

DEGREE WORKS WORKSHEET VIEWS

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REVISION HISTORY

Version	Date	Name	Description
1	2.15.16	Bracken	final
2	9.05.24	Ashley	Updated to reflect Degree Works Upgrade to 5.1.3

INTRODUCTION AND PURPOSE

Degree Audits are used at UCR as a means for students and staff to track completion of curriculum requirements towards graduation. Degree Works offers a number of different types of audit views. Each view displays specific information about a student's progress towards degree completion. This procedure provides instruction on how to use the different views available through Degree Works.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. None

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Academic Departments

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Degree Works (<https://degreeworkstest.ucr.edu/ResponsiveDashboard>) to follow along.

FORMS

The degree audit is located within Degree Works. There are no forms in Degree Works.

PROCEDURES

STUDENT VIEW

STEPS

1. The **Student View** report is the default audit view detailing all of the degree requirements including exceptions to requirements or notes to the student. The following is an entire audit for an undergraduate student.
 - a. In the Audit Format drop-down list box, select Student View then click on the Process button.
 - b. Degree requirements are listed in a series of blocks which can be collapsed or expanded.

Worksheets



Data Refreshed: 09/18/2024 10:43 AM

[Advanced Search](#)

College: Humanities, Arts, and Soc Sci
 Level: Undergraduate
 Class Level: Senior
 Major: Environmental Studies

Advisor: . The Staff, James Fox, Kourtney Luke
 Holds: Advising Milestone, Year 1

Academic What-If Athletic Eligibility

View: Historic Audit
10/01/2024 at 4:19 AM U/BA

Format: Student View

Degree Progress

Requirements
 Units

Cumulative GPA: 0.00

In-Progress Classes
 Preregistered Classes

PROCESS

Audit Date: 10/01/2024 4:19 AM
[Diagnostics](#) [Student Data](#) [Save Audit](#)

[Collapse All](#)

Degree in Bachelor of Arts INCOMPLETE

Units Required: 180 Units Applied: 180 Catalog Year: 2024-2025

<input checked="" type="checkbox"/>	180 Units Required, not to exceed 216 units		
<input type="checkbox"/>	A Minimum of 36 units must be completed at UCR	Still Needed:	Minimum units completed at UCR: You have 0 but still need a minimum of 36 units.
<input type="checkbox"/>	35 of the final 45 units must be completed at UCR	Still Needed:	The last units completed at UCR: You have 0 but still need a minimum of 35 units.
<input type="checkbox"/>	Minimum 2.0 GPA is required.	Still Needed:	Upon completing your first term at UCR a GPA will be calculated.
<input checked="" type="checkbox"/>	University of California Entry-Level Writing Requirement		
<input type="checkbox"/>	American History and Institutions	Still Needed:	1 Class in HIST 017A or 017B or POSC 010 or 010W or 100 or 113
<input type="checkbox"/>	CHASS BREADTH REQUIREMENTS		
<input type="checkbox"/>	English Composition	Still Needed:	See English Comp for Col of Hum, Arts, & Soc Sci section

English Comp for Col of Hum, Arts, & Soc Sci INCOMPLETE

Catalog Year: 2024-2025 GPA: 0.00

ENGLISH COMPOSITION

<input type="radio"/> Beginning Composition	Still Needed:	1 Class in ENGL 001A or 01PA
<input type="radio"/> Intermediate Composition	Still Needed:	1 Class in ENGL 001B
<input type="radio"/> ENGL 001C or WAC	Still Needed:	Choose from 1 of the following:
<input type="radio"/> Applied Intermediate Composition		1 Class in ENGL 001C or 01HC or 01SC
<input type="radio"/> Writing Across the Curriculum Course Equivalent		Click here to see classes which meet this requirement

