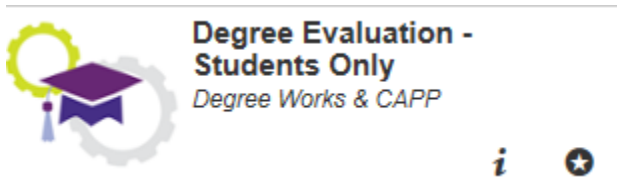# Degree Works Student User Guide
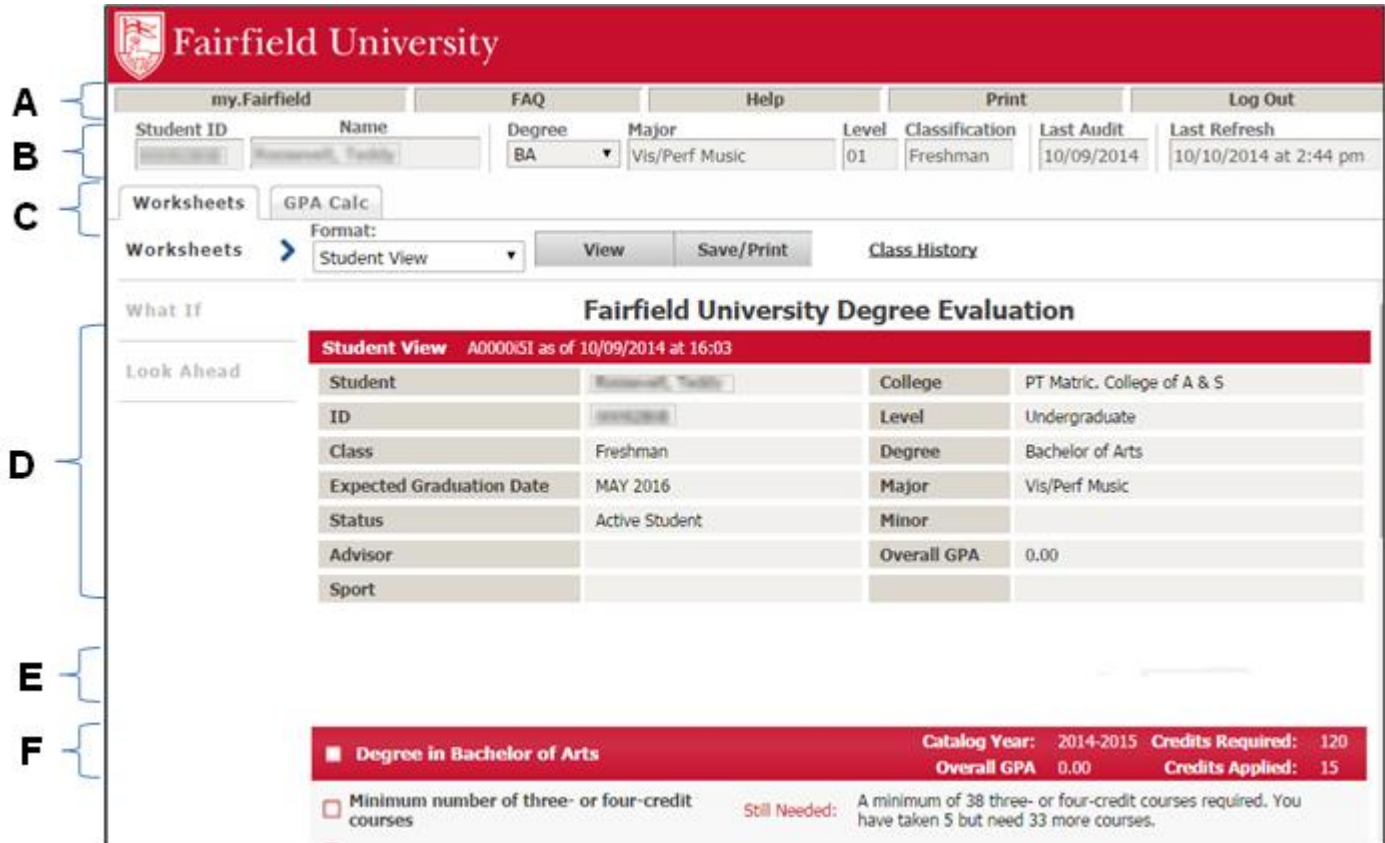
Accessing Degree Works

Step 1: Login to my.fairfield.edu
Step 2: Search for the **Degree Evaluation – Students Only** task.

Degree Evaluation - Students Only
Degree Works & CAPP

Note: It can also be accessed via the **Registrar Task Center**.

About Your Degree Evaluation

Your Degree Works degree evaluation is an academic planning and advising tool to assist in achieving your academic goals and timeline. Always consult with your advising staff and the Registrar's Office to confirm your degree requirements are fully met or to request an Official Academic Transcript.

Academic data is refreshed once a day from the Banner administrative system, therefore, changes made to your student and/or academic record may take a full day to be updated in Degree Works.

