree Progress* section displays the student's overall GPA.


A screenshot of the Degree Works 'Worksheets' interface. The title 'Worksheets' is at the top left. Below it, 'Data refreshed 12/19/2023 12:49 PM' is shown with a refresh icon. The main area contains search filters: 'Student ID' (redacted), 'Select Student' (dropdown menu), and 'Degree Bachelor of Arts'. Below these are 'Advanced search' options: 'Level Undergraduate', 'Classification Freshman', 'Major Economics', 'Program Economics', 'College Dyson College Arts & Sciences', and 'Campus Pleasantville'. At the bottom, 'Advisor' (redacted) and 'Student Pace Email' (redacted)@pace.edu are visible.

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

**Degree in Bachelor of Arts** INCOMPLETE 


Credits Required: 128 Credits Applied: 118 Catalog Year: 2020-2021 GPA: 3.67

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**Dyson University Core** IN-PROGRESS 

Credits Required: 22 Credits Applied: 29 Catalog Year: 2020-2021 GPA: 3.51

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**Areas of Knowledge - Dyson** INCOMPLETE 

Credits Required: 24 Credits Applied: 21 Catalog Year: 2020-2021 GPA: 3.93

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.

**Dyson University Core** COMPLETE ^

Credits Required: 22 Credits Applied: 28 Catalog Year: 2018-2019 GPA: 3.53

|   | Course                                  | Title   | Grade                        | Credits | Term | Repeated    |
|---|---|---------|------------------------------|---------|------|-------------|
| ✓ | Composition                             | ENG 110 | Composition                  | A       | 3    | FA 2018     |
| ✓ | Critical Writing                        | ENG 120 | Critical Writing             | B       | 4    | SP 2019     |
| ✓ | Writing in the Disciplines              | ENG 201 | Writing in the Disciplines   | A       | 3    | FA 2020     |
| ✓ | Public Speaking                         | COM 200 | Public Speaking              | A       | 3    | FA 2020     |
| ✓ | Math Requirement - Finite Math          | MAT 104 | Finite Mathematics           | C+      | 3    | FA 2019     |
| ✓ | Lab Science                             | SCI 150 | Astronomy                    | A-      | 3    | FA 2020     |
| ✓ | Foundation Computing Course             | CIS 101 | Introduction to Computing    | A       | 3    | SP 2019     |
| ✓ | Second Language Proficiency             |         |                              |         |      |             |
| ✓ | Level 101 & 102 in Same Language Option | SPE 165 | Basic American Sign Language | A       | 3    | FA 2021     |
|   |   | SPE 166 | Basic American Sign Lang II  | B       | 3    | SPRING 2022 |

## Areas of Knowledge - Dyson

COMPLETE

Credits Required: 24 Credits Applied: 25 Catalog Year: 2018-2019 GPA: 3.65

|   | Course   | Title                          | Grade | Credits | Term        | Repeated |
|---|----------|--------------------------------|-------|---------|-------------|----------|
| ✔ Western Heritage (formerly AOK 2)                       | HIS 113U | The U.S. and the World         | A-    | 3       | SP 2019     |          |
|   | MUS 110  | Jazz                           | A     | 3       | FA 2019     |          |
| ✔ World Traditions & Cultures (formerly AOK 3)            | HIS 241  | Modern China                   | A     | 3       | SP 2020     |          |
|   | POL 214  | Revolution or Reform           | A     | 3       | SP 2021     |          |
| ✔ Humanistic & Creative Expressions (formerly AOK 4)      | ART 130  | Sculpture I                    | A     | 3       | FA 2018     |          |
|   | FSS 203  | The Art of Film                | A-    | 3       | FA 2020     |          |
| ✔ Analysis of Human, Soc & Nat Phenomena (formerly AOK 5) |          |                                |       |         |             |          |
| ✔ Macroeconomics  | ECO 105  | Principles of Economics: Macro | A     | 3       | SP 2019     |          |
| ✔ Analysis of Human, Soc & Nat Phenomena (formerly AOK 5) | PSY 112  | Introduction to Psychology     | C+    | 4       | SPRING 2022 |          |

The *Major in* block contains 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

