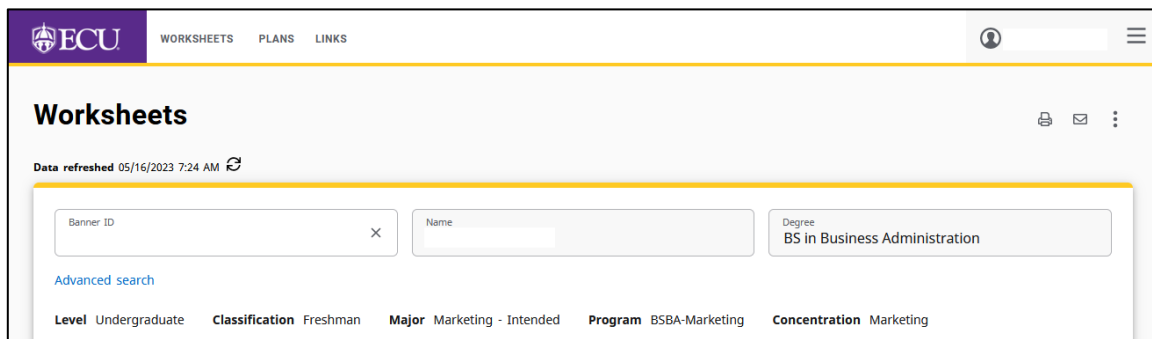


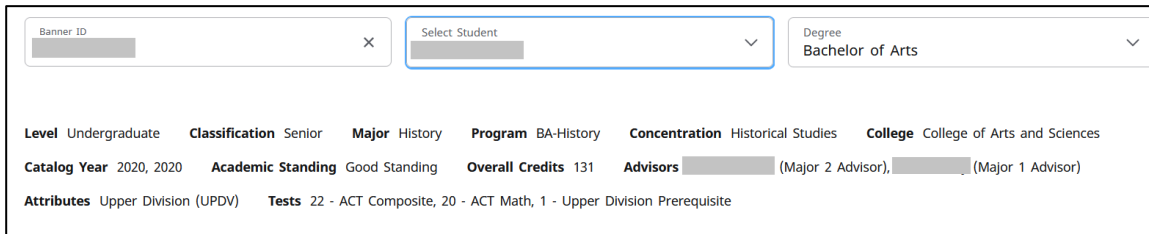
Understanding your Degree Works Worksheet

Degree Works is a tool to help you review your progress toward graduation and determine which course requirements still need to be met.

1. Log into your Degree Works from PiratePort.
2. Your Degree Works worksheet is displayed.

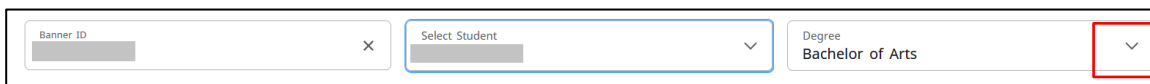


The Student Information block



The Student information block displays your academic record information. It includes your level, your classification, the program you are in, the catalog year, your academic standing, your overall credits, and your advisor. This block may include additional information such as test scores, student attributes, holds, and whether you have applied to graduation or not.

If you are pursuing multiple programs and/or a certificate, you may have multiple worksheets. Click the select icon to view your additional program/certificate.



The Degree Progress block

The Degree Progress circle is a visual representation of your progress towards graduation. The circle displays the percentage of requirements that have been completed.

The block also displays your overall GPA.

The screenshot shows a 'Degree progress' section with a 'Format Student View' dropdown. A progress circle indicates 21% completion of requirements. The overall GPA is listed as 0.000. There are two checked checkboxes: 'In-progress classes' and 'Preregistered classes'.

The Legend

The legend

The legend defines the following symbols:

- Green checkmark: Complete
- Blue circle with 'i': Complete (with classes in-progress)
- Blue checkmark in a box: Prerequisite
- (R): Repeated class
- Red circle: Not complete
- Yellow circle with exclamation mark: Nearly complete - see advisor
- @: Any course number

The remaining blocks within the audit present all applicable requirements for your degree.

The Degree Block

The Degree block lists an overall summary of requirements that are required to complete your degree.

