Degree Works for Advisors
Degree Works is an electronic degree audit program and academic advising tool for reviewing undergraduate students’ progress toward their degrees or certificates. It extracts transcript information from the Banner database and organizes it chronologically and categorically, identifying courses that have been completed and courses still needed to fulfill students’ graduation requirements. Requirements from 2005-06 through the present are available. Degree Works also has other capabilities:

- It allows advisors to record notes about student advising appointments, petitions, and the outcomes of special exams such as competency tests.
- It can be used by advisors to plan students’ future class schedules.
- It allows advisors and students to explore how the student’s completed coursework fits into the requirements for other degrees, certificates, majors, minors, and concentrations.

Degree Works at UAF is currently only for undergraduate students only. Graduate students should work closely with their committees to determine their course requirements and submit Advancement to Candidacy when applicable.

ACCESSING DEGREE WORKS

Login Process
Degree Works is a web-based program, accessed through the UAOnline web site. Use your Internet browser to go to www.uaonline.alaska.edu.

When you reach the UAOnline site, use the Login to the Secured Area link.

Your UA ID is your eight-digit University of Alaska number. If you do not know your UA ID number, use the look up your ID here link.

When your UA ID and PIN are filled in, click the Login button or press the Enter key.

Welcome Page
After you log in successfully, the sections of UAOnline that pertain to you will be available.

Faculty Services
Select the Faculty Services menu, which also contains the tools for advisors.

Determine Your Advisor Status
Select Faculty and Advisor Security Information. Among other things, this page says whether you are designated as a faculty member, an advisor, or both. To use Degree Works, you must be an advisor. If this page does not say you are designated as an advisor, have your department chair write to the Office of Admissions and the Registrar asking that you be given advisor status in Banner. You must also complete the online FERPA training found in UAOnline’s Employee E-Learning area, which is in the Employee Services menu. Send the certificate of completion from that training to the Office of Admissions and the Registrar along with the request from your department chair.

Advisor Menu
Select the Advisor Menu then the link Degree Works. Then select UAF Degree Works. Although the UAS and UAA campuses are shown here, they will not display UAF degree programs.

Term Selection
You will be asked to submit a term. You do not need to change the term shown in the drop-down box; simply use the Submit button.
**ID Selection**

You will then be asked to select a student. Although you can use this UAOnline ID section page to select a student whose Degree Works data you want to see, once you are in Degree Works you will also be able to see the records of other students, using Degree Works’ own search tool. If you plan to view information about many students in Degree Works—for example, all the students in a particular major—you may want to use this shortcut: type your own UAID number in the first box on the ID Selection page, and then use the **Submit** button. Once you are in Degree Works, you can use its **Find** tool to search for individual students by name or ID number, or for groups of students, based on their degree program, major, minor, etc.

Fill in the ID number or do a query based on the name.

If you do not have the ID number, fill in the parts of the name that you know. Capitalization does not matter. If you want a wildcard to fill in for unknown letters, use the _ to substitute for exactly one unknown letter, or % to substitute for any number of consecutive unknown letters. If you know the name is hyphenated, leave the hyphen out or use the % in its place: for example, to search for the last name Anderson-Misel, type andersonmisel or anderson%misel. You do not have to use a wildcard at the end of the name to find names with extensions (Jr. III, etc.). In general, the more specific your criteria, the faster the search will be.

Click the **Submit** button.

If you use an ID number, a confirmation page with the student’s name will appear. If that is the correct student, click the **Submit** button on that page. If you used a name, select the correct student from the list, and then click the **Submit** button.

**Redirect to Degree Works**

When you reach the Redirecting to Degree Works page, use the **Click to Redirect to Degree Works** button.

**Degree Works Opens**

When you enter Degree Works, a message from the UAF Office of Admissions and the Registrar will appear briefly. The site will then automatically move to the audit page, which shows the selected student’s ID, name, and information about that student’s degree program. If the name and ID number of the student whose information you need are already shown, skip to the Audits Tab section of this user’s guide.

**Still Having Problems Accessing Degree Works:**

[Click here](http://www.uaf.edu/reg/Degree Works/) or go to [http://www.uaf.edu/reg/Degree Works/](http://www.uaf.edu/reg/Degree Works/) and click on, “Trying to get to Degree Works?” under the Advisors heading, for more directions on accessing Degree Works. Please contact Graduation Services in the Office of Admissions and the Registrar if you continue to experience difficulty (Phone: 907-474-7500, E-mail: graduation@uaf.edu)
ONCE IN DEGREE WORKS

Header Section

Find
If you need to find a different student or group of students, click the Find button near the upper left corner of the Degree Works window.