COMPLETE

Credits Required: 40 Credits Applied: 40 Catalog Year: 2018-2019 GPA: 3.77

|                                       | Course  | Title                          | Grade | Credits | Term        | Repeated |
|---------------------------------------|---------|--------------------------------|-------|---------|-------------|----------|
| ✔ Economics Major Requirements        |         |                                |       |         |             |          |
| ✔ Principles of Macroeconomics        | ECO 105 | Principles of Economics: Macro | A     | 3       | SP 2019     |          |
| ✔ Principles of Microeconomics        | ECO 106 | Principles of Economics: Micro | A     | 3       | FA 2019     |          |
| ✔ Intermediate Macroeconomics         | ECO 230 | Intermediate Macroeconomics    | A     | 3       | SP 2021     |          |
| ✔ Intermediate Microeconomics         | ECO 234 | Intermediate Microeconomics    | A-    | 3       | SP 2021     |          |
| ✔ Quantitative Analysis & Forecasting | ECO 240 | Quant Analysis & Forecasting   | B+    | 4       | FA 2020     |          |
| ✔ Mathematical Economics              | ECO 380 | Mathematical Economics         | A-    | 4       | FA 2021     |          |
| ✔ Seminar in Economic Theory          | ECO 400 | Seminar in Economic Theory     | A-    | 3       | SPRING 2022 |          |
|                                       | ECO 400 | Seminar in Economic Theory     | A     | 1       | SPRING 2022 |          |
| ✔ Economics Elective Requirements     | ECO 270 | Internet Economics             | A     | 3       | SP 2021     |          |
|                                       | ECO 325 | Money and Capital Markets      | A     | 3       | SP 2020     |          |
|                                       | ECO 327 | Eco of Financial Institutions  | B+    | 3       | SP 2021     |          |
|                                       | ECO 381 | Applied Game Theory            | A     | 3       | FA 2021     |          |
| ✔ Statistics                          | MAT 117 | Elementary Statistics          | A-    | 4       | SP 2020     |          |

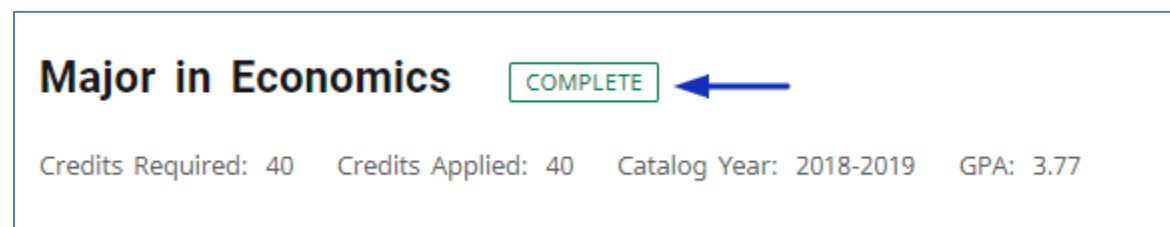
Below the *Major Block*, you may see additional blocks for Minors, Auxiliary Requirements, and Concentrations (if required by the major). These would have the same appearance as the Major Block.

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).

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

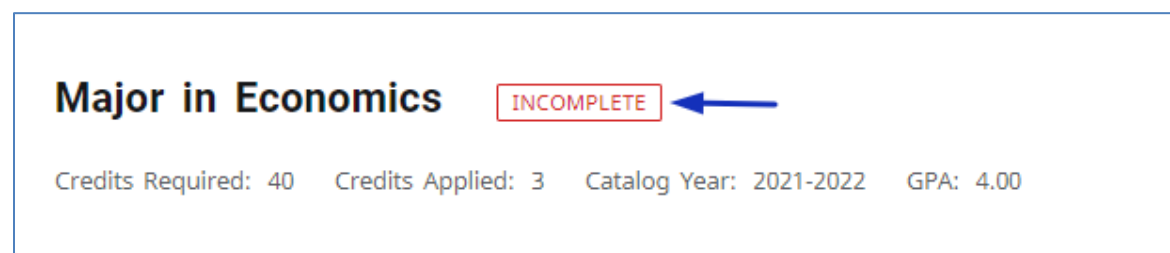
## Completed Block, Sections, and Classes

Note the green boxes with "COMPLETE" in the block header. 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.



