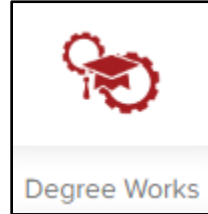


DegreeWorks – Student Guide

Accessing DegreeWorks

DegreeWorks is a web-based, degree-auditing, and tracking tool that can be accessed through the myCCC student portal. This tool enables students and advisors to evaluate academic progress toward graduation in accordance with college and major requirements outlined in the Academic Catalog.

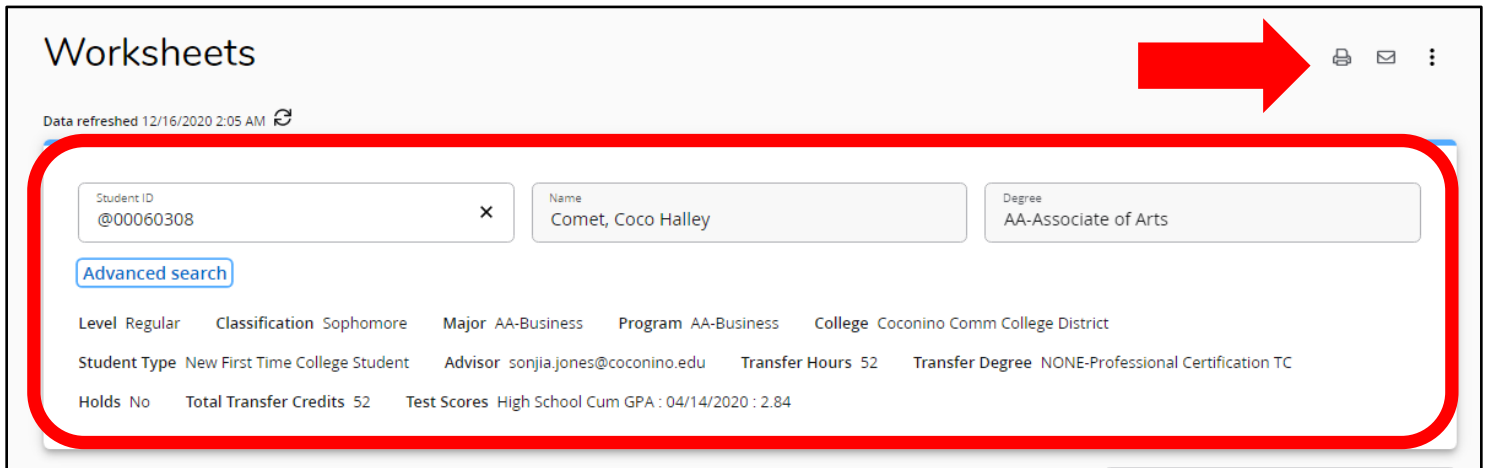
- Log in to MyCCC with Comet ID and password
- Click on the “Degreeworks” icon
- Select the **Student Services** tab
- Select **DegreeWorks**



The Degree Audit – Student Information

The Student Information is the typical display format. It shows all the requirements and applies the courses the student has taken in the most advantageous manner.

- **Student Information Block:** Presents the basic student information, as well as all advisors assigned to the student in Banner. The advisor’s name is hyperlinked so you can email them directly from this page. The overall GPA is extracted from Banner. If a major, minor, other program (or advisor) is not listed then the student has not declared that particular area.



