

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.



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

	my.Fa	irfield	1	FAQ		Help		Print	8	Log Out
Stu	dent ID		Name	Degree	í	Major	Level	Classification	Last Audit	Last Refresh
		loose	cell, Taddy	BA	•	Vis/Perf Music	01	Freshman	10/09/2014	10/10/2014 at 2:44 pm
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	1.1		Format:			0				
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whi	at If				Fai	rfield Universit	v Dea	ree Evalua	tion	
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1.00	k Ahead		Student		1	most, Tably	C	ollege	PT Matric. College	e of A & S
			ID		Lines	12818	b	evel	Undergraduate	
			Class		Free	shman	D	egree	Bachelor of Arts	
			Expected Gradua	tion Date	MA	/ 2016	м	ajor	Vis/Perf Music	
			Status		Acti	ve Student	M	linor		
			Advisor				0	verall GPA	0.00	
			Sport							

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 classe
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 ArtsScience, 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)

Degree in Bachelor of Arts		Catalog Year: 2014-2015 Credits Required: 120 Overall GPA 0.00 Cre <u>dits Applied: 15</u>		
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.		
Vour 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 @ @ $% \ % \ % \ % \ % \ % \ % \ % \ % \ % $		
□ Origins of the Modern World and 200-level History		(${\bf 2}$ 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		(${\bf 2}$ 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 Major GP/	: 2014-2015 0.00	Credits Required: Credits Applied:	30 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 024	5		
American Music Course	MU 0120	The History of American Song	IP	(3) Fall 2014	
Experiential 200-lovel Course	Ctill Moodody	1 Course in MU 0202 or 0250			

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.

Religious Studies 200-level course	Still Needed:	1 Course in RS 0200:0299	Grade/status	Credits	
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	В	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 0	1@ or @ @	with Attri	oute 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 SP 0111	Elementary Spanish I Elementary Spanish II	A- A-	3 3	Fall 2013 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	А	3	Fall 2013
Accelerated Statistics	MA 0217	Accelerated Statistics	IP	(3)	Fall 2014
	BI 0073 Satisfied by	Agriculture & Food in US T 3 Summer 201 BiologyNTR 195 - Nutrition Life Cycle - Nassau Cmty College			
Natural Science	Still Needed:	1 Course in AY 0110 or PY 0261 or SC 00 CH 0001:0399 or 02@ or 03@ or PS 0001 Attribute NSCR	02 or BI 0 :0399 or 0	001:0399)2@ or 03(or 02@ or 03@ or @ or @ @ with

• 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.

Image: A start of the start	ENGLISH AND VISUAL AND PERFORMING ARTS					
V		EN 0011	Texts and Contexts I	AP	3	Fall 201
	Texts and Contexts I: Writing As Craft and Inquiry	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 RevItn	Ι	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 Satisfied by	Language Waiver Modern Language - Waiver	WV	0	Fall 2013

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 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 NSCR
LISTORY, 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

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	Phys	ical Ant	hrop & Arch	eology	Print
Attributes:	IDEY, NSCR	R, PSBA	, PSSS			
Sections:	Term Spring 2015	Crn 32782 33337 33715	Section A AAA B	30 (out of 30) 30 (out of 30) 30 (out of 30) 30 (out of 30)	Meeting W 18:3 Tu 18:0 Tu 18:3	Times 0 - 21:00 0 - 20:30 0 - 21:00
AY 0110	3 Credits	Biol	ogical A	nthropology		
Attributes:	IDEY, NSCR	R, PSBA	, PSSS			
Sections:	Term Spring 2015	Crn 32782 33337 33715	Section A AAA B	30 (out of 30) 30 (out of 30) 30 (out of 30) 30 (out of 30)	Meeting W 18:3 Tu 18:0 Tu 18:3	Times 0 - 21:00 0 - 20:30 0 - 21:00
BI 0016	3 Credits	Gen	eral Biol	ogy II		
Attributes:	IDEY, NSCF	2				
Sections:	Term Spring 2015	Crn 31870	Section A	Seats Open 24 (out of 24)	Meeting Ti Tu Th 17:	mes 00 - 18:15
BI 0016	3 Credits	Gen	eral Biol	ogy II		
Attributes:	IDEY, NSCR	R				
Sections:	Term Spring 2015	Crn 31870	Section A	Seats Open 24 (out of 24)	Meeting Ti Tu Th 17:	mes 00 - 18:15
🗌 Natural	Science					Still Need