The screenshot shows the 'Degree in Bachelor of Arts' block with an 'INCOMPLETE' status. It lists 'Credits required: 120' and 'Credits applied: 80' for the '2021-2022' catalog year. A note states 'You have 15 in progress or pre-registered credits.' The requirements are as follows:

- Required Credits:** Still needed. Your degree requires a minimum of 120 credits. Depending on the number of elective credits you have, you may graduate with more than the minimum required credits.
- In Residence (taken at ECU) Required Credits:** (Completed)
- Senior College Required Credits:** Still needed. 60 of your overall hours must be from a senior college. You currently have 59 completed hours, you still need 1. Completed hours DO NOT include In-progress or Pre-registered courses, Incomplete(I) or Not Recorded(NR) grades.
- Apply to Graduate:** Still needed. Please meet with your advisor to determine the term in which you should apply to graduate. Click here for more information on applying to graduate.
- You meet the minimum 2.0 GPA requirement:** (Completed)
- Foreign Language Requirement:** (Completed)

The Credits applied in the header of the Degree Block only displays credits counting toward the degree requirements. Excluded credits displayed in the “Electives – credits excluded” are not included in the total credits applied displayed in the header of the Degree block. **All credits are included in the Overall hours and the GPA.**

- How it is calculated: (Overall Credits) – (“Electives - credits excluded”) + (in-progress credits) – (credits in Not Counted) = Credits Applied.
- Credits Applied may exceed 120 when additional optional blocks are present such as Honors, EC Scholars.

EXAMPLE 1: This student has 107 Overall Credits. They have 1 credit in the “Electives – credits excluded” block. Credits Applied only displays credits counting toward the degree. 107 (Overall Credits) -1 (credits excluded) + 0 (in-progress credits) – 0 (Not Counted credits) = 106

The screenshot shows a student's academic dashboard. At the top, the 'Overall Credits' is 107, highlighted with a red box. Below this, the 'Degree progress' section shows an 85% completion rate and an Overall GPA of 1.957. At the bottom, the 'Degree in Bachelor of Science' is listed as 'INCOMPLETE', with 'Credits applied: 106' highlighted in a red box. The dashboard also includes tabs for Academic, What-If, Financial Aid, and Athletic Eligibility, and a 'PROCESS' button for in-progress and preregistered classes.

EXAMPLE 2: This student has 143 Overall Credits. They have 33 credits in the “Electives – credits excluded” block. Credits Applied only displays credits counting toward the degree. 143 (Overall Credits) – 33 (credits excluded) + 12 (in-progress credits) – 2 (Not Counted credits) = 120

The screenshot shows a student's academic dashboard. At the top, the 'Overall Credits' is 143, highlighted with a red box. Below this, the 'Degree progress' section shows a 98% completion rate and an Overall GPA of 2.819. At the bottom, the 'Degree in Bachelor of Arts' is listed as 'IN-PROGRESS', with 'Credits applied: 120' highlighted in a red box. The dashboard also includes tabs for Academic, What-If, Financial Aid, and Athletic Eligibility, and a 'PROCESS' button for in-progress and preregistered classes.

Additional Blocks

Additional blocks such as General Education, Foreign Language requirement and Writing intensive (for undergraduate students), Major, concentration (if applicable) and minor block. In addition to courses, you may see Non-course requirements that are required for your degree. Please consult with your advisor if you have questions about additional requirements displaying on your audit.

Optional Blocks

These blocks will not always appear within your audit. They will only display if you have courses/requirements, which meet the parameters for each individual block. Optional blocks may include Honors requirements, ROTC requirements, Teaching Licensure, Declaration requirements for Major

Elective Blocks

Elective courses are separated into two elective blocks: “Electives – credits included” and “Electives – credits excluded”.

Included credits are counted towards the Applied Credits in the degree block.

Excluded credits are not counted toward the Applied Credits in the degree block.

It is important to differentiate electives based on whether they are used to reach the degree “Credits Required”, after all specified course requirements are met. In this context, a certain number of elective credits, needed to reach this degree minimum, is considered 'included', while elective credits beyond this are considered 'excluded' in the sense that they are not used/required to meet that minimum number of required credits for the degree.

When no excluded elective credits are present, the “Electives – credits excluded” block will not display. Likewise, if no included elective credits are present, the “Electives – credits included” block will not display.

*All grades earned in Electives blocks (included and excluded) are counted in the overall GPA and overall hours

Electives - credits included					
Credits applied: 3 Classes applied: 1					
Course	Title	Grade	Credits	Term	Repeated
SOCI 1025	Courtship / Marriage	D	3	Fall 1995	

Electives - credits excluded					
Credits applied: 1 Classes applied: 2					
Course	Title	Grade	Credits	Term	Repeated
BIOL 1051	Gen Biol L	B	1	Fall 1996	
HLTH 2126	Safr Ed / First Aid L	NG	0	Fall 1996	

In Progress or Preregistered Block

The In-progress or Preregistered block lists courses that you are currently enrolled in and/or registered for. In addition, these courses will display where they fit throughout the audit. Any Incomplete classes will be listed here until they have been completed.

