Degree Works FAQs

What is Degree Works?

Degree Works is a web-based tool used to monitor a student's academic progress toward degree completion. It combines degree requirements with the courses a student is currently taking, has taken in the past, and plans to take. It produces a snapshot called a "degree audit" of the progress a student is making in fulfilling their degree requirements.

What is a Degree Audit?

A Degree Works audit is a review of past, current and registered coursework that provides information on completed and outstanding requirements necessary to complete a degree/major/minor/interdisciplinary area.

How do I benefit from using Degree Works?

- View your "degree audit" to determine what requirements you need to complete to fulfill degree requirements.
- Confirm courses you have taken at Lawrence or transferred and track how these courses fit into your degree plan.
- View waivers and exemptions applied toward your degree.
- See how your coursework could be applied toward another program of study, minor, or concentration using the "**What If**" feature.
- Review prerequisites for courses by clicking on the course numbers.
- Create a plan of courses to take in future terms.

Who will be able to use Degree Works?

Degree Works is available to all students. Advisors, and selected staff will also use Degree Works to provide needed support as you progress towards degree completion.

Is my information confidential?

Yes. Like other processes you use through Voyager, Degree Works is accessed through your secure log in. Advisors, faculty, and selected staff will also have access for the purpose of supporting your progress through your academic career. Your Degree Works audit is part of your Education Record and is protected under the Family Educational Rights and Privacy Act (FERPA). As with any other personal information that you access online, you should be sure to logout of your account and close all application windows before leaving a public computer.

How current will my information be in Degree Works?

The information in Degree Works is refreshed each night. Any changes made during normal business hours (e.g., grade changes or classes added/dropped) may not be reflected in Degree Works until the next day.

Can I register for classes in Degree Works?

No. Degree Works is a snapshot of courses in-progress, planned, and in academic history. Registration will continue to be handled through Voyager.

Is Degree Works a transcript?

No. Degree Works is a tool used to create an unofficial audit of how your coursework applies to the requirements of your degree(s), major(s), minor(s), and concentration(s). It is used to assist you and your advisor in the planning and tracking of your degree progress. Your transcript is still your official university record. You are encouraged to use your degree audit report as a guide when planning your progress toward completion of degree/major/minor/IA requirements. Contact your academic advisor for assistance in interpreting your audit or regarding your official degree completion status. The audit is not your academic transcript and it is not official notification of completion of degree requirements. Please use Voyager to obtain a copy of your official academic transcript.

Can I print my Degree Audit?

Yes. There is a printer icon located near the top of the audit.

Can I see how many classes I have left to fulfil my requirements?

Yes. A Degree Works degree audit is laid out in block format (sections). It displays degree, major, minor, and interdisciplinary area requirements. Look for unchecked boxes to identify requirements that you still need to complete.

Are my grades visible in Degree Works?

Yes. Once grades have been processed at the end of the term, they are viewable in Degree Works following the nightly refresh. However, though grades are viewable in Voyager once posted by an instructor, final grades are not available in Degree Works until after the final grading period for Lawrence University has ended. In-progress courses are listed in Degree Works with a grade of "REG".

I think my audit is incorrect. What should I do?

Please ask for help from your advisor or the Registrar's Office immediately! While several dedicated individuals have spent hundreds of hours doing everything we could to make sure that your worksheet is correct, it would have been impossible for us to predict every unique situation or problem. We want to work with you to correct any issues as soon as possible. The first step is to clarify what information you believe is wrong. These are the most common problems and solutions:

1. **My major/minor is wrong or doesn't appear on my worksheet.** If this is the case, you need to complete the Major/Minor/IA Declaration web form. Once the information is changed in Banner by the Registrar's office, your correct information should appear on your audit.
2. **The requirements for my major are wrong.** Look at the catalog year that appears on each of the blue bars that separate the sections of your worksheet. This is your current

catalog year. If you are using older or newer requirements, you may need to update your [catalog year](). Once the changes are entered, the correct information will appear on your worksheet.

What is a catalog year?
A catalog year is the catalog detailing your degree/major/minor requirements. Initially a student's catalog year is the year they are admitted to Lawrence as a degree seeking student.

When will the changes I make to my audit be visible?
Degree Works refreshes nightly. This means that any changes you make that impact your degree audit will be visible no later than the next day. If you do not see the changes reflected, contact degreeaudit@lawrence.edu. Note: If you submit a declaration of major/minor request or catalog year change, it will be the next business day from the time the form is processed by the Registrar's Office and not necessarily from the time you submit the form.