Degree Evaluation Display Area

Function Buttons

Across the top of your screen are several function buttons.   (see **A** in image on page 1)

- **my.Fairfield**: This link returns you to the my.Fairfield portal
- **FAQ**: Find answers to the most common questions about Degree Works.
- **Help**: User Guides for Degree Works are located here.
- **Print**: *(not recommended)* This will print a screenshot of the Degree Evaluation. A full-color print version of the Degree Evaluation itself is found by using the Save/Print button.
- **Log Out**: Closes your active Degree Works session.

Student Data

The Student Data area is just beneath the Functions buttons. (see **B** in image on page 1)

Student ID	Fairfield University ID number
Name	Full name, as entered in Banner
Degree	Your currently enrolled Degree(s)
Major	Your first sequenced major for the chosen Degree
Level	01=Undergraduate, 02=Graduate, 03=Doctorate
Classification	e.g. Freshman, Sophomore, etc.
Last Audit	Date of last processed audit for chosen Degree

☑ Include **in-progress** classes

☑ Include **preregistered** classes

Last Refresh	Date Banner data was last verified

Tabs

The **Worksheets** tab and **GPA Calc** tab are available students. (see **C** in image on page 1)

Include checkboxes

In some areas of Degree Works, **checkboxes** are seen to include or exclude **in-progress** and/or **preregistered** courses from the active view.

Catalog Year

The catalog year determines which catalog/degree requirements students follow for each degree. Degree Works begins with the 2013-2014 catalog year. Your catalog year can be seen in the red header of the Degree block. (see **F** in image on page 1)

Parts of the Degree Evaluation

Worksheet Tab
Header section

The Student Degree Information area outlines student academic information. (see **D** in image on page 1)

Student	Full name, as entered in Banner	**College**	College of your Degree
ID	Fairfield University ID number	**Level**	Undergraduate, Graduate, Doctorate
Class	Classification (e.g. Sophomore)	**Degree**	Bachelor of Arts…Science, etc.
Expected Graduation Date	Month and Year of expected graduation	**Major(s)**	Declared Major(s)
Status	Active, Inactive or Education Leave status	**Minor(s)**	Declared Minor(s)
Advisor	Primary Advisor	**Overall GPA**	Cumulative Grade Point Average
Sport	Varsity Sports team, if applicable		

Blocks

The degree evaluation is arranged into sections called Blocks separated by a red header. Each Block outlines its own set of requirements for: the Degree, Core Curriculum, Honors (if applicable), Diversity, Major, Minor, etc.

Block Header Detail

Each block contains header information. Certain blocks contain important information in the header such as Catalog Year, Credits Required, Credits Applied, and GPA. (see **G** in image below)

G

Degree in Bachelor of Arts		Catalog Year: 2014-2015 Credits Required: 120
		Overall GPA 0.00 Credits Applied: 15
☐ Minimum number of three- or four-credit courses	Still Needed:	A minimum of 38 three- or four-credit courses required. You have taken 5 but need 33 more courses.
☐ Minimum Residency Requirement	Still Needed:	A minimum of 60 credits must be earned at Fairfield University.
☐ Your GPA is below 2.0 - please see an advisor		
☐ First Year Experience	Still Needed:	See **First Year Experience** section
☐ Core Curriculum Requirements	Still Needed:	See **Core Curriculum, Arts & Sciences** section
☐ Major Requirements	Still Needed:	See **Major in Visual & Perf Arts: Music** section

First Year Experience		
☐ First Year Experience	Still Needed:	**1** Course in **FE** 0001

Core Curriculum, Arts & Sciences		
☐ MATHEMATICS AND NATURAL SCIENCES		
☑ Calculus Course	**MA 0019**	Introduction to Calculus IP (3) Fall 2014
☐ Second Mathematics Course	Still Needed:	**1** Course in **MA** 0001:9999 or **@** with Attribute MACR with Attribute MCCA
☐ Natural Science	Still Needed:	**6** Credits and **2** Courses in **AY** 0110 or **PY** 0261 or **EV** 0150 or **SC** 0002 or **BI** 0001:0399 or 02@ or 03@ or **CH** 0001:0399 or 02@ or 03@ or **PS** 0001:0399 or 02@ or 03@ or **@ @** with Attribute NSCR
☐ HISTORY, AND THE SOCIAL AND BEHAVIORAL SCIENCES		
☐ HISTORY CORE	Still Needed:	Choose from 1 of the following:
☐ OPTION 1		(Choose from 1 of the following:) or
☐ Origins of the Modern World and 200-level History		(**2** Courses in **HI** 0010 and **@ @** with Attribute HC2L) or
☐ Origins of the Modern World and 200-level History		(**2** Courses in **HI** 0010 and 02@)
☐ OPTION II		(Choose from 1 of the following:) or
☐ Greek Civilization and 200-Level History		(**2** Courses in **CL** 0115 and **@ @** with Attribute HC2L) or
☐ Greek Civilization and 200-Level History		(**2** Courses in **CL** 0115 and **HI** 02@)

Course Requirements   **Course fulfillment options**

In the body of the block, the course requirements are listed on the left, with Subject, Course numbers, Course ranges and Attributes that will fulfill the requirement on the right

Proxy Advice

Proxy Advice provides additional information for the student pertinent to the block in which it is found. It may describe certain requirements and the status of requirements. For example: "30 credits are required. You have 3, you still need 27 more credits" or "Still Needed: 1 course in FTM 0205 or MU 0200 or 0245" along with other advice.

