



# Information Technology Services Resource Guide

## *Degree Works Frequently Asked Questions for Faculty/Staff*

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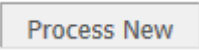
### How is a degree evaluation different from a transcript?

A degree evaluation is an **unofficial** document used to assist with planning course selections and with tracking graduation requirements. It is **not** an official academic transcript. ([back to top](#))

### Are grades visible on a degree evaluation?

Yes. Once grades have been processed at the end of each term, they are viewable on each student's degree evaluation. ([back to top](#))

### How current is the degree evaluation information?

The information/data is refreshed each night. Any changes made today, such as a grade change or classes added/dropped, will be seen on an evaluation after the data is refreshed. Advisors and administrators are able to refresh the student's data on demand by clicking the Banner refresh button  at the top of the Degree Works screen. This function can be used if there are registration changes or if the student added or dropped a major or minor. Also, clicking the  button will update the student's degree evaluation with the most recent Degree Works data. This is used when programming changes have been made to a block or requirements in Degree Works. Please note that during high traffic times, the refresh functionality (if used excessively) can negatively impact system performance and therefore should be used judiciously. ([back to top](#))

### When should students and advisors use Degree Works?

It is recommended that students and their advisors review Degree Works evaluations as follows:

- Before registration when students meet with their academic advisor to discuss registration for an upcoming term
- After registration to ensure that the courses selected applied to students' requirements as expected
- After grades for each term are posted
- Before a student files for graduation
- Any time a student makes a change to his/her schedule or program

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## How is the degree evaluation organized?

The evaluation begins with student demographic information displayed in the fields at the top of the evaluation. Next, the evaluation is divided into sections, known as “blocks”, which group key components of the student’s degree. The first block is the Degree block, which contains overall requirements like total number of credits, number of 3- or 4-credit courses, residency and GPA requirements. The Degree block is followed by blocks for Core, Major(s), and Minors(s). At the bottom of the evaluation, courses that do not meet the criteria of the Core, Major or Minor blocks will be grouped into Elective Courses, Insufficient Courses, or Over-the-limit Courses blocks. In-Progress Courses will be listed in the In-Progress block. [\(back to top\)](#)

## Does the Total Credits applied in the Degree block include in-progress or preregistered?

The Degree block shows overall progress towards degree completion, including Credits Required and Credits Applied. By default, Degree Works includes credits for in-progress and preregistered courses (where grades have not yet been received). If you wish to see a student’s progress towards degree completion not including in-progress or preregistered courses, simply uncheck these boxes at the top of the evaluation:

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Include in-progress classes      [Class History](#)

Include preregistered classes      [\(back to top\)](#)

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## What is the Elective Courses block?

This block contains courses that do not match any of the requirements in the other blocks. It also may include courses that meet requirements but weren’t used because other courses fulfilled the requirements.

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## What is the Insufficient block?

This block will only display on the evaluation if the student has courses that do not meet academic requirements such as withdrawn courses or those with grades of F. [\(back to top\)](#)

## What is the In-Progress block?

This block lists courses that the student registered for or is actively taking. [\(back to top\)](#)

### **Can I view a list of all of the classes a student has completed?**

Yes. On the Worksheet tab, click on the **Class History** link for a printable list of completed and in-progress courses sorted by term. Term GPA is also calculated in Class History. ([back to top](#))

### **What is the format of a course number?**

A course number is comprised of a subject code and a four digit number. Subject codes are typically two letters, e.g., EN for English, BI for Biology. Some subject codes will be four letters, typically indicating a course offered abroad, e.g., PIGA. A course number is four digits, please do not omit the leading zero, e.g., EN 0011 instead of EN 11. ([back to top](#))

### **Degree Works placed one course in two different blocks. Is that okay?**

Degree Works recognizes that some courses can fulfill more than one requirement. For example, a course can count as World Diversity (attribute of WDIV) at the same time it meets a Core, Major, or Minor course requirement. Sometimes, courses will share between a Majors and/or Minors. ([back to top](#))

### **If a student withdraws from a class, will that be reflected in his/her degree evaluation?**

Yes. Courses from which a student has withdrawn will appear in the Insufficient Block located at the bottom of the degree evaluation and will be indicated with a grade of W. ([back to top](#))

### **What is a course attribute?**

A course attribute is a four-character code used to tag a course so that it will meet a certain requirement such as World Diversity (in this case, the attribute is WDIV). If an attribute is applicable to a requirement, you will see the text "with Attribute WDIV" in the Still Needed section of that requirement. To see which courses have a certain attribute, click on the "With Attribute" text and a list of those courses will display. ([back to top](#))

## What does the @ symbol mean?

The @ sign functions as a wildcard in Degree Works. If it appears after a subject (RS 02@), it means, for example, that any 200-level Religious Studies course may be taken. A wildcard is frequently used when an attribute can be used to meet a requirement.

Please note that next to the **Still Needed** text in a block, you can click on the course or attribute to pull up a list of what courses meet the requirement. It will even indicate when the course is offered!

### Examples

**Still Needed:** 1 Course in RS 02@




**Still Needed:** 1 Course in @ @ with Attribute UDIV








**Still Needed:** 1 Course in @ @ with Attribute WDIV

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## What do the checkmarks and tildes indicate on the degree evaluation?

These are visual indicators of whether or not a requirement has been met, is partially met, or is in progress. There is a legend at the bottom of the degree evaluation for your reference.

-  Green checks = satisfied
-  Red boxes = not yet satisfied
-  Blue boxes = in progress

Legend			
 Complete	 Complete except for courses in-progress	 In Progress Course	 Attribute See FAQ tab above
 Not Complete	 Nearly complete - see advisor	 Wildcard, See FAQ tab above	

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## Can I print a degree evaluation?