In-progress						
Credits applied: 15 Classes applied: 6						
Course	Title	Grade	Credits	Term	Repeated	
PSYC 1000	Introductory Psychology	CUR	(3)	2nd Summer 2023		
ENGR 1000	Introduction to Engineering	CUR	(1)	Fall 2023		
ENGR 1012	Engineering Graphics	CUR	(2)	Fall 2023		

Not Counted Block

The Not Counted block lists any courses not included in a degree such as remedial, Study Abroad placeholders, or courses taken as part of a previous degree. These courses do not count toward a student's degree hours for degree completion.

Not Counted						
Credits applied: 0 Classes applied: 1						
Course	Title	Reason	Grade	Credits	Term	Repeated
SABR 1013	ELSA Europe	Max of zero classes/credits exceeded	CUR	(0)	1st Summer 2023	

Insufficient Block

The Insufficient block lists courses which you have failed, withdrawn from, taken as an audited course, courses that did not meet a specific grade requirement, and/or any course that you have repeated.

Insufficient (Failed, withdrawn, audited, or repeated courses)						
Credits applied: 0 Classes applied: 2						
Course	Title	Grade	Credits	Term	Repeated	
ENGR 2022	Statics	F	0	Spring 2023		
MATH 3307	Mathematical Statistics I	W	0	Fall 2022		

Exceptions

The Exceptions block will appear if you have any approved exception that have been applied to your degree audit. This occurs when an advisor submits a petition for a course substitution on your behalf. These exceptions will also appear throughout the audit in the sections where they are applied.

Exceptions						
Type	Description	Created on	Created by	Block	Enforced	
Force Complete	Per dept, waive FORL requirement. Double major.	03/16/2023	Tripp, Shelley F	Foreign Language Requirements	Yes	
Remove Course and/or Change the Limit	Per dept, waive FORL requirement. Double major.	03/16/2023	Tripp, Shelley F	Foreign Language Requirements	Yes	
Apply Here	dept sub math 2121 for math cognate options	03/23/2023	Hawkins, Mamie L	Major in Chemistry, BA	Yes	

Notes

The Notes block will show notes that have been added to the student's audit by an advisor or by Graduation Services. Notes which are added are sent to you by email as well. A full explanation of notes added by graduation services can be found at https://registrar.ecu.edu/next_steps/

Notes		
Description	Created on	Created by
Student eligible for double major (one diploma); Student not eligible for dual degree (two diplomas).	03/16/2023	Tripp, Shelley F

Course link

Degree Works has the capability of allowing users to click on courses listed as "Still Needed" to view a description of the course and its availability in active terms. Within your audit, remaining requirements will show the requirement name on the left and the course that will fulfill the requirement will show as a hyperlink in the "Still Needed" section on the right. These links are called "Course Links".

1. To view the title and credit hours for a course, hover over the "Course Link".

MATHEMATICS

College Algebra or approved GE calculus course **Still needed:** 1 Class in [MATH 1065](#) or [2171](#) or [2172](#)

Calculus II - 4 Credits

2. To open the course descriptions and available sections of the class for active terms, click the "Course Link". This will open a pop-up box displaying the course description, terms in which the course is currently offered, CRN numbers for the course, and number of spots available for each CRN, as well as days and times that the course meets.

Course Information [X]

MATH 2172 - 4 Credits - Calculus II

F,S GE:MA P: MATH 2171 with a minimum grade of C- (1.7) or consent of instructor. Second of three-course sequence. Transcendental functions, applications of integrals, techniques of integration, and infinite series.

Prerequisites:
MATH 2171 with a minimum grade of C- or MATH 2171 with a minimum grade of P

Attributes:
M

Sections:

Term	CRN	Section	Seats open	Meeting times
Fall 2023	81373	001	15 (out of 48)	Tu Th 02:00pm - 03:40pm
Fall 2023	81374	002	22 (out of 48)	Tu Th 11:00am - 12:40pm

Navigational Links

There are three (3) navigational links across the top of the screen.

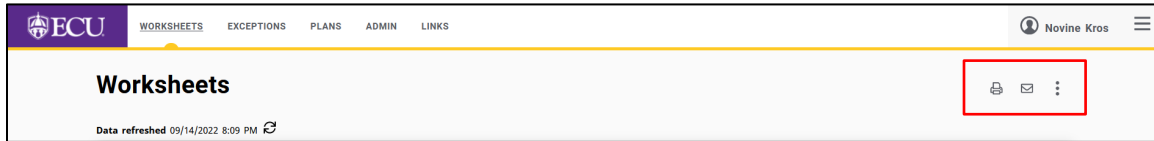
- WORKSHEETS – The worksheet is used to review your progress toward graduation. It displays which course requirements are complete and which course requirements still need to be met.

- PLANS – Use the Degree Works Plan tool to create a plan of study to map out your degree requirements for future semesters.
- LINKS – Use LINKS to access frequently asked questions, the catalog and more.

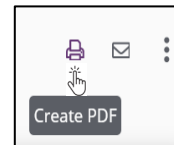


Tools Menu

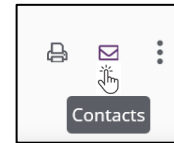
At the top of each Worksheet, you can find the print, contact and more menus.



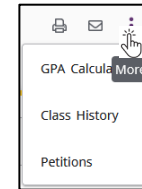
- The print menu allows you to print a PDF of the worksheet or Plan.



- The Contacts menu displays the student’s and advisor emails.



- The More menu opens the GPA Calculator, the Class History window, and Petitions that have been submitted on your behalf.



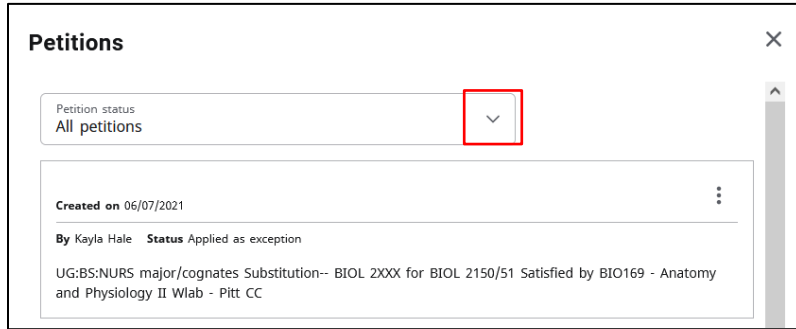
Class History

The Class History window displays completed classes in the term they were taken and the term and cumulative summary for each term.

Class History				
KINE 1000	Lifetime Phys Act and Fit Lab	TA	1	
Satisfied by: HEA110 - Personal Health/ Wellness - Pitt CC				
MUSC 2207	Enjoyment of Music	TA	3	Electives (excluded)
Satisfied by: MUS110 - Music Appreciation - Pitt CC				
SOCI 2110	Intr Sociology	TA	3	
Satisfied by: SOC210 - Introduction to Sociology - Pitt CC				
SPAN 1001	Spanish Level I	TA	3	Electives (excluded)
Satisfied by: SPA111 - Elementary Spanish I - Pitt CC				
SPAN 1002	Spanish Level II	TA	3	Electives (excluded)
Satisfied by: SPA112 - Elementary Spanish II - Pitt CC				
Term credits attempted	18.0	Cumulative credits attempted	18.0	
Term credits earned	18.0	Cumulative credits earned	18.0	
Term GPA quality points	0.0	Cumulative GPA quality points	0.0	
Term graded credits attempted	0.0	Cumulative graded credits attempted	0.0	
Term GPA	0.000	Cumulative GPA	0.000	
Fall 2020				
Course	Title	Grade	Credits	Section

Petitions

The Petitions window displays. By default, the Petitions window displays all petitions submitted on your behalf, the person who submitted the petition, and its status.



Petition Status:

- **Petitions awaiting approval** – A petition that has been submitted but has not yet been approved by the Office of the Registrar.
- **Petitions approved** – A Petition that has be approved by the Office of the Registrar but has not yet applied to the audit.
- **Petitions rejected** – A petition that has been rejected by the Office of the Registrar.
- **Petitions applied as exception** – A petition that has been applied to the audit as a substitution.

GPA Calculators

The GPA Calculators are tools you can use to help determine what grades are needed to achieve a desired GPA. Calculators include the Graduation, Term and Advice Calculators. Please note that GPA Calculators are estimates. Please consult your advisors for further GPA discussions. Please view your Academic Transcript in Student Self Service to verify your official ECU GPA.