The Find page lets you search for students based on ID number, name, degree, major, and other categories shown.

Degree Works’ name search rules are the same as those for UAOnline, except that if you use first and last name criteria in the same search, you must put a % wildcard at the end of the last name if you want your results to include names that have extensions, an additional hyphenated segment, or any characters after what you typed (for example, if you typed Johns and want to find not only Johns but also Johnson, Johns Jr., Johns-Smith, etc.)

When you finish entering your criteria, click the Search button or press the Enter key.

Searches using combinations of name or ID criteria and criteria in the drop-down boxes may take longer than queries using only name or ID criteria.

Results of your search will appear in the Students Found section. Only students whose degree programs are considered active and who have had admission or registration activity in the past five years will be included. If your query finds more than 1000 students, only the first 1000 will be shown. By default, every checkbox next to the students’ names will be marked. The Uncheck All and Check All buttons turn all the checkmarks off or on, respectively. You can also toggle individual checkmarks off or on by clicking on them.

After marking the checkboxes for all the students whose degree audits you want to see, click the OK button.

UAID and Name
The ID number and name of the student you selected will appear here. If you selected more than one student, the first one listed in the Find window will appear in the audit page; you can use the Name field’s drop-down feature to see and select different student names.

If you know a student’s ID number, you do not have to use the Find tool: instead, you can type the ID number in the UA ID field and then press the Enter key to immediately find that student. This will also erase the results of any previous searches done with the Find tool.

Degree, Major, and Level
These fields show the student’s degree or certificate abbreviation, major, and the university’s level code for that program of study (for example, UF=Undergraduate-level UAF, GF= Graduate-level UAF). Students who are pursuing more than one degree or certificate will have more than one item in the Degree drop-down list.

Last Audit
This is the last time the student’s audit page was viewed.
**Last Refresh**
This is the last time data was refreshed (copied) from the Banner student-information database into Degree Works. Normally, when data is changed in Banner—for example, when a student registers or a grade is posted—the new data is copied into Degree Works that night. If you know that new data was added to Banner since the previous night, you can refresh the data immediately by clicking the Refresh button. This can be a time-consuming process, so use it only if you are sure the pertinent data in Banner has changed since the last regularly scheduled update.

**Audits Tab**

**Format**
To change views, select from the drop-down list and then click the View button.

**Process New**
If you make changes in the Notes section, click the Process New button to make sure those changes appear in the student’s degree audit.

**Class History**
This link displays the student’s completed courses in chronological order, in a new window.

**Identification and Program Information**
This section shows the student’s identification, e-mail address, advisor (if one has been assigned in Banner), the current program of study (minors and concentrations may be listed for some, but not all, students), catalog year when the student was accepted into that program (that catalog’s degree requirements are used as the basis for the degree audit shown below), overall GPA for the program level, and credits earned.

The GPA shown is not the one used for determining eligibility for graduation honors: the honors GPA calculation has to include grades not normally reflected in the overall GPA—grades for repeated courses, for example—so that calculation is done manually by Graduation Services, and cannot be viewed on Degree Works. Also, if the student plans to use a course from one level to complete the requirements of a different level (for example, using an undergraduate-level course as part of a master’s degree), the out-of-level course will not be accounted for in the GPA until Graduation Services is notified of the student’s intent.

*The number of credits shown includes credits in which the student is currently enrolled.* To determine the true number of officially completed credits, subtract the number of In Progress credits. Also if a student is currently retaking a class, until the grade for the current class is entered, Degree Works may assume that the credits for both the first class and the current class should be included in the totals, even if some of those credits will not be eligible for use in the student’s program.

**Legend**
This explains the symbols seen in the audit.
Degree Requirements

This section (also called a block) is an overview of the specific blocks that make up the student’s audit. When an entire block is complete, this section will have a green check mark next to the completed block’s title. For example, if a student’s Perspectives on the Human Condition are complete a green check mark appears next to Perspectives on the Human Condition, as shown above.

More blocks appear below, depending on the student’s program of study. Those blocks include information about completed courses and courses that are required but not completed.

Degree Works separates undergraduate and graduate level courses. If the student plans to use a course from one level to complete the requirements of a different level (for example, using a graduate-level course as part of a baccalaureate degree, the out-of-level course will not appear in the audit until after Graduation Services office adds it manually. The course will appear in the Not Counted section, but will still be manually applied.

