NEW DEGREE WORKS

RESPONSIVE DASHBOARD

STUDENT GUIDE

2021-2022

TABLE OF CONTENTS

Introduction

Degree Works, the Degree Audit System, has been upgraded. The upgrade includes new features for students to view their academic progress. This new responsive dashboard version has a mobile friendly student dashboard with a fresh and clean look. This adaptable format displays appropriately across different devices and is ADA compliant for accessibility.

Degree Works is an audit and planning tool with two parts:
- The Worksheet (also referred to as audit: <u>What</u> courses you have to complete to graduate.
- The Plan: <u>When</u> you should take the courses.

How to Access Degree Works

1. Log into **Vulcan Information Portal (VIP)**
2. Select the home tab
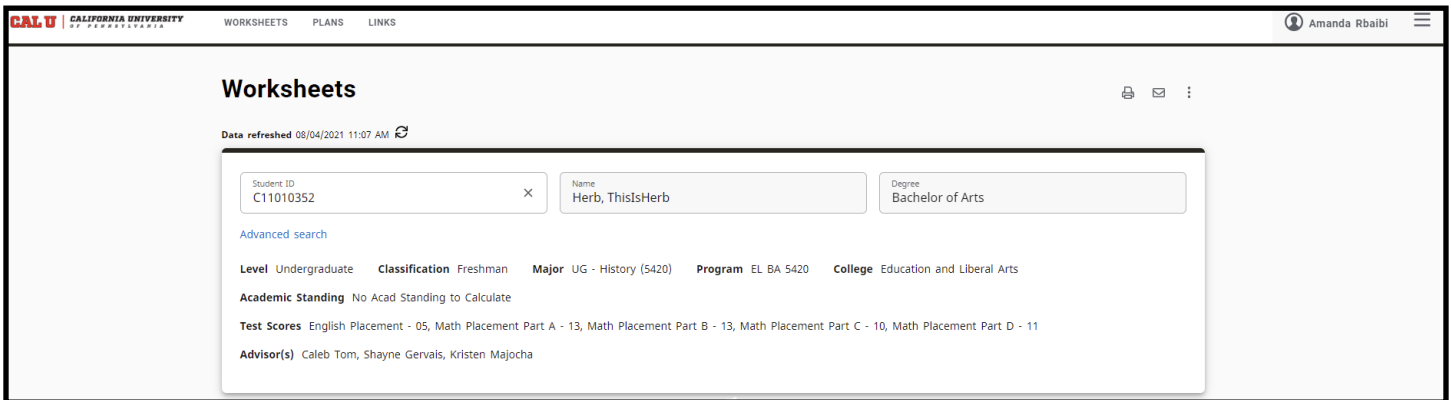3. In Launchpad channel, select **Degree Works**

The Worksheet (Audit)

Your Degree Works worksheet will open up in a new window. If it does not, please check to be sure your pop-up blockers are off and try again. Remember: The worksheet is what courses you need to take in order to graduate.
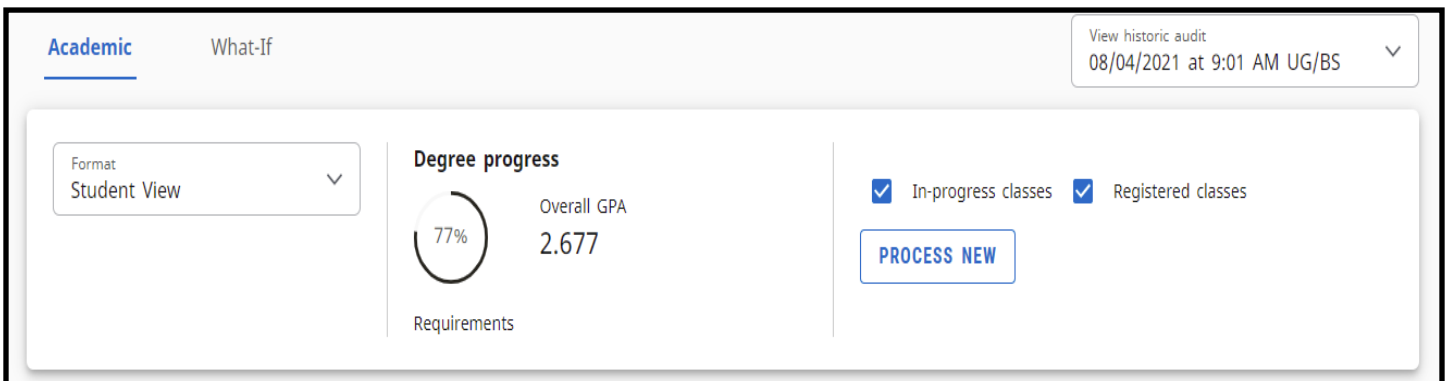
<u>Remember: The worksheet is what courses you need to take in order to graduate.</u>