Breadth for College of Humanities, Arts, & Soc Sci INCOMPLETE

Units Required: 56 Units Applied: 0 Catalog Year: 2024-2025 GPA: 0.00

Lower-division Environmental Studies INCOMPLETE

Units Required: 16 Units Applied: 0 Catalog Year: 2024-2025 GPA: 0.00

<input type="radio"/> Minimum of 16-17 units are required	Still Needed:	16-17 units are required. You currently have 0 and you still need at least 16 more units.
<input type="radio"/> Environment, Society, Culture	Still Needed:	1 Class in SEHE 001
<input type="radio"/> Two courses from the following list	Still Needed:	2 Classes in BPSC 011 or 021 or ENSC 001 or 002 or 003 or 004 or 006 or ECON 006 or GEO 002 or 003 or 004 or 005 or 007 or 008 or 009 or 009H or 010 or 011 or 011H or 012 or PHYS 018
<input type="radio"/> One additional science course with a lab or	Still Needed:	1 Class in ADV_APPR @ or SEHE 005 or STAT 004 or 005

Upper-division Environmental Studies Requirements INCOMPLETE

Units Required: 36 Units Applied: 0 Catalog Year: 2024-2025

Upper-division Environmental Studies Requirements INCOMPLETE

Units Required: 36 Units Applied: 0 Catalog Year: 2024-2025

Upper-division Environmental Studies Major GPA INCOMPLETE

Catalog Year: 2024-2025 GPA: 0.00

100 Units Outside the Major SEE ADVISOR

Units Required: 100 Units Applied: 0 Catalog Year: 2024-2025 GPA: 0.00

Math & Science GPA (Informational Only) COMPLETE

Catalog Year: 2024-2025 GPA: 0.00

Additional Units Completed

Units Applied: 180 Classes Applied: 1

Insufficient

Units Applied: 0 Classes Applied: 4

Notes

Legend

<p>✔ Complete</p> <p>ⓘ Complete (with classes in-progress)</p> <p>@ Any course number</p>	<p>○ Not complete</p> <p>⚠ Nearly complete - see advisor</p>
--	---

2. To navigate to other views, select the view from the drop-down list and then select Process.

REGISTRATION CHECKLIST

STEPS

1. The **Registration Checklist** is a summary of degree requirements still outstanding. The condensed view aides in advising students about which classes to register for in an upcoming term.
 - a. Notes are not able to be viewed in this format.

Format
Registration Checklist
▼

Degree Progress

4%

Requirements

0%

Units

Cumulative GPA
0.00

In-Progress Classes

Preregistered Classes

PROCESS

Lower-division Psychology Requirements INCOMPLETE

Units Required: 39 Units Applied: 0 Catalog Year: 2024-2025 GPA: 0.00

Still Needed:	1 Class in MATH 004 or 005 or 006A or 006B or 008A or 007A or 007B or 009A or 009B or 009C or 022
Still Needed:	4 Units in BCH 001:099 or BIOL 001:099 or 002 or BPSC 001:099 or ENTM 001:099 or GEO 003 or NEM 001:099 or PLPA 001:099
Still Needed:	4 Units in GEO 001:099 or PHYS 001:099 or CHEM 001:099 Except CHEM 001W
Still Needed:	2 Classes in BCH 010 or BIOL 002 or 003 or 005A or 005B or 005C or 010 or 030 or 034 or 040 or BPSC 011 or 021 or 031 or 050 or CS 005 or 006 or 008 or 010 or 010V or 011 or 012 or 012V or 013 or 014 or 061 or 066 or 067 or CHEM 001A or 001B or 001C or 003 or 005 or EE 003 or ENSC 001 or 002 or 003 or ENTM 010 or 020 or 050 or GEO 001 or 002 or 003 or 004 or 005 or 006 or 007 or 008 or 009 or 010 or 011 or 012 or 030 or MATH 004 or 005 or 008A or 008B or 009A or 009B or 009C or 010A or 010B or 011 or 015 or 022 or 023 or 031 or 046 or ME 003 or 004 or PHYS 002A or 002B or 002C or 004A or 004B or 004C or 006 or 007 or 008 or 020 or 021 or 037 or 040A or 040B or 040C or PLPA 010 or STAT 040 or 048 Except @ @ with units < 4.0
Still Needed:	2 Classes in PSYC 001 and 002
Still Needed:	1 Class in PSYC 011

GRADUATION CHECKLIST

STEPS

1. The **Graduation Checklist** is a summary of requirements complete and still outstanding.
 - a. The difference between this view and the Student View is that the advice for requirements still outstanding (with the exception of the degree block unit requirements) does not display, only the title. Also, grades are not displayed.
 - b. Students do not have access to this view.