Worksheets

Data refreshed 12/16/2020 2:05 AM

Student ID @00060308 Name Comet, Coco Halley Degree AA-Associate of Arts

Advanced search

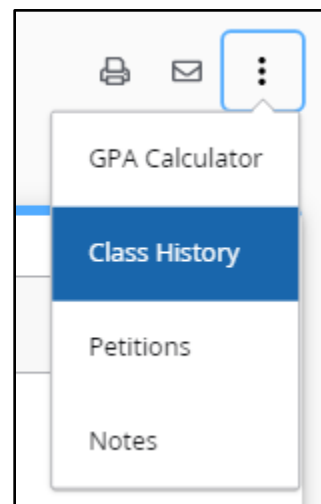
Level Regular Classification Sophomore Major AA-Business Program AA-Business College Coconino Comm College District

Student Type New First Time College Student Advisor sonjia.jones@coconino.edu Transfer Hours 52 Transfer Degree NONE-Professional Certification TC

Holds No Total Transfer Credits 52 Test Scores High School Cum GPA : 04/14/2020 : 2.84

Located in the top right corner of the Worksheets, there are three icons.

- **Printer icon:** Will allow you to either save or print the audit in its current format, located at the top right of the audit.
- **Envelope icon:** List advisor contact information including the advisor email.
- **Menu icon:** View more student information such as GPA calculation, Class History, Petitions, and Notes.



Degree Audit Tool Bar

The Degree Audit Tool Bar provides you with a summary of your degree progress, cumulative GPA, and any in-progress and preregistered classes.

Academic What-If View historic audit

Format Student View

Degree progress

0%

Requirements

Overall GPA 0.00

In-progress classes Preregistered classes Process

- **Format:** This **drop-down** box lists the different types of audits that are available. The Student View is the most used type of audit, but the *Registration Checklist* is also a very useful audit.
- **Registration Checklist** – Displays the unmet requirements with advice on what fulfills them.

Format Student View

Degree progress

0%

Requirements

Overall GPA 0.00

In-progress classes Preregistered classes Process

Student View

Graduation Checklist

Registration Checklist

Degree progress

Requirements

Overall GPA 0.00

In-progress classes Preregistered classes Process

Placement Test Advice

The Placement test Advice tab informs you of which placement tests are needed for you to complete.

Placement Test Advice **INCOMPLETE**

Credits applied: 0 Catalog year: 2016-2017 GPA: 0.00

Requirements listed below are for advice only and may not reflect actual course placement. Please see an advisor with any questions. MAT 097 is for Pre-Calculus track majors. MAT 140 combines MAT 096 and MAT 142 into one semester.

Still needed: Contact your advisor for assistance.

Still needed: Contact your advisor for assistance.

Still needed: Contact your advisor for assistance.

Degree Requirements

Requirement Blocks: Presents all requirements for program completion and graduation for the student's declared major, minor, and concentrations. In the block header, the Academic Year (or catalog year), Credit information, and GPA information are displayed. Each block header displays the GPA for the courses associated with that particular block (requirement).


Business AA INCOMPLETE


Credits required: 62 Credits applied: 0 Catalog year: 2016-2017 GPA: 0.00


Unmet conditions for this set of requirements: A minimum of 62 credits are required for this degree - you have taken 0 and you still need a minimum of 62 additional credits

Still needed: A minimum of 15 credits are required in residence at the College - you currently have 0 and still need 15 more credits.

Still needed: Your GPA is Below the Minimum 2.0 Required for Graduation

Still needed: 3 Credits in [ENG 101](#) 

Still needed: 3 Credits in [ENG 102](#) 

Still needed: 3 Credits in [MAT 140](#)  or 142:299 with attribute = MATH

Recommended: PHI 105 Introduction to Ethics.

Still needed: 6 Credits in @ @ with attribute = ARTH

Still needed: 6 Credits in @ @ with attribute = SBS

Still needed: 8 Credits in @ @ with attribute = PBSC

Still needed: 3 Credits in [CIS 120](#)

Still needed: 1 Class and 3 Credits in @ @ with attribute = MATH or attribute = ARTH or attribute = ARTS or attribute = HUM or attribute = SBS or attribute = PBSC or attribute = LABS or attribute = OPT

If you feel you have transfer credit applicable to the Special Requirements below, PLEASE SEE AN ACADEMIC ADVISOR.

