

# NEW DEGREE WORKS RESPONSIVE DASHBOARD

STUDENT GUIDE

2021-2022



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## Introduction

Degree Works, the Degree Audit System, has been upgraded. The upgrade includes new features for students to view their academic progress. This new responsive dashboard version has a mobile friendly student dashboard with a fresh and clean look. This adaptable format displays appropriately across different devices and is ADA compliant for accessibility.

Degree Works is an audit and planning tool with two parts:

- The Worksheet (also referred to as audit: What courses you have to complete to graduate.
- The Plan: When you should take the courses.

## How to Access Degree Works

1. Log into [Vulcan Information Portal \(VIP\)](#)
2. Select the home tab
3. In Launchpad channel, select **Degree Works**

The screenshot displays the VIP dashboard interface. At the top, there is a search bar and user information for Oregano Herb. Below the navigation bar, the 'QuickLaunch' section contains a 'LAUNCHPAD' menu with several icons. The 'Degree Works' icon is highlighted with a red arrow. Other visible sections include 'Banner Self-Service', 'Important Notification', and 'Cal U News'.

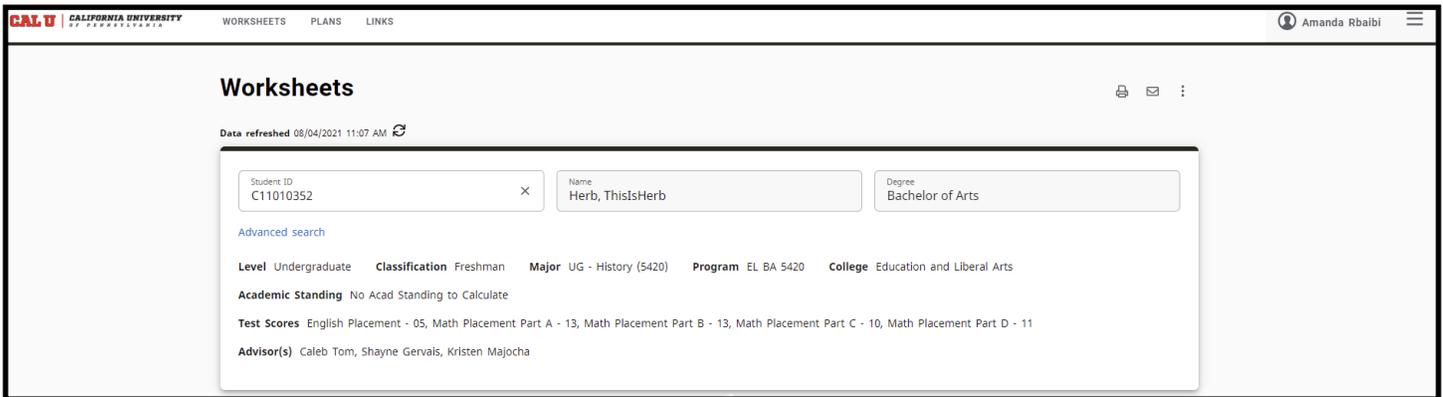
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## The Worksheet (Audit)

Your Degree Works worksheet will open up in a new window. If it does not, please check to be sure your pop-up blockers are off and try again. Remember: The worksheet is what courses you need to take in order to graduate.

Remember: The worksheet is what courses you need to take in order to graduate.

1. **Student Header:** Provides useful information at the top of the audit for viewing. The header displays a list of all assigned advisors with a tag (primary) marking the primary advisor. Both undergraduate and graduate GPAs and hours are included. Each entry is tagged with (UG) for undergraduate or (GR) for graduate. Also, it displays major, minor, program information, and test scores.



