



Information Technology Services Resource Guide

Degree Works Frequently Asked Questions

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What is Degree Works?

Degree Works is a web-based tool to help students and advisors monitor students' progress toward the completion of their degree requirements. Degree Works helps track degree progress, prepare for course election, and plan for graduation. *(back to top)*

What is a degree evaluation?

A degree evaluation is a review of past and current coursework that provides information on completed, in progress, and outstanding requirements. It is a tool that helps you plan and track your progress toward earning your degree. A degree evaluation also can be used as part of advising sessions with academic advisors to determine students' course selections and to confirm graduation requirements. *(back to top)*

Is my information confidential?

Yes. Like other processes you use within my.Fairfield.edu, your degree evaluation is accessed through your secure login. Access to students' evaluations is restricted to advisors, deans, and department chairs. *(back to top)*

What is a Catalog Year and why is the system only available to students who are using catalogs published since Fall 2013?

The catalog year determines which catalog/degree requirements students follow to obtain a degree.

We have chosen to phase in the new degree evaluation system starting with the Undergraduate 2013-2014 catalog. Previous catalogs are coded in CAPP and students who fall into those catalogs will use CAPP for their degree evaluations. *(back to top)*

Why can't I run a Degree Works degree evaluation?

You cannot run a degree evaluation if your catalog term predates 2013-2014 or if you have certain financial holds from the Bursar's Office. *(back to top)*

How is my degree evaluation different from a transcript?

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

Are my grades visible on my degree evaluation?

Yes. Once grades have been processed at the end of each term, they are viewable on your degree evaluation. *(back to top)*

How current is my 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 your evaluation after the data is refreshed. *(back to top)*

When should I look at my degree evaluation?

It is recommended that you review your Degree Works evaluation as follows:

- Before you meet with your academic advisor to discuss registration for an upcoming term.
- Before registration, use it to plan your program for the term.
- After you register to ensure that the courses you selected applied to your requirements as expected.
- After your grades for each term are posted.
- Before you file for graduation, review your academic record.
- Any time you make a change to your schedule.
- If you are considering changing a major or adding a major/minor program.

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How is the degree evaluation organized?

The evaluation is divided into sections called blocks. The first block provides student demographic information and is displayed in the fields at the top of the evaluation. It is followed by requirement blocks for Core, Major(s), and Minors(s). These blocks help students track their progress toward completing their degrees. Courses that are not being counted toward one of these blocks will appear in the Elective Courses block. There are also blocks for Insufficient Courses (withdrawn courses or those with grades of F) and In-Progress Courses.

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Does Credits Applied include In-Progress or Preregistered Courses?

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 your progress towards degree completion not including in-progress or preregistered courses, simply uncheck these boxes at the top of your evaluation:

<input checked="" type="checkbox"/> Include in-progress classes	Class History
<input checked="" type="checkbox"/> Include preregistered classes	

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What is the Elective Courses block?

The Electives 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?

The Insufficient block will only display on your evaluation if you have courses that do not meet academic requirements--withdrawn courses or those with grades of F. *(back to top)*

What is the In-Progress block?

This block lists courses that you are registered for but have not been graded. *(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)*

Can I view a list of all of the classes I have 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. Class History also shows Term GPA. *(back to top)*

Degree Works placed one of my courses in two different places. 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. *(back to top)*

If I withdraw from a class, will that be reflected in my evaluation?

Yes. Courses from which you have withdrawn will appear in the Insufficient Block located at the bottom of your 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 that you can, for example, take any 200-level Religious Studies course. It 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 courses that 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 my 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.

Legend			
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for courses in-progress	<input checked="" type="checkbox"/> IP In Progress Course	<input checked="" type="checkbox"/> Attribute See FAQ tab above
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	<input checked="" type="checkbox"/> @ 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 your degree evaluation blocks. You can print your 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 my degree evaluation show all my courses even if I have taken them elsewhere?

Yes, all courses transferred in from other colleges or taken while abroad should show on your degree evaluation. Certain courses may not be applied to your degree requirements if you have exceeded the allowable number of credits under the residency requirement. If a course is not meeting a requirement that you think it should meet, please contact your Advisor or Dean's Office for assistance. *(back to top)*

Why isn't my transfer work meeting a requirement?

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

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

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Everything on my worksheet is checked, but the degree progress bar only says that I'm 97% done. What's wrong?

The degree progress bar will not show 100% completion until all of your 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. *(back to top)*

I have majors/minors that fall under different degrees. How can I check the requirements for my other program of study?

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

I have permission from my Dean's Office to substitute a course, but it's not showing on my degree evaluation.

After a reasonable amount of time has passed, please contact your Dean's Office and ask 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)*

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

If you have questions about your 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 or contact your advisor or Dean's Office. *(back to top)*

I think my 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 your evaluation is 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 ask for help from the Registrar's Office, your advisor, or your Dean's Office. *(back to top)*

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

Please contact the ITS Help Desk at itshelpdesk@fairfield.edu or call them at x4069. *(back to top)*

Whom should I contact if I have curriculum-related questions?

Please see your Dean or your Faculty Advisor if you have any questions.

Part-Time Undergraduate Programs:

Aaron Perkus, Associate Dean, College of Arts and Sciences

Full-Time Undergraduate Programs:

Undeclared Arts & Sciences students contact Heather Petraglia, Director, Academic Support and Retention

College of Arts & Sciences students contact Susan Peterson or Andrea Martinez, Assistant Deans

Dolan School of Business students contact Dawn DeBiase, Assistant Dean

School of Engineering students contact Dr. Harry Taylor, Associate Dean

School of Nursing students contact Dr. Theresa Quell, Assistant Dean *(back to top)*

What is the “What-If” feature?

The What-If feature allows you to hypothetically change your major or minor. The What-If evaluation will show you what coursework is required for the new major or minor, what courses you have taken that satisfy requirements, and what courses are still left for you to take. NOTE: It does not officially change or add majors or minors to your student record. *(back to top)*

Can I change a major or minor through Degree Works?

No, you need to obtain a Change of Major/Minor form from the Registrar’s Office or your Dean’s Office. *(back to top)*

Can my advisor see my ‘What-If’ scenario?

Three ‘What-If’ scenarios are stored in Degree Works history so your advisor can see your results if the scenario is one of the last three generated. Or if you save the results as a PDF, you can share via email. *(back to top)*

What is Look Ahead?

Look Ahead is a tool that allows you to enter the courses you expect to take so that you can see how they will filter into your degree evaluation or your 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)*

What is the Graduation Calculator?

This is a tool that you can use to determine what GPA is required in order for you 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?

You can use this calculator to determine what grades you need in your in-progress or proposed classes in order to achieve your 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?

This calculator can show you what grades you will need in your remaining credits in order to achieve your desired GPA. The only information you need to enter for the calculation is Desired GPA. *(back to top)*