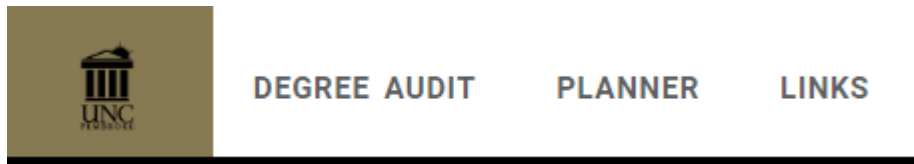


UNDERSTANDING DEGREE WORKS

Degree Works is a web-based tool to help students, faculty, and certain designated staff plan and monitor student progress toward degree completion. Degree Works organizes coursework in an easy-to-read degree audit summarizing program requirements and progress to completion. When students access Degree Works via BraveWeb, they are immediately presented with their audit. Within Degree Works, students can access their degree audit, planner, and helpful links.



DEGREE AUDIT

The degree audit provides a comprehensive checklist of requirements for the student's degree, major, minor, concentration, etc. at UNCP.

Student Information

Student information will display at the top of the degree audit in the **Student Card**. This information, along with course information, is refreshed from Banner automatically overnight. Changes made to student records today (e.g., registration, declaration, grade processing), will display tomorrow. If a change has been made to a student's information in Banner and the student or advisor would like to see this change in Degree Works on the same day, advisors can use the **Refresh Data** button to manually refresh the information prior to the overnight refresh.

To view the current information from Banner after a manual refresh, you must click on **Process** to refresh the audit.

1. Click the **Refresh Student Data**  button.

Note: “Data refreshed” displays the last date this button was pressed. Hover over “Data refreshed” to see “Data last changed,” which is the last date a change occurred in Banner and was imported to Degree Works. If these dates do not match, no new changes were processed in Banner.

2. Click “Process” to view the updated information.

Format: Student View and Registration Checklist

There are two different formats to view the degree audit in Degree Works: **Student View** and **Registration Checklist**. By default, the **Student View** will display when accessing the audit. The **Student View** provides a comprehensive checklist of the student’s degree requirements. The **Registration Checklist** format provides a simplified view of the classes still needed to fulfill the student’s outstanding requirements.

To change to the **Registration Checklist** format, choose **Registration Checklist** from the dropdown menu then click **Process**.

1. Select the desired format from the dropdown list.
2. Next, click **Process** to see the selected audit format.

Save as PDF (Printing a student's degree audit)

Each student's audit is designed to be viewed online. However, there is still an option to print. To print, click the **Print** button in the top right to generate a PDF version of the audit. From here you can either save or print. Printing to paper is not recommended: Go Paperless.

Note: When accessing and sharing student information, you must follow the regulations set forth by the Family Education Right and Privacy Act (FERPA). For more information on FERPA, visit the UNCP FERPA [website](#) and [policy](#).

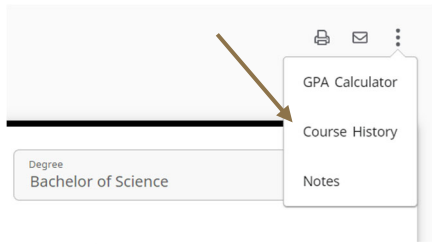
In-Progress Classes & Processing a New Audit

When included, Degree Works makes use of all classes the student is currently registered for to fulfill outstanding requirements on the student's audit. To remove in-progress and/or preregistered classes from the student's audit, uncheck the boxes from the header section of the audit and click **Process**.

1. Uncheck boxes to exclude in-progress and/or preregistered classes from the student's audit.
2. Click **Process** to refresh the audit reflecting the checked or unchecked selections.

Class History

The **Class History** feature shows a student’s semester-by-semester academic history including classes taken at UNCP and transfer coursework.



Course History

2023 Fall

Course	Title	Grade	Credits	Section
AIS 1010	Intro To Amer Ind Studies	A	3	
AIS 2390	Amer Ind Education	A	3	
HST 2030	American Indian Museum Studies	A	3	
PSY 2160	Social Psychology	TA	3	University Electives
Satisfied by: PS301 - Social Psyc - Park University				
SPE 2010	Fundamentals Of Speech	TA	3	University Electives
Satisfied by: CA103 - Public Speaking - Park University				
Term credits attempted	15.0	Cumulative credits attempted	15.0	
Term credits earned	15.0	Cumulative credits earned	15.0	
Term GPA	4.000	Cumulative GPA	4.000	

Legend

The **Legend** is located at the bottom of the audit. At the bottom of the audit you will find the legend. This helps users to identify the completion status of each requirement within the audit.

