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What is Degree Works?

Degree Works is an online tool to help students and advisors monitor progress toward degree completion. Degree Works looks at the degree requirements of the East Carolina University Undergraduate and Graduate Catalog and the coursework completed to produce an easy-to-read audit. The audit is divided into block requirements of how courses, taken or proposed, count toward degree requirements. Checkboxes exist within each block to easily outline what courses and requirements are complete, in-progress and still needed. Degree Works allows students and their advisors to plan for future coursework. Degree Works is designed to enhance the academic advisement process and is not intended to replace face-to-face academic advisement.

Who has access to Degree Works?

Degree Works is available for undergraduate and graduate students using 2010 Catalog or newer. Students under earlier catalogs should see their advisor for degree information.

Advisors will have access to Degree Works for all advisees with a catalog year of 2010 or newer.

What are the benefits for using Degree Works?

Degree Works will help you:

- Determine what ECU requirements you need to fulfill in order to complete your degree.
- Identify what requirements you have completed in the Foundations Curriculum.
- View individual course grades, cumulative grade-point average (GPA), and major average.
- Determine which courses you have taken or transferred, and which ones count as electives.
- View transfer credits, waivers, and exceptions applied toward degree.
- See how your coursework could be applied toward another major, minor, or concentration using the What If option.
- Project grade performance using the GPA calculator.
- Confirm your academic standing.
- Determine whether there are holds on a student record.
- Estimate how many semesters it will take you to graduate.
- Plan future course schedules utilizing the Planner option to see how the selections will affect the progress towards the degree.
- Learn prerequisites, co-requisites and schedule information for courses by clicking on the course numbers.

**Can I access Degree Works on any computer?**

Yes. Access to Degree Works is through the Web. Anywhere you can log in to Pirate Port will allow you access to Degree Works.

**How do I access Degree Works?**

**Student Login**

- Login to your ECU Pirate Port account.
- Click on the Main SSB Menu in the Banner Self Service Links widget
- Click on the Student tab.
- Click on the Degree Works link.

**Faculty/Advisor Login**

- Login to your ECU Pirate Port account.
- Click on the Main SSB Menu in the Banner Self Service Links widget
- Click on the Faculty Services Tab
- Click on Advising Information menu link
- Click on Degree Works

**Is my information confidential?**

Yes. Like other processes you use through Pirate Port, Degree Works is accessed through your secure log in. Remember that your advisor, faculty, and selected staff will be able to view the information contained in Degree Works.

**Who is my advisor?**

You can find your advisor's name at the top left of the audit. If there is no name or the name appearing is incorrect, please contact your department.

**How current will my information be in Degree Works?**
The information in Degree Works is refreshed each night. Any changes made today (e.g., grade changes, holds, or classes added/dropped) will be seen in Degree Works tomorrow.

**Can I register for classes in Degree Works?**

No. Degree Works is a snapshot of courses in-progress, planned, and in academic history. Registration will continue to be handled through Pirate Port/Banner Self-Service.

**Can I see how many classes I have left to fulfill my requirements?**

Yes. Degree Works is laid out in block format displaying degree, major, minor, and concentration requirements information. Look for unchecked boxes to identify requirements that you still need to complete.

**Are my grades visible in Degree Works?**

Yes. Once grades have been processed by the University, they are viewable in Degree Works following the nightly refresh. Please note, although student’s grades can be viewed, final GPA and standings are not updated until all final grade processes are completed at the end of the semester.

**Can I see a list of all courses taken?**

Yes. Click on the Class History link at the top for a printable list of courses taken at ECU as well as transfer courses. This list is displayed in chronological order similar to a transcript. This is not an official transcript.

**Why isn’t my information up-to-date?**

There could be several reasons. One is that Degree Works may not have refreshed since a change was made (the information is refreshed nightly). Second, there could be some paperwork that needs to be completed. For example, if you have completed transfer courses, it is possible that the university has not received an official transcript or the coursework is pending departmental review. Check with the Office of the Registrar at 252-328-6747 or regis@ecu.edu if your transcript or audit does not reflect transfer work you have completed.

**How can I update information?**

You cannot update course information in Degree Works. To change your major/minor/concentration, please contact your advisor to facilitate those changes.