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 Literature	Still N	eeded: 1	Course in EN 00	12				
LITERATURE OPTIONS		Still N	eeded: C	hoose from 1 of t	Texts and (Contexts II - 3 Cı		
EN 0012	3 Credits	Те	Texts and Contexts II					
Attributes:	IDEY							
Sections:	Term	Crn	Section	Seats Open	Meeting Times			
	Spring 2015	31821 31822 31823 31824 31825 31826 31827 31828 31829 31830 31831 31832 31833 31834	J BAFFKUTTII ℃ERPP	D (out of 0) 19 (out of 19) 19 (out of 19) 19 (out of 19) 19 (out of 19) 19 (out of 19) 0 (out of 19) 19 (out of 19) 10 (out of 19) 1	TuF M Th TuF TuF M Th M Th M Th M Th M Th M Th	08:00 - 09:15 09:30 - 10:15 14:00 - 15:15 15:30 - 16:45 09:30 - 10:45 15:30 - 16:45 09:30 - 10:45 08:00 - 09:15 15:30 - 16:45 09:30 - 10:45 11:00 - 12:15 09:30 - 10:45		

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	А	3	Fall 2013			
Texts and Contexts II: Writing About Literature	EN 0012	Texts and Contexts II	А	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	h Attribute \	/PCH				

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
Uversity	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.)

	Catalog Year:	2014-2015	Credits Required:	30
Major in Communication	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 \mathbf{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)

HЧ	Elective Course	:5		Credits Applied: 18	Courses Applied: 6
	EC 0210	Money and Banking	IP	3 F	all 2014
	EC 0231	International Trade	IP	3 F.	all 2014
	EC 0252	Urban Economics	IP	3 F	all 2014
-{	Insufficient Cou	irses		Credits Applied: 0	Courses Applied: 3
	CH 0011	General Inorganic Chem I Lab	W	0 F	all 2011
_	CH 0011	General Inorganic Chemistry I	W	0 F	all 2011
J 🚽	In-progress Cou	urses		Credits Applied: 18	Courses Applied: 0
	EC 0210	Money and Banking	IP	3 Fa	II 2014
	EC 0231	International Trade	IP	3 Fa	all 2014

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.

Over the limit Courses	Credits Applied: 0	Courses Applied:

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.

Fairfield University										
my.Fairl	field	FAQ	Help		P	Print	Log Out			
Student ID	Name	BA 🗸	Major Vis/Perf Music	Level 01	Classification Freshman	Last Audit 10/09/2014	Last Refresh 10/10/2014 at 2:44 pm			
Worksheets GPA Calc Worksheets Format: Student View		View	Save/Print	<u>Clas</u>	s History					
		F-		- D						

