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GENERAL INFORMATION

What is Degree Works?
Degree Works is a computerized degree audit program and academic advising tool designed to assist students and counselors in reviewing students’ progress toward program completion. Degree Works looks at the program requirements in Cuyahoga Community College’s catalog and the coursework completed to produce an easy-to-read audit. The Degree Works audit is divided into blocks of requirements: such as; AAB General Education Requirements, AAB General Ed Communication Requirements, etc. Checkboxes exist within each block to clearly display completed courses and requirements.

What are the benefits of using Degree Works?
Degree works will help:
- Determine what requirements a student needs to fulfill in order to complete a degree or certificate
- View individual course grades and cumulative grade point average
- See how coursework could be applied toward another major using the What-If option
- Estimate how many semesters it will take to complete a degree or certificate

Who can use Degree Works?
Degree Works is available to Counselors, Faculty Advocates and active credit Students.

Is Degree Works the same as a transcript?
No, Degree Works is an unofficial audit of course work, as well as an outline of requirements still needed to complete a program of study. It is not an official transcript and it is not an official notification of completion of degree or certificate requirements. Students should contact the Registrar’s Office for the official degree/certificate conferral status or to obtain a copy of the academic transcript. The Registrar’s Office can be contacted by phone 216-987-3664 or by email RegistrarOffice@tri-c.edu.

How often is the data in Degree Works updated?
Degree Works data is refreshed nightly from the Banner Student Information System. Any Modifications made to student data in Banner (registration, change of grades, etc.)

How do students access Degree Works?
Through the Student Tab on MyTri-Cspace.
- Student Tab> Degree and Career Planning Section> Degree Works
AUDIT

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 or certificate.

How does Degree Works decide where to place completed courses?
Degree Works looks at a program holistically, and places each course using a “best fit” scenario.

How does a student know when a course is unfulfilled or has been fulfilled?
Requirements with an open, red box at the left are unfulfilled requirements. To the right of each requirement, there is a list of courses that can fulfill the degree requirement.

Requirements with a green check box at the left have been fulfilled.

What is the View button?
The View button allows you to change the format of an audit. There are 3 available views:
1. Student View shows all of the requirements both satisfied and unsatisfied. This is the comprehensive view.
2. Graduation Checklist shows a concise list of the requirements both satisfied and unsatisfied.
3. Registration Checklist shows a concise list of the courses that need to be taken.

Should audits be regularly saved and/or printed?
Since Degree Works uses data stored in Banner and is updated nightly, it should not be necessary to regularly Save and/or Print audits. They are available online at any time. If you want to keep a historic record of the audits, they can be saved as a PDF file.

What does the * next to a course number mean?
*next to a course number indicates that there is a prerequisite for that course. If available, when you click on the link for that course, the prerequisite is listed.

What does the @ mean?
The @ acts as a wildcard indicating any course can be used to satisfy the requirement.

What does (single tilde) mean?
The single tilde means a degree block or course is in progress.

What does (double tilde) mean?
A double tilde indicates there is an issue of some sort. There are a few instances in particular
that get flagged by a double tilde; for example, if all of the requirements in a block have been completed but a minimum GPA has not been met.

What is the Degree Block?
The Degree Block is a summary and list of each group of requirements a student will need to satisfy in order to complete their program.

Everything in a Degree Block is checked off, why isn’t the Degree Block satisfied?
If everything within the Degree Block is checked off, but the Degree Block is not satisfied, there is either a minimum GPA requirement that has not been met or the overall number of hours/courses required for the program has not been met.

Everything in a Major Block is checked off, why isn’t the Major Block satisfied?
If everything within the Major Block is checked off, but the Major Block is not satisfied, there is either a minimum GPA requirement or an overall number of hours requirement that has not been met.

Does a student automatically graduate if everything is checked off?
No. To graduate, a student must submit a petition for graduation. The Registrar’s Office will verify all degree requirements.

What is the Other Courses Block?
The other Courses Block is a block for courses that are not being used to satisfy any other requirements for that program.