**Does Degree Works include my AP credit and transfer work?**
Once scores are received and credit is granted, they are posted to the student record and will appear on the audit. Likewise, as soon as transfer work is posted to the student account, it will appear on the audit and fulfill requirements as appropriate.

**Do I automatically graduate if everything is checked off?**

In order to graduate, you must apply online through Pirate Port. There is no fee for this application. For more information about graduation visit the [Graduation information web page](#).

**I have been approved for graduation, but Degree Works says that I haven't completed all my requirements. Does this mean that I won't be able to graduate?**

Not necessarily. This can be a timing issue such as posting of grades for the current term. If you have followed through on any requirements you were told to complete, you should still be on track for graduation. You should be contacted by the Registrar’s Office of any deficiencies. Contact your advisor for assistance in clearing up the problem areas as soon as possible. Please review The Graduation Process for Undergraduate Students or The Graduation Process for Graduate Students found on the [Graduation information web page](#).

**USING AUDITS**

**What is an audit?**

A Degree Works audit is a review of past, current and "planned" coursework that provides information on completed and outstanding requirements necessary to complete a degree/major/minor/concentration. Your audit will display the courses you've taken or are registered for and will show you any degree, major, minor, or concentration requirements that are being met by the courses you've taken or that may be met upon satisfactory completion of courses in progress. Additional ECU degree requirements such as overall credits, senior college credit and in-residence requirements are listed in red as unmet conditions.

**How is a Degree Works audit organized?**

The audit is divided into “blocks”. Each block works like a checklist that has boxes that are automatically checked when a requirement is met or is in-progress.

**General Student Information:** Includes basic information about the student’s degree program, Advisor, GPA, overall credits, class status, academic standing, test scores, previous degree’s, application for graduation and tuition surcharge.

- **Degree Progress Bar:** The Degree Progress Bar shows a student an estimation of the student’s progress toward degree completion. This estimation is based on the number of requirements that have been checked completed.
- **Degree Block:** This section indicates what is required for graduation in the selected degree. It includes minimum GPA and Credits required. This area also shows any unmet
conditions for a degree. This area checks total hours (without remedial courses), upper-level hours, institutional GPA, and senior college requirements. Foundations curriculum checkbox is shown under the degree block and will stay unchecked until all foundations course are complete.

- Foundation Curriculum Requirements Block: These courses include courses required for graduation independent of the Major. When a requirement has not been met, a list of acceptable courses appears. These courses are hyperlinked to a box that will display course information, any pre-requisites, and real-time data on offerings in the current schedule of classes.

- Major, Minor, and Concentrations Blocks: Each major, minor and concentration will be displayed in a block indicating the program requirements, the courses that may be used to fulfill them, and/or the courses you have already taken to complete the requirements. The purple bar which displays the major, minor, or concentration, also includes the year of the catalog in use when you first entered the college (this determines the degree requirements to be followed in order to graduate), the GPA for the major, as well as the credits already applied.

- Electives Block: Elective courses that do not meet any graduation requirements are placed in the elective block.

- Insufficient Block: Students who have failed, repeated, audited or withdrawn from courses will have an insufficient section in which these courses will be listed. This block lists courses in which the student has received a grade of (F)ail, (AU)dited or (W)ithdrawal.

- Remedial or Not Counted Block: Remedial or not counted coursework will appear in this section. These courses do not count toward a student’s total hours towards graduation.

- In Progress Block: Currently enrolled students will also have an In Progress block that lists courses in which they are registered for or have an Incomplete. These courses are marked with a grade of “CUR”.

- Exceptions Block: Courses that are waived or substituted for another course are listed in the Exceptions block. In addition, they are listed in the block they apply to (Foundations Curriculum, Major, etc.) An additional line will appear under it that explains why the exception was entered.

- Notes Block: Predefined advising notes are listed at the bottom of the audit. Advising notes are added by an advisor and can be viewed by the student. Graduation services notes are added by the Office of the Registrar.

**When can I use my Degree Works audit?**

Use your Degree Works audit when:

- Reviewing your progress with an academic or major advisor.
- Creating a list of questions to discuss with your advisor.
- Identifying courses that need to be completed.
- Selecting courses that meet your degree requirements.
- Determining a projected graduation date.
• Choosing a major.
• Deciding whether to add a minor.
• Creating a plan of study.