**Worksheets**

Data refreshed 08/04/2021 11:07 AM

Student ID: C11010352 | Name: Herb, ThisisHerb | Degree: Bachelor of Arts

Advanced search

Level: Undergraduate | Classification: Freshman | Major: UG - History (5420) | Program: EL BA 5420 | College: Education and Liberal Arts

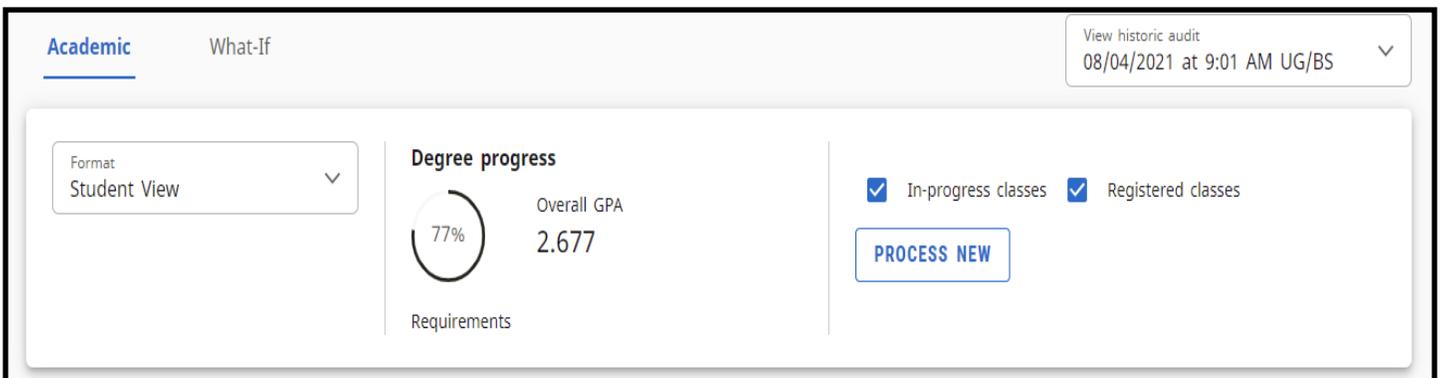
Academic Standing: No Acad Standing to Calculate

Test Scores: English Placement - 05, Math Placement Part A - 13, Math Placement Part B - 13, Math Placement Part C - 10, Math Placement Part D - 11

Advisor(s): Caleb Tom, Shayne Gervais, Kristen Majocho

2. **Degree Progress Bar:** A progress wheel can be found right below the Student Header in the academic audit and shows the percentage complete of the student's requirements and credits as well as their overall GPA. The requirements progress will not always equal the credits progress. Progress will not equal 100% until all of the courses are complete and graded. In order to display earned credits only, uncheck the "in progress" and "registered" boxes and hit process.

*Note: If you are only an undergraduate, or only a graduate with no prior degree at Cal U, then you will only have a (UG) or (GR) GPA and hours listed.*



Academic | What-If | View historic audit 08/04/2021 at 9:01 AM UG/BS

Format: Student View

**Degree progress**

Overall GPA: 2.677

Requirements: 77%

In-progress classes  Registered classes

PROCESS NEW

3. **Degree Audit:** The audit is divided into multiple sections to provide better organization and is equipped with the ability to collapse sections for quicker navigation to a section. To collapse a section click on the arrow in the top right hand corner of the block. This audit comes with a legend which can be found at the bottom of the page.

| Legend  |                                     |
|---|-------------------------------------|
|  | Complete                            |
|  | Complete (with classes in-progress) |
|  | Prerequisite                        |
| (R)   | Repeated class                      |
|  | Not complete                        |
|  | Nearly complete - see advisor       |
| @   | Any course number                   |

A. The degree requirements section that lists the requirements needed to finish your degree can be found right below the Degree progress section on the same academic page. The section is formatted with check boxes indicating you have fulfilled the requirement(s).