Class History View

Save/Print

Fairfield University Degree Evaluation						2	https://degreewe	orks.fairfield.edu:4443/IRISLink	k.cgi - Inte	met Explore	er		x	
Class History A0000hhP as of 10/08/2014 at 16:51						<u> </u>	https://degreew	vorks.fairfield.edu:4443/IRISLin	ık.cgi					
Studen	t		Aguno, Nica Marte Viray	Colleg	e	College of Arts and Science	ies							
ID			00115669	Level		Undergraduate								ĥ
Class			Sophomore	Degre	е	Bachelor of Science		🚬 Fair	field University					
Expecte	ed Gradu	ation Date	MAY 2017	Major		Biology		V						
Status			Active Student	Minor					Fairfield Uni	iversity l	Jegree E	valuation		
Advisor			Active Stationic	Overa		2.14		Student View	A0000i5I as of 10/09/2014 at 16:03					=
Auvisor			and the second sec	Overa	II UFA	5.14		Student	Research, Tells	(ollege	PT Matric. College of A & S		
Sport								ID Class	annum annum	L	evel	Undergraduate		
								Expected	Max 2016		tolor Jaglea	VisiOper Music		
Fall 2	013			Ter	m GF	PA: 3.26		Graduation Date	Active Student		linor	ViorPetrividoio		
BI	0170	General Biolo	av I (Maiors)	в	4			Advisor	Active Student		verall GPA	0.00		
CH	0111	Caparal Char	sietov T	P.	3					Degree Pr	ogress			
cii	0111		iisu y I					[Requirements 2	2				
CH	0111L	General Chem	histry I Lab	8+	1			Degree In Bac	chelor of Arts		(Cetalog Year: 2014-2015 Credits Re	quired: 120	
EN	0011	Texts and Cor	ntexts I	В	3			Overall OPA The last 30 credits earned b			edits earned toward a student's degr	ee must be		
FE	0001	First Year Exp	perience - Open	S	0			Unmet conditions for this set of requirements: completed at Fairfield University.						
LA	0210	Latin Reading	s(Comedy)	A-	3			120 credits are re	equired. You currently have 15, you still n	need 105				
MA	0119	Applied Calcu	lus I	А	3			more credits.			A minimum of	38 three- or four-credit courses required	You have	
Sprin	q 2014	1		Ter	m GF	PA: 3.02			inimum number of three- or four-credit ourses	Reason:	taken 5 but n	eed 33 more courses.		
BI	0171	General Biolo	gv II (Majors)	B-	4			<u>м</u>	inimum Residency Requirement	Reason:	A minimum o	f 60 credits must be earned at Fairfield U	niversity.	
СН	0112	General Cherr	nistry II	C+	3			Your GPA Is	below 2.0 - please see an advisor					
СН	01121	General Cherr	nistry II Lab	A-	1			First Year E	xperlence	Still Needed:	See First Ye	ar Experience section		
EN	0012	Texts and Cor	ntexts II	A-	3			Core Curricu	ulum Requirements	Still Needed:	See Core Cu	urriculum, Arts & Sciences section		
LA	0211	Readings/Lat((Seneca, Epist.Mo)	в	3			Major Requi	rements	Still Needed:	See Major Ir	Visual & Perf Arts: Music section		
MA	0120	Applied Calcu	lus II	B+	3			📕 First Year Exp	pertence					
Fall 2	014		Term	GPA: (in-pr	ogress)		First Year E	xperience	Still Needed:	1 Course in F	E 0001		
BI	0172	General Biolo	gy III	IP	4			Core Curricul	um, Arts & Sciences					
СН	0211	Organic Chem	nistry I	IP	3				TICS AND NATURAL SCIENCES					
СН	0211L	Organic Chem	nistry I Lab	IP	1			Calculus C	ourse	MA 0019	Introduction	to Calculus IP (3)	Fall 2014	
EN	0130	Litr by Wome	n: Vision&Revision	IP	3			Second Ma	thematics 🛄 se 🛄	Sti Needer	u statejo	MA OTO TO TO OT A TRIBUTE - MAG	R, MCCA	
MA	0221	Applied Calcu	lus III	IP	3	Electives section		0			6. Credits an	of 2 Courses in AY 0110 or PY 0261 o or BI 0001:0399 or 02@ or 03@ or CH	r EV 0150 0001:0399	
РҮ	0101	General Psych	nology	IP	3			Natural Sci	ence Save a copy (Shift+Ctr	ri+5) veeded:	or 02@ or	03@ or P\$ 0001:0399 or 02@ o	r 03@ or	-

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.