Upper-Division Requirement
For students pursuing baccalaureate degrees, this section will summarize the student’s upper –division credit requirements.

Communication Core
This details the Communication courses required for the student’s degree program.

Perspectives on the Human Condition (PHC)
For baccalaureate degree seeking students, this shows the Core classes required. In this section, there is an option to substitute two semester-length courses in a single Alaska Native language or other non-English language (6-10 credits) or three semester-length courses (9 credits) taken at the university level for two classes in the PHC. In order to apply the language classes for substitution, students should send an email to Graduation Services (graduation@uaf.edu) to indicate which PHC classes should be substituted.

Humanities and Social Sciences
This section is for BA programs only and indicates the 18 credits of social science and humanities required for the degree.

Mathematics Requirement
This section shows the Core math courses required for the degree.

Natural Science Requirement
Natural Science classes are required for baccalaureate Core and, in some cases, for the degree.

Library Skills Requirement
Library Skills is a Core requirement which can be satisfied by taking the class or the library skills competency exam available from UAF Testing Services. If a student choses to take the exam, no credit is given but the course will be shown as completed once the passing score is received by the Registrar’s Office and is entered into Banner.

Communication Intensive Requirement
This block indicates the Writing and Oral Intensives required for baccalaureate programs.
Major
This block contains the requirements for the student’s major. It may include courses and non-course requirements. The degree requirements are updated for each catalog year.

Minor
If the student has officially declared a minor, requirements for that minor appear in this block.

Concentration or Emphasis
If the student has declared a concentration or emphasis, the requirement for it may appear within the major block, or in a separate block.

General Electives
This block shows courses that were taken but not applied to specific requirements in the blocks above.

Courses Not Meeting Degree Requirements
This block shows courses with grades that cannot be accepted for use in the student’s program.

In-Progress
This block shows courses in which the student is currently enrolled.

Ineligible Courses
These are courses below 100-level that cannot be applied toward graduation. These courses are not included in the credit totals listed in the Header.

Notes
This block contains information about various actions such as notices sent by the Graduation Services office; petitions (whether approved or not); and the student’s completion of non-course requirements, if needed.

Side Bar Menu

History
In this section you can see the last two audits that were processed for the student. If the student has been admitted to more than one degree program (for example, a BA and BS), the last two audits for each program can be viewed.

What If
This can show how the completed and in-process classes fit into the requirements of a different program of a different catalog. This may be useful when deciding between graduating under the requirements in the catalog year when the student was admitted to the program, and graduating under the requirements in the catalog year when the student plans to graduate. It can also show how the completed and in-process classes fit into the requirements for other certificates, degrees, majors, minors, and concentrations.

Select the proposed new items from the drop-down lists, and then click Process What-If.

For more directions on how to use the What If option please click here, or, go to http://www.uaf.edu/reg/Degree Works/ and click on, “Have an a student who is thinking of changing their major?” under the Advisors heading.
Petitions approved for the student’s active programs might not appear in the *What-If* audit. Often, petitions do not carry over from the student’s original audit to a What-If due to a difference in program requirements or the arrangement of the requirements within the audit. All petitions approved for a specific program will be applied to that program when the student is reviewed for graduation, even if the petitions do not appear in the What If audit. However, petitions approved for one program cannot be applied toward another program: for example, petitions approved for an AA General Program cannot be applied later to a BA in Psychology. Petitions cannot be applied to a What If audit.

**Look Ahead**

This allows a student to make a list of courses planned for the future, and to see how they fit into the audit. This information is not saved: when the student logs out or moves to another part of Degree Works, the list of planned courses will disappear.

Advisors are encouraged to use the Planner tool instead, because it allows them to plan multiple semesters at once, make advising notes, and create and save multiple plans for each student.

To use the Look Ahead tool, click on it. Follow the instructions provided on the screen. The Find button in this form is not functional: it opens a sample class list provided by the software company, not a list of real University of Alaska courses.

**Financial Aid**

This section is new to Degree Works. It is being created to help UA meet the federal requirements for progress toward degree.

**Tab Menu**

**Planner Tab**

The planner can be used by advisors to suggest courses to be taken in the future, and to see how those courses fit into the student’s requirements. Advisors can add new plans, save multiple plans for each student, and delete saved plans. Once a plan has been saved, the student can view—but not change or delete—that plan. The planner has several display options:

- **Calendar mode:** This allows you to record advice about when specific classes should be taken in multiple future semesters, and to record advisory notes applicable to the entire plan. (These are not related to the notes described on page 10).
- **Notes mode:** This is similar to calendar mode, but also allows you to record advisory notes about each term. (These are not related to the notes described on page 10.)
- **Planned vs. taken mode:** This compares the plan with the student’s actual enrollment.