Legend			
✓	Complete	○	Not complete
🔄	In-progress	⚠	Nearly complete - see advisor
📄	Prerequisite	@	Any course number
(R)	Repeated class		

Complete - A checkmark will appear beside completed requirements. The course(s) or credit(s) fulfilling the requirement will appear in the row accompanied by the grade and term the course(s) and credit(s) were completed.

Not Complete – Outstanding requirements to be fulfilled for degree completion. Degree Works will provide information about what course(s) can be used to fulfill the requirement.

In-progress – This icon will appear when a course the student is currently registered for will complete the outstanding requirement as long as the student achieves a satisfactory grade. The course(s) satisfying the requirement will appear in the row accompanied by the term and an 'IP' in the grade field, indicating the course is In-Progress.

Nearly complete – see advisor – Appears when a student is near completion, however, there may be an unmet component, such as all major requirements complete, but minimum major credits have not been met.

Prerequisite – The clipboard icon will appear next to a course when a prerequisite exists. Course information, including the associate prerequisite course(s), will display when you click on the course.

Any course number – Known as a “wildcard” in Degree Works, the @ symbol stands in place of other characters. For example, if the student needs to complete 12 upper division credits in ACC for their major, you may see “12 Credits in ACC 3@ or 4@”. The double @ symbol appears when both the subject and course number is part of a range. For example, you would see “90 Credits in @ 1@ or 2@ or 3@ or 4@” if the student could take any 100, 200, 300, or 400 level course from any subject to satisfy this elective requirement.

Repeated Class – A repeated course is indicated with “(R)” in the Repeated column on the degree audit. The lowest grade of the repeated course will appear in the Insufficient Coursework block. Courses with an approved grade replacement will also appear in the Insufficient Coursework block.

Blocks

Degree Works generates an evaluation which displays classes taken, classes in-progress or registered for, transfer classes, and classes still required to fulfill degree requirements. This evaluation is displayed in a logical hierarchy of sections referred to as “blocks.” Each block lists the various components and requirements to complete the student’s degree, major, minor, or concentration.

Blocks can be individually or all together collapsed and expanded to allow you to focus on specific data, reducing the amount of scrolling needed when reviewing the audit. The **Collapse All** arrow is found just below the **Process** button. Each individual block also has its own collapse/expand arrow. The way you leave the audit - expanded or collapsed - will be the way the audit is displayed to the next person to view that student’s audit.

Block titles are in the top left corner of the block header. The block status is displayed at the end of the title. Each block presents the classes and/or credits required, applied, and in progress for the associated degree requirement. The degree audit contains several blocks, which will vary based on program requirements and declared components (e.g., second major, minor, etc.).

The Catalog Year is viewable in the Degree block and the Major block. The cumulative GPA is listed in the Degree Audit Progress section under the Student Card and the major GPA is listed in the Major block.

Major in Biology, B.S.

1 INCOMPLETE

Credits required: 67 Credits applied: 52 Catalog year: 2022-2023 GPA: 3.880 2

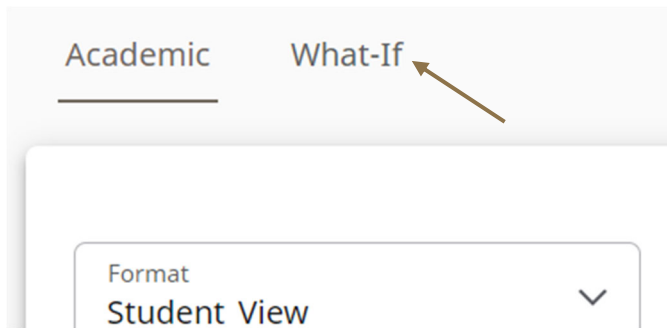
	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/>	Minimum Major and Emphasis Credits Required	Still needed:	67 credits are required. You currently have 52 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 15 additional credits and all major and emphasis requirements.			
<input checked="" type="checkbox"/>	Minimum Major Credits Earned from UNC Pembroke					
<input type="radio"/>	BIOLOGY:					
<input checked="" type="checkbox"/>	Principles of Biology	BIO 1000	Prin Of Biology	TA	3	2022 Fall
		Satisfied by:	BIO101 - Biological Science - Orangeburg-Calhoun Tech Clg Up			
<input checked="" type="checkbox"/>	Prin Of Bio Lab	BIOL 1000	Prin Of Bio Lab	A	1	2022 Fall
<input checked="" type="checkbox"/>	General Botany	BIO 1010	General Botany	A	4	2022 Fall
<input checked="" type="checkbox"/>	General Zoology	BIO 1020	General Zoology	A-	4	2023 Fall
<input type="radio"/>	Intro to Animal Science	Still needed:	1 Class in BIO 1040			
<input checked="" type="checkbox"/>	Principles of Ecology	BIO 3040	Principles of Ecology	IP	(4)	2024 Fall
<input type="radio"/>	Principles of Genetics	Still needed:	1 Class in BIO 3180			
<input checked="" type="checkbox"/>	Agriculture Internship	BIO 4010	Agriculture Internship	IP	(3)	2024 Fall
<input type="radio"/>	Principle of Sustainable Ag	Still needed:	1 Class in ENV 2450			
<input type="radio"/>	Soils And Hydrology	Still needed:	1 Class in ENV 3200			