|  |  |
|--|--|
| <p><b>Degree in Bachelor of Arts</b> <span style="color: red; font-weight: bold;">INCOMPLETE</span></p> <p>Credits required: 120 Credits applied: 29 Catalog year: 2016-2017 GPA: 0.000</p> <p><b>Unmet conditions for this set of requirements:</b> You currently have 29 Credits; you still need a Minimum of 91 more credits. A minimum of 42 credits in advanced coursework is required. You have 0 credits. You still need a minimum of 42 more credits. 30 of your last 60 credits must be taken in residence.</p> <ul style="list-style-type: none"> <li><input type="radio"/> GPA is below requirement; please see an advisor.</li> <li><input type="radio"/> General Education Requirements <b>Still needed:</b> See <a href="#">General Education Requirements - Bachelor</a> section</li> <li><input type="radio"/> Major Requirements <b>Still needed:</b> See <a href="#">Major in History, BA</a> section</li> <li><input type="radio"/> Additional Requirements <b>Still needed:</b> See <a href="#">Additional Requirements</a> section</li> </ul> <p><b>Blocks included in this block</b></p> <p><a href="#">General Education Requirements - Bachelor</a><br/> <a href="#">Major in History, BA</a><br/> <a href="#">Additional Requirements</a></p> | <p><b>Degree in Bachelor of Arts</b> <span style="color: green; font-weight: bold;">COMPLETE</span></p> <p>Credits required: 120 Credits applied: 135<br/>                 Catalog year: 2017-2018 GPA: 3.124</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> You meet the minimum GPA requirement.</li> <li><input checked="" type="checkbox"/> General Education Requirements</li> <li><input checked="" type="checkbox"/> Major Requirements</li> <li><input checked="" type="checkbox"/> Additional Requirements</li> </ul> |
|--|--|

B. The rest of the Degree Audit includes: general education requirements, major requirements, electives, insufficient, in-progress (current schedule), exceptions (course substitutions) and advisor notes. Each course has a status:

- “Still Needed” = you must complete
- “Course Title” + grade = you completed the requirement
- “Course Title” + “REG” = you are scheduled for the course
- Blue Wording = courses in blue are hyperlinked to additional information

*Note: Once an entire block is satisfied the section will say “complete” in green.*

**A. General Education Section:**

**General Education Requirements - Bachelor** INCOMPLETE

Credits required: 40 Credits applied: 25 Catalog year: 2016-2017 GPA: 0.000

**Unmet conditions for this set of requirements:** You currently have 25; you still need a Minimum of 15 more credits.

|                                     | Course                                       | Title                | Grade   | Credits | Term | Repeated    |
|-------------------------------------|--|----------------------|---|---------|------|-------------|
| <input checked="" type="checkbox"/> | BUILDING A SENSE OF COMMUNITY                |                      |   |         |      |             |
| <input checked="" type="checkbox"/> | First Year Seminar Waived-Transfer Cr or GOL |                      |   |         |      |             |
| <input type="checkbox"/>            | COMPOSITION COURSES                          |                      |   |         |      |             |
| <input type="checkbox"/>            | Composition I                                | <b>Still needed:</b> | 3 Credits in <a href="#">ENG 101</a> or <a href="#">HON 150</a>   |         |      |             |
| <input checked="" type="checkbox"/> | Composition II                               | ENG 102              | English Comp II   | TA      | 3    | Spring 2020 |
|                                     |  | <b>Satisfied by:</b> | ENG164 - ADVANCED COMP - Westmoreland Co Cmty College   |         |      |             |
| <input type="checkbox"/>            | PUBLIC SPEAKING COURSE                       | <b>Still needed:</b> | 3 Credits in <a href="#">CDC 101</a> or <a href="#">201</a> or <a href="#">COM 250</a> or <a href="#">EDU 350</a>   |         |      |             |
| <input checked="" type="checkbox"/> | MATHEMATICS AND QUANTITATIVE LITERACY COURSE | MAT 215              | Statistics  | TA      | 4    | Spring 2020 |
|                                     |  | <b>Satisfied by:</b> | MAT165 - PROB & STAT I - Community C Alleghny Co South  |         |      |             |
| <input type="checkbox"/>            | HEALTH & WELLNESS COURSE                     | <b>Still needed:</b> | 3 Credits in <a href="#">ATE 340</a> or <a href="#">BIO 112</a> or <a href="#">117</a> or <a href="#">226</a> or <a href="#">CHD 350</a> or <a href="#">DAN 233</a> or <a href="#">260</a> or <a href="#">GEO 221</a> or <a href="#">GTU 380</a> or <a href="#">HSC 115</a> or <a href="#">250</a> or <a href="#">315</a> or <a href="#">PSY 222</a> or <a href="#">REC 165</a> or <a href="#">195</a> or <a href="#">SOC 405</a> or <a href="#">SOW 303</a>  |         |      |             |
| <input type="checkbox"/>            | TECHNOLOGICAL LITERACY COURSE                | <b>Still needed:</b> | 3 Credits in <a href="#">BIO 201</a> or <a href="#">CIS 110</a> or <a href="#">120</a> or <a href="#">220</a> or <a href="#">352</a> or <a href="#">CSC 101</a> or <a href="#">120</a> or <a href="#">124</a> or <a href="#">201</a> or <a href="#">306</a> or <a href="#">EDU 333</a> or <a href="#">335</a> or <a href="#">GCM 100</a> or <a href="#">180</a> or <a href="#">220</a> or <a href="#">300</a> or <a href="#">410</a> or <a href="#">GET 130</a> or <a href="#">GIS 303</a> or <a href="#">311</a> or <a href="#">350</a> or <a href="#">ITE 341</a> or <a href="#">JUS 220</a> or <a href="#">380</a> or <a href="#">405</a> or <a href="#">487</a> or <a href="#">488</a> or <a href="#">MIS 201</a> or <a href="#">SEC 360</a> or <a href="#">TED 111</a> or <a href="#">302</a> or <a href="#">316</a> or <a href="#">426</a> or <a href="#">THE 141</a> or <a href="#">150</a> or <a href="#">211</a> or <a href="#">341</a> or <a href="#">480</a> |         |      |             |
| <input checked="" type="checkbox"/> | HUMANITIES COURSE                            | HIS 102              | US Hist Since 1877  | REG     | (3)  | Summer 2021 |