**Major in Economics** COMPLETE ←

Credits Required: 40   Credits Applied: 40   Catalog Year: 2018-2019   GPA: 3.77





**Major in Economics** INCOMPLETE ←

Credits Required: 40   Credits Applied: 3   Catalog Year: 2021-2022   GPA: 4.00





## In-Progress Block, Sections, and Courses

Please note the half blue circle as well as the *IP* that appears in place of a grade for ECO 234 (Intermediate Microeconomics). This means the student is enrolled in the course during the current semester or has not yet received a grade for the course.

| ○ Economics Major Requirements  |                                     |                      |   |    |     |             |
|---|-------------------------------------|----------------------|---|----|-----|-------------|
|  | Principles of Macroeconomics        | ECO 105              | Principles of Economics: Macro                    | A  | 3   | SPRING 2022 |
| ○   | Principles of Microeconomics        | <b>Still Needed:</b> | 1 Class in <a href="#">ECO 106</a>                |    |     |             |
| ○   | Intermediate Macroeconomics         | <b>Still Needed:</b> | 1 Class in <a href="#">ECO 230</a>                |    |     |             |
|  | Intermediate Microeconomics         | ECO 234              | Intermediate Microeconomics                       | IP | (3) | Spring 2024 |
| ○   | Quantitative Analysis & Forecasting | <b>Still Needed:</b> | 1 Class in <a href="#">ECO 240</a>                |    |     |             |
| ○   | Mathematical Economics              | <b>Still Needed:</b> | 1 Class in <a href="#">ECO 380</a>                |    |     |             |
| ○   | Seminar in Economic Theory          | <b>Still Needed:</b> | One Class in ECO 400                              |    |     |             |
| ○   | Economics Elective Requirements     | <b>Still Needed:</b> | 4 Classes and 12 Credits in <a href="#">ECO @</a> |    |     |             |

## Incomplete Block, Sections, and Courses

When a block, section, or course is incomplete, a red circle will appear. This icon will appear next to the missing requirement. The icon will also appear next to specific courses that have not been completed.

|   |                              |
|---|------------------------------|
|  | Economics Major Requirements |
|  | Principles of Macroeconomics |
|  | Principles of Microeconomics |
|  | Intermediate Macroeconomics  |

The header of the block will also display “Incomplete”:

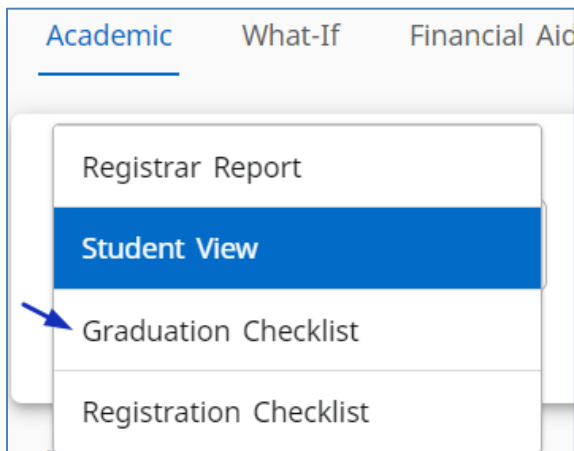
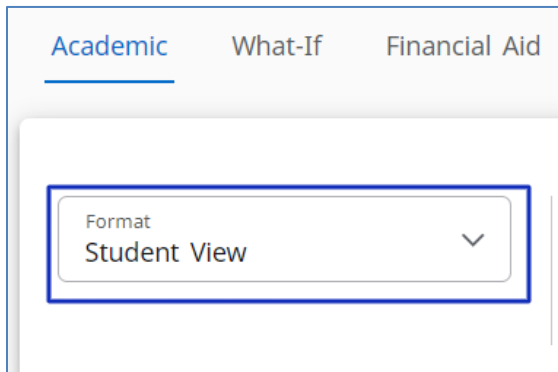
|                           |                   |
|---------------------------|-------------------|
| <b>Major in Economics</b> | <b>INCOMPLETE</b> |
|---------------------------|-------------------|



## Graduation Checklist

There are different formats or views that a degree 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.