my.Fairfield	FAQ	Help	Pr	int	Log Out
Student ID Name	Degree	Major L	Level Classificati	on Last Audit	Last Refresh
00092808 Roosevelt, Teddy	BA 🗸	Vis/Perf Music	01 Freshman	10/09/2014	4 10/10/2014 at 2:44 pm
Worksheets GPA Calc					
Graduation					
Calculator 🧹	Students can use	a the GPA calculator to as	cict them in play	ning what gr	adec are
	Students can us			mining windt gre	
	needed to obtain	, for example: a certain (GPA for the term	, a certain GP/	A for their
Term Calculator	needed to obtair major or a certai	n, for example: a certain (in final GPA. Specific examples in the second seco	GPA for the term mples of the pos	, a certain GP/ sible uses of t	A for their his
Term Calculator	needed to obtain major or a certai calculator are: si needed to chang	n, for example: a certain (in final GPA. Specific exam tudents who are on proba e their overall GPA to sat	GPA for the term mples of the pos ation who want t tisfactory acader	, a certain GP/ sible uses of the o know what nic progress, c	A for their his grades are or
Term Calculator Advice	needed to obtain major or a certai calculator are: si needed to chang students who wa	n, for example: a certain (in final GPA. Specific exam tudents who are on proba their overall GPA to sat ant to know what grades	GPA for the term mples of the pos ation who want t isfactory acader are needed to o	, a certain GP/ sible uses of the o know what nic progress, contain o certain	A for their his grades are or honors
Term Calculator Advice Calculator	needed to obtain major or a certai calculator are: st needed to chang students who wa designation at g Official grades a	, for example: a certain (in final GPA. Specific exar tudents who are on proba e their overall GPA to sat ant to know what grades raduation. These calculat GPA's are maintained	GPA for the term mples of the pos ation who want t isfactory acader are needed to o ions are for plan on the student's	, a certain GP/ sible uses of the oknow what a nic progress, contain a certain ning purposes official transc	A for their his grades are or honors s only. rint by
Term Calculator Advice Calculator	needed to obtain major or a certai calculator are: si needed to chang students who wa designation at g Official grades a the Registrar's C	a, for example: a certain (in final GPA. Specific exar tudents who are on proba- te their overall GPA to sat ant to know what grades raduation. These calculat of GPA's are maintained office in the Kelley Center	SPA for the term mples of the pos ation who want t isfactory acader are needed to o ions are for plan on the student's	, a certain GP/ sible uses of th o know what nic progress, c otain a certain ning purposes official transc	A for their his grades are or honors only. ript by
Term Calculator Advice Calculator	needed to obtair major or a certai calculator are: si needed to chang students who wa designation at g Official grades a the Registrar's C	n, for example: a certain (in final GPA. Specific exar tudents who are on proba- te their overall GPA to sat ant to know what grades raduation. These calculat d GPA's are maintained ffice in the Kelley Center Current GPA	BPA for the term mples of the pos ation who want t itisfactory acader are needed to o ions are for plan on the student's 0.00	, a certain GP/ sible uses of tl o know what y nic progress, c otain a certain ning purposes official transc	A for their his grades are or honors s only. zript by
Term Calculator Advice Calculator	needed to obtain major or a certai calculator are: si needed to chang students who w designation at g Official grades a the Registrar's C	a, for example: a certain G in final GPA. Specific exau tudents who are on proba te their overall GPA to sat ant to know what grades raduation. These calculat nd GPA's are maintained offfice in the Kelley Center Current GPA Credits Remain	GPA for the term mples of the pos ation who want t isfactory acader are needed to o ions are for plan on the student's 0.00	, a certain GP/ sible uses of tl o know what q nic progress, c otain a certain ning purposes official transc	A for their his grades are or honors only. ript by
Term Calculator Advice Calculator	needed to obtain major or a certai calculator are: si needed to chang students who wa designation at g Official grades a the Registrar's C	a, for example: a certain G in final GPA. Specific exan tudents who are on proba te their overall GPA to sat ant to know what grades raduation. These calculat nd GPA's are maintained office in the Kelley Center Current GPA Credits Remain Credits Require	GPA for the term mples of the pos ation who want (isfactory acader are needed to o ions are for plan on the student's 0.00 ing ed	, a certain GP/ sible uses of tl o know what s nic progress, c totain a certain ning purposes official transc	A for their his grades are or honors conly. ript by

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).

Worksheets	GPA Calc				
Graduation Calculator	>	Students can use the 6	PA calculator to accist t	hom in play	nning what grades are
Term Calculator		needed to obtain, for e major or a certain fina calculator are: student	example: a certain GPA fr I GPA. Specific examples is who are on probation	or the term of the pos who want t	a certain GPA for their sible uses of this know what grades are
Advice Calculator		needed to change the students who want to designation at gradual Official grades and GP, the Registrar's Office i	r overall GPA to satisfact know what grades are n tion. These calculations a A's are maintained on th n the Kelley Center.	eeded to o are for plan e student's	nic progress, or btain a certain honors nning purposes only. s official transcript by
			Current GPA	2.90	
			Credits Remaining	60	
			Credits Required	120	
			Desired GPA	3.0	
			Calculate		

Click Calculate to process your request. Results will appear:

Worksheets	GPA Calc		
Graduation Calculator	>		
Term Calculator		Current GPA Credits Remaining Credits Required Desired GPA	2.90 60 120 3.0
Advice Calculator		You need to average a 3.10 over your final 60 Cred	lits to graduate with your desired GPA.
		Recalculate	

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.