Major in Visual & Perf Arts: Music		Catalog Year: 2014-2015 Credits Required: 30
		Major GPA 0.00 Credits Applied: 3
Unmet conditions for this set of requirements:	Your GPA is 0; a GPA of 2.0 is required	
	30 credits are required. You currently have 3, you still need 27 more credits.	
☐ American Music 200-level Course	Still Needed:	**1** Course in **FTM** 0205 or **MU** 0200 or 0245
☑ American Music Course	**MU 0120**	The History of American Song IP (3) Fall 2014
☐ Experiential 200-level Course	Still Needed:	**1** Course in **MU** 0202 or 0259

Legend
The legend at the bottom of the page helps identify the status of each item in the degree evaluation.

Legend			
✅ Complete	⊟ Complete except for courses in-progress	**IP** In Progress Course	**Attribute** See FAQ tab above
☐ Not Complete	≈ Nearly complete - see advisor	**@ @** Wildcard, See FAQ tab above	

Checkboxes

✅   indicates the requirement (or set of requirements) has been satisfied.

⊟   indicates the requirement (or set of requirements) is in-progress.

≈   indicates the requirement (or set of requirements) is partially completed
(for example, two of three required classes have been successfully completed).

☐   indicates the requirement has yet to be satisfied.

Grades and Credits
Grades and credits are listed for each class you've taken or for which you have registered.

			Grade/status	Credits	
☐ Religious Studies 200-level course	Still Needed:	**1 Course in RS** 0200:0299			
⊟ Business Ethics	AE 0291	Business Ethics	IP	(3)	Fall 2014
☐ **ENGLISH AND VISUAL AND PERFORMING ARTS**					
✅ Texts and Contexts I: Writing As Craft and Inquiry	**EN 0011**	Texts and Contexts I	B	3	Fall 2013
✅ Texts and Contexts II: Writing About Literature	**EN 0012**	Texts and Contexts II	C+	3	Spring 2014
☐ **LITERATURE OPTIONS**	Still Needed:	Choose from 1 of the following:			
☐ Greek & Roman Literature		(**1 Course in CL** 0103 or 0107) or			
☐ Literature Course		(**1 Course in EN** 0100:0199 or 01@ or @ @ with Attribute EC1L)			
☐ Visual and Performing Arts History Course	Still Needed:	**1 Course in @ @** with Attribute VPCH			
⊟ Visual and Performing Arts Applied Course	SA 0131	Photo&DigitalTechPrintmaking	IP	(3)	Fall 2014
✅ **MODERN AND CLASSICAL LANGUAGES**					
✅ **LANGUAGE REQUIREMENT**					
✅ Two Semester Language Requirement	SP 0110	Elementary Spanish I	A-	3	Fall 2013
	SP 0111	Elementary Spanish II	A-	3	Spring 2014

- **In-Progress Courses (IP)**

In-progress courses show a grade of IP and associated credits are in parentheses. Once completed and graded the status will change and parentheses removed.

- **Withdrawn (W)**

A course withdrawn will display in the Insufficient Courses block with a grade of W.

- *Transfer Courses (T)*

Courses taken at other institutions accepted as a satisfying a requirement at Fairfield University will be listed as Transfer. *Please note that Transfer courses may not be applied to your degree requirements if you have exceeded the allowable number of credits under the residency requirement. They do not apply to GPA calculations.*

☐ **General Education Core, Business**					
☐ **MATHEMATICS AND NATURAL SCIENCES**					
✅ Calculus Course	MA 0120	Applied Calculus II	A	3	Fall 2013
⊟ Accelerated Statistics	MA 0217	Accelerated Statistics	IP	(3)	Fall 2014
	BI 0073	Agriculture & Food in US	T	3	Summer 2014
	Satisfied by	BiologyNTR 195 - Nutrition Life Cycle - Nassau Cmty College			
☐ Natural Science		**1 Course in AY** 0110 or **PY** 0261 or **SC** 0002 or **BI** 0001:0399 or 02@ or 03@ or			
	Still Needed:	**CH** 0001:0399 or 02@ or 03@ or **PS** 0001:0399 or 02@ or 03@ or @ @ with Attribute NSCR			

- ***Advanced Placement Courses (AP)***
  If an Advanced Placement course is accepted for credit, it will appear with a grade of AP. *Please note that courses may not be applied to your degree requirements if you have exceeded the allowable number of credits under the residency requirement.*

✅ ENGLISH AND VISUAL AND PERFORMING ARTS				
✅ Texts and Contexts I: Writing As Craft and Inquiry	EN 0011	Texts and Contexts I	AP	3	Fall 201
	Satisfied by	English - Eng Lang/Comp - Advanced Placement			

- ***Incomplete Courses***
  Courses with a grade of Incomplete (I) will appear where they would meet a requirement in your degree evaluation. If the courses ultimately do not receive a passing grade, they will be moved to the Insufficient block on your degree evaluation.