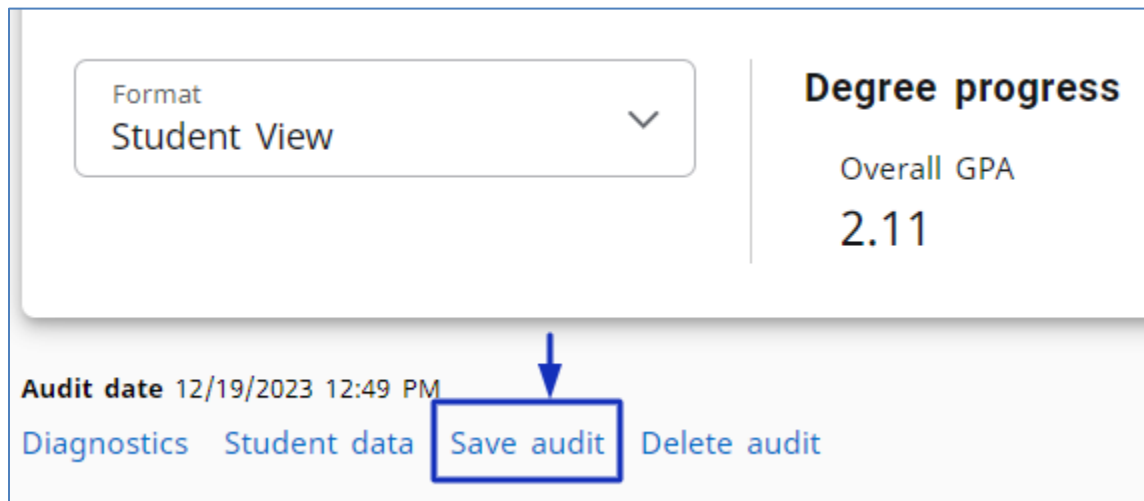
By default, the *Student View* will be shown when an audit is brought up. To change to the *Graduation Checklist*, click on the dropdown menu and select *Graduation Checklist*, and press the *View* button. This will bring up the *Graduation Checklist*. If you wish to go back to the *Student View*, click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



## Freezing an Audit and Using the History Tab

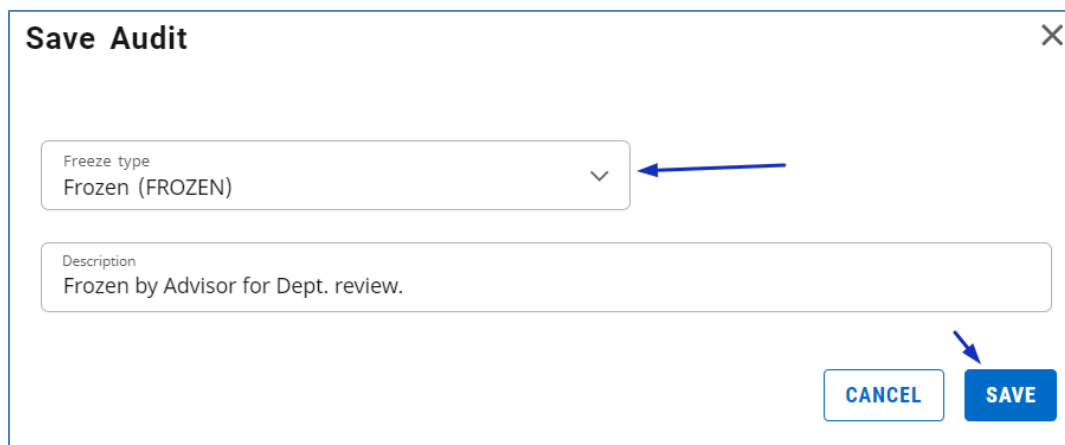
Degree Works allows advisors to freeze an audit. What this function does is to keep a student's audit as-is in its current state without any allowing updates (such as a class withdrawal, grade change, or other information that is taken from Banner). This would be useful if the audit requires the attention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

To do this, click on "Save Audit" directly above the degree audit.




The screenshot shows a section of the Degree Works interface. On the left, there is a dropdown menu labeled "Format" with "Student View" selected. To the right, under the heading "Degree progress", the "Overall GPA" is displayed as "2.11". Below this, the "Audit date" is "12/19/2023 12:49 PM". At the bottom, there are four links: "Diagnostics", "Student data", "Save audit", and "Delete audit". The "Save audit" link is highlighted with a red rectangular box, and a red arrow points down to it from above.

Select the Freeze type and provide a description, if needed. Click Save.