Format
 Graduation Checklist ▼

Degree Progress

4%

Requirements

0%

Units

Cumulative GPA
0.00

In-Progress Classes Preregistered Classes PROCESS

Breadth for College of Humanities, Arts, & Soc Sci INCOMPLETE

Units Required: 56 Units Applied: 0 Catalog Year: 2024-2025 GPA: 0.00

- World History
- One Fine Arts
- Two Literature, Philosophy, Religious Studies
- One Additional Humanities
- One Economics or Political Science

REGISTRAR REPORT

STEPS

1. This **Registrar Report** displays the behind the scenes programming of the requirements. The view may aid in troubleshooting degree audit issues with the Registrar’s Office or Graduate Division Academic Affairs for graduate students.

Format: Registrar Report

Degree Progress

4% Requirements | 0% Units

Cumulative GPA: 0.00

In-Progress Classes | Preregistered Classes | PROCESS

Lower-division Psychology Requirements INCOMPLETE

Units Required: 39 | Units Applied: 0 | Catalog Year: 2024-2025 | GPA: 0.00

Unmet Requirement(s): 39 units are required. You currently have 0, you still need 39 more units.

Block Qualifiers: 39 Units
 MAXPASSFAIL 0 Units
 MaxClasses 0 in @ @ (With DWGRADELETTER = TD, TD-)
 ShareWith (OTHER = BR_CHASS)

Still Needed:	1 Class in MATH 004 or 005 or 006A or 006B or 008A or 007A or 007B or 009A or 009B or 009C or 022
Requirement:	1 Class in MATH 004, 005, 006A, 006B, 008A, 007A, 007B, 009A, 009B, 009C, 022 MINGRADE 1.7
Still Needed:	4 Units in BCH 001:099 or BIOL 001:099 or 002 or BPSC 001:099 or ENTM 001:099 or GEO 003 or NEM 001:099 or PLPA 001:099

DIAGNOSTICS REPORT

STEPS

1. This **Diagnostics Report** displays the behind the scenes programming of requirements and the logic behind the redemption of courses. The Diagnostics Report opens in a new window.
 - a. At the top of the screen, you have the Student’s ID, the unique audit identifier code, along with other information related to the version of degree works being used and the student’s audit.
 - b. The second box displays information about each Block being used to create the audit. A Block is a section of the audit (which can also be called a Scribe Block) that defines all of the programming of the requirements for a specific area such as lower-division major requirements. Each block has a unique number starting with RA such as RA000026 for the BA degree block.

Format: Student View

Degree Progress

4% Requirements | 0% Units

Cumulative GPA: 0.00

In-Progress Classes | Preregistered Classes | PROCESS

Audit Date: 09/04/2024 5:22 AM

Diagnostics Student Data

Collapse All ^

Remove-reason codes

As each class compared to each other class a reason code is recorded on the class was chosen as the one to remove. A list of codes records the reason the class was removed when compared against the other classes on the rule.

1	This is the first course considered
li	Look-In exception (Apply Here)
e1f	Ever was only 1 fit for the class that was kept
1f	There is now only 1 fit (there were more fits before now)
inpr	completed class kept instead of an in-progress class (see CFG020 DAP14 In-progress vs Completed flag)
fara	Fallthru Reapply and NonExclusive reapply
do	Decide=Order is on the rule
d45	Decide qualifier - see UCX-SCR045
HMinQ	Header MIN qualifiers that may have need the class
firk	Fit Rank; fits for each class are ordered 1-x; firk2-1 means that one of the classes at a fit-rank of 2 and the other class had a fit rank of 1; the class with the lowest number is kept on the rule. (A small number means a better fit rank; a bigger number means a worse fit rank)
dect	Delete Count based on Max qualifiers
exfi	Number of Exclusive vs NonExclusive fits
lvl	Match level - also used in fit rank determination (firk)
nfits	Number of current fits
mrg	Class's credits were marginally over the required credits; eg: classA(4cr), classB(3cr), classC(3cr); rule is "6 Credits in..."; classA may end up with "mrg" because keeping it with a 3 credit class will bring it marginally over the 6 credits; might be best to remove it and keep the two 3 credit classes to get exactly 6 credits - thus making more efficient use of the credits since the 4 credits can be used elsewhere
SQ	Special Qualifier; there is a MinAreas, MinPerdisc, or MinSpread qualifier on this rule and this class was needed to help satisfy it - and another class was not. (There is also a special case of "1 Class and 4 Credits in XYZ @" and this class has the right number of credits - and the other classes do not.)
tieb	Tiebreak - see UCX-CFG020 TIEBREAK
end	no decision - a virtual coin was flipped

