Degree Works Advisor’s Manual

Pace University

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Getting Started and Logging On

Login to the *Pace Portal* at [https://portal.pace.edu/home](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.
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.

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.)
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 will all the student names populated.

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.
## Degree progress

<table>
<thead>
<tr>
<th>Overall GPA</th>
<th>In-progress classes</th>
<th>Preregistered classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.28</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Options**
- Process
The Degree Audit

This is what a full audit looks like:

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:
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.

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.
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 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.
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 or 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](image1)

![Major in Economics - Incomplete](image2)
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.

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.

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

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

The audit will be updated with the note to reflect the frozen status.
To view a frozen audit, click on the *View History Audit* option on the right side of the screen.

![Dropdown menu with frozen audit options](image)

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.

![List of frozen audits](image)
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

<table>
<thead>
<tr>
<th>FA 2021</th>
<th></th>
<th></th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
<td>Grade</td>
<td></td>
</tr>
<tr>
<td>CIS 101</td>
<td>Introduction to Computing</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>COM 200</td>
<td>Public Speaking</td>
<td>A</td>
<td>3</td>
</tr>
<tr>
<td>ENG 10SC</td>
<td>Composition &amp; Rhetoric</td>
<td>B+</td>
<td>2</td>
</tr>
<tr>
<td>ENG 110</td>
<td>Composition</td>
<td>B+</td>
<td>3</td>
</tr>
<tr>
<td>MAT 102A</td>
<td>Algebra - Arithmetic</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>UNV 101</td>
<td>First-Year Smnr Univsty Cmnty</td>
<td>P</td>
<td>1</td>
</tr>
<tr>
<td>Term credits attempted</td>
<td>15.0</td>
<td>Cumulative credits attempted</td>
<td>15.0</td>
</tr>
<tr>
<td>Term credits earned</td>
<td>9.0</td>
<td>Cumulative credits earned</td>
<td>9.0</td>
</tr>
<tr>
<td>Term GPA quality points</td>
<td>28.5</td>
<td>Cumulative GPA quality points</td>
<td>28.5</td>
</tr>
<tr>
<td>Term graded credits attempted</td>
<td>14.0</td>
<td>Cumulative graded credits attempted</td>
<td>14.0</td>
</tr>
<tr>
<td>Term GPA</td>
<td>2.04</td>
<td>Cumulative GPA</td>
<td>2.04</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SPRING 2022</th>
<th></th>
<th></th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
<td>Grade</td>
<td></td>
</tr>
<tr>
<td>ART 138</td>
<td>Painting in Watercolor I</td>
<td>B-</td>
<td>3</td>
</tr>
<tr>
<td>ECO 105</td>
<td>Principles of Economics: Macro</td>
<td>A</td>
<td>3</td>
</tr>
<tr>
<td>MAT 102</td>
<td>Algebra</td>
<td>F</td>
<td>0</td>
</tr>
<tr>
<td>Term credits attempted</td>
<td>9.0</td>
<td>Cumulative credits attempted</td>
<td>24.0</td>
</tr>
<tr>
<td>Term credits earned</td>
<td>5.0</td>
<td>Cumulative credits earned</td>
<td>15.0</td>
</tr>
<tr>
<td>Term GPA quality points</td>
<td>20.1</td>
<td>Cumulative GPA quality points</td>
<td>48.6</td>
</tr>
</tbody>
</table>
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.
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.

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.

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

Calculated GPA

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 206</td>
<td>3</td>
<td>B</td>
</tr>
<tr>
<td>ART 211</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>ECO 234</td>
<td>3</td>
<td>A</td>
</tr>
</tbody>
</table>
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*.

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.
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).