1. **Student Header**: Provides useful information at the top of the audit for viewing. The header displays a list of all assigned advisors with a tag (primary) marking the primary advisor. Both undergraduate and graduate GPAs and hours are included. Each entry is tagged with (UG) for undergraduate or (GR) for graduate. Also, it displays major, minor, program information, and test scores.

2. **Degree Progress Bar**: A progress wheel can be found right below the Student Header in the academic audit and shows the percentage complete of the student's requirements and credits as well as their overall GPA. The requirements progress will not always equal the credits progress. Progress will not equal 100% until all of the courses are complete and graded. In order to display earned credits only, uncheck the "in progress" and "registered" boxes and hit process.

   Note: If you are only an undergraduate, or only a graduate with no prior degree at Cal U, then you will only have a (UG) or (GR) GPA and hours listed.

3. **Degree Audit**: The audit is divided into multiple sections to provide better organization and is equipped with the ability to collapse sections for quicker navigation to a section. To collapse a section click on the arrow in the top right hand corner of the block. This audit comes with a legend which can be found at the bottom of the page.

Legend			
⊘	Complete	◯	Not complete
◑	Complete (with classes in-progress)	ⓘ	Nearly complete - see advisor
☑	Prerequisite	@	Any course number
(R)	Repeated class		

A. The degree requirements section that lists the requirements needed to finish your degree can be found right below the Degree progress section on the same academic page. The section is formatted with check boxes indicating you have fulfilled the requirement(s).

Degree in Bachelor of Arts [INCOMPLETE]

Credits required: 120   Credits applied: 29   Catalog year: 2016-2017   GPA: 0.000

Unmet conditions for this set of requirements: You currently have 29 Credits; you still need a Minimum of 91 more credits.
A minimum of 42 credits in advanced coursework is required. You have 0 credits. You still need a minimum of 42 more credits.
30 of your last 60 credits must be taken in residence.

◯ GPA is below requirement; please see an advisor.

◯ General Education Requirements   Still needed: See General Education Requirements - Bachelor section

◯ Major Requirements   Still needed: See Major in History, BA section

◯ Additional Requirements   Still needed: See Additional Requirements section

Blocks included in this block

General Education Requirements - Bachelor
Major in History, BA
Additional Requirements

Degree in Bachelor of Arts [COMPLETE]

Credits required: 120   Credits applied: 135

Catalog year: 2017-2018   GPA: 3.124

⊘ You meet the minimum GPA requirement.

⊘ General Education Requirements

⊘ Major Requirements

⊘ Additional Requirements

B. The rest of the Degree Audit includes: general education requirements, major requirements, electives, insufficient, in-progress (current schedule), exceptions (course substitutions) and advisor notes. Each course has a status:

- "Still Needed" = you must complete

- "Course Title" + grade = you completed the requirement

- "Course Title" + "REG" = you are scheduled for the course

- Blue Wording = courses in blue are hyperlinked to additional information

Note: Once an entire block is satisfied the section will say "complete" in green.