If you change from one mode to another, click the **Load** button after selecting the new mode. To get full use of the planner, make sure the **Edit** radial button at the top is marked.

The Planner window has several sections:

- **Planner Worksheet** (upper left side of window)
  The student’s audit appears here.
• What-If Options (lower left)
If you would like to explore a what-if scenario while in the Planner, to see how courses in a saved plan would apply toward a different degree or major, first create or load a plan (as described below). Then click **Show What If Options** in the lower left-hand section of the window. Select the desired information in the What-If and Areas of Study lists, and then check the **Use What If Scenario** box. Click **Process New** on the right-hand side of the window to view completed, in-progress, and planned courses as they apply to the prospective (What-If) degree or major.

• Student Educational Planner (upper right)
The top section displays the student’s name, current term (usually the last term the student enrolled at UAF), and an academic year. Before using the planner, make sure the academic year matches the academic year that the student was admitted to the degree program. If you are unsure of the correct academic year, go back to the Audits tab and refer to the Catalog Year in the upper right-hand corner; return to the Planner and choose that academic year from the Planner’s drop-down list.

**Creating a Plan**

Click in a Select Term drop-down box and select the future semester you want in the plan. There are several ways to add classes to the plan:

• Click on a course in the planner worksheet audit and then drag it into the planner.
• Select and copy a subject and course number from the planner worksheet audit, and then paste the text into the planner.
• Type the official UAF subject code, one space, and the official UAF course number (which begins with UAF’s catalog letter, F) in the first box. Tab or click in the next box, then type the number of credits.
• If the subject and course number are not recognized, type a dash before the subject.

Press the **Tab** or **Enter** key to recalculate the total number of credits shown at the bottom.

To add advisory notes that apply to all the planned semesters, scroll down to the Plan Notes section on the right-hand side. (These notes are not related to the notes described in the Notes section.)

To add the planned courses to the planner worksheet audit, mark the checkboxes for the planned terms you want to add. Then click the **Process New** button in the bottom right-hand pane. Planned courses will appear in blue, and will have **PL** in place of a grade. Planned courses will appear only if this planner worksheet, not in the audit shown on the main Audits tab.

If you make changes but then decide not to save them, and want to return to the original version of the plan, click the **Reload Form** button.

**Saving a Plan**
After creating a plan, you can save it for future reference by you and the student. Fill in the Description field near the top of the planner section and then click the **Save Plan** button at the bottom. If you started with a saved plan and want to keep the original plan as well as saving the new version, use the **Save As...** button to save the new plan with a different name.
**Loading a Saved Plan**

When you go to the Planner tab, look at the first drop-down box. It will say which of the saved plans, if any, is displayed. You can use that drop-down box to select a different saved plan or to add a new plan. Click the **Load** button. That will cause the selected plan to appear on the right. Make changes to the plan as needed. To add the planned classes to the worksheet, mark the term checkboxes and then click on the **Process New** button at the bottom of the planner. Use the **Save Plan** button to save the changed plan under its current name, or use the **Save As...** button to save the new plan with a different name.

**Deleting a Saved Plan**

To delete a saved plan, make sure it is displayed in the planner. Click the **Delete Plan** button. You will then have to confirm that you want to delete that plan.

**Notes Tab**

This is where the Audits tab’s Notes block gets its information.

- **View Notes**
  This displays existing notes.

- **Add Note**
  To add a note, click **Add Note** in the left-hand side of the window. A drop-down list and text area will appear. You can type your note in the text area or select pre-defined notes from the drop-down list. If you select pre-defined notes, they will appear in the text area below; you can then edit them.

  Other Degree Works users—including the student—can see the notes and who entered them.

  Click the **Save Note** button when you are finished. After a note has been saved, only the Graduation Services Office can delete it.

  When a note is saved, it does not immediately appear in the student’s Audits tab. To get the new note to appear there, you must return to the Audits tab and click the **Process New** button (near the top center of the page).

**Logging Out**

Click on **Log Out**, near the right hand corner of the Degree Works window.

**Reporting Problems**

If you find a problem with Degree Works, please report it to the Graduation Services Office: [graduation@uaf.edu](mailto:graduation@uaf.edu)