Yes, you can! In the Worksheets view, click on the **Save/Print** button located just above the degree evaluation blocks. You can print the evaluation or save it as a pdf. Please note: This option formats the report in a compressed and more readable format than using the Print button at the top of your Degree Works screen and therefore, is the preferred method. [\(back to top\)](#)

### **Will a degree evaluation show transfer classes?**

Yes, all classes transferred in from other colleges or taken while abroad should show on the student's degree evaluation.  
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### **Why isn't a transfer class meeting a requirement?**

There are several reasons that a transfer class might not meet a requirement:

- The class did not meet the minimum number of credits and/or minimum grade requirement for use in the program of study.
- The student exceeded the number of allowable transfer credits (maximum of 60).
- All requirements have been met and this class is simply not needed.
- The class needs to be set as equivalent to a Fairfield class or have an attribute placed on it so that it will meet that requirement. (Contact Registrar's Office if this is the case)

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### **Everything on the degree evaluation worksheet is checked, but the degree progress bar indicates that the student is only 97% done. What's wrong?**

The degree progress bar will not show 100% completion until all in-progress courses are completed with acceptable grades. Also, it will not show 100% if other degree requirements, such as residency requirements, have not been met.  
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### **A student has majors/minors that fall under different degrees. How can I check the requirements for the other program of study?**

Click on the **Degree** pull-down menu next to the student's name at the top of the screen. You can then select which degree requirements are displayed. *(back to top)*

### **A student has permission to substitute a course, but it's not showing on the degree evaluation.**

Exceptions (like adjustments in CAPP) are handled at the Deans' Office-level and will be emailed to the Registrar's Office for processing.

After a reasonable amount of time has passed, please contact your Dean's Office asking for an update. Exemptions are manually entered into Degree Works by Registrar's Office staff and may take a while to process especially during certain high-volume times of the year (for example, registration or graduation). *(back to top)*

### **I think a degree evaluation is incorrect. What should I do?**

*Please note: Degree Works is a dynamic working tool and may be subject to correction.*

While we have tried to make sure that all degree evaluations are correct, it is difficult to predict every unique situation or problem. We will work with you to correct any issues in a timely fashion. Please contact the Registrar's Office for assistance. *(back to top)*

### **Where can I get more information about how to use the degree evaluation?**

If you have questions about a degree evaluation, please click on the FAQ tab. If you have questions after reviewing the FAQ information, please email the Registrar's Office at [registrar@fairfield.edu](mailto:registrar@fairfield.edu) or contact the ITS Help Desk at x4069 (for technical assistance). ([back to top](#))

### **Whom should I contact if I have *technology-related* questions?**

If you find that Degree Works is not functioning properly on your computer, please contact the ITS Help Desk at [itshelpdesk@fairfield.edu](mailto:itshelpdesk@fairfield.edu) or call them at x4069. ([back to top](#))

### **Whom should I contact if I have *course or degree requirement* questions?**

Degree Works is based on the degree requirements as defined in the Fairfield University Course Catalog. If you find that a course is not being reflected in the Degree Evaluation properly, please contact Susan Bickel in the Registrar's Office. ([back to top](#))

### **Whom should I contact if I do not have *access to Degree Works* or to a particular student's degree evaluation?**

Advisors should have access to the degree evaluations of their advisees. Deans/Department Chairs should have access to the degree evaluations of all students. If you find that you do not have access to what you expect, please contact the Registrar's Office. ([back to top](#))

### **What is the 'What-If' feature?**

The 'What-If' function allows you to **hypothetically** change a student's major or minor. The 'What-If' evaluation will show you what coursework is required for the new major or minor, how a student's completed or in progress coursework will fit into the new major/minor, and what courses are still left for the student to take. It does not officially change or add majors or minors to a student record. ([back to top](#))

### **Can students change a major or minor through Degree Works?**

No, students still need to obtain a Change of Major/Minor form from the Registrar's Office or their Dean's Office. ([back to top](#))

### **Can advisors see an advisee's 'What-If' scenario?**

You can view the 'What-If' history of the last three that were generated. If you or your student would like to see more than that, then it's recommended that the scenario be saved as a PDF to be referred to later. ([back to top](#))

## What is Look Ahead?

Look Ahead is a tool that allows you to enter the courses a student expects to take so that you can see how they will filter into the degree evaluation or into a 'What-If' report. You need to enter the following information for each course:

- Subject (e.g. EN)
- Number (e.g. 0012)

You can then run a new evaluation that will use the Look Ahead data so that you can see what requirements these courses will meet. ([back to top](#))

## Are there other reports I can utilize?

Yes! You can access two other report views from the Worksheets tab. The **Registration Checklist** lists only the classes or requirements that the student has left to fulfill. It is a useful view when determining which classes a student has left to take. The **Graduation Checklist** is a summary view that shows all blocks without details such as what classes can meet a requirement. Please note that students do not have access to this view and it is mainly used for making sure a student has met all requirements when they are due to graduate. ([back to top](#))

## What is the Graduation Calculator?

The Graduation Calculator is a tool that you can use to determine what GPA is required in order for a student to graduate with a certain overall GPA. You must enter the following information in order for Degree Works to do the calculation:

- Credits Remaining (for example, 60)
- Credits Required (for example, 120)
- Desired GPA (for example, 3.50)

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## What is the Term Calculator?

The Term Calculator may be used to determine what grades are needed for in-progress or proposed classes in order for a student to achieve a Desired GPA. You must enter the following information in order for Degree Works to do the calculation:

- Credits per course
- Expected grade per course

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## What is the Advice Calculator?

The Advice Calculator can display what grades are needed in a student's remaining credits in order to achieve a certain GPA. The only information you need to enter for the calculation is desired GPA. ([back to top](#))