CAL U | CALIFORNIA UNIVERSITY OF PENNSYLVANIA

A. General Education Section:

General Education Requirements - Bachelor `INCOMPLETE`

Credits required: 40   Credits applied: 25   Catalog year: 2016-2017   GPA: 0.000

Unmet conditions for this set of requirements: You currently have 25; you still need a Minimum of 15 more credits.

	Course	Title	Grade	Credits	Term	Repeated
⊘ BUILDING A SENSE OF COMMUNITY						
⊘ First Year Seminar Waived-Transfer Cr or GOL						
○ COMPOSITION COURSES						
○ Composition I	Still needed:	3 Credits in **ENG** 101☑ or **HON** 150				
⊘ Composition II	ENG 102	English Comp II	TA	3	Spring 2020	
	Satisfied by:	ENG164 - ADVANCED COMP - Westmoreland Co Cmty College				
○ PUBLIC SPEAKING COURSE	Still needed:	3 Credits in **CDC** 101 or 201 or **COM** 250 or **EDU** 350☑				
⊘ MATHEMATICS AND QUANTITATIVE LITERACY COURSE	MAT 215	Statistics	TA	4	Spring 2020	
	Satisfied by:	MAT165 - PROB & STAT I - Community C Alleghny Co South				
○ HEALTH & WELLNESS COURSE	Still needed:	3 Credits in **ATE** 340 or **BIO** 112 or 117 or 226 or **CHD** 350 or **DAN** 233☑ or 260 or **GEO** 221 or **GTY** 380 or **HSC** 115 or 250 or 315 or **PSY** 222☑ or **REC** 165 or 195 or **SOC** 405 or **SOW** 303				
○ TECHNOLOGICAL LITERACY COURSE	Still needed:	3 Credits in **BIO** 201 or **CIS** 110 or 120 or 220☑ or 352☑ or **CSC** 101 or 120 or 124☑ or 201 or 306☑ or **EDU** 333 or 335 or **GCM** 100 or 180 or 220 or 300☑ or 410☑ or **GET** 130 or **GIS** 303 or 311 or 350 or **ITE** 341 or **JUS** 220 or 380 or 405 or 487 or 488 or **MIS** 201 or **SEC** 360☑ or **TED** 111 or 302☑ or 316☑ or 426☑ or **THE** 141 or 150 or 211 or 341☑ or 480				
◑ HUMANITIES COURSE	HIS 102	US Hist Since 1877	REG	(3)	Summer 2021	

B. Major Section:

Major in History, BA `INCOMPLETE`

Credits required: 42   Credits applied: 3   Catalog year: 2016-2017   GPA: 0.000

Unmet conditions for this set of requirements: You have 3 credits. You still need a minimum of 39 more credits.

	Course	Title	Grade	Credits	Term	Repeated
○ The Craft of History	Still needed:	3 Credits in **HIS** 295				
○ Readings in History	Still needed:	3 Credits in **HIS** 491				
○ Seminar in History	Still needed:	3 Credits in **HIS** 495☑				
○ History Surveys Electives 1	Still needed:	6 Credits in **HIS** 101 or 104 or 111				
○ History Surveys Electives 2	HIS 102	US Hist Since 1877	REG	(3)	Summer 2021	
	Still needed:	3 Credits in **HIS** 106 or 112				
○ Non-Western History Electives	Still needed:	6 Credits in **HIS** 309 or 310 or 317 or 323 or 324 or 345☑ or 352 or 353 or 366 or 367 or 370 or 410 or 425 or 430 or **POS** 322 or 325 or 326				
○ Coursework in History	Still needed:	6 Credits in **HIS** 100:499				
○ Advanced Coursework in History	Still needed:	9 Credits in **HIS** 300:499				

