How to Read Your Degree Audit
Topics

• Main Sections of the Degree Audit: The Student View Worksheet and “Blocks”
• The Degree Block
• Features of a Typical Block
• Other Sections of the Audit
• An Important Note
Degree Works

Once you have accessed Degree Works you will be taken directly to your degree audit report ("plan of study"). The Worksheets Tab – Student View Format is the default view format whenever you enter Degree Works.

Having introduced the essential features of Degree Works and basic navigation in a separate tutorial, this tutorial will discuss the main sections of the “Student View” Worksheet, and the basics on how to read your audit. Remember that your advisor can always help you interpret your audit!
“Blocks”

The Worksheet - Student View audit organizes degree and program requirements by sections – these are known as “blocks”. The blue banners that appear in the audit indicate the different blocks that make up your degree and program, and generally follow the requirements as stated in the academic catalog that applies to you.
Blocks That Appear in Audits

The audits for **degree-seeking students** will contain these blocks:

- **Degree** (BA, BS, or BSED)
- **General Education** (Areas I-IV)
- **Pre-Professional** (Area V)
- **Major(s)**
  - Multiple majors will appear in a single audit if under the same degree, i.e., if both are BS programs.
- **Minor(s)**
  - If your program requires a minor, or if you have declared an optional minor (or multiple minors), the minor block(s) will appear in the audit.
If you see a message similar to the one below in your audit, it means that your program requires a minor, but one is not declared in your official academic record. You should discuss minor options with your advisor, but you must declare the minor officially through the Office of Student Records using the Change of Major/Minor form.
Blocks That Appear in Audits

• Blocks that are program-specific and that may only appear in certain audits include:
  - TEP (Teacher Education Program) – appears if your program is a College of Education or College of Arts and Sciences program that leads to teaching licensure/certification
  - Professional Studies – appears if your program is a College of Education program that leads to teaching licensure/certification
  - Other Professional Credit – appears for College of Business Management of Technology programs only
The Legend at the bottom of the audit tells you what the various icons, symbols, and color-coding indicate. The Disclaimer also notifies users that the audit does not represent an official transcript or academic record.
The Degree Block

The Degree block shows a summary of all of the blocks required for the degree. It also specifies any General University requirements related to residency, upper level credit, GPA, and any other applicable requirements.

The Degree block banner shows the catalog term (the term you first enrolled at Athens State unless it has been changed), hours required for the degree, and hours applied so far (including general electives). Note Hours Applied includes in-progress courses unless they are removed from the audit as described in the Intro to Degree Works tutorial.
The Degree Progress bar is an estimate only. This estimate is based on the number of “boxes” in the audit and how many are completed.

In any block, requirements that are not yet fulfilled appear as red unchecked boxes, and advice is given on what is still needed.

In any block, requirements that are fulfilled appear as green checked boxes.
Features of a Typical Block

Here is an example of the features/notations seen in a typical block – a major block. While specific requirements in blocks vary, the features and notations in blocks are standard.

<table>
<thead>
<tr>
<th>Major in Psychology</th>
<th>Catalog Term: Fall 2014</th>
<th>Hours Required: 40</th>
<th>GPA: 3.00</th>
<th>Hours Applied: 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unmet conditions for this set of requirements: 40 hours are required. You currently have 12, you still need 28 more hours.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ 24 hours in upper-division coursework at Athens State</td>
<td>Still Needed: You have taken 12 hours but still need 12 hours in upper-division courses.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Social Psychology</td>
<td>Still Needed: 3 hours in PS 331</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Child Psychology or Adolescent Psychology</td>
<td>PS 334</td>
<td>Adolescent Psychology</td>
<td>C</td>
<td>3</td>
</tr>
<tr>
<td>☑ Psychology of Learning or History/Systems of Psychology</td>
<td>PS 336</td>
<td>Psychology of Learning</td>
<td>A</td>
<td>3</td>
</tr>
<tr>
<td>☑ Statistics w/ Advanced Topics in Behavioral Sciences</td>
<td>PS 341</td>
<td>Stats w/ Adv Top in Beh Sci</td>
<td>NA</td>
<td>(3)</td>
</tr>
<tr>
<td>☐ Abnormal Psychology</td>
<td>Still Needed: 3 hours in PS 352</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Experimental Psychology</td>
<td>Still Needed: 4 hours in PS 380* and 380L</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☑ Physiological Psychology</td>
<td>PS 406</td>
<td>Physiological Psychology</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>☐ Cognitive Psychology</td>
<td>Still Needed: 3 hours in PS 420</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Thinking, Writing, Speaking in the Behavioral Sciences</td>
<td>Still Needed: 3 hours in PS 499</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Psychology electives approved by faculty advisor</td>
<td>Still Needed: 12 hours in PS 300:499</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

An exit exam is required for graduation and is administered in PS 499. The departmental exit exam covers theories and concepts from all areas of the curriculum.

Each Block header shows catalog term, hours required for the block, GPA for the block, and hours applied to the block so far. Note Hours Applied includes in-progress courses (unless they have been removed), but block GPA calculation is only for completed courses.
Features of a Typical Block

In any block of the audit worksheet, a blue area and a blue “~” box indicate the requirement is in progress or nearly met. In-progress courses or pre-registered courses always show the credit hours in parentheses, and the grade as “NA”.

This advice represents a course range; any PS course numbered 300 to 499 that is not required elsewhere can fulfill this slot. You will also sometimes see the “@” symbol in course advice – this represents a “wildcard”. So “PS 3@” would mean any 300 level psychology course can fulfill the slot.
Features of a Typical Block

If a course is still needed, the course number(s) showing in the advice is a hyperlink. Clicking the course number displays a pop-up window with current course information.
Other Sections of the Audit

Courses that don’t fulfill requirements for various reasons are placed in other sections depending on the reason.

<table>
<thead>
<tr>
<th>General Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MUS 100EL</strong></td>
</tr>
<tr>
<td>Satisfied by: MU225 - Survey of Music Industry - University Of North Alabama</td>
</tr>
<tr>
<td><strong>MUS 111</strong></td>
</tr>
<tr>
<td>Satisfied by: MU201 - Music Theory - University Of North Alabama</td>
</tr>
<tr>
<td><strong>ORI 100FL</strong></td>
</tr>
<tr>
<td>Satisfied by: UNA101 - University Experience - University Of North Alabama</td>
</tr>
<tr>
<td><strong>SOC 208</strong></td>
</tr>
</tbody>
</table>

- **Insufficient**
- **In-progress**
- **Not Counted**

Courses that are unacceptable due to grade or withdrawal.

These courses also appear elsewhere in the audit if they satisfy a requirement once completed.

Repeats or other courses that are excluded from being used in the audit.

Acceptable credit that does not or is not needed to fulfill a specific program requirement.
An Important Note

• While Degree Works is “programmed” for the courses and requirements for your catalog, program, and major, it also uses a “best fit” approach when there are multiple options that can be used to fulfill a requirement (for example, when a list of courses can fulfill a slot)

• As Degree Works sees more options available (such as when you register for or complete additional courses), it may choose to move a course from one place in the audit to another – this is part of the “best fit” approach
End of Tutorial: How to Read Your Degree Audit

• Please view the other available tutorials that will help you make the most out of using Degree Works.

www.athens.edu/degreeworks