**How is a Degree Works Degree audit different from a transcript?**

A Degree Works audit is not an academic transcript nor is it an official notification of completion of degree requirements. A ECU transcript, however, is an official college record, and can be requested through The Office of the Registrar, visit [http://www.ecu.edu/cs- acad/registrar/transcriptInfo.cfm](http://www.ecu.edu/cs-acad/registrar/transcriptInfo.cfm)

**Will I be able to view my entire course history?**

Degree Works uses the information that is current for your transcript. You will be able to view any courses that have been completed/registered for/transferred by the date your audit was last refreshed. (Data is refreshed nightly.) Keep in mind that any transfer work or grade changes that have not been formally submitted and accepted will not appear on your audit.

**I think my audit is incorrect. What should I do?**

Ask your advisor for assistance. The first step is to clarify what information you believe is wrong. If none of these problems describe your situation, or if you need additional help identifying what’s wrong, contact your advisor. If the advisor believes a technical error exists on the audit, he/she should contact the Office of the Registrar.

**These are the most common problems and courses of action:**

**My major is wrong on my audit.**

If you have not officially changed your major, contact the appropriate college advising center or academic department for instructions. If you have officially changed your major, the Degree Works audit will only display your active degree audit. If your change is effective for a future term, the change may not reflect until that term. Likewise, the college/school advising center may still be updating your record.

**The requirements for my major are wrong**

Look at the catalog term that appears on the major requirements block of the audit. According to our records this is the catalog that you are using to complete your major requirements. If you believe you should be using older or newer requirements, contact either your advisor or the Registrar’s Office. You can review your catalog requirements at [http://www.ecu.edu/cs-acad/registrar/catalog.cfm](http://www.ecu.edu/cs-acad/registrar/catalog.cfm)
**My transfer courses don't appear in the right place.**

If you are concerned about a transfer course that should be applying in the audit, contact your advisor.

**Classes are not applying in the "right" place.**

Degree Works uses a "best fit" approach for meeting requirements so classes may shift between requirements as you complete/enroll in additional classes. If you have further questions, contact your advisor.

**My advisor or department chair gave me permission to substitute a course, but it's not showing on my audit.**

Talk with your advisor and/or department chairperson. Advisors can request to have an exception approved through an electronic form. Once the exception is approved and entered in the system, the change will appear on the audit.

**My minor is missing from my audit.**

If you have not officially declared your minor, contact the appropriate college advising center or academic department for instructions. If you have officially declared your minor, the college advising center may still be updating your records. Contact the appropriate college advising center for the status of the change.

**My major requires me to complete a concentration, but it didn't appear on the audit.**

If you have not officially declared your concentration, contact your current department office for instructions. If you have already officially declared your concentration, your department may still be updating your records. Contact your department for the status of the change.

**Where can I find my major GPA?**

Your major GPA is a calculated GPA based on coursework used to fulfill major requirements. This GPA will appear within the major block requirements of your audit. Additionally, depending upon your college, the major GPA may also include courses that potentially could have been used within the major block but were not needed to fulfill specific requirements. See your academic advisor to determine how major GPA is determined for your major.

**How do I know what classes I need to take?**
Your audit will outline for you courses still needed to meet degree, major, minor, and/or concentration requirements within each specific block. You may then use this information to discuss your plan with your academic advisor.

**Why isn’t there a check mark next to a requirement I’ve already completed?**

It is possible that you took a course that is not listed as a requirement for your specific catalog year. Courses that can be substituted for a requirement must be submitted through an electronic form by your advisor.

**I changed my advisor, so why is my previous advisor showing instead of my new advisor?**

Check with your new advisor – they should update your record.

**Can I change my Major using Degree Works?**

You must request your change of major with the area of your new major. To declare a change of major you must Contact your new department/advising center.

**My record shows that my major is still undeclared but I have declared a major. Why doesn’t my major show?**

Check with the Advising Center of the area in which you submitted the declaration.

**Where can I see my audit for my second degree/major or certificate?**

Degree Works is designed to show a listing of your majors and minors in the General Information area on the audit. Additionally, each major and minor is broken out into individual requirement blocks within the audit. Students pursuing simultaneous degrees, a second major in a degree or a certificate will need to click on the Degree drop-down box at the top of the Student View audit in order to view the additional requirements.