Worksheets	GPA Calc								
Graduation Calculator Term Calculator	>	Students can use the GPA calculator to assist th needed to obtain, for example: a certain GPA for major or a certain final GPA. Specific examples a calculator are: students who are on probation w are needed to change their overall GPA to satisf.	em in planning what grades are r the term, a certain GPA for their of the possible uses of this rho want to know what grades actory academic progress, or						
Advice Calculator		students who want to know what grades are ne designation at graduation. These calculations ar Official grades and GPA's are maintained on the the Registrar's Office in the Kelley Center.	eded to obtain a certain honors re for planning purposes only. student's official transcript by						
		Current GPA Credits Earned So Far	2.92 55						
		Credits	Grade						
		AY 0010 3	A [4.00] 🗸						
		MA 0019 3	A [4.00] 🗸	Current GPA		2	2.92		
		MU 0120 3	A [4.00] V	Credits Farned	l So Far		55		
		PH 0101 3	A [4.00] 🗸						
		SP 0210 3	A [4.00] V	Class	Credits	G	rade	Calculated GPA	3.15
		Class 6	A [4.00] V	AY 0010	3	Α	4.00	By achieving the gra	ades listed here, your
		Class 7	A [4.00] V	MA 0010			4.00	GPA at the end of t	he term will be 3.15
		Class 8	A [4.00] 🗸	MA UU19		A	4.00		
		Class 9	A [4.00] 🗸	MU 0120	3	Α	4.00	Recal	lculate
		Class 10	A [4.00] V	PH 0101	3	Α	4.00		
		Calculate		SP 0210	3	Α	4.00		

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.

Worksheets	GPA Calc				
Graduation Calculator					
Term Calculator		Students can use the GPA calculator to assis needed to obtain, for example: a certain GPA major or a certain final GPA. Specific exampl calculator are: students who are on probatio are needed to change their overall GPA to sa	t them in planning what grades are for the term, a certain GPA for their es of the possible uses of this n who want to know what grades tisfactory academic progress or		
Advice Calculator	>	students who want to know what grades are designation at graduation. These calculation Official grades and GPA's are maintained on the Registrar's Office in the Kelley Center.	eneeded to obtain a certain honors s are for planning purposes only. the student's official transcript by	Current GPA Credits Farme Desired GPA To achieve your desired GPA, y	2.92 d 55 3.00 rou need one of the following:
		Current GPA Credits Earned Desired GPA	2.92 55 3.00	5 Credits at 4.00 (A) grade average 7 Credits at 3.67 (A-) grade average 14 Credits at 3.33 (B+) grade average Note: Results that would require you to take more than 150 Cred	its have been omitted.
		Calculate	3	Recalc	ulate

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 <u>only</u> the courses/requirements <u>still needed</u> for degree completion and can be used as a guide, along with your Advising discussions, to prepare for registration.

Registration	Checklist 🔽	View	Save/Print			Class History	
		Fair	field Unive	rsity Degree Evaluation			~
Degree	e in Bachelor (of Science		Catalog Year: Overall GPA	2013-2 3.58	2014 Credits Required: Credits Applied:	130 58
Still Needed:	See Core Currice	ulum, Arts & Scier	nces section				_
Still Needed:	See Major in Ch See Major in Ma	emistry section thematics section					
🛛 First Y	ear Experienc	æ					
Core C	urriculum, Ar	ts & Sciences					
Still Needed:	4 Classes in PS	0015 or 0015L or	0016 or 0016L				
Still Needed:	Choose from 1 of	of the following:					
	(Choose f	rom 1 of the follo	wing:) or				
	(1 Clas	s in @@ with A	ttribute HC2L) or				
	(2 Clas	ses in HI 0010 ar	nd 02@)				
	(Choose f	rom 1 of the follo	wing:) or				
	(2 Clas	ses in CL 0115 ar	nd @ @ with Attril	oute HC2L) or			
	(2 Clas	ses in CL 0115 ar	nd HI 02@)				
	(Choose f	rom 1 of the follo	wing:) or				
	(2 Clas	ses in CL 0116 ar	nd @ @ with Attril	oute HC2L) or			
	(2 Clas	ses in CL 0116 ar	nd HII 02@0)				
	O O						
	(2 Clas	ses in CL 0115 ar	d 0116)				
Still Needed:	3 Credits and 1	Class in AY @ or	CO 0100 or 0130	or EC @ or PO @ or PY @ or SO @ or @	@ with	Attribute SSCR Except AY 0:	110
Still Needed:	1 Class in PH 0	101					
Still Needed:	1 Class in PH 0	2@ or @ @ with	Attribute PC2L				
Still Needed:	1 Class in RS 0	2@					
Still Needed:	1 Class in AE @	or PH @ or RS	with Attribute R	SCR			
Still Needed:	1 Class in EN 0	100:0199 with A	ttribute EC1L				
Still Needed:	1 Class in @ @	with Attribute V	PCH				
Still Needed:	1 Class in @ @	with Attribute V	PC2 or @ with Att	ribute VPCH			~