1. Block title. The block pictured above is the “Major in Biology, B.S.” block.
2. Block information including Catalog Year, Credits Required and Applied, and GPA for the classes completing the block requirements. Transfer class grades do not contribute to the student’s GPA.

Catalog Year

A student's catalog year is set upon admission or readmission for their degree and major.

Note: Students may use the **What-If** feature within Degree Works to view how completed classes would contribute towards the completion of a different major, minor, or concentration should they decide to make a change.



There are several options to explore from the What-If analysis. Once the new program information is selected, press **Process** to view the results.

What-If Analysis ^

Use current curriculum In-progress classes Preregistered classes

Program

Catalog year * 2023-2024	Level * Undergraduate (UG)	Degree * Bachelor of Science
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Areas of study

Major *	Concentration	Minor
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Additional areas of study

Future classes

Subject	Number	ADD
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RESET PROCESS

Writing Intensive Program Block

At UNCP, undergraduate students must complete nine semester credit hours of Writing Enriched and Writing in the Discipline courses (one course must be a Writing in the Discipline course). A WE or WD attribute is attached to specific section CRNs (e.g., 12345 for ART 2080 offered in Fall) and not generalized courses (e.g., ART 2080 generally). This is because one instructor may offer a version of a course with curriculum and assignments designed to fulfill the writing enhanced requirement and another may not.

Because there is variability, Degree Works will only show the Writing requirement as “Complete” or “In-progress” when students register for a course with the WE or WD attribute attached.

Indigenous Cultures & Communities Requirement Block

UNCP undergraduate students must also fulfill the Indigenous Cultures & Communities (ICC) requirement. When registering, these courses are identified with an ICC attribute. ICC designations are specific to the individual course section and instructor. Degree Works will only fulfill this block with courses identified with an ICC attribute.

Electives Block

Classes that count towards the total credits required for the student’s degree but do not fulfill any specific program requirements are listed under the **University Electives (applied credits)** block.

University Electives (applied credits)

Credits applied: 18 Classes applied: 9

Course	Title	Grade	Credits	Term	Repeated
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Conversely, classes applicable to the total credits required for the degree but not needed because the category has been fulfilled are listed under University Electives (excess credits) block.

University Electives (excess credits)

Credits applied: 12 Classes applied: 4

Course	Title	Grade	Credits	Term	Repeated
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In-progress Block

Classes in which students are currently enrolled in and preregistered for will be listed in the **In-progress** block. These courses will also display at the specific requirement they will satisfy.

In-progress

Credits applied: 12 Classes applied: 4

Course	Title	Grade	Credits	Term	Repeated
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Insufficient Block

Courses appearing in the **Insufficient** block are not used towards fulfilling degree requirements. Courses in which a student has withdrawn or received an unsatisfactory grade will be present in the **Insufficient** block. Courses with sufficient grades in the Insufficient Block are repeated courses marked with repeat indicators.

Insufficient

Credits applied: 0 Classes applied: 4

Course	Title	Grade	Credits	Term	Repeated
CHEM 161	General Chemistry I W/Lab	D	0	Winter 2019	(R)
KIN 414	Physical Act & Nutrition	NP	0	Spring 2021	
MATH 112	Functions & Algebraic Methods	D	0	Fall 2018	(R)
PSY 119	Psychology of Gender	C+	0	Spring 2019	(R)

Course Links

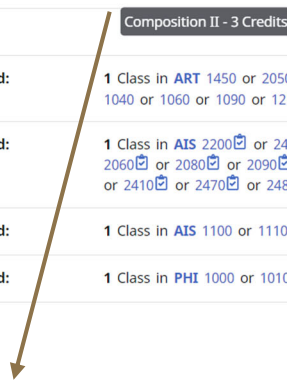
Degree Works provides information on which course(s) the student can take to complete remaining requirements for their program. To view information on these classes from the UNCP catalog, simply click on the course link from within the student's audit to view course description, prerequisites, attributes, and section availability in current and future terms. Registration must occur through BraveWeb.