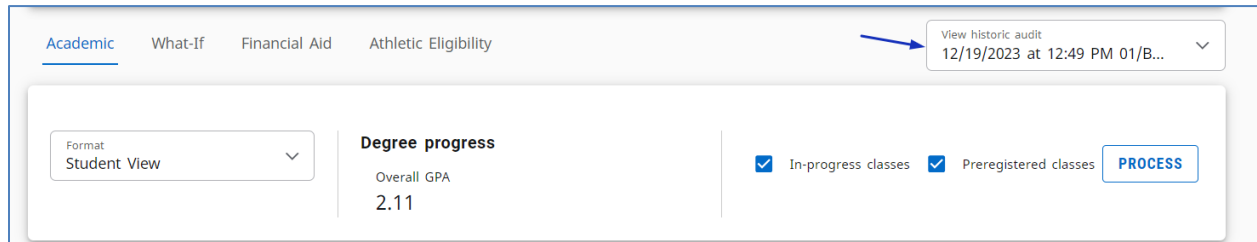
The screenshot shows a "Save Audit" dialog box with a close button (X) in the top right corner. It contains two input fields: "Freeze type" with a dropdown menu showing "Frozen (FROZEN)" and a red arrow pointing to it from the right; and "Description" with the text "Frozen by Advisor for Dept. review.". At the bottom right, there are two buttons: "CANCEL" and "SAVE". A red arrow points to the "SAVE" button from above.

The audit will be updated with the note to reflect the frozen status.

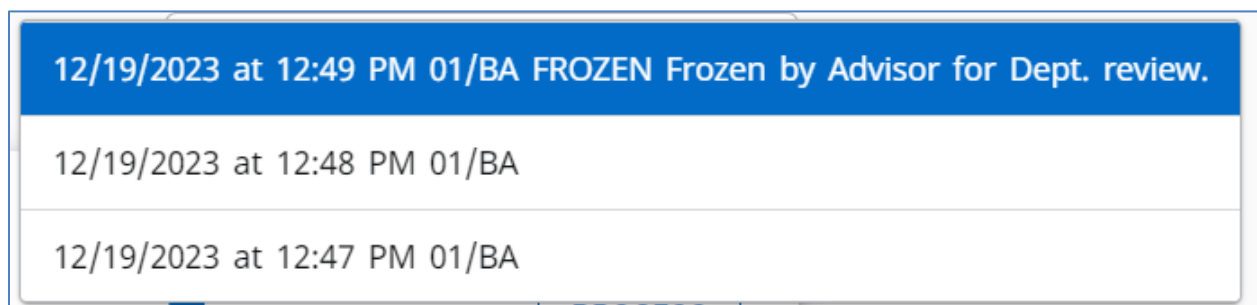


The screenshot shows the same section of the Degree Works interface as the first image, but with the "Save audit" link highlighted by a red rectangular box. The "Frozen by" field is now visible, showing a redacted name followed by "on 12/19/2023 - Frozen by Advisor for Dept. review. (Frozen)". The "Save audit" link is also highlighted with a red rectangular box.

To view a frozen audit, click on the *View History Audit* option on the right side of the screen.

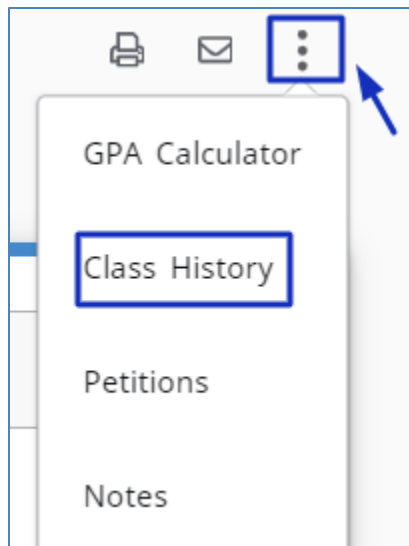


Here, you will see a dropdown menu. This dropdown menu will list any audit that has been frozen. Select the audit you wish to bring up and click on *View*. The frozen audit will be brought up.



## Unofficial Academic History

Degree Works offers an option to view the student's *Unofficial Academic History* directly within the program while viewing a degree audit. This offers a chronological transcript of the student's academic history. To access this feature, click on the "More" button in the top-right section of the Degree Works Screen.



