

DegreeWorks Access & Overview

1. Login to MyPortal with your **Student ID**.
2. Click on the **Student** tab and scroll down to the lower right where you will find the link to **Launch DegreeWorks**.
3. Your student ID and name will appear and you will be on the **Audits** tab.

The screenshot shows the DegreeWorks interface for Foothill-De Anza Community College District. At the top left is the 'DegreeWorks' logo. On the right, it says 'FOOTHILL-DE ANZA Community College District'. Below the logo are navigation links: 'FAQ', 'Help', 'Print', and 'Log Out'. The main area contains student information: 'Student ID' (10...), 'Name' (M...), 'Degree' (1AA.A), 'Major' (Studio Art FH), 'Level' (FU), and 'Last Audit' (Today). Below this are buttons for 'Audits', 'Planner', and 'GPA Calc'. At the bottom, there is a 'Format' dropdown set to 'Student View', and buttons for 'View', 'Save as PDF', and 'Class History'.

Audit Overview

Legend

The legend contains all of the unique symbols that are important for interpreting the DegreeWorks audit.

The legend section defines symbols used in the audit:

- Complete
- Complete except for classes in-progress
- * Course requires prerequisite
- Not Complete
- Nearly complete - see counselor
- @ Any course number

Student Header and Progress Bars

The first section of the audit, the Student Header, contains key elements of your student record such as Degree,

The screenshot shows the 'FHDA DegreeWorks Production Environment' header. Below it, it says 'Student View AA553671 as of 01/04/2012 at 13:18'. A table displays student information:

Student	M...	College	Foothill College
ID	1...	Degree	Associate in Arts - FH
College GPA	4.00	Major	Studio Art FH
Test Scores		Catalog Year	2010-2011

Below the table is the 'Estimated Degree Progress' section with two progress bars:

- Degree Requirements:** 24% completed
- Total Credits Earned:** 32% completed

Major, Catalog Year, and College GPA. Currently the Test Scores field is not populated. Following the Header block are one or two Progress Bars. The first, Degree Requirements, shows what percentage of the units required for your degree have been completed. The second bar, Total Credits Earned, represents the percentage of units earned as compared to the units required for a degree (usually ninety (90) units).

Disclaimer

It is very important for you to read and understand the disclaimer located under at the bottom of the screen. The first paragraph refers to the audit and the second refers to the Planner.

Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. The Counseling Department may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Counseling Department regarding your official degree/certificate completion status.

The **Ed Plan** is a path towards your educational goal. Course offerings are not guaranteed for a planned term nor does the plan reserve a seat in a planned course. Course offerings and seat availability are determined during the college's registration process