What will my audit look like in Degree Works?
Degree Works opens automatically to the "**Student View**" of your degree audit. Your audit is organized into blocks (sections) of requirements based on your degree(s), major(s), minor(s), concentration(s), etc. Hover your mouse over the requirements to determine areas that you can click on for more information such as course numbers and attributes. If you see a clipboard icon with a check that means there is a prerequisite; click on the course subject and number to view the description and prerequisites. As you register for courses and complete requirements, they are tracked on the audit. Refer to the legend located at the bottom of the audit.

What are some helpful hints for reviewing my degree audit?
- The Legend at the bottom of the degree audit explains the symbols used in the audit.
- The Student View Header contains current student information, including name, student ID, class (Freshman, Sophomore, Junior, Senior), advisor, overall GPA, degree, major, minor, concentration, academic standing, degree status, graduation status, units earned, transfer units from another institution, holds, and confidential indicator.
- The Degree Progress Circles under the Student View Header block shows progress towards degree based on an estimate of the total average of courses and credits required for a degree.
- The Degree Block is a summary and list of requirements needed to complete a degree.
- Checkboxes in the audit indicate whether a course is complete, in-progress, or still needed.
- Green circles with a checkmark indicate a requirement is satisfied.
- Blue half-filled circles indicate a requirement is in the process of being satisfied.
- Red circles indicate a requirement is still needed.
- Elective courses, insufficient, and in-progress courses are listed in designated blocks at the bottom of the audit.

Is the Percent Units Completed include units from courses currently registered in that are not complete yet?

The Percent Units Completed includes In-progress and Preregistered courses if those checkboxes are checked. If these checkboxes are unchecked then the Degree Progress information changes based on what is included in the audit.
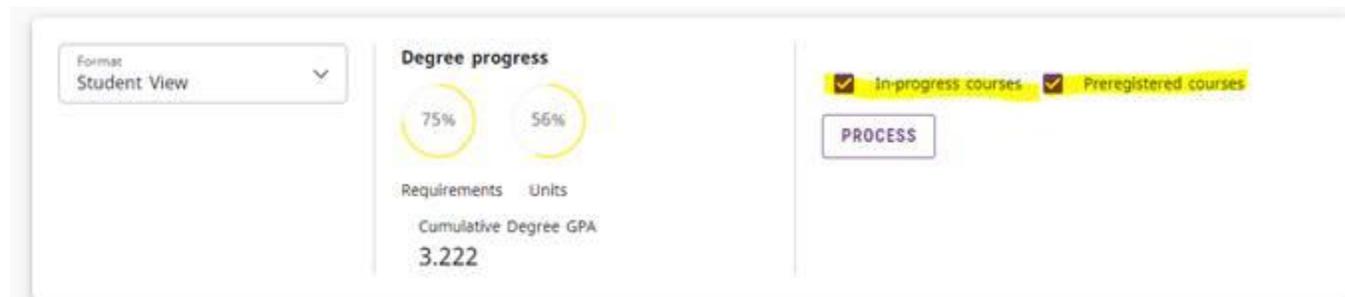
Does the Degree Works audit show all my courses even if I have taken them elsewhere?

Yes, all "accepted" transfer work that is posted on your Lawrence transcript, from other colleges, taken in the military, AP/IB/ALevel, or study abroad should show on your degree audit. Transfer work may not slide into the expected place in the audit. If you and your advisor determine a transfer course fulfills a major requirement, the advisor can submit a Request for Exception within Degree Works. Once the exception is processed by the Registrar's Office the course should plug into the anticipated place. If you expected a transfer course to fulfill a general education requirement, contact degreeaudit@lawrence.edu and the Registrar's Office can look into the situation.

What is "What If" feature?

The "What If" function allows you to hypothetically change your degree, major, minor, or concentration and show you the coursework still needed to satisfy that hypothetical major. [Important Note: When using the "What-If" functionality for courses, be aware that some courses might not slide into all applicable slots. This is primarily the S, W, G, D, A, M requirements. Once you are registered for the course, the course should slide into the correct spots. If not, let the Registrar's office know.]

If I use the "What If" feature does this mean that I have changed my major?