Still needed: 1 Class in @ @ with attribute = IWCI and transfer = N

Requirement color coding:

Legend

 Complete  Not complete  Complete except for classes in-progress  Nearly complete - see advisor  Prerequisite @ Any course number

- **GREEN circle:** Requirement has been satisfied
- **RED circle:** Requirement has not yet been satisfied
- **BLUE circle:** Requirement will be satisfied upon completion of in-progress courses
- **BLUE box:** Course number has prerequisite requirements
- **@ Any course number:** Any course from any level or any subject will fulfill requirement. A course prefix followed by the @ symbol (i.e. ENG 2@, 3@, or 4@) indicates any course in that subject area at the 200, 300, or 400 level can be used to fulfill the requirement.

Coursework Not Applied to Specific Degree Requirements: Courses a student repeated, courses with insufficient grades, or course work that exceeded specific limitations display under these headers.

- **Fall Through:** Courses that were passed, but is not acceptable for your major, minor, and concentration.

Fall Through				
Credits applied: 52 Classes applied: 3				
Course	Title	Grade	Credits	Term
EMS 262	Certified Emergency Paramedic	TC	47	Spring 2016
NUR 110	Nursing Assistant I	TC	4	Spring 2016
NUR 111	Nursing Assistant Clinical	TC	1	Spring 2016

- **Insufficient:** Courses in which a student does not earn the minimum required grade to satisfy a requirement (i.e. grades of W, UW, F, etc.).

Insufficient				
Credits applied: 5 Classes applied: 1				
Course	Title	Grade	Credits	Term
CHM 152	General Chemistry II	W	5	Fall 2020

- **In Progress (and/or Preregistered):** Courses the student is currently enrolled in currently or registered to take in future semesters.

In-progress and Preregistered				
Credits applied: 24 Classes applied: 6				
Course	Title	Grade	Credits	Term
BIO 201	Human Anatomy & Physiology I	IP	(4)	Fall 2020
ENG 139	Intro to Creative Writing	IP	(3)	Fall 2020
BIO 202	Human Anatomy & Physiology II	IP	(4)	Spring 2021
CHM 152	General Chemistry II	IP	(5)	Spring 2021
MAT 220	Calculus & Analytic Geometry I	IP	(5)	Spring 2021
PSY 240	Developmental Psychology	IP	(3)	Spring 2021

How to Run a “What If” Audit

If the student is considering other majors, minors, programs, or concentrations, the What-If function will display the courses the student has taken and how they would satisfy requirements for a new field of study. Because the system starts with a blank slate, you must select all degree, major, minor and other options. Current program declarations do not feed over from the audit worksheet.

- Clicking “What-If” will bring you to this screen:

The screenshot shows the 'What-If Analysis' interface. At the top, there is a navigation bar with 'Academic' and 'What-If' (highlighted with a red arrow). Below this is the 'What-If Analysis' title and a checkbox for 'Use current curriculum'. The 'Program' section includes dropdown menus for 'Catalog year *' (with '2020-2021' selected and a red arrow labeled 'STEP 1'), 'Program *' (with a red arrow labeled 'STEP 2'), and 'Level *'. Below these are dropdowns for 'Degree *' and 'Areas of study' (Major and Concentration). The 'Additional areas of study' section has dropdowns for 'Major (0/177)', 'Minor (0/0)', and 'Concentration (0/10)'. The 'Future classes' section has input fields for 'Subject' (with a red arrow labeled 'STEP 3') and 'Number', and an 'Add' button. At the bottom, there are checkboxes for 'In-progress classes' and 'Preregistered classes', and buttons for 'Process' (with a red arrow labeled 'STEP 4') and 'Reset'.

1. Select the catalog year (catalog year will default to current term).
2. Select the degree or program (only the majors associated with each degree will populate).
3. Choose your **Future Classes**, you can add courses that are not yet in the student’s course history to see how they will impact the What-if audit.
4. Click **Process** to view the new criteria to fulfill the What-If scenario you created. (Note: What-Ifs are not stored but they can be printed).