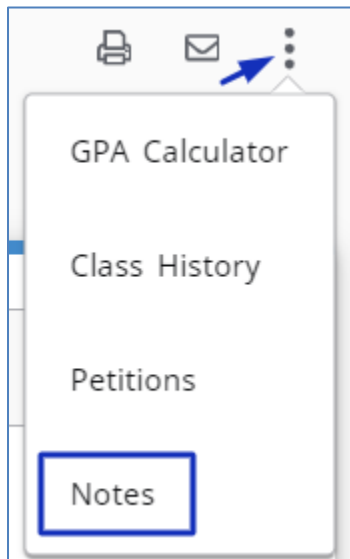
Users can scroll through the student's academic history here.

| Class History                 |                                |                                     |         |
|-------------------------------|--------------------------------|-------------------------------------|---------|
| <b>FA 2021</b>                |                                |                                     |         |
| Course                        | Title                          | Grade                               | Credits |
| CIS 101                       | Introduction to Computing      | F                                   | 0       |
| COM 200                       | Public Speaking                | A                                   | 3       |
| ENG 105C                      | Composition & Rhetoric         | B+                                  | 2       |
| ENG 110                       | Composition                    | B+                                  | 3       |
| MAT 103A                      | Algebra - Arithmetic           | F                                   | 0       |
| UNV 101                       | First-Year Smnr Unvrsty Cmmnty | P                                   | 1       |
| Term credits attempted        | 15.0                           | Cumulative credits attempted        | 15.0    |
| Term credits earned           | 9.0                            | Cumulative credits earned           | 9.0     |
| Term GPA quality points       | 28.5                           | Cumulative GPA quality points       | 28.5    |
| Term graded credits attempted | 14.0                           | Cumulative graded credits attempted | 14.0    |
| Term GPA                      | 2.04                           | Cumulative GPA                      | 2.04    |
| <b>SPRING 2022</b>            |                                |                                     |         |
| Course                        | Title                          | Grade                               | Credits |
| ART 138                       | Painting in Watercolor I       | B-                                  | 3       |
| ECO 105                       | Principles of Economics: Macro | A                                   | 3       |
| MAT 103                       | Algebra                        | F                                   | 0       |
| Term credits attempted        | 9.0                            | Cumulative credits attempted        | 24.0    |
| Term credits earned           | 6.0                            | Cumulative credits earned           | 15.0    |
| Term GPA quality points       | 20.1                           | Cumulative GPA quality points       | 48.6    |

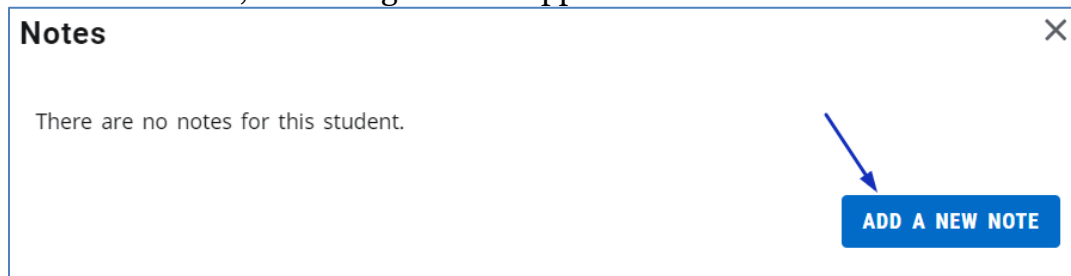
## Making Notes

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.

To add a note to the student's account, click on the "More" option and select "Notes".



If any notes already exist, these will be displayed. If no notes have been added to the student's record, the dialog box will appear:



To add a new note, select a predefined note and add any additional details in the description. If the student should not be able to view the note, check the "Not available to student" indicator. Click "Save" when the note is completed.

### Add a new note ✕

Predefined notes ▼

Add description

Student and advisor discussed student's career plans. 2

Not available to student

CANCEL
SAVE NOTE

Notes can be reviewed through the More button by selecting Notes. Similarly, Notes will appear at the bottom of the degree audit.