☐ Four additional courses at the 300-level are required.	Still Needed:	A minimum of four upper-division courses must be designated advanced (300-level).		
✅ Origins of the Modern World Since 1500	HI 0010	Origins of Modern World	A-	3
☒ Course focused on a period prior to 1750	HI 0323	England:Reformation to Revltn	I	3

- ***Waived Courses (WV)***
  Waived courses appear with a grade of (WV) where the requirement is met.

✅ MODERN AND CLASSICAL LANGUAGES				
✅ LANGUAGE REQUIREMENT				
✅ Language Waiver	WLG 0008	Language Waiver	WV	0	Fall 2013
	Satisfied by	Modern Language - Waiver			

Course Attributes

Course attributes are four-character codes used to tag a course. Tagging with an Attribute allows the course to meet a specific requirement, such as U.S. Diversity (*attribute of "UDIV", for example*). If applicable to a requirement, the text "with Attribute" will appear in the Still Needed section of that requirement. A list of courses tagged with an attribute can be popped up by clicking the hyperlink under "With Attribute ****" text.

☐ Natural Science	Still Needed:	**2** Courses in **AV** 0110 or **PY** 0261 or **SC** 0002 or **BI** 0001:0399 or 02@ or 03@ or **CH** 0001:0399 or 02@ or 03@ or **PS** 0001:0399 or 02@ or 03@ or **@ @** with Attribute NSCR
☐ HISTORY, AND THE SOCIAL AND BEHAVIORAL SCIENCES		Click to see @ @ with an Attribute of NSCR

(*Notes: A course may have more than one attribute applied. Popups must be allowed in your browser settings to display popup windows.*)

Hyperlinked Attributes list

- A list pops up displaying all courses with the Attribute selected.
- If available for the coming term, course meeting information is displayed
- Note that some courses indicate multiple Attributes, meaning they can apply in various other areas of the degree evaluation as well.
- The popup list can be printed for reference

Note: See appendix for complete Attributes list

Understanding Course Information

Courses are listed as pairs of Subject codes and Course numbers. For example: **CH 0211**.
Hovering over the Course information will display the descriptions of the course.

☐ Organic Chemistry I	Still Needed: **1 Course in CH 0211**
☐ Organic Chemistry I Lab	Still Needed: **1 Course in CH 0** Organic Chemistry I - 5 Credits

Clicking the Course information will display more information including attributes and meeting times if the course is currently scheduled for student enrollment. (*it is not scheduled in the example below*)

CH 0211   0-5 Credits **Organic Chemistry I**   Print

Attributes: IDEY, PSBS, PSMS

Subject Codes

Subject codes are listed as abbreviations of two to four characters.

> ### *Examples*
> CH=Chemistry
> EN=English Literature
> ENW=English Writing
> PIGA=Philosophy taken at Galway campus

Course Numbers

Course numbers are four- to five-characters in length and usually are numeric. All class numbers begin with a "**0**" (zero). Some lab classes end with an "**L**".

> ### *Examples*
> 0010
> 0220
> 0360L

Course Ranges

In the degree evaluation, some requirement options are coded with a range of course numbers. Therefore, any course that falls within that range will meet the requirement.

AY 0110	3 Credits	Physical Anthrop & Archeology				Print

Attributes: IDEY, NSCR, PSBA, PSSS

Sections:	Term	Crn	Section	Seats Open	Meeting Times
	Spring 2015	32782	A	30 (out of 30)	W 18:30 - 21:00
		33337	AAA	30 (out of 30)	Tu 18:00 - 20:30
		33715	B	30 (out of 30)	Tu 18:30 - 21:00

AY 0110	3 Credits	Biological Anthropology

Attributes: IDEY, NSCR, PSBA, PSSS

Sections:	Term	Crn	Section	Seats Open	Meeting Times
	Spring 2015	32782	A	30 (out of 30)	W 18:30 - 21:00
		33337	AAA	30 (out of 30)	Tu 18:00 - 20:30
		33715	B	30 (out of 30)	Tu 18:30 - 21:00

BI 0016	3 Credits	General Biology II

Attributes: IDEY, NSCR

Sections:	Term	Crn	Section	Seats Open	Meeting Times
	Spring 2015	31870	A	24 (out of 24)	Tu Th 17:00 - 18:15

BI 0016	3 Credits	General Biology II

Attributes: IDEY, NSCR

Sections:	Term	Crn	Section	Seats Open	Meeting Times
	Spring 2015	31870	A	24 (out of 24)	Tu Th 17:00 - 18:15

☐ Natural Science   Still Needed: **2 Courses in AY** 0110 or **PY** 0261 or **SC** 0002 or **BI** 0001:0399 or 02@ or 03@ or **CH** 0001:0399 or 02@ or 03@ or **PS** 0001:0399 or 02@ or 03@ or @ @ with Attribute NS

In this example, an option to satisfy the Natural Science requirement in the Core block is: *"any course with the subject of Chemistry (CH) and the course number 0001 through 0399".*

@ Symbol

Within the course fulfillment options, the **@ symbol** operates as a wildcard.