**Why isn’t my transfer work meeting a requirement?**

There could be multiple reasons.

- The course did not meet either the minimum number of credits and/or minimum grade requirement for use in your program of study.
- All requirements have been met and this course is simply not needed.
- It may also be that the transferred course doesn’t meet the ECU requirement.
- A substitution request is needed to allow a transfer course to meet an ECU requirement.

Please see your advisor for questions regarding transfer courses applying to ECU requirements.
If I withdraw from a class, will that be reflected in my audit?

Courses from which you have withdrawn after the add/drop period will appear in the Insufficient Block on your audit with a grade of W.

What does it mean if I have a classes listed under the In-Progress, Electives, or Insufficient Blocks?

- In-Progress block: Courses that you are registered for or have an incomplete in will appear in the In-Progress block.
- Electives block: Successfully completed courses (including transfer courses) that do not apply directly to a degree requirement are listed under the Electives block.
- Insufficient block: Courses that you have failed, repeated (without a grade replace), audited or withdrawn will appear in the Insufficient block.

How are In-Progress courses used to create my audit?

Courses that are currently being taken, or that a student is registered for in a future semester, are included in the degree audit. These courses also are applied to the blocks in which they meet a specific requirement. While in progress, courses appear with a grade of “CUR”. These courses are grouped together at the bottom of the audit in the block entitled In-Progress.

Why haven't some courses been applied to my degree requirements?

Courses that are listed under the Electives or Insufficient blocks do not meet any of the program requirements. Students should meet with their academic advisor to clarify questions.

How does Degree Works decide where to place courses that I've completed?

Degree Works looks at your program holistically, and places each course using a "best fit" scenario. The "best fit" process will not always be perfect, particularly when multiple possibilities exist. Classes may apply to different sections as you take more courses. If you have a course that does not appear in the area in which you expected, contact your advisor for assistance.

Degree Works placed one of my courses in two different places. Is that okay?

In most cases, yes. Degree Works is programmed to recognize that some courses can fulfill more than one requirement. If you have any questions, contact your advisor.

I earned credit before I came to East Carolina University. How does this appear on my audit?

Classes are coded as transfer work at admission to ECU or when a transcript is received. This includes AP and IB credit. Transfer course will have a T followed by the grade received. Transfer
courses are not calculated into your ECU GPA. If your audit does not look like you expected it to, contact your advisor.

**Are there requirements for graduation that Degree Works doesn't check?**

Degree Works has been programmed to look for all ECU degree graduation requirements. Degree Works does not include requirements needed for admission into a program.

**My advisor requested a substitution course in my major. How will that course appear on Degree Works?**

After receiving department chairs approval, the exception will be recorded on the audit under the Exceptions block. In addition, they are listed in the block they apply to (Foundations Curriculum, Major, etc.) An additional line will appear under the course requirement that explains why the exception was entered.

**I'm a double major. Only one major appears on the audit. How can I check the requirements for my other major?**

If you are pursuing two majors under the same degree (e.g., BA Psychology and Sociology), both majors will be noted in the student information area at the top of the audit and will appear in the body of the audit in the order noted at the top of the audit. If you are pursuing two different degrees/majors (e.g., BA Philosophy and BS Criminal Justice, Degree and Certificate), you will use the drop down arrow on the degree box at the top of the audit to select the audit you wish to review.

**I repeated a course and I don't understand how it appears on the degree audit. Can you explain this to me?**

If you successfully repeat a course, only your last attempt counts toward degree requirements. The earlier attempt(s) will be placed in an "insufficient" block at the bottom of your audit. The courses in this area do not count toward your total hours, and they cannot be used to fulfill requirements.

**I've seen the '@' symbol in several places on my audit. What does this mean?**

This is a wild card in Degree Works. If the @ sign appears with course numbers after it (e.g., @ 1000:4999), it means that you can take any subject area with that level (a 1000-4999 level course from any subject area). If it appears after a subject prefix (e.g., PSYC @), it means that you can take any course with that subject prefix (any course in Psychology). If it appears after a subject prefix and a number (e.g., PSYC 3@), it means that you can take any course with that subject prefix and at that level (any course in Psychology at the 3000-level). If it appears as @@ with HUM, it means you can take any course with the Humanities attribute.
**USING PLANS**

**What is the Planner feature?**

PLANS is a tool used to create a plan of study for future terms. Currently only advisors can create a plan for you. If you do not have a plan, please contact your advisor so they can set one up for you.