**B. Major Section:**

**Major in History, BA** INCOMPLETE

Credits required: 42 Credits applied: 3 Catalog year: 2016-2017 GPA: 0.000

**Unmet conditions for this set of requirements:** You have 3 credits. You still need a minimum of 39 more credits.

|                          | Course                         | Title                | Grade  | Credits | Term | Repeated    |
|--------------------------|--------------------------------|----------------------|--|---------|------|-------------|
| <input type="checkbox"/> | The Craft of History           | <b>Still needed:</b> | 3 Credits in <a href="#">HIS 295</a>   |         |      |             |
| <input type="checkbox"/> | Readings in History            | <b>Still needed:</b> | 3 Credits in <a href="#">HIS 491</a>   |         |      |             |
| <input type="checkbox"/> | Seminar in History             | <b>Still needed:</b> | 3 Credits in <a href="#">HIS 495</a>   |         |      |             |
| <input type="checkbox"/> | History Surveys Electives 1    | <b>Still needed:</b> | 6 Credits in <a href="#">HIS 101</a> or <a href="#">104</a> or <a href="#">111</a>   |         |      |             |
| <input type="checkbox"/> | History Surveys Electives 2    | HIS 102              | US Hist Since 1877   | REG     | (3)  | Summer 2021 |
|                          |                                | <b>Still needed:</b> | 3 Credits in <a href="#">HIS 106</a> or <a href="#">112</a>  |         |      |             |
| <input type="checkbox"/> | Non-Western History Electives  | <b>Still needed:</b> | 6 Credits in <a href="#">HIS 309</a> or <a href="#">310</a> or <a href="#">317</a> or <a href="#">323</a> or <a href="#">324</a> or <a href="#">345</a> or <a href="#">352</a> or <a href="#">353</a> or <a href="#">366</a> or <a href="#">367</a> or <a href="#">370</a> or <a href="#">410</a> or <a href="#">425</a> or <a href="#">430</a> or <a href="#">POS 322</a> or <a href="#">325</a> or <a href="#">326</a> |         |      |             |
| <input type="checkbox"/> | Coursework in History          | <b>Still needed:</b> | 6 Credits in <a href="#">HIS 100:499</a>   |         |      |             |
| <input type="checkbox"/> | Advanced Coursework in History | <b>Still needed:</b> | 9 Credits in <a href="#">HIS 300:499</a>   |         |      |             |