No. The What If function is for information purposes only. You will see the header What If Audit displayed at the top of the audit whenever an audit is run on a What If scenario.

I'm thinking of changing my degree/major/minor/concentration. Will I be able to see how my current classes fit into my What If degree/major/minor/concentration?

Yes. The What If function will perform an audit based on the hypothetical degree/major/minor/concentration and will show how your completed, current, and planned coursework meets the requirements of the hypothetical degree/major/minor/concentration. You can run What If with your current courses or with potential courses by selecting the appropriate checkboxes in the What-If screen. You can also run the What-If using your current

major/minor, but with different (or additional) courses by selecting the appropriate checkboxes in the What-If audit.

How do I use the "What-If" feature?
Follow these steps to view how courses count in a different major:
- Select the What-If link located between the student header and the progress indicator gauges
- Select a level (UG)
- Select a degree
- Select the appropriate catalog year for the semester in which you'd be admitted into this new program of study
- Select the major(s) and/or minor(s) you are considering
- If desired, you can add future courses you are considering
- Select Process What-If
- Review how your existing and future courses would be applied to this new major and/or minor
- Discuss this new major and/or minor with your academic advisor

Can my advisor see my What If scenario?
Since What If scenarios are not stored on Degree Works, your advisor can only see your results if the two of you work through a What If procedure together.

Can I save a What If scenario?
No. What If plans are not saved on Degree Works. You would need to run a new What If scenario next time you log in to see it again.

Can I print a What If scenario?
Yes. If you want to share it with your advisor at a later date, you should print your What If scenario.

If I like what I see in a What If scenario, how do I initiate the changes?
Students are required to declare a major by the beginning of their junior year, but may do so at any time by completing the Declaration of Major form online. Students must also have an academic advisor in their major department once they declare their major. Students can change their advisor with by completing the Change of Advisor form online. The formal declaration of a major and change of advisors does not preclude students from seeking additional counsel about their academic programs from any member of the faculty.
Students in the Bachelor of Music degree program must be admitted to a major before they declare. Admission to a major in the Bachelor of Music program generally takes the form of successful completion of a qualifying examination at the end of the sophomore year.
Click here for the Declaration of Major form.

How does Degree Works decide where to place courses that I've completed?

Degree Works looks at your program at a high level, and by using a complex algorithm, places each course using a "best fit" scenario. Priorities are also programmed in certain programs to allow courses to be used in some areas before they will be used in others. This process will not always be perfect, particularly when multiple possibilities exist. If you have a course that does not appear in the desired slot, please contact your advisor or degreeaudit@lawrence.edu for assistance.

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 you successfully complete all in-progress courses. If a non-course requirement, such as a senior experience requirement, still needs to be marked as complete, your degree progress will not be 100%. Your advisor will need to do a Request for Exception to notify the Registrar's office to mark a non-course requirement as complete.

I've seen the @ symbol in several places on my worksheet. What does this mean?

This is a wild card in Degree Works. If the @ sign appears with course numbers after it (i.e., @ 200), it means that you can take a 200 level course from any subject area. If it appears after a subject prefix (i.e., BIOL @), it means that you can take any Biology course. If it is after a number (i.e., PSYC 2@), it means you can take any 200 level PSYC course to fulfill the requirement.

Do I automatically graduate if everything is checked off?

Even if all requirements on the audit are marked as complete, you must still apply to graduate. Students must submit an intent to graduate form with the Registrar's Office to be eligible to graduate. The Registrar's Office will send a link to your intent to graduate form in October to all students that have earned XXX or more units.

When should I review my Degree Works audit and information?

- Before meeting with your academic advisor
- Before advance registration
- After registration to ensure that courses selected have been applied to degree requirements correctly
- Any time a change is made to your schedule or major
- After grades are posted each term
- Before graduation to confirm all requirements will be complete

How does Degree Works determine which set of degree requirements to use?

Degree Works uses a student's Catalog Year to determine the set of degree requirements to use when producing a degree audit. By default students are assigned the catalog of their first year at Lawrence. Students can select a catalog year that exists while they are a degree-seeking student at Lawrence. All major(s) and minor(s) requirements must be under one catalog year. For example, a student cannot choose major requirements from 2018 catalog and a new major

from the 2021 catalog. In the initial launch, only the 2020-2021 and 2021-2022 catalogs are built. If you are pursuing a major or minor with different requirements from an earlier catalog, please contact degreeaudit@lawrence.edu for guidance. If you want to change your official catalog year, you need to complete the Change of Catalog form fillable pdf and submit to registrar@lawrence.edu.