> For example, when appearing after a subject *(RS 02 @)*, it means any 200-level Religious Studies course can be taken.

The **@ symbol** can replace a Subject and/or a Course number, and part of a course number.

> For example: (@ @ = any subject, any course number).

Course Link

Whenever text indicates that a requirement is Still Needed: the specific course, ranges of courses, or allowed attributes are **hyperlinked** to access more information. **Clicking the hyperlink** pops up a list of the courses that meet that requirement. If enrollment information exists for a given courses it will be indicated if sections are available and when it is offered

☐ Texts and Contexts II: Writing About Literature	Still Needed:	1 Course in EN 0012
☐ LITERATURE OPTIONS	Still Needed:	Choose from 1 of t Texts and Contexts II - 3 Credits

EN 0012	3 Credits	Texts and Contexts II

Attributes: IDEY

Sections:	Term	Crn	Section	Seats Open	Meeting Times	
	Spring 2015	31821	J	0 (out of 0)		
		31822	B	19 (out of 19)	Tu F	08:00 - 09:15
		31823	A	19 (out of 19)	M Th	09:30 - 10:15
		31824	FF	19 (out of 19)	Tu F	14:00 - 15:15
		31825	K	19 (out of 19)	Tu F	15:30 - 16:45
		31826	U	19 (out of 19)	M Th	09:30 - 10:45
		31827	TT	0 (out of 0)		
		31828	II	19 (out of 19)	M Th	15:30 - 16:45
		31829	VV	19 (out of 19)	M Th	09:30 - 10:45
		31830	C	19 (out of 19)	M Th	08:00 - 09:15
		31831	E	19 (out of 19)	M Th	15:30 - 16:45
		31832	R	19 (out of 19)	M Th	09:30 - 10:45
		31833	P	19 (out of 19)	M Th	11:00 - 12:15
		31834	PP	19 (out of 19)	Tu F	09:30 - 10:45
		31835	L	19 (out of 19)	Tu F	11:00 - 12:15

Blocks

The Degree Evaluation is arranged into sections called **Blocks** separated by a red header. Each Block outlines its own set of requirements for: the Degree, Core Curriculum, Honors, Diversity, Major, Minor, etc.

Degree Block

Your degree requirements are checked here as a high-level summary checklist. Please note: *Your actual requirements may differ from what is listed in this documentation and may include:*

- Your minimum number of three-credit or four-credit courses
- Minimum residency requirement (number of last credits required to be taken at Fairfield University)
- Minimum overall GPA requirement (e.g. 2.0)
  - Guidance message to see your advisor if GPA minimum is not met
- First Year Experience* (for first year non-transfer students only)
- Core Curriculum Requirements*
- Major Requirements*
- Minor Requirements (if applicable)*

These requirements are summarized in the Degree Block, but are outlined specifically in the Core, Major, and Minor blocks.

Degree in Bachelor of Arts	Catalog Year: 2014-2015 Credits Required: 120 Overall GPA 0.00 Credits Applied: 15	
☐ Minimum number of three- or four-credit courses	Still Needed:	A minimum of 38 three- or four-credit courses required. You have taken 5 but need 33 more courses.
☐ Minimum Residency Requirement	Still Needed:	A minimum of 60 credits must be earned at Fairfield University.
☐ Your GPA is below 2.0 - please see an advisor		
▣ First Year Experience		
☐ Core Curriculum Requirements	Still Needed:	See **Core Curriculum, Arts & Sciences** section
☐ Major Requirements	Still Needed:	See **Major in Communication** section

Core Block

The requirements in the Core block are determined by your college and degree combination. (Honors students have a separate core block.)