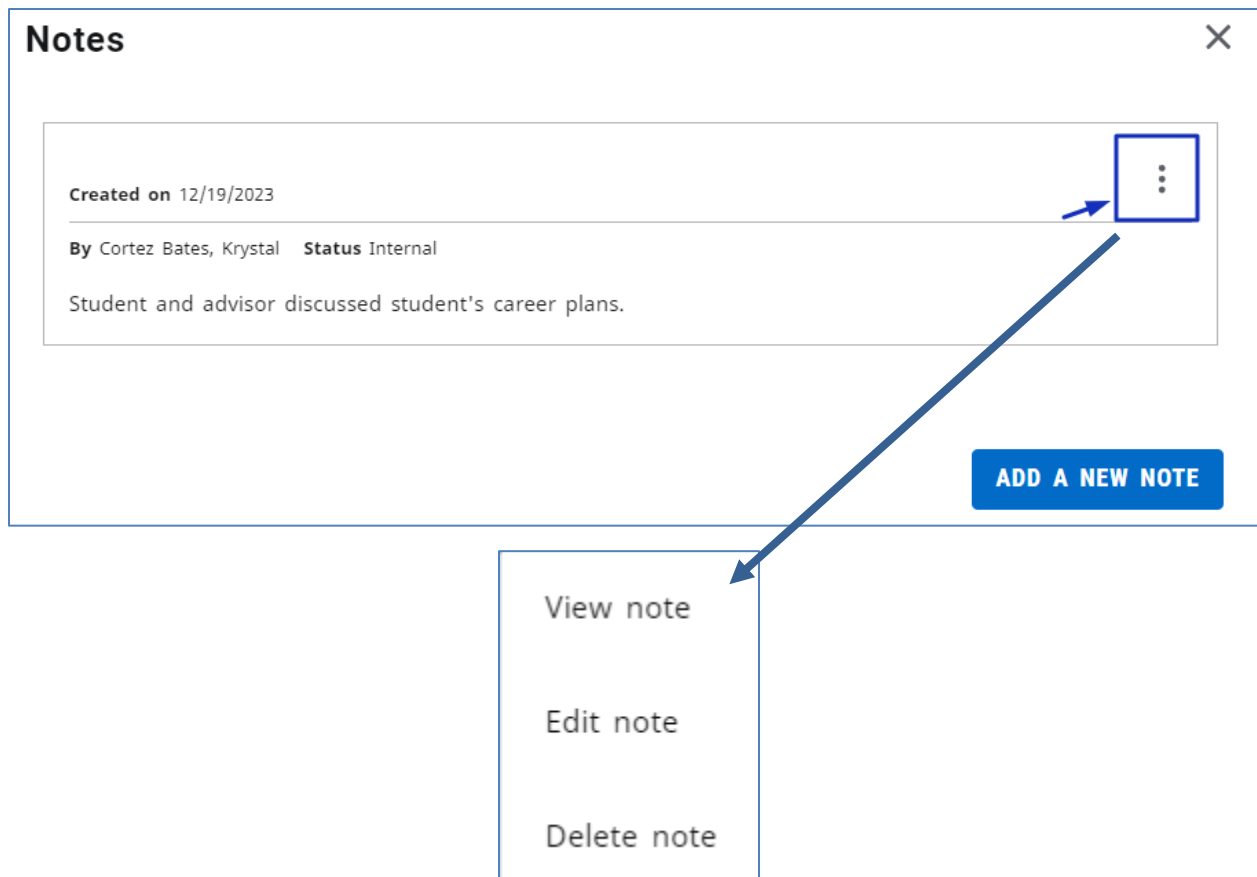
If a note has been marked as “not available to student”, you will see a checkmark in the *Internal* column.

| <b>Notes</b> |   |            |
|--------------|---|------------|
| Status       | Description   | Created on |
| Internal     | Student and advisor discussed student's career plans. | 12/19/2023 |

To modify a note, click on the *Notes* option from the More menu. Then click on the

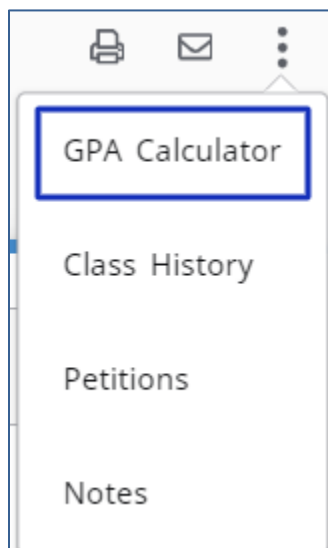


next to the note you want to modify. Here, you can select to view, edit, or delete the note.



## 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 three different GPA calculators: *Graduation Calculator*, *Term Calculator*, and *Advice Calculator*. To access the GPA tool, click on the More option and select GPA Calculator.



The screen that comes up by default is the *Graduation Calculator*. At the top it will show you the student's current GPA and how many credits they need to fulfill their degree and how many credits are required. Below is an option to enter a Desired GPA.

The screenshot shows a web interface with three tabs: "Graduation Calculator" (selected), "Term Calculator", and "Advice Calculator". Below the tabs is a text prompt: "Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal." There are four input fields: "Current GPA\*" with the value "2.11", "Credits remaining\*" with the value "96", "Credits required\*" with the value "128", and "Desired GPA\*" with the value "3.0". A blue "CALCULATE" button is located in the bottom right corner of the form area.

