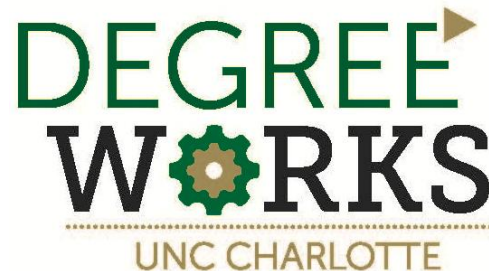




The DegreeWorks Degree Audit: The Basics

Quick Reference Guide
for Faculty Advisors



Quick Reference Guide Overview

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How to Access DegreeWorks



- Log into my.uncc.edu
- Select and Login Self-Service Banner
- Click on the “**Advisor**” tab.
- Within the “**Advisor** ” menu, click on the “**DegreeWorks**” link.
- This should open a new window, and you should already be logged into the program.
- To exit, simply close the window/tab in your browser.

[Return to “Quick Reference Guide Overview”](#)

The Degree Audit, or "Worksheet" – Basic Components:



UNC CHARLOTTE

Back to My.UNCC.edu FAQ/Help

Find Student ID Name Degree MA Major Anthropology (MA) Level GR Student Class Level Graduate St. Last Audit Last Refresh

Worksheets Plans Notes GPA Calc

Worksheets Format: Student View Save As / Print PDF Process New Academic History

History

What If

What If History

Look Ahead

Financial Aid

Basic Student Academic Information

Save Save this audit with this new description and freeze status

UNC Charlotte DegreeWorks

Student View A0000PLI as of 01/22/2016 at 15:5

Student		College	Liberal Arts & Sciences
ID		Level	Graduate
Classification	Graduate Student	Degree	Master of Arts
Advisor		Major	Anthropology (MA)
Overall GPA	3.800	Concentration	
Visa Status		Student Assistantship	

Section Title

Additional Section info

Requirements 45%

<input type="checkbox"/> Degree in Master of Arts	Catalog Year: 2014-2015
<input type="checkbox"/> Major Requirements	Program GPA: 3.666
<input type="checkbox"/> Major in Anthropology	GPA: 3.666

Unmet conditions for this set of requirements: 33 credits are required. You currently have 12, you still need 21 more credits.
At most, two courses with a grade of 'C' may be applied to this program.

List of Requirements

<input type="checkbox"/> CORE COURSES	Requirement Advice
<input type="checkbox"/> History of Anthropology	Still Needed: 1 Class in ANTH 6601
<input checked="" type="checkbox"/> Seminar in Interdisciplinary Anthropology	ANTH 6602 Seminar in Interdiscplnry ANTH *REG (3) Spring 2016

Legend

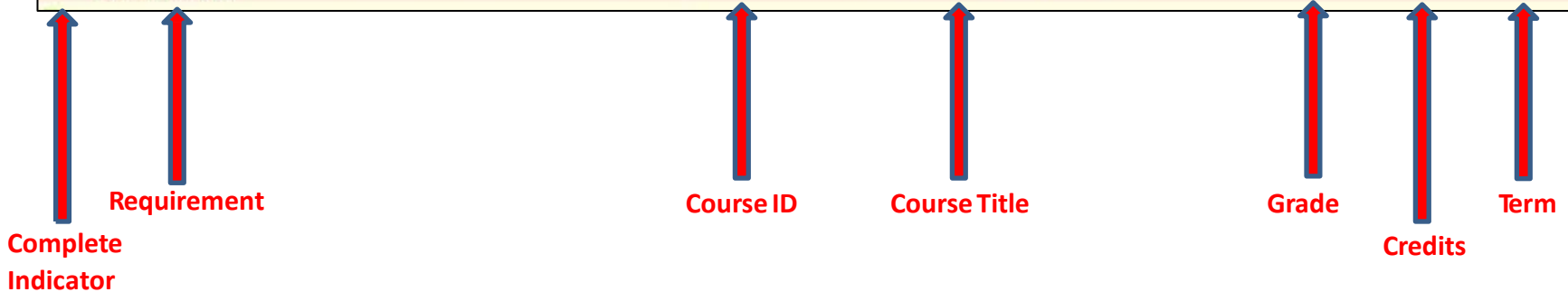
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	* Prerequisite	*REG Currently Registered for this Course
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	@ Any course number or subject	

Completed Requirements



Requirements that have been met are denoted by a green check-box on the left, and information about the course or courses fulfilling the requirement will be listed to the right.

<input type="checkbox"/> INTERDISCIPLINARY COURSEWORK	Still Needed: Choose from 1 of the following:				
<input checked="" type="checkbox"/> Theory in Cultural Anthropology	ANTH 6603	Theory in Social & Cultrl ANTH	A	3	Spring 2015
<input type="checkbox"/> Archaeological Theory and Practice	(1 Class in ANTH 6604) or				
<input type="checkbox"/> Evolutionary and Biological Anthropology	(1 Class in ANTH 6605) or				
<input type="checkbox"/> Language/Culture:Foundation Issues in Linguistic Anthropology	(1 Class in ANTH 6606)				



In-Progress Courses Fulfilling Requirements



When an in-progress course is being used to complete a requirement within the audit, there will be a tilde (~) symbol in a blue box on the left, and the requirement and the course will be highlighted in blue.

CORE COURSES			
<input type="checkbox"/>	History of Anthropology	Still Needed: 1 Class in ANTH 6601	
<input checked="" type="checkbox"/>	Seminar in Interdisciplinary Anthropology	ANTH 6602	Seminar in Interdiscplnry ANTH
		*REG	(3) Spring 2016



No
Grade

Credits in
Parentheses

Current
Term

Any in-progress course can be identified by 3 things:

1. There is no grade listed for the course;
2. The credits for the course appear in parentheses; and
3. The course term is the current academic term.

Incomplete Requirements



Requirements that have not been met are denoted by an empty check-box outlined in red. To the right, the audit provides advice on what course or courses will fulfill the requirement.

The screenshot shows a table of requirements. The first row, 'CAPSTONE', has an empty checkbox outlined in red. Below it are 'Practicum Option' and 'Thesis Option', both with empty checkboxes. To the right of the 'CAPSTONE' row is the text 'Still Needed: Choose from 1 of the following:'. Below this text are two lines of advice: '(2 Classes in ANTH 6611 and 6400*) or' and '(2 Classes in ANTH 6910 and 6920)'. Three red arrows point to the red-outlined checkbox, the 'Requirement' label, the advice text, and the asterisk in the advice text. A label 'Incomplete Indicator' is positioned to the left of the first arrow.

<input type="checkbox"/>	CAPSTONE	Still Needed: Choose from 1 of the following:
<input type="checkbox"/>	Practicum Option	(2 Classes in ANTH 6611 and 6400*) or
<input type="checkbox"/>	Thesis Option	(2 Classes in ANTH 6910 and 6920)

Incomplete Indicator (points to the red-outlined checkbox)

Requirement (points to the 'CAPSTONE' text)

Advice (points to the text '(2 Classes in ANTH 6611 and 6400*) or')

Wild Card (points to the asterisk in '6400*')

The * symbol is a wild card within the degree audit. In the example highlighted above, the advice can be interpreted to mean that any course subject and any course number with the ANTH 6400 (i.e. any course with the 6400 level ANTH course) will fulfill the requirement.

Additional Course Information



The text within the advice for each unmet requirement contains a hyperlink or hyperlinks.

Major in Anthropology						GPA: 3.666
Unmet conditions for this set of requirements: 33 credits are required. You currently have 12, you still need 21 more credits.						
At most, two courses with a grade of 'C' may be applied to this program.						
CORE COURSES						
<input type="checkbox"/>	History of Anthropology	Still Needed: 1 Class in ANTH 6601				
<input checked="" type="checkbox"/>	Seminar in Interdisciplinary Anthropology	ANTH 6602	Seminar in Interdisciplinary ANTH	*REG	(3)	Spring 2016
INTERDISCIPLINARY COURSEWORK						
<input checked="" type="checkbox"/>	Theory in Cultural Anthropology	Still Needed: Choose from 1 of the following:				
<input checked="" type="checkbox"/>	Theory in Cultural Anthropology	ANTH 6603	Theory in Social & Cultr ANTH	A	3	Spring 2015
<input type="checkbox"/>	Archaeological Theory and Practice	(1 Class in ANTH 6604) or				
<input type="checkbox"/>	Evolutionary and Biological Anthropology	(1 Class in ANTH 6605) or				
<input type="checkbox"/>	Language/Culture:Foundation Issues in Linguistic Anthropology	(1 Class in ANTH 6606)				
METHODS COURSE						
<input checked="" type="checkbox"/>	Ethnographic Methods	ANTH 5122	Ethnographic Methods	B	3	Fall 2014
<input type="checkbox"/>	SOCY 6090	Topics in Sociology		A	3	Fall 2015
ELECTIVES						
<input type="checkbox"/>	ELECTIVES	Still Needed: At least 6 of the 12 elective credits must be from ANTH.				
CAPSTONE						
<input type="checkbox"/>	Practicum Option	Still Needed: Choose from 1 of the following:				
<input type="checkbox"/>	Practicum Option	(2 Classes in ANTH 6611 and 6400*) or				
<input type="checkbox"/>	Thesis Option	(2 Classes in ANTH 6910 and 6920)				

Hyperlinks

Hovering your cursor over the hyperlink will display the title of the course.

CORE COURSES						
<input type="checkbox"/>	History of Anthropology	Still Needed: 1 Class in ANTH 6601				
<input checked="" type="checkbox"/>	Seminar in Interdisciplinary Anthropology	ANTH 6602	Seminar in Interdisciplinary ANTH	*REG	(3)	Spring 2016
INTERDISCIPLINARY COURSEWORK						
<input type="checkbox"/>	INTERDISCIPLINARY COURSEWORK	Still Needed: Choose from 1 of the following:				

Additional Course Information, Continued



Clicking on the hyperlink brings up information for courses that meet that particular requirement.

The screenshot shows a web browser window titled "Course Information - Google Chrome" with the URL <https://degreeworks.uncc.edu//IRISLink.cgi>. The browser displays course information for ANTH 6611, including "3 Credits" and "Sem in Applied Anthropology". A red box highlights this pop-up window. Below the browser window, a red arrow points to the text "Pop-up Information".

The background shows a table of course options. A red arrow points to a hyperlink "Sem in Applied Anthropology - 3 Credits" in the table, with the label "Hyperlink" next to it.

1 Class in ANTH 6601						
Seminar in Interdiscplnry ANTH	*REG	(3)	Spring 2016			
Choose from 1 of the following:						
Theory in Social & Cultrl ANTH	A	3	Spring 2015			
(1 Class in ANTH 6604) or						
(1 Class in ANTH 6605) or						
(1 Class in ANTH 6606)						
Ethnographic Methods				B	3	Fall 2014
Topics in Sociology				A	3	Fall 2015
At least 6 of the 12 elective credits must be from ANTH.						
Choose from 1 of the following:						
(2 Classes in ANTH 6611 and 6400*) or						
(2 Classes in ANTH 6010 and 6020)						

The bottom of the worksheet shows:



In-Progress **Not Counted**

In-progress		Credits Applied: 3	Classes Applied: 1		
ANTH 6602	Seminar in Interdisciplinary ANTH	*REG 3	Spring 2016		
Not Counted		Credits Applied: 3	Classes Applied: 1		
EIST 6101	The Adult Learner	Max of zero classes/Credits exceeded ^A	3 Spring 2013		
Exceptions					
Type	Description	Date	Who	Block	Enforced
Apply Here	Transfer from post-bac	12/10/2015	Manager, Degree Works	RA000343	Yes
Notes					
Internal				Entered by	Date
	submitted an academic petition to transfer 3 hours from post-bac. Approved on 12/10/15.			Manager, Degree Works	12/10/2015

- “**In-Progress**” courses,
- “**Not Counted**” courses taken, however, not counted toward the degree program
- “**Exceptions**,” or substitutions made within the audit, and
- “**Notes**” recorded by you or another of the student’s Advisors.

[Return to “Quick Reference Guide Overview”](#)

Academic History



Click **“Academic History”** near the top center of the worksheet to see a chronological list of courses the student has taken, including courses currently in progress.

Academic History Link

UNC Charlotte DegreeWorks
 ** This is NOT a Transcript **

Academic History A0000PLi as of 01/22/2016 at 15:55

Student		College	Liberal Arts & Sciences
ID		Level	Graduate
Classification	Graduate Student	Degree	Master of Arts
Advisor		Major	Anthropology (MA)
Overall GPA	3.800	Concentration	
Visa Status		Student Assistantship	

Spring 2013

EIST 6101	The Adult Learner	A	3
-----------	-------------------	---	---

Fall 2013

ANTH 6601	History of Anthropology	A	3
-----------	-------------------------	---	---

Fall 2014

ANTH 5122	Ethnographic Methods	B	3
-----------	----------------------	---	---

Spring 2015

ANTH 6603	Theory in Social & Cultrl ANTH	A	3
-----------	--------------------------------	---	---

Fall 2015

SOCY 6090	Topics in Sociology	A	3
-----------	---------------------	---	---

Spring 2016

ANTH 6602	Seminar in Interdiscplnry ANTH	*REG	3
-----------	--------------------------------	------	---

Academic History

(1 Class in ANTH 6605) or

(1 Class in ANTH 6606)

ANTH 5122	Ethnographic Methods	B	3	Fall 2014
SOCY 6090	Topics in Sociology	A	3	Fall 2015

Still Needed: At least 6 of the 12 elective credits must be from ANTH.

Still Needed: Choose from 1 of the following:

(2 Classes in ANTH 6611 and 6400*) or

(2 Classes in ANTH 6910 and 6920)

Credits Applied:	3	Classes Applied:	1
*REG	3	Spring 2016	

Credits Applied:	6	Classes Applied:	2
Max of zero classes/Credits exceeded	A	3	Fall 2013
Max of zero classes/Credits exceeded	A	3	Spring 2013

Legend

- Complete
- Not Complete
- Complete except for classes in-progress
- Nearly complete - see advisor
- * Prerequisite
- @ Any course number or subject
- *REG Currently Registered for this Course

[Return to “Quick Reference Guide Overview”](#)

Finding Students' Audits



Currently, there are 2 levels of access for faculty:

1. Faculty Advisor will have a prepopulated list of students
2. Faculty and Staff Advisors may search for a student using the find student functionality

How to Find Students' Audits Continued



<https://degreeworks.uncc.edu/IRISLink.cgi>

Find Students

Student ID: First Name: Last Name:

Degree
All Degree Codes

Level
All Level Codes

Student Class Level
All Student Class Level Codes

Catalog Year
All Catalog Year values

Major
All Major Codes

Minor
All Minor Codes

College
All College Codes

Concentration
All Concentration Codes

Program
All Program Codes

Student Type
All Student Type Codes

Chosen Repeatable Search Criteria

1. Enter all or part of a student's first name or last name, or select one or more options from the drop-down menus, (such as **program**) and click the "Search" button.

2. A list of all students meeting your search criteria will appear in the lower window. You may uncheck names of students you do not want displayed.

3. Click "OK," and all checked students will be loaded into a list you can navigate from the main screen.

Students Found: 1

ID	Name ▼	Degree	Major	Level	Student Class Level
----	--------	--------	-------	-------	---------------------



How to Find Students' Audits Continued

The first (or in some cases, only) student you selected will now show on the main page. The drop-down menu (1) will show all students you selected, or you may use the navigation keys (2) to navigate the list, one worksheet/audit at a time.

2. Navigation Buttons

1. Drop-Down Arrow

The screenshot displays the DegreeWorks interface. At the top left is the NC Charlotte logo. Below it are navigation links: "Back to My.UNCC.edu" and "FAQ/Help". A search bar labeled "Find" is on the left. The main area shows a table with columns: "Student ID", "Name", "Degree", "Major", "Level", "Student Class Level", and "Last Audit". The "Name" column contains "Franklin, Benjamin Test" with a drop-down arrow next to it. Below the table are buttons for "Worksheets", "Plans", "Notes", and "GPA Calc". A "Worksheets" section includes a "Format:" dropdown menu set to "Student View", a "Save As / Print PDF" button, and a "Process New" button. An "Academic History" section is also visible. At the bottom, there is a "Save" button and a text box with the message "Save this audit with this new description and freeze status".

Student ID	Name	Degree	Major	Level	Student Class Level	Last Audit
	Franklin, Benjamin Test	MA	Anthropology (MA)	GR	Graduate St	

How to Find Other Students' Audits

Upon logging in, you will see the audit for the first of your advisees (alphabetical). To view audits for your other advisees,

1. The drop-down arrow to the right of will show you all of your advisees;
2. The navigation buttons above the student's name allow you to move through the list, one student at a time, or jump to the beginning or end of the list; or,
3. The "Find" button allows you to search for other students using a variety of search criteria, such as, student name, program, etc.

2. Navigation Buttons

3. "Find" Button

1. Drop-Down Arrow

3. Window created by "Find" Button

The screenshot shows the DegreeWorks interface. A red circle highlights the 'Find' button in the top left. A red arrow points to the drop-down menu for the student 'Franklin, Benjamin Test', which is currently open and shows three options: 'Franklin, Benjamin Test', 'Franklin, Benjamin Test', and 'Student Number Two, Test'. The interface also shows navigation buttons like 'Worksheets', 'Plans', 'Notes', and 'GPA Calc'.

The screenshot shows the 'Find Students' window. The window title is 'Franklin and Marshall Degree Works - Test Find Students - Google Chrome'. The URL is 'dev-erpapp.fandm.edu/IRISLink.cgi'. The window contains a table with the following data:

ID	Name	Degree	Major	Classification	
<input checked="" type="checkbox"/>	900207051	Franklin, Benjamin Test	BA	Government	Sophomore
<input checked="" type="checkbox"/>	900207053	Student Number Two, Test	BA	Undeclared	First Year

At the bottom of the window, there are buttons for 'OK', 'Cancel', 'Refresh Advisees', 'Check All', and 'Uncheck All'. A blue link at the bottom of the window reads: [Return to "Quick Reference Guide Overview"](#)

The Registration Checklist



The default view in DegreeWorks shows how all of the student's current and past coursework apply to degree requirements. There is an alternative view, known as the "registration checklist," that displays only the requirements that have not yet been met.

To view the registration checklist, click on the drop-down arrow where "student view" is displayed, and select "registration checklist." and then the registration checklist is displayed.

Drop-Down Arrow

The screenshot shows the DegreeWorks interface. At the top left is the UNC Charlotte logo. Below it are navigation links: "Back to My.UNCC.edu", "FAQ/Help", "Exception Management", and "Template Management". A search bar contains "Student ID" and "Name". To the right, there are fields for "Degree" (MA), "Major" (Anthropology (MA)), "Level" (GR), and "Student Class Level" (Graduate St.). Below these are buttons for "Worksheets", "Plans", "Notes", "Petitions", "Exceptions", and "GPA Calc". A "Format:" dropdown menu is open, showing three options: "Student View", "Student View", and "Registration Checklist". A red arrow points to the dropdown arrow, and a blue arrow points to the "Registration Checklist" option. At the bottom right, there are buttons for "Save As / Print PDF", "Process New", and "Academic History". The text "UNC Charlotte DegreeWorks" is displayed at the bottom right.

The Registration Checklist, Continued



Now, only unmet requirements are listed.

UNC Charlotte DegreeWorks

■ Degree in Master of Arts

Catalog Year: 2014-2015

Still Needed: See Major in Anthropology section

■ Major in Anthropology

Catalog Year: 2014-2015 Credits Required: 33

GPA: 3.666 Credits Applied: 12

Still Needed: 1 Class in **ANTH 6601**

Still Needed: Choose from 1 of the following:

(1 Class in **ANTH 6604**) or

(1 Class in **ANTH 6605**) or

(1 Class in **ANTH 6606**)

Still Needed: At least 6 of the 12 elective credits must be from ANTH.

Still Needed: Choose from 1 of the following:

(2 Classes in **ANTH 6611** and 6400*) or

(2 Classes in **ANTH 6910** and 6920)

Printing or Saving the Worksheet



Click **“Save As / Print PDF”** near the top of the worksheet to print or save a pdf version to your computer.

Save As / Print PDF Button

The screenshot shows the top navigation bar of the DegreeWorks system. The 'Save As / Print PDF' button is highlighted with a red box. A red arrow points from the text 'Save As / Print PDF Button' to this button. Other visible elements include the UNC Charlotte logo, navigation links like 'Back to My.UNCC.edu', and search fields for Student ID, Name, Degree, and Major.

The screenshot displays a graduation checklist for James Adam Birkett. The URL at the top is <https://degreeworks.uncc.edu/IRISLink.cgi>. The checklist includes a table of student information and a list of course requirements with checkboxes. A 'Save As / Print PDF' button is visible at the bottom right of the page.

Graduation Checklist		A0000PLI as of 01/22/2016 at 15:55	
Student ID		College	Liberal Arts & Sciences
Classification	Graduate Student	Level	Graduate
Advisor		Degree	Master of Arts
Overall GPA	3.800	Major	Anthropology (MA)
Visa Status		Concentration	
		Student Assistantships	

Degree in Master of Arts		Catalog Year:	2014-2015
<input type="checkbox"/>	Major Requirements	Program GPA:	3.000
<input type="checkbox"/>	History of Anthropology		
<input type="checkbox"/>	Seminar in Interdisciplinary Anthropology	ANTH 6602 (IP)	
<input type="checkbox"/>	INTERDISCIPLINARY COURSEWORK	ANTH 6603	
<input checked="" type="checkbox"/>	METHODS COURSE	ANTH 5122	
<input type="checkbox"/>	ELECTIVES	SOCY 6090	
<input type="checkbox"/>	CAPSTONE		

In-progress		Credits Applied:	3	Classes Applied:	1
<input type="checkbox"/>	ANTH 6602 (IP)				

Not Counted	
<input type="checkbox"/>	ANTH 6601, EIST 6101

[Return to “Quick Reference Guide Overview”](#)

GPA Calculations in section Headers



The GPA displayed within the section header pertains to the courses within that section. So for example, in a major section header, the GPA shown is the GPA for that major.

Student View A0000PLi as of 01/22/2016 at 15:55			
Student		College	Liberal Arts & Sciences
ID		Level	Graduate
Classification	Graduate Student	Degree	Master of Arts
Advisor		Major	Anthropology (MA)
Overall GPA	3.800	Concentration	
Visa Status		Student Assistantship	



<input checked="" type="checkbox"/> Degree in Master of Arts		Catalog Year:	2014-2015
<input type="checkbox"/> Major Requirements		Program GPA:	3.666
<input checked="" type="checkbox"/> Major in Anthropology		GPA: 3.666	
Unmet conditions for this set of requirements: 33 credits are required. You currently have 12, you still need 21 more credits.			
At most, two courses with a grade of 'C' may be applied to this program.			
<input type="checkbox"/> CORE COURSES			
<input type="checkbox"/> History of Anthropology		Still Needed: 1 Class in ANTH 6601	
<input checked="" type="checkbox"/> Seminar in Interdisciplinary Anthropology	ANTH 6602	Seminar in Interdiscplnry ANTH	*REG (3) Spring 2016

Major GPA



[Return to "Quick Reference Guide Overview"](#)

What Do We See That Students Can't?



Advisors have access to the “Notes” tab, is unavailable to the student. Advisors and staff also see “internal” notes left by other Advisors; these are invisible to the student. If you see a check-mark to the left of the note, it is not for the student’s eyes!

Notes Tab

The screenshot shows the DegreeWorks interface with the 'Notes' tab highlighted in red. The interface includes a navigation bar with 'Back to My.UNCC.edu', 'FAQ/Help', 'Exception Management', 'Template Management', 'Change Password', and 'Log Out'. Below this is a search area with fields for 'Student ID', 'Name', 'Degree', 'Major', 'Level', 'Student Class Level', 'Last Audit', and 'Last Refresh'. The 'Notes' tab is highlighted in red, and the 'Worksheets' tab is also visible. The 'Format' dropdown is set to 'PDF', and there are buttons for 'Save As / Print PDF', 'Process New', and 'Academic History'.

Internal Advising Note

Check-mark indicates note is hidden from student

The screenshot shows the 'NOTES' section in DegreeWorks. A table lists notes with columns for 'Internal', 'Note', 'Entered by', and 'Date'. A red box highlights the 'Internal' column, which contains a checkmark, and the 'Note' column, which contains 'Test Note - Private'. The 'Entered by' column contains 'Advis - Test' and the 'Date' column contains '09/16/2013'. Below the table is a 'Legend' section with various icons and their meanings: a green checkmark for 'Complete', a blue envelope for 'Complete except for classes in-progress', a red X for 'Not Complete', a blue envelope with a checkmark for 'Nearly complete - see advisor', an asterisk for 'Prerequisite', and a blue envelope with a checkmark for '* REG Currently Registered for this Course'. Below the legend is a 'Disclaimer' section with text explaining that the degree audit report is a guide and not an official transcript.

[Return to “Quick Reference Guide Overview”](#)

Questions?

Please feel free to contact us!

[DegreeWorks @uncc.edu](mailto:DegreeWorks@uncc.edu)



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