Do courses in the Other Courses Block count toward a student’s overall hours and GPA?
Yes, these hours count towards the total number of hours and overall GPA.

Why is there a passing grade in the Insufficient Block?
If a passing grade is listed with 0 credit hours, Degree Works automatically places this course in the Insufficient Block.

Why aren’t classes that a student has dropped showing in the insufficient block?
After grading is complete for the term, students will typically receive a “W” for the class. Until then, the class that is dropped is still considered In Progress.

What is the Not Counted Block?
The Not Counted block serves two functions:
   1. This block displays courses with the subject numbers below 1000 and PE courses
2. Courses that have exceeded maximum requirements.

What is the In Progress block?
The In Progress block lists all the courses a student is currently registered for, including the current and future terms.

WHAT IF FEATURE

What is the “What If” feature?
The What If function allows a student to hypothetically change a major or catalog year. The What If audit will show what coursework is required for the new major, what courses already taken satisfy requirements, and what courses are still left to take.

If a student uses the “What If” feature, does this mean his/her major is changed? No. To change a major online use MyTri-Cspace, Student Tab, Academic Records Section, Change Major link.

Who can use the What-If feature?
Any active credit student, who has access to Degree Works can use the What-If feature.

Are in-progress courses applied in an audit?
The default view courses students are currently taking or have registered for in a future semester are included in a Requirement block with a grade of IP for In-Progress. IP courses are also grouped in a separate section titled In-Progress near the bottom of the audit. Please be aware that the total credit counts listed near the top of the audit include In-Progress courses.

To remove in-progress and pre-registered courses from the audit view, you can uncheck both boxes at the top of the audit and click Process New.

ACADEMIC PLANS

What is an Academic Plan?
Academic Plans are pre-defined plans for particular programs of study that can be created ahead of time and applied to a student record for academic advising. Courses can be adjusted on the plan as necessary.
**Who can create academic plans?**
Students and Counselors have the ability to create and modify plans.

**Who can modify a student’s academic plan?**
Students and Counselors have the ability to modify plans. When a plan is modified, the user's name who made the modifications will be associated with the plan.

If a student modifies an active and locked plan it will deactivate the original plan and make their new plan the primary active plan. The original plan will remain locked but the tracking feature will no longer function. If the student chooses to track the new active plan, they must meet with a counselor for review and for the counselor to lock.

**Can a student have multiple academic plans?**
Yes, a student can have an unlimited number of plans; however, only one plan can be active at a time. Students can also have multiple locked plans but in order for the tracking feature to work properly a student’s plan must be “Active” and “Locked”.

**What is the difference between the Active and Locked features on plan?**

**Active:** Checking the active box on a plan, makes the academic plan the primary plan for a student. For example: If a student has multiple plans and one of those plans is active, the active plan will be the primary plan seen (calendar view) by the Student, Counselor or Faculty Advocate when they click on the academic plans tab. If the student has multiple plans but none are active the default view will be the plan list.

**Locked:** Checking the locked box in conjunction with an Active plan initiates the tracking feature within a plan. For example: If a student has an active and locked plan, the student, counselor and faculty advocate can now track the student’s progress.

**Can a student have multiple active plans?**
No, a student should only have one active plan at a time. If they have multiple active plans please contact degreeworks@tri-c.edu and provide the student name and S#.

**GPA CALCULATOR**

**What is the GPA Calculator?**
The GPA Calculators provide unofficial estimates and do not provide an official GPA or official record of a student's grades. The Registrar’s office of Cuyahoga Community College is the only official entity which may verify and certify grade point averages for degree completion and other program requirements.
What is the difference between the calculators?
There are 3 types of GPA Calculators:

- Graduation Calculator: Use the graduation calculator to determine the average grade required to reach the desired GPA.
- Term Calculator: Use the term calculator to determine the term GPA based on courses and anticipated grades.
- Advice Calculator: Use the advice calculator to determine the grade and number of credits still required to reach the desired GPA.