Under the Term Calculator, 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*.



Graduation Calculator **Term Calculator** Advice Calculator

Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term.

Current GPA\* 2.11      GPA credits attempted\* 26

[Add Course](#)

|                    |               |             |  |
|--------------------|---------------|-------------|--|
| Course*<br>ECO 206 | Credits*<br>3 | Grade*<br>B |  |
| Course*<br>ART 211 | Credits*<br>3 | Grade*<br>A |  |
| Course*<br>ECO 234 | Credits*<br>3 | Grade*<br>A |  |

**CALCULATE**

A new GPA will be calculated based upon the information that was entered.

Graduation Calculator **Term Calculator** Advice Calculator

**Calculated GPA**

By achieving the grades listed here, your GPA at the end of the term will be 2.51

|                       |      |
|-----------------------|------|
| Current GPA           | 2.11 |
| GPA credits attempted | 26   |

| Course  | Credits | Grade |
|---------|---------|-------|
| ECO 206 | 3       | B     |
| ART 211 | 3       | A     |
| ECO 234 | 3       | A     |

**RECALCULATE**

The information can be readjusted by pressing the *Recalculate* button (located to the bottom right). This will bring you back to the previous screen and you can follow the same instructions while adjusting the previous information.

The next GPA 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*.

The screenshot shows the 'Advice Calculator' interface. At the top, there are three tabs: 'Graduation Calculator', 'Term Calculator', and 'Advice Calculator'. Below the tabs, the instruction reads: 'Enter your desired GPA at graduation to see the grades you need to earn to achieve that goal.' There are three input fields: 'Current GPA\*' with the value 2.11, 'GPA credits attempted\*' with the value 26, and 'Desired GPA\*' with the value 3.0. Blue arrows point to each of these input fields. At the bottom right, there is a blue button labeled 'CALCULATE'.

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

The screenshot shows the 'Advice Calculator' interface displaying the results of a calculation. At the top, there are three tabs: 'Graduation Calculator', 'Term Calculator', and 'Advice Calculator'. Below the tabs, the instruction reads: 'Enter your desired GPA at graduation to see the grades you need to earn to achieve that goal.' The main content area displays the following text: 'To achieve your desired GPA, you need one of the following:' followed by three options: '24 credits at 4 ( A ) grade average', '34 credits at 4 ( A- ) grade average', and '78 credits at 3 ( B+ ) grade average'. Below these options, a note reads: 'Note: Results that would require you to take more than 150 credits have been omitted.' At the bottom left, there is a summary table:

|                       |      |
|-----------------------|------|
| Current GPA           | 2.11 |
| GPA credits attempted | 26   |
| Desired GPA           | 3.0  |

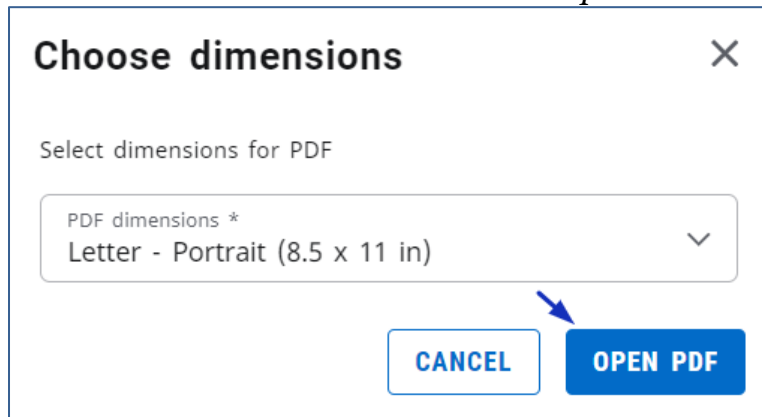
At the bottom right, there is a blue button labeled 'RECALCULATE'.

## Saving and Printing an Audit

To save or print a degree audit, scroll up to the top of the Degree Works page. Locate the *Print* button and click it (see below). Printing directly from the internet browser will result in formatting errors.



Select the preferred dimensions for the audit and click *Open PDF*.



A new browser window will open with a PDF version of the degree audit. From here, you can save or print a PDF of the degree audit.

## 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 *Sign Out* button is on the top right of the screen when you click on your name (scroll up to the top of the browser window).