STUDENT DATA REPORT

STEPS

1. The **Student Data Report** displays all the data coming from Banner for the student. Banner data is the only data used to generate an audit for students. It is useful in troubleshooting audit issues because it allows data elements to be identified or confirmed. The Student Data Report opens in a new window.

Format
Student View ▼

Degree Progress



6%



100%

Cumulative GPA
0.00

In-Progress Classes
 Preregistered Classes
 PROCESS

Requirements Units

Audit Date: 09/10/2024 1:49 PM

Diagnostics Student Data

Collapse All ^

Primary-Mst																				
Name	SortName	BridgeDate	BridgeTime	ChangeDate	ChangeTime	UserClass	UserDef1	UserDef2	UserDef3	UserDef4	UserDef5	UserDef6	UserDef7	UserDef8	UserDef9	UserDef10	Ema			
Littlelamb, Ima	LITTLELAMB,IMA	20240620	1216	20240607	1304	STU	353284													
Student-Mst																				
Term																				
202410																				
Goal-Dtl																				
School	Degree	DegreeSource			CatalogYr	StuLevel														
U	BS	S			2023	SR														
GoalData-Dtl																				
School	Degree	CatalogYr	GoalCode	GoalValue	GoalSeq	AttachCode	AttachValue													
U	BS	2023	ADVISOR	862001621	0001	MAJR														
U	BS	2023	ADVISOR	861250753	0002	FACU														
U	BS	2023	ADVISOR	862000007	0003	LERN														
U	BS	2023	COLLEGE	NA	0001															
U	BS	2023	MAJOR	CHEM	0001															
U	BS	2023	PROGRAM	BS-CHEM	0001															
U	BS	2023	STUSTATUS	C	0001															
Term-Dtl																				
School	Cum TotEam	Cum TrEam	Cum CrEam	Cum GrAtt	Cum GrPts	Cum Gpa														
U	0180.000	0180.000		0000.000	00000.000	000.000														
Class-Dtl																				
Course	Term	Discipline	CourseNumber	Course Title	Audit	Insufficient	Inprogress	Withdraw	Incomplete	PassFlag	PassFail	FinalGrade	FinalGrNum	Credits	CreditsEarn	GpaCredits	GradePoints	CreditType	Clas	
BIOL 005A	201040	BIOL	005A	INTRO CELL&MOLECULAR BIOLOGY	N	N	N	N	N	N	N	GD	0000.000	0004.000	0000.000	0000.000	0000.000	0000.000	AC	A
BIOL 051A	201040	BIOL	051A	INTRO TO CELL&MOLECLR BIO LAB	N	N	N	N	N	N	N	GD	0000.000	0001.000	0000.000	0000.000	0000.000	0000.000	AC	A
CHEM 001B	201020	CHEM	001B	GENERAL CHEMISTRY	N	N	N	N	N	N	N	GD	0000.000	0004.000	0000.000	0000.000	0000.000	0000.000	AC	A
MATH 009B	201040	MATH	009B	FIRST-YEAR CALCULUS	N	Y	N	N	N	N	N	GD	0000.000	0004.000	0000.000	0000.000	0000.000	0000.000	AC	HE

CLASS HISTORY

STEPS

1. The **Class History** link is found by clicking into the ellipses in the upper right of each screen.

Worksheets

Data Refreshed: 09/18/2024 10:43 AM

Student ID: [Redacted] Name: [Redacted] Degree: Bachelor of Arts

Advanced Search

- GPA Calculator
- Class History**
- Notes

2. It will display classes as a pop-up in the following term-by-term format.

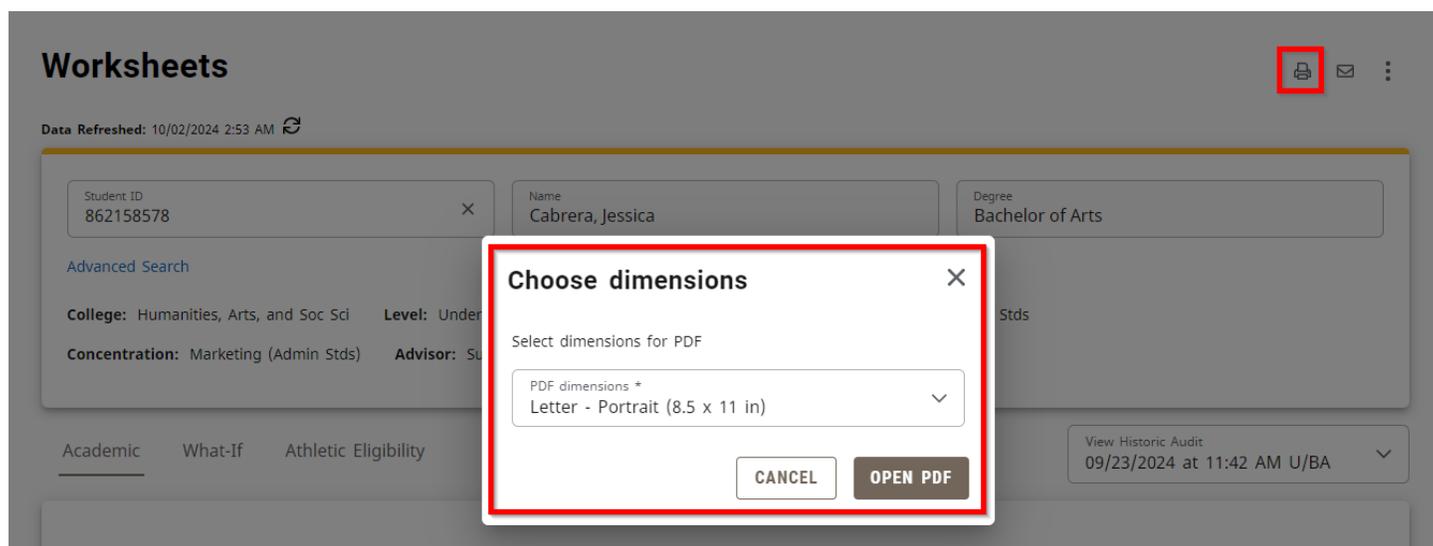
Class History

Fall 2019			
Course	Title	Grade	Units
CHFY 002G	CHASS F1RST FINE ARTS COURSE	A+	4
CHFY 007	CHASS 1ST LEARNG COMMUNITY WRK	S	2
DNCE 007	DANCE: CULTURES AND CONTEXTS	B+	4
GEO 009	OCEANOGRAPHY	A-	4
Winter 2020			
Course	Title	Grade	Units
CHFY 003M	CHASS F1RST SOCIAL SCIENCE COU	B+	4
CHFY 007	CHASS 1ST LEARNG COMMUNITY WRK	S	2
CS 006	EFFECTIVE USE OF WRLD WIDE WEB	C+	4
HIST 015	WORLD HISTORY: 1500 TO 1900	F	0
Spring 2020			

SAVING AUDITS AS PDF

STEPS

1. To Save an audit as a PDF, you select the Printer Icon on the top right of the audit.
2. When you click **on the printer icon**, a pop-up will appear so you may select the dimensions desired.
3. The actual prompts and sequence of prompts for viewing and printing the PDF can vary, depending on the browser because of Adobe Reader's behavior within that specific browser.



FINAL QUIZ

1. The Student View report is the default audit view detailing all of the degree requirements including exceptions to requirements or notes to the student.
 - a. TRUE
2. The main purpose of the Diagnostic Report is to:
 - a. A) view the data coming from Banner
 - b. B) allows the logic to be seen for understanding or troubleshooting issues found throughout the audit
 - c. C) determine why exceptions are unenforced
 - d. D) none of the above
 - e. Answer: B
3. Students have access to the Graduation Checklist view.
 - a. FALSE
4. The Class History link provides a listing of all courses the student has taken by term.
 - a. TRUE