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.



Format:			0		C 005	🖌 Incl	ude in-progress	classe	ISSES	
Student	View	~	Process V	vnat-1f	Save as PDF	🖌 Incl	☑ Include preregistered classes			
What-If										
Degree Catalog Year	Bachelo	or of Scie 015	ence			>	When run as well as minor. By records sy or "Chang approved The Regis Program I	ning wha run ster ster by t by t Direc	ng a "What If" it will allow a student to see what requirements have been met, that requirements are still needed to be completed in a different major or inning these scenarios, it does not officially make any changes in the university tem. To change a major or minor, students should obtain a "Change of Major" of Minor" form from the Registrar's Office in the Kelley Center and have it y the Department Chair or Program Director who oversees the major or minor. ar's Office can assist students with the current list of Department Chairs and rectors.	
Choose	Your Dif	ferent /	Areas of S	tudy						
Select	an item to	add it to	your Chose	n Area of	Study				Chosen Areas of study	
	Major	Pick a	Major				\sim		MAJOR : Biology	
		Diele e	Minan							
	MINOF	РІСК а	MINOF				•			
									Remove	
Choose	Your Fu	ture Cla	isses							
Enter a	a course a	nd click A	dd Course						Courses you are considering	
	Subject			Find						
I	Number									
		Add C	ourse						Remove Course	

- 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.

What-If						
~						
~						

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.

✓ Include in-progress classes
✓ Include preregistered classes

• 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.

Choose Your Different Areas of Study				
Select an item to add it to your Chosen Area of Study	Chosen Areas of study			
Major Vick a Major	MAJOR : English/Lit & Cultural Studies MAJOR : History			

• 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.

Choose Your Future Classes	
Enter a course and click Add Course	Courses you are considering
Subject HI	EN 0260 HI 0362
Number 0278 ×	
Add Course	Remove Course

• 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.



Lool	ε	Ahead	Courses	Used:
EN ()2	60		
HI ()3	62		

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

Degree in Bachelor of Arts		Catalog Year: 2012-2 Overall GPA 2.92	013 Credits Required: Credits Applied:	120 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				
Vou 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.

	HI 0362	Frontier:Green Hist of No Amer	PLAN	(3)	PLANNED
U.S. History	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			(redits 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

<u>What If</u> 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 fourdigits 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.

Look Ahead							
To see a degree evaluation SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.							
Enter a course and click Add Course	Courses you are considering						
Subject Find	EC 0152 PY 0101 AH 0010 MA 0119 SP 0210						
	Remove Course						

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.

Format: Student View	Process New	✓ Include in-progress classes ✓ Include preregistered classes
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• At the top of the report, there is a pull down menu that shows you the criteria you selected for this report.

Loo	k	Ahead	Courses	Used:
EC	01	.52		
PY	01	.01		
AH	00	010		
MA	01	19		
SP	02	210		

• 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 PY 0101	Economics of Sport General Psychology	plan Plan	(3) (3)	PLANNED 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 Attri	bute 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 @ w	ith Attribut	te 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 SP 0210	Intermediate Spanish I Intermediate Spanish I	IP PLAN	(3) (3)	Fall 2014 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.