Will I be able to view my entire course history?
Degree Works uses the information that is current for your transcript. You will be able to view completed, in progress, advance registered, and approved transfer courses. (Data is refreshed nightly.) Keep in mind that any transfer work or grade changes that have not been formally submitted, accepted, or processed will not appear on your audit until they are approved and processed.

Where can I find my Grade Point Average (GPA)?
Your cumulative Degree GPA (LU GPA) can be found towards the top of your audit in the Degree Progress section. The Major GPA is a calculated GPA based on coursework used to fulfill Major requirements and is located in the Major section. The Minor GPA is a calculated GPA based on coursework used to fulfill Minor requirements and is located in the Minor section of the audit.

How do I access the GPA Estimator?
There is a link GPA Estimator if you click the ellipsis located near the top right corner of the Degree Works window. This link will open a new window with three different GPA estimators described below. Note: The GPA estimator does not take into consideration repeats or S/U masks that may apply in the future. These are just estimations and do not guarantee your final GPA will align.

What does the Graduation Estimator show?
The Graduation Estimator option on the GPA Estimator tab will show you what average is needed in your remaining credits to graduate with a desired GPA. These are just estimations and do not guarantee your final GPA will align.

What does Term Estimator show?
The Term Estimator option on the GPA Estimator tab will show you your current LU GPA, completed credits and courses in-progress. By selecting the expected grade from the drop down boxes for each in-progress course and clicking Calculate, a new projected cumulative GPA will display. These are just estimations and do not guarantee your final GPA will align.

What does the Advice Estimator show?
The Advice Estimator option on the GPA Estimator tab will show your current cumulative GPA and credits earned. You can enter your desired GPA and click Calculate. Advice will display outlining the credits and grades needed to achieve the desired GPA. These are just estimations and do not guarantee your final GPA will align.

How do I know what classes I need to take?

Your audit will outline for you courses still needed to meet degree, major, minor, and/or concentration requirements within each specific block. You may then use this information to discuss your plan with your academic advisor. You can create a Plan with your advisor based on outstanding requirements for any/all future terms using the Student Educational Planner (Plan) within Degree Works.

Why isn't there a check mark next to a requirement I've already completed?

Your academic advisor is your primary point of contact. If your advisor determines that your audit is incorrect, he/she will contact the Registrar's Office at degreeaudit@lawrence.edu for assistance.

Why isn't my transfer work meeting a requirement?

There could be a few reasons. First, the course did not meet either the minimum number of credits and/or minimum grade requirement for use in your program of study. Second, all requirements have been met and this course is simply not needed. Third, a Request for Exception needs to be submitted by your advisor in Degree Works. This will then be reviewed by the Registrar's office.

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

Courses from which you have withdrawn will appear in the Insufficient block on your audit.

My advisor told me that a course I took would be substituted for a requirement. Why doesn't this information appear in my audit?

You should contact your advisor to resolve any substitution issue. Any waivers, substitutions, or exceptions for major, minor or concentration requirements must be communicated to the Registrar's Office through the **Request for Exception** option in Degree Works.

According to my audit, "Units Applied" indicates I have more credits than I've actually completed. Why?

Degree Works counts completed and in-progress courses (currently in-progress and future registered courses) in the "Units Applied" category.

What does the "Over the Limit" section at the end of my Degree Works audit mean?

"Over the Limit" are courses that will not be applied to your record and will be subtracted from your total unit count. These courses may be duplicate courses or courses that do not count towards the 216 unit requirement.

Which Courses are in the "Insufficient" Block?

Courses that are either Failed (F), Incomplete (I), Repeated (R) or Withdrawn (W).

What does the "Elective Units" section at the end of my Degree Works audit mean?

Elective Units are courses that do not currently meet a specific general education, major, minor or IA requirement. If one of your courses in the Elective Unit category should fulfill a major/minor/general education requirement, your advisor can submit a Request for Exception in Degree Works. Keep in mind you may need elective units to reach the 216 minimum units required to graduate.

Degree Works placed one of my courses in two different places. Is that OK?

In most cases, yes. Degree Works is programmed to recognize that some courses can fulfill more than one requirement. If you have any concerns, you should contact your advisor.