All curriculum blocks have the same columns of information including the requirements (header), course taken or in-progress, course title, grade received or IP (in-progress), credits or (#) which indicates in-progress credits, term taken or term registered for the course. (*Note: A course with grade of Incomplete appears where it would meet a requirement in your degree evaluation. If that course does not receive a passing grade, it will not meet the requirement.*)

Requirements	Subject/ Course	Course Title	Grade	Credits	Term

PHILOSOPHY, RELIGIOUS STUDIES, AND APPLIED ETHICS					
✅ Introduction to Philosophy	PH 0101	Introduction to Philosophy	B+	3	Spring 2014
⊡ Philosophy 200-level course	PH 0200	Ancient Philosophy	IP	(3)	Fall 2014
⊡ Exploring Religion	RS 0101E	ERPeo of the Book:Sacred Texts	IP	(3)	Fall 2014
☐ Religious Studies 200-level course	Still Needed:	1 Course in RS 02@			
☐ Additional Course	Still Needed:	1 Course in AE @ or PH @ or RS @ with Attribute RSCR			
ENGLISH AND VISUAL AND PERFORMING ARTS					
✅ Texts and Contexts I: Writing As Craft and Inquiry	EN 0011	Texts and Contexts I	A	3	Fall 2013
✅ Texts and Contexts II: Writing About Literature	EN 0012	Texts and Contexts II	A	3	Spring 2014
☐ Literature Course	Still Needed:	1 Course in EN 0100:0199 with Attribute EC1L			
☐ Visual and Performing Arts History Course	Still Needed:	1 Course in @ @ with Attribute VPCH			
☐ Second Visual and Performing Arts Course	Still Needed:	1 Course in @ @ with Attribute VPC2 or @ with Attribute VPCH			

Additional Core Blocks

Additional Core blocks may display based on the college in which you are enrolled. Business Core, Business Elective Block, Nursing Core, Nursing Majors Prerequisite Courses, Honors Core and Engineering Core each has a slightly varied core curriculum approved by Fairfield University.

Students in the School of Business, School of Nursing, and/or students in the Honors Program have requirements different from the General University Core.

Diversity

All students are required to take one U.S. Diversity course (any course with a UDIV attribute) and one World Diversity course (any course with a WDIV attribute).

■ Diversity Requirements		
☐ DIVERSITY REQUIREMENTS		
☐ U.S. Diversity	Still Needed:	1 Course in @ @ with Attribute UDIV
☐ World Diversity	Still Needed:	1 Course in @ @ with Attribute WDIV

Major(s) Block and Minor(s) Block

There is additional information on the header sections in the Major and/or Minor blocks as follows:

- **Catalog Year:** identifies which catalog/degree requirements to be followed.
- **Major GPA:** the grade point average of courses applying toward your major. (Note: The Major GPA may also include additional courses relevant to your Major, determined by department. If you have taken any of these relevant courses, they will be listed in the "Additional Courses Relevant to Major GPA" block, and included in your Major GPA calculation.
- **Credits Required:** number of required credits for the major/minor. (Note: This information is not displayed for all majors/minors.)
- **Credits Applied**: number of credits taken or in-progress for the major/minor. (Note: This information is not displayed for all majors/minors.)

■ Major in Communication	Catalog Year:	2014-2015	Credits Required:	30
	Major GPA	0.00	Credits Applied:	3

Electives Block

The Electives block displays only when courses listed cannot be applied in other blocks (Core, Major, Minor). (see **H** in the image below)

Insufficient Block

The Insufficient block displays only if you have withdrawn from or received a grade of F in a courses or courses. These courses do not fulfill any course or credit requirements toward your degree, but grades of F will average into your GPA. (see **I** in the image below)

In-Progress Block

In-progress (or registered for) courses are listed in this block. (see **J** in the image below)

Over the limit Block

Over the limit block appears only courses taken exceed the amount allowed to count toward your degree. For example, if you exceed the number of music lessons required toward your degree these courses would not count toward your degree credits or toward your GPA.

Other Features of Degree Works

Class History

Class History is a report option which displays all of courses taken broken down by term and includes a term GPA. Click on the **Class History** link at the top of the Worksheet tab. (see **K** in the image below)

Save/Print

The degree evaluation can be saved as a PDF file and also printed from the PDF view. Click on the **Save/Print** link at the top of the Worksheet tab. You can print the file, save it to your computer, or email it.

(see **L** in the image below) *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 is the preferred method of printing.*

Class History View   **Save/Print**

Fairfield University Degree Evaluation

Class History A0000hhP as of 10/08/2014 at 16:51

Student	Aquino, Nica Maria Vitar	College	College of Arts and Sciences
ID	001.5669	Level	Undergraduate
Class	Sophomore	Degree	Bachelor of Science
Expected Graduation Date	MAY 2017	Major	Biology
Status	Active Student	Minor	
Advisor	Biardi, James E	Overall GPA	3.14
Sport			

Fall 2013				Term GPA: 3.26	
BI	0170	General Biology I (Majors)	B	4	
CH	0111	General Chemistry I	B-	3	
CH	0111L	General Chemistry I Lab	B+	1	
EN	0011	Texts and Contexts I	B	3	
FE	0001	First Year Experience - Open	S	0	
LA	0210	Latin Readings(Comedy)	A-	3	
MA	0119	Applied Calculus I	A	3	

Spring 2014				Term GPA: 3.02	
BI	0171	General Biology II (Majors)	B-	4	
CH	0112	General Chemistry II	C+	3	
CH	0112L	General Chemistry II Lab	A-	1	
EN	0012	Texts and Contexts II	A-	3	
LA	0211	Readings/Lat(Seneca, Epist,Mo)	B	3	
MA	0120	Applied Calculus II	B+	3	

Fall 2014				Term GPA: (in-progress)	
BI	0172	General Biology III	IP	4	
CH	0211	Organic Chemistry I	IP	3	
CH	0211L	Organic Chemistry I Lab	IP	1	
EN	0130	Litr by Women: Vision&Revision	IP	3	
MA	0221	Applied Calculus III	IP	3	Electives section
PY	0101	General Psychology	IP	3	

GPA Calc Tab

GPA calculator is available to assist in achieving your academic goals. To access, click on the **GPA Calc** tab. Along the left column are 3 types of calculators.