CAL U | **CALIFORNIA UNIVERSITY** OF PENNSYLVANIA

C. Additional Requirements Section:

Additional Requirements   INCOMPLETE

Credits applied: 0   Catalog year: 2016-2017   GPA: 0.000

○ ADDITIONAL REQUIREMENTS

○ Special Experience/Writing Component Course	**Still needed:**	**1** Class in **HIS** 491
○ Advanced Standing Writing Component Cours	**Still needed:**	**1** Class in **HIS** 495 ☑
○ Laboratory Course	**Still needed:**	**1** Class in **ANT** 254 or 341☑ or **ART** 130 or 233 or **BIO** 117 or 130 or 215☑ or 232 or **BUS** 381☑ or **CHE** 101☑ or 102☑ or **DMT** 180 or **EAS** 100 or 104 or 105 with term < 201830 or 150 or 245☑ or **ECO** 421☑ or **EET** 110☑ or **FIT** 115☑ or **GCM** 180 or **GTY** 400 or **JUS** 380 or 487 or **MAT** 213 or 261 or 376☑ or **NUR** 465 or **PHS** 120 or 137 or **PHY** 101☑ or 202☑ or **POS** 319 or **PSY** 301☑ or 306☑ or 335☑ or 340☑ or 420☑ or **SOC** 417 or **SOW** 201 or **TED** 304 or **THE** 255 or 272 or 310 or 311☑

D. Electives Section:

Electives

Credits applied: 13   Classes applied: 4

Course	Title	Grade	Credits	Term	Repeated
ACC 162	ACCOUNTING FOR MANAGERS	TB	3	Spring 2020	
	Satisfied by: ACC165 - ACCOUNTING FOR MANAGERS - Westmoreland Co Cmty College				
CHE 100	Intro to Chemistry	TB	4	Spring 2020	
	Satisfied by: CHM107 - INTRO CONCEPTS CHEM I - Westmoreland Co Cmty College				
HSC 225	Medical Terminology	TA	3	Spring 2020	
	Satisfied by: ALH122 - MEDICAL TERMINOLOGY I - Westmoreland Co Cmty College				
PSY 207	Dev Psychology	TA	3	Spring 2020	
	Satisfied by: PSY130 - Human Dev Across the Lifespan - Pennsylvania Highlands Cc				

E. In-Progress & Registered Section:

In-progress and Registered

Credits applied: 12   Classes applied: 3

Course	Title	Grade	Credits	Term	Repeated
NUR 813	Nurse Admin Role Practicum	REG	(6)	Summer 2021	
MBA 700	Business Foundations	REG	(3)	Fall 2021	
MBA 710	Quantitative Reason/Analysis	REG	(3)	Fall 2021	

CAL U | CALIFORNIA UNIVERSITY OF PENNSYLVANIA

The Plan

Your advisor has the option to record a specific plan for your major. This may include term-by-term requirements so that you progress toward your degree and graduate on time.

Remember: The worksheet is the what, the plan is the when.

To access your academic plan, click on the word "Plans" in the header to open the Plans block. Any plans that have been created for the student by their advisor will be listed here. Click on the title listed under "Description" in the Plan List block to view the plan. You may work with your academic advisor to lock in the plan status.

Degree Works and Registration

You will use your Degree Works plan once you start to schedule your own courses.

Note: It is very important to work with your advisor to make sure your plan is always up-to-date. Making changes to the order of the courses on the plan might cause you to miss certain classes and delay graduation. The plan will not up-date itself if your registration deviates from the suggested course sequence.

To access your Degree Works plan for registration:

1. Log in via **Vulcan Information Portal (VIP)**
2. Choose the Academics tab
3. In the Registration Channel,
under Prepare to Register, select "Registration"
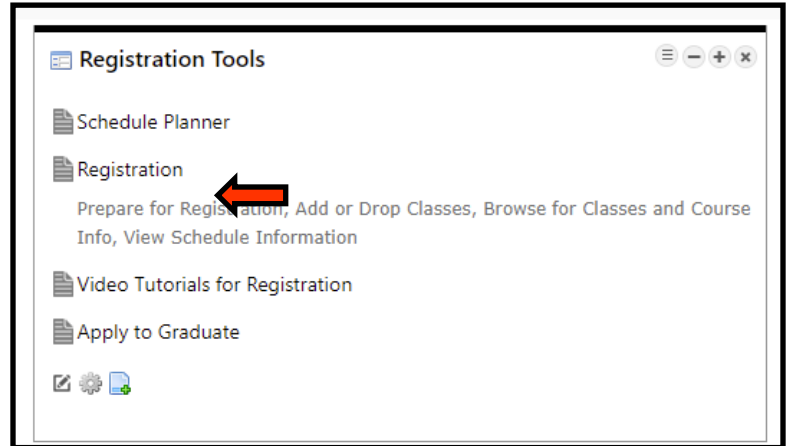
4. On the registration landing page, select the "Register for classes" link. Then select the appropriate term.
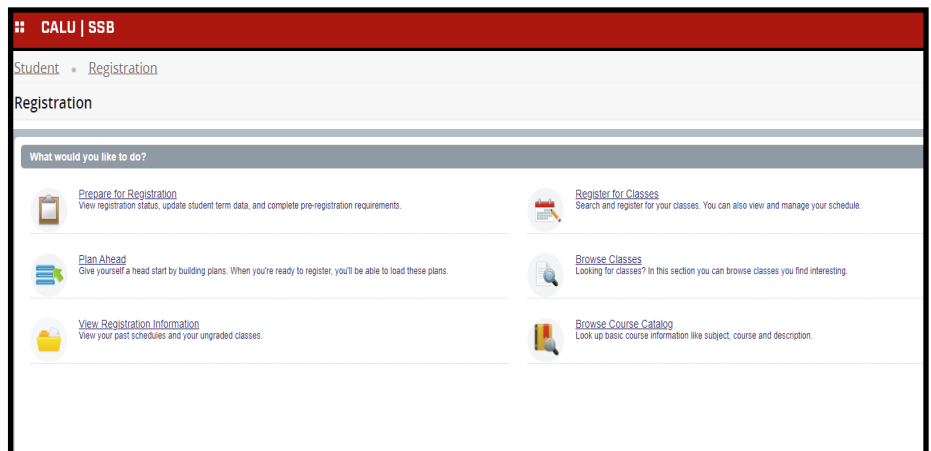
What If

The What-If tool allows students, faculty, and staff to apply the students' courses to different majors and minors whether the courses have been completed or are in-progress. The user must select the catalog year, degree type, major, and level. Some majors also require a concentration and/or a minor. Be sure to select the approved combination of major, concentration, minor, level and degree type based on the catalog year chosen.
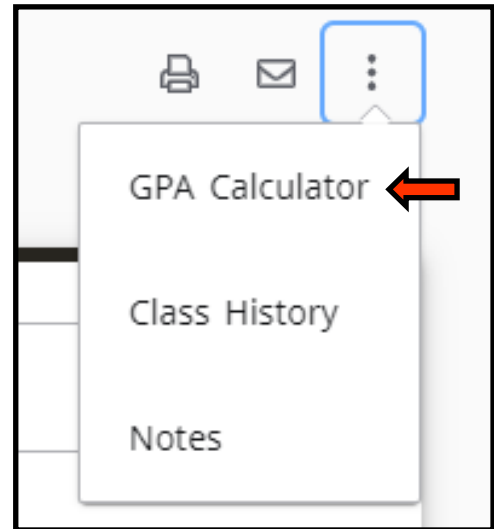
To access the What-If tool, click on the "What-If" icon under the Student Header.

GPA Calculator

The content contained in the GPA calculator is provided for informational and planning purposes and is only an estimates.

In the top right hand corner of the page is a print symbol that allows you to print the degree audit, an envelope that allows you to email your advisor, and the vertical ellipsis, or three dots. If you select the ellipsis it will display options such as GPA calculator class history, and notes.

Graduation Calculator

Term Calculator

Other important things to know:

- If you have questions about your degree audit you should meet with your advisor

- If there is an issue related to your transfer courses please email transfer@calu.edu

- If there is an issue with a course exception, registration, or a grade on your audit, please email academicrecords@calu.edu

CAL U | CALIFORNIA UNIVERSITY
OF PENNSYLVANIA