## C. Additional Requirements Section:

**Additional Requirements** INCOMPLETE

Credits applied: 0   Catalog year: 2016-2017   GPA: 0.000

ADDITIONAL REQUIREMENTS

Special Experience/Writing Component Course   **Still needed:**   1 Class in [HIS 491](#)

Advanced Standing Writing Component Course   **Still needed:**   1 Class in [HIS 495](#)

Laboratory Course   **Still needed:**   1 Class in [ANT 254](#) or [341](#) or [ART 130](#) or [233](#) or [BIO 117](#) or [130](#) or [215](#) or [232](#) or [BUS 381](#) or [CHE 101](#) or [102](#) or [DMT 180](#) or [EAS 100](#) or [104](#) or [105](#) with term < 201830 or [150](#) or [245](#) or [ECO 421](#) or [EET 110](#) or [FIT 115](#) or [GCM 180](#) or [GTU 400](#) or [JUS 380](#) or [487](#) or [MAT 213](#) or [261](#) or [376](#) or [NUR 465](#) or [PHS 120](#) or [137](#) or [PHY 101](#) or [202](#) or [POS 319](#) or [PSY 301](#) or [306](#) or [335](#) or [340](#) or [420](#) or [SOC 417](#) or [SOW 201](#) or [TED 304](#) or [THE 255](#) or [272](#) or [310](#) or [311](#)

## D. Electives Section:

**Electives**

Credits applied: 13   Classes applied: 4

| Course  | Title                   | Grade | Credits | Term        | Repeated |
|---|-------------------------|-------|---------|-------------|----------|
| ACC 162   | ACCOUNTING FOR MANAGERS | TB    | 3       | Spring 2020 |          |
| <b>Satisfied by:</b> ACC165 - ACCOUNTING FOR MANAGERS - Westmoreland Co Cmty College    |                         |       |         |             |          |
| CHE 100   | Intro to Chemistry      | TB    | 4       | Spring 2020 |          |
| <b>Satisfied by:</b> CHM107 - INTRO CONCEPTS CHEM I - Westmoreland Co Cmty College      |                         |       |         |             |          |
| HSC 225   | Medical Terminology     | TA    | 3       | Spring 2020 |          |
| <b>Satisfied by:</b> ALH122 - MEDICAL TERMINOLOGY I - Westmoreland Co Cmty College      |                         |       |         |             |          |
| PSY 207   | Dev Psychology          | TA    | 3       | Spring 2020 |          |
| <b>Satisfied by:</b> PSY130 - Human Dev Across the Lifespan - Pennsylvania Highlands Cc |                         |       |         |             |          |

## E. In-Progress &amp; Registered Section:

**In-progress and Registered**

Credits applied: 12   Classes applied: 3

| Course  | Title                        | Grade | Credits | Term        | Repeated |
|---------|------------------------------|-------|---------|-------------|----------|
| NUR 813 | Nurse Admin Role Practicum   | REG   | (6)     | Summer 2021 |          |
| MBA 700 | Business Foundations         | REG   | (3)     | Fall 2021   |          |
| MBA 710 | Quantitative Reason/Analysis | REG   | (3)     | Fall 2021   |          |

## The Plan

Your advisor has the option to record a specific plan for your major. This may include term-by-term requirements so that you progress toward your degree and graduate on time.

Remember: The worksheet is the what, the plan is the when.



