CALS Degree Works Frequently Asked Questions

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What is DegreeWorks?

DegreeWorks (formerly known as "CATS Audit" at UVM) is a web-based program that enables you to easily track your academic progress at UVM. You will be able to see how specific requirements have been met and what courses you can take to fulfill those requirements still remaining. With the click of a tab (the 'What If' feature), you will also be able to see how your academic requirements might change if you were to change your major.

What is an audit?

A DegreeWorks audit is a review of past, current and planned coursework that provides information on completed and outstanding bulletin requirements necessary to complete a degree/major/minor/area of concentration. The audit is divided into block requirements such as Degree, University Requirements, General Education (Core), Major Requirements and Minor Requirements. Each block works like a checklist that has boxes that are automatically checked when a requirement is met.

How do I benefit from using DegreeWorks?

- Determine what requirements you need to fulfill in order to complete your degree.
- 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 exemptions applied toward degree.
- See how your coursework could be applied toward another major, minor, certificate or major concentration using the 'What If' option.
- Confirm your academic standing.
- Estimate how many semesters it will take you to graduate.
- Learn the prerequisites and corequisites for courses by clicking on the course numbers.

Why can I not access a DegreeWorks Audit?

Students who are inactive at UVM for more than one year will lose access to their audit. Please email calsstudentservices@uvm.edu for more information.

How current will my information be in DegreeWorks?

The information in DegreeWorks is refreshed each night. Any changes made today (e.g., grade changes or classes added/dropped) will be seen in DegreeWorks tomorrow.

Are my grades visible in DegreeWorks?

Yes. Once grades have been processed at the end of the semester, they are viewable in DegreeWorks.

Can I see a list of all of the classes I've taken?

Yes. On the Audits tab, click on the Class History link at the top for a list of courses taken at UGA as well as transfer courses.

Does DegreeWorks include my AP credit and transfer credits?

Once AP scores are received from the College Board by UVM Transfer Affairs and credit is granted, they are posted to the student record and will appear on the audit. Likewise, transfer work, if articulated by Transfer Affiars, will also appear.

Why are my courses still in the In-Progress section of the audit when I already received grades?

Each term DegreeWorks will reset the In-Progress term to the upcoming term. This will happen the day after completion of grade processing.

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

Please ask your advisor for assistance. The first step is to clarify what information you believe is wrong. 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 calsstudentservices@uvm.edu for instructions. If you have already officially changed your major, the DegreeWorks 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.
- **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 your advisor.
- **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.**
    - DegreeWorks uses a 'best fit' approach for meeting requirements so classes may apply to different sections as you take more courses. DegreeWorks is not a static audit, it is constantly evolving as students take more courses. If you have further questions, please 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. Advisors can request to the designees of the Dean's Office an exception to the standard requirements. Once exceptions are entered by the Dean's office of the given school, the change will appear on the audit.
- **My minor is missing from my audit.**
    - If you have not officially declared your minor, contact your current advisor for instructions. If you have already officially declared your minor, your college may still be updating your records. Please contact calsstudentservices@uvm.edu for a status of the change.
- **My major requires me to complete a concentration, but it didn't appear on the audit. What's wrong?**

- o If you have not officially declared your area of concentration, contact your current advisor for instructions. If you have already officially declared your area of concentration, your college may still be updating your records. Please contact calstudentservices@uvm.edu for a status of the change.
- 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, they will email the college designee in the CALS Dean's Office.

I have been cleared for graduation, but DegreeWorks 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. Contact your advisor as soon as possible. Your advisor may also work with the Dean's Office regarding graduation requirement isuses.

When should I look at my degree audit?

A: At least four times a semester. You should always review your audit:

- Before you meet with your academic advisor to discuss registration for an upcoming semester.
- After you register to ensure that the courses you selected applied to your requirements like you thought they would.
- After your grades for each semester are posted.
- Any time you make a change to your schedule or major.

How is my degree audit different from my transcript?

Your degree audit is a tool to provide you with academic information related to your degree progress. It displays courses required and completed in your degree program. Your transcript is your official university academic record and provides a chronological list of courses completed and other academic information.

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

DegreeWorks 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, please contact your advisor for assistance.

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

In most cases, yes. DegreeWorks 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 the University of Vermont. How does this appear on my audit?

In most cases, classes were coded during the admissions process so they would be placed on your audit as transfer work. If your audit does not look like you expected, please contact your advisor or Transfer Affairs (transfer@uvm.edu).

Are there requirements for graduation that DegreeWorks doesn't check?

All graduating seniors must complete a Senior Records Check in order to graduate. Please check with your advisor if you have questions about the Senior Records Check process.

My advisor petitioned to waive/substitute a course. How will that course appear on DegreeWorks?

After it is approved by the Dean's Office, the designee will record the exception. The course you completed will fulfill the requirement, and an additional line will appear under it that explains why the exception was entered.

I'm pursuing two degrees (e.g., a BA and a BS). Only one appears on the audit. How can I check the requirements for my other program of study?

Look at the degree information next to your name at the top of the screen. You'll notice that the degree box has a drop-down arrow. Use this to select your second degree. Once you select on this, an audit with the additional degree program will display.

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

Look at the degree information next to your name at the top of the screen. You'll notice that the degree box has a drop-down arrow. Use this to select your second program.

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

Students who repeat a course only receive credit once for the course. The grades for all occurrences of the course remain on the permanent academic record and all are included in computing the cumulative grade-point average. Duplicate courses will appear in the "Not Counted" section at the bottom of a DegreeWorks audit.

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

This is a wild card in DegreeWorks. If the @ sign appears with course numbers after it (i.e., @ 1000:4999), it means that you can take any subject area with that level (a 1000-4000 level course from any subject area). If it appears after a subject prefix (i.e., NFS @), it means that you can take any course with that subject prefix (any course in Nutrition and Food Sciences).

Who should I contact if I still have questions or disagree with the audit?

Please contact your academic advisor.

Are in progress courses used to satisfy requirements?

Yes, in progress courses are used towards requirements and in credits applied. In progress courses are also used to satisfy University Requirements.

According to my audit, "Credits Applied" indicates I have more credits than I've actually completed. Why?

DegreeWorks counts completed and in-progress courses (currently in-progress and future courses you have registered for) in the "Credits Applied" category.

How can I see my courses applied to a different major, minor or other plan?

You can use "What If" located on the side bar of your DegreeWorks worksheet. What-If will show the courses you currently have completed as well as courses that are in progress and will apply them to different majors and minors. First you must select the Major, or Minor as and also select the current catalog year. Some majors also have concentrations, be sure to pick a concentration and an additional catalog year for the concentration.

What does the "Not Counted" section at the end of my DegreeWorks mean?

'Not Counted' are courses that will not be applied to your record and will be subtracted from your total credit count. These courses may be duplicate courses, cross-listed with another course also on your record, or courses that exceed the maximum allowable transfer credit limit.