Students can use the GPA calculator to assist them in planning what grades are needed to obtain, for example: a certain GPA for the term, a certain GPA for their major or a certain final GPA. Specific examples of the possible uses of this calculator are: students who are on probation who want to know what grades are needed to change their overall GPA to satisfactory academic progress, or students who want to know what grades are needed to obtain a certain honors designation at graduation. These calculations are for planning purposes only. Official grades and GPA's are maintained on the student's official transcript by the Registrar's Office in the Kelley Center.

Current GPA	0.00
Credits Remaining	
Credits Required	
Desired GPA	

Calculate

Graduation Calculator: is used to determine a desired GPA based on information entered

- **Current GPA**: The value defaults to your current overall GPA, but value can be changed.
- **Credits Remaining**: The number of credits remaining to reach your degree requirement (requirements varies by degree).
- **Credits Required**: The total number of credits required for your degree (e.g. BA in Arts & Sciences requires 120 credits).
- **Desired GPA:** The GPA you wish to obtain (e.g. 3.00).

Click **Calculate** to process your request. Results will appear:

Term Calculator: is used to determine the grades needed in your *in-progress* or *future* classes to achieve a desired GPA. The calculator enters your current GPA and your credits to date, but these values can be changed. For example, if you have a current GPA of 2.92 and want to see if you can raise your GPA to 3.0 after a term, enter Current GPA 3.00.

Required information needed to calculate:
- Credits per course
- Expected grade per course

Click **Calculate** to process your request.

Advice Calculator: is used to assist in planning grades needed for your remaining credits to achieve a desired GPA. The only information needed for the calculation is **Desired GPA**, though values can be changed.

Click **Calculate** to process your request.

Registration Checklist

From the Worksheet tab, a report called **Registration Checklist** is also available. From the **Format:** dropdown menu, choose **Registration Checklist**. Then Click **View** to display the report.
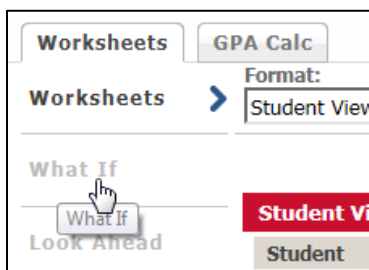

This report shows only the courses/requirements *still needed* for degree completion and can be used as a guide, along with your Advising discussions, to prepare for registration.

What if

The **What If** function in Degree Works allows a student to see what requirements have been met, as well as what requirements would still needed to be completed in a different major or minor. Your course history is applied to a sample degree evaluation to see how the modification affects your progress toward graduation.

Important note: Running **What If** scenarios, do not officially make any changes in the university records system. To officially change major or minor, students must obtain a "Change of Major" or "Change of Minor" form, and follow appropriate process. Please ask your Advisor or contact the Registrar's office for more information.

At the **Worksheets** tab, click the **What If** link in the left side column.

- Select a **Degree** from the pulldown menu.
- Select a **Catalog Year**. *The earliest catalog available in Degree Works is 2013-2014. The catalog year selected should match the catalog year listed on your Degree Evaluation*

Note: Your current degree and catalog year are defaults.

The default report settings include *in-progress* classes (actively taking) and *preregistered* classes (those you are registered for but have not started). You can exclude these courses if you want to see where you stand toward your graduation goal using only the graded courses by unchecking these boxes.

- Select a **Major** from the drop down list and it will appear in the list on the right. Repeat for any additional majors you wish to include. *Note: you must enter your current major if you wish to include it in the What If report.* To remove a selected major, highlight it and click the **Remove** button.

- *Optional*: Select a **Minor** from the drop down list and it will appear in the list on the right. Repeat for any additional minors you wish to include. *Note: you must enter your current minor if you wish to include it in the What If report.* To remove a selected minor, highlight it and click the **Remove** button.

- *Optional*: You can utilize the **Look Ahead** function in your What If report, by entering the courses you anticipate taking to see what requirements they might fulfill.

- Use the **Find** icon to search the online course catalog or enter the **Subject** and **Number** in their respective fields. *Note: All course numbers being with at least one zero and are four-digits long. For example, 152 is 0152 and 10 is 0010*.

- Click **Add Course** to include the course in your What If evaluation.

- Then click the **Process What-If** button.