To access your academic plan, click on the word “Plans” in the header to open the Plans block. Any plans that have been created for the student by their advisor will be listed here. Click on the title listed under “Description” in the Plan List block to view the plan. You may work with your academic advisor to lock in the plan status.

| Plan List                                       |        |            |                 |        |       |        | NEW PLAN |
|---|--------|------------|-----------------|--------|-------|--------|----------|
| Description                                     | Active | Modified ↓ | Who             | Degree | Level | Status |          |
| Shayne's Advising Plan for HerbHerb Spring 2021 | Yes    | 02/08/2021 | Gervais, Shayne | BA     | UG    | Locked |          |

Last updated: Gervais, Shayne on 02/08/2021

Audit Delete plan Save as copy

Still Needed

- General Education Requireme...
- COMPOSITION COURSES
- Major in History, BA
- Non-Western History Electi...
- Coursework in History
- Advanced Coursework in H...
- Additional Requirements

< >
ADD TERM

| Summer 2021               | Fall 2021                 | Spring 2022              |
|---------------------------|---------------------------|--------------------------|
| NOT TRACKED Credits: 12.0 | NOT TRACKED Credits: 12.0 | NOT TRACKED Credits: 9.0 |
| ENG 101<br>Credits: 3.0   | HIS 295<br>Credits: 3.0   | HIS 491<br>Credits: 3.0  |
| CDC 101<br>Credits: 3.0   | HIS 101<br>Credits: 3.0   | HIS 495<br>Credits: 3.0  |
| BIO 112<br>Credits: 3.0   | HIS 104<br>Credits: 3.0   | ANT 300<br>Credits: 3.0  |
| CIS 120<br>Credits: 3.0   | HIS 102<br>Credits: 3.0   |                          |

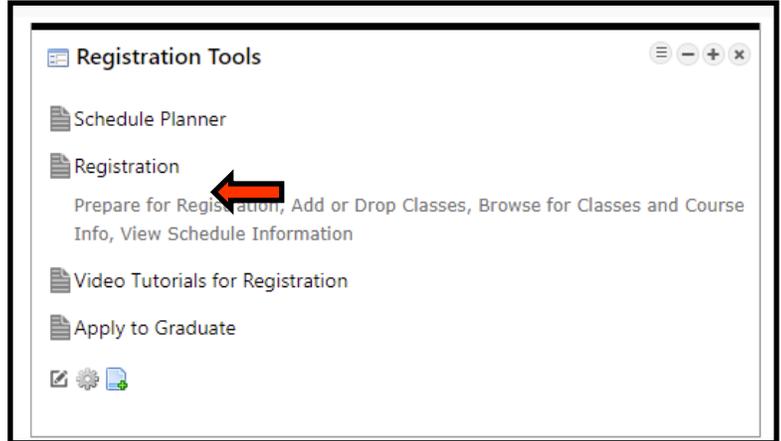
## Degree Works and Registration

You will use your Degree Works plan once you start to schedule your own courses.

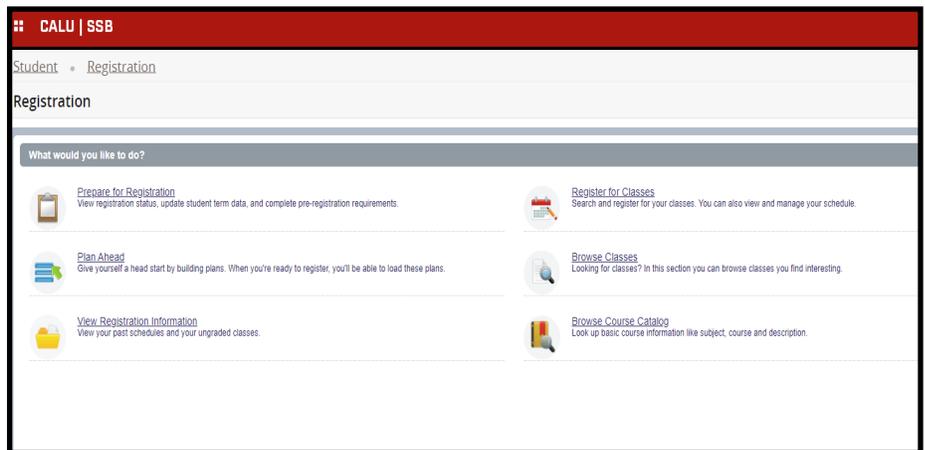
*Note: It is very important to work with your advisor to make sure your plan is always up-to-date. Making changes to the order of the courses on the plan might cause you to miss certain classes and delay graduation. The plan will not update itself if your registration deviates from the suggested course sequence.*