**Will putting courses in my planner change the way my audit looks?**

No. Nothing entered on the Plan will affect your actual audit. You can, however, see how the courses that have been entered in your plan will apply to your audit by selecting Audit from the view pull down menu.

**Can I create multiple plans?**

No; only advisors can currently create plans. Students may only have one active plan.

**Will my plan be saved?**

Advisors will create and save a plan for you. Please contact your advisor if you do not have a plan.

**Will my advisor be able to see my plan(s)?**

Only advisors will be able to create, modify and view your plan. Please contact your advisor if you do not have a plan.

**If I put a course in my planner, am I automatically registered for that course in that future semester?**

No. Degree Works is not connected to Registration. Please registrar for classes through Banner Self Service in Pirate Port.

**Is the course I planned guaranteed for that future semester?**

No. Your planner is for planning purposes only. Final course schedules are available to students online shortly before registration. If you discover that a course you had planned is not being offered, you should identify and alternative course.

**Can I print my plan?**

Yes. There is a print button at the top of the planner.
USING WHAT-IF

What is the What-If feature?

The What-If function allows you to hypothetically change your major, minor, or concentration. The What-If audit will show you what coursework is required for the new major, minor, or concentration, what courses you have taken that satisfy requirements, and what courses are still left for you to take.

I want to change my major. How can I see what would be required if I made this change?

You can use the What-if option on the Worksheets tab to do an audit using criteria you select. Be sure to select a Degree, Catalog term and Major. What-if audits do not guarantee that you are eligible to major in the area you select. If you decide you’d like to change your major, contact the department/school or college office of the new major for information and instructions.

If I use the What-If feature does this mean that I have changed my major?

No. The What-If function is for informational purposes only. You will see the header What-If Audit displayed at the top of the audit whenever an audit is run on a What-If scenario.

I’m thinking of changing my major/minor/concentration. Will I be able to see how my current classes fit into my What-If major/minor/concentration?

Yes. The What-If function will perform an audit based on the hypothetical major/minor/concentration and will show how your completed, current, and planned coursework meets the requirements of the hypothetical major/minor/concentration.

Can my advisor see my What-If scenario?

Since What-If scenarios are not stored on Degree Works, your advisor can only see your results if the two of you work through a What-If audit together. You can also save as a pdf and email a copy to your advisor.

Can I view multiple What-If scenarios on the same screen?

Yes. Degree Works will allow you to select more than one major at a time, or to select multiple major(s), minor(s) and concentration(s).

Can I save a What-If scenario?

No. What-If plans are not saved on Degree Works. You would need to run a new What-If scenario next time you log in to see it again.
Can I print a What If scenario?

Yes. If you want to share it with your advisor at a later date, you should print your What-If scenario or save as a PDF.

If I like what I see in a What-if scenario, how do I initiate the changes?

Always speak with your advisor first. After consulting with your advisor, your advisor will help you facilitate the change.

CALCULATORS

What does the Graduation Calculator show?

The Graduation Calculator option on the GPA Calc tab will show what average you will need in your remaining credits to graduate with your desired GPA.

What does the Term Calculator show?

The Term Calculator option on the GPA Calc tab will show an estimate of your cumulative GPA. Degree Works will pull in your current earned credits and GPA and place your in-progress courses in the table where you can then enter the anticipated grade for each course. You will then see a revised cumulative GPA based on the estimates you provided.

What does the Advice Calculator show?

The Advice Calculator option on the GPA Calc tab will show various credit and grade scenarios in order for you to achieve your desired cumulative GPA.

How do I use the GPA Calculator?

Choose a GPA Calculator type and click Load. Fill in requested information and click calculate.

Is this calculated GPA Guaranteed?

No. This is an estimate only.

Why can’t I select a grade of “P”?

"P" grades do not count in your GPA. Remove courses for which you expect to receive a "P" from your course list before calculating GPA.