What If report

At the top of the report, the pull down menus show the criteria selected for this report.

```
Selected What-If Items:
Degree: BA
Catalog Year: 2012-2013
-------------------------------------
Major: English/Lit &amp; Cultural Studies
Major: History
Minor: Economics
Minor: Asian Studies
-------------------------------------
```

```
Look Ahead Courses Used:
EN 0260
HI 0362
```

The degree, major(s), and minors(s) you selected will show in your report.

Degree in Bachelor of Arts			Catalog Year: 2012-2013 Credits Required: 120
			Overall GPA 2.92 Credits Applied: 74
☐ Minimum number of three- or four-credit courses		Still Needed:	A minimum of 38 three- or four-credit courses required. You have taken 24 but need 14 more courses.
✅ Minimum Residency Requirement			
✅ You have met the minimum GPA requirement			
✅ First Year Experience			
☐ Major Requirements		Still Needed:	See **Major in English: Literature** section See **Major in History** section
☐ Minor Requirements		Still Needed:	See **Minor in Economics** section See **Minor in Asian Studies** section

Any future courses entered will display in blue with a grade of PLAN and a term of PLANNED.

☐ U.S. History	HI 0362	Frontier:Green Hist of No Amer	PLAN	(3)	PLANNED
	Still Needed:	1 Course in @ @ with Attribute H_US			

To save your **What If** report, click the **Save as PDF** button.

Important Notes: Degree Works does not validate your course selection. If you enter a course that does not exist, you will not receive an error. It will, however, show in the Over the limit Courses block on your What If evaluation!

Over the limit Courses			Credits Applied: 0		Courses Applied: 2
EN 0260	-Course not found in system-	Invalid course	PLAN	0	PLANNED
HI 25	-Course not found in system-	Invalid course	PLAN	0	PLANNED

==*What If* is a forecasting tool and is <u>not</u> an official change of major or minor <u>nor</u> does it register you for any courses.==

Look Ahead

Look Ahead allows you to see a Degree Evaluation including future courses you may consider taking. This gives the ability to plan courses, prior to registration, to determine if they will meet your requirements.

Click the **Look Ahead** link in the left column of the Worksheets tab.

```
Worksheets
Worksheets  >
What If
Look Ahead
```

- Enter a **Subject** (e.g. EC)
- Enter a Course **Number** (0152) *Note: All course numbers being with at least one zero and are four-digits long. For example, 152 is 0152 and 10 is 0010.* If you do not know the course number, you can locate it by clicking on the **Find** icon to access the online course catalog.
- Click **Add Course**. Repeat as necessary.

The default report settings include in-progress classes (actively taking) and preregistered classes (those you are registered for but have not started). You can exclude these courses if you want to see where you stand toward your graduation goal using only the graded courses by unchecking these boxes.

- Click **Process New** to run your Look Ahead report.

- At the top of the report, there is a pull down menu that shows you the criteria you selected for this report.

- The Look Ahead courses will display where they meet requirements. They are shown in blue font and have a grade of PLAN and a term of PLANNED.

⊠ Social and Behavioral Sciences	EC 0152	Economics of Sport	PLAN	(3)	PLANNED
	PY 0101	General Psychology	PLAN	(3)	PLANNED
☐ PHILOSOPHY, RELIGIOUS STUDIES, AND APPLIED ETHICS					
⊠ Introduction to Philosophy	PH 0101	Introduction to Philosophy	IP	(3)	Fall 2014
☐ Philosophy 200-level course	Still Needed:	**1 Course in PH** 02@ or @ @ with Attribute PC2L			
☐ Exploring Religion	Still Needed:	**1 Course in RS** 0101@			
☐ Religious Studies 200-level course	Still Needed:	**1 Course in RS** 02@			
☐ Additional Course	Still Needed:	**1 Course in AE** @ or **PH** @ or **RS** @ with Attribute RSCR			
☐ ENGLISH AND VISUAL AND PERFORMING ARTS					
☐ Texts and Contexts I: Writing As Craft and Inquiry	Still Needed:	**1 Course in EN** 0011			
☐ Texts and Contexts II: Writing About Literature	Still Needed:	**1 Course in EN** 0012			
☐ Literature Course	Still Needed:	**1 Course in EN** 0100:0199 with Attribute EC1L			
⊠ Visual and Performing Arts History Course	MU 0120	The History of American Song	IP	(3)	Fall 2014
⊠ Second Visual and Performing Arts Course	AH 0010	Origins & Transf Western Art	PLAN	(3)	PLANNED
⊠ LANGUAGE REQUIREMENT					
⊠ Intermediate level of Language	SP 0210	Intermediate Spanish I	IP	(3)	Fall 2014
	SP 0210	Intermediate Spanish I	PLAN	(3)	PLANNED

In Need of Further Assistance?

- For Academic questions please consult with an Academic Advisor or your Dean's Office

- For operational assistance please contact the Registrar's Office at registrar@fairfield.edu

- For technical assistance, or inability to access the Degree Works system please contact ITS4U Help Desk at 203-254-4069.