To access your Degree Works plan for registration:

1. Log in via [Vulcan Information Portal \(VIP\)](#)
2. Choose the Academics tab
3. In the Registration Channel, under Prepare to Register, select "Registration"



4. On the registration landing page, select the "Register for classes" link. Then select the appropriate term.



## What If

The What-If tool allows students, faculty, and staff to apply the students' courses to different majors and minors whether the courses have been completed or are in-progress. The user must select the catalog year, degree type, major, and level. Some majors also require a concentration and/or a minor. Be sure to select the approved combination of major, concentration, minor, level and degree type based on the catalog year chosen.

To access the What-If tool, click on the "What-If" icon under the Student Header.

Data refreshed 06/15/2021 9:15 AM 

Student ID: C11010352  × Name: Herb, ThisIsHerb Degree: Bachelor of Arts

[Advanced search](#)

Level: Undergraduate Classification: Freshman Major: UG - History (5420) Program: EL BA 5420 College: Education and Liberal Arts

Academic Standing: No Acad Standing to Calculate Attribute(s): FCAL, S4S

Test Scores: English Placement - 05, Math Placement Part A - 13, Math Placement Part B - 13, Math Placement Part C - 10, Math Placement Part D - 11

Academic **What-If**  View historic what-if audit

### What-If Analysis

Use current curriculum  In-progress classes  Preregistered classes

**Program**

Catalog year \*: 2016-2017 Degree \*: Bachelor of Arts Level \*: Undergraduate

**Areas of study**

Major \*: Minor: College:

Concentration:

**Additional areas of study**

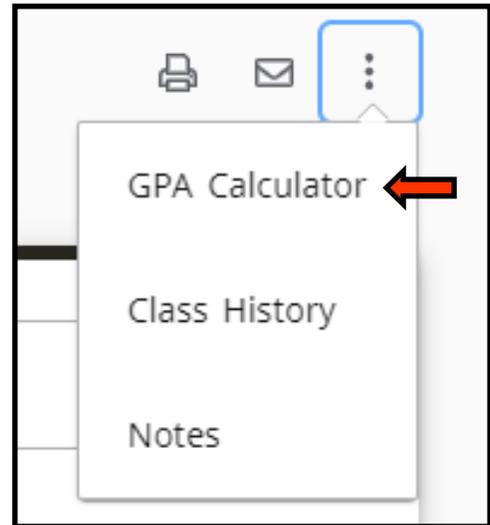
**Future classes**

Subject: Number:

## GPA Calculator

The content contained in the GPA calculator is provided for informational and planning purposes and is only an estimates.

In the top right hand corner of the page is a print symbol that allows you to print the degree audit, an envelope that allows you to email your advisor, and the vertical ellipsis, or three dots. If you select the ellipsis it will display options such as GPA calculator class history, and notes.



## Graduation Calculator

**GPA Calculator** ×

Graduation Calculator Term Calculator

Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal.

Current GPA \*

Credits remaining \*

Credits required \*

Desired GPA \*

**CALCULATE**

## Term Calculator

**GPA Calculator** ×

Graduation Calculator Term Calculator

Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term.

Current GPA \*  Credits earned \*

Add Course

|                     |                |               |    |
|---------------------|----------------|---------------|----|
| Course *<br>ART 106 | Credits *<br>3 | Grade *<br>A  | 🗑️ |
| Course *<br>ART 382 | Credits *<br>3 | Grade *<br>B- | 🗑️ |
| Course *<br>HIS 102 | Credits *<br>3 | Grade *<br>C  | 🗑️ |

**CALCULATE**

## Other important things to know:

- If you have questions about your degree audit you should meet with your advisor
- If there is an issue related to your transfer courses please email [transfer@calu.edu](mailto:transfer@calu.edu)
- If there is an issue with a course exception, registration, or a grade on your audit, please email [academicrecords@calu.edu](mailto:academicrecords@calu.edu)