General Education Requirements

INCOMPLETE

Credits required: 44 Credits applied: 0

<input type="radio"/> Minimum General Education Credits Required	Still needed:	You currently have 0 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 44 additional credits and all general education requirements.
<input type="radio"/> COMMUNICATION SKILLS:		Communication Skills must be completed with a grade of C or better
<input type="radio"/> Composition I	Still needed:	1 Class in ENG 1050
<input type="radio"/> Composition II	Still needed:	1 Class in ENG 1060
<input type="radio"/> ARTS AND HUMANITIES:		Composition II - 3 Credits
<input type="radio"/> Fine Arts	Still needed:	1 Class in ART 1450 or 2050 or 2080 or 2090 or HON 2050 or MCM 2500 or MUS 1020 or 1040 or 1060 or 1090 or 1210 or 2940 or 2980 or THE 2500
<input type="radio"/> Literature	Still needed:	1 Class in AIS 2200 or 2410 or ENG 2010 or 2020 or 2030 or 2050 or 2050 or 2060 or 2080 or 2090 or 2100 or 2180 or 2190 or 2200 or 2230 or 2240 or 2410 or 2470 or 2480
<input type="radio"/> History	Still needed:	1 Class in AIS 1100 or 1110 or HST 1010 or 1020 or 1030 or 1100 or 1110 or 1140 or 1150
<input type="radio"/> Philosophy and Religion	Still needed:	1 Class in PHI 1000 or 1010 or 2040 or 2070 or REL 1080 or 1300



Course Information

ENG 1060 - 3 Credits - Composition II

Provides students with a foundation in critical reading and writing practices by introducing different types of texts and ways of working with them; students will recognize and interpret differing perspectives and will analyze and synthesize others' work, producing several texts of moderate length. PREREQ: Placement into ENG 1050 or "C" grade or better in ENG 0104.


Prerequisites:
ENG 1050 with a minimum grade of C or **CMA 1050** with a minimum grade of C

Sections:

Term	CRN	Section	Seats open	Meeting times
2024 Summer	40009	800	3 (out of 20)	To be announced
2024 Summer	40010	801	5 (out of 20)	To be announced
2024 Fall	10655	001	0 (out of 20)	M W F 08:00am - 08:50am
2024 Fall	10656	002	0 (out of 20)	M W F 09:05am - 09:55am

Exceptions

Students who apply to UNCP with a previously conferred bachelor's or approved associate's degree are eligible for a general education waiver. This will appear in the degree audit.

 **General Education Waived - 2nd Degree Seeking Student**

Additionally, approved exceptions, substitutions, or other waivers will appear next to the degree requirement.

 **Fin. Reporting & Analysis III** **Still needed:** 1 Class in [ACC 4220](#)

Exception by: Registrar **On:** 06/24/2024 **Substitute:** Approved Substitution: ACC 3230 with ACC 4220

Disclaimer

You are encouraged to use the degree audit report as a guide, along with the academic catalog, when planning your progress toward degree completion. Contact your advisor for assistance with interpreting the degree audit and establishing a plan to fulfill the requirements. Students are individually responsible for all course registrations, following all applicable academic regulations, and completing the requirements for graduation. Federal Financial

Aid may be used for degree-applicable courses only. In addition to satisfying the degree requirements above, an application for graduation/degree conferral is required by the deadline published or at the completion of 75 undergraduate credits.

PLANNER

With the **Planner** feature, undergraduate students and advisors can partner to create a plan to fulfill remaining program requirements semester by semester. This tool is for planning purposes only. Students must complete their registration through BraveWeb.

To create a plan, access **Planner**, then:

1. Select **New Plan**
2. Press **Select Template** or **Blank Plan**
 - Opting for a **Blank Plan** will require the user to enter all courses for all terms
3. Enter start term from drop down menu
4. Select program from options presented – organized by program name and estimated years remaining
5. The recommended 2- or 4-year plan will populate.
6. Students and advisors will work together to rearrange terms and courses based on transfer credits, additional major, minor, desired time to completion, etc.

Once the plan is created, it can be applied to an audit by selecting **Planner Audit** or a different program by selecting **Planner What-If**.



Planner Audit Planner What-If Delete plan Save as copy

To retain the plan, select **Save as copy**. All saved plans are visible in the **Plan List**. Select **Delete plan** to remove it from the list.

The Planner will alert students and advisors when a deviation from the plan occurs.

Course registration must be completed by the student in Brave Web. The Plans tool is for planning purposes only.

LINKS

Links provides access to helpful tools relevant to the degree audit. UNCP provides many additional tools and resources outside of Degree Works. Continue to consult your advisor regarding your degree plan and progress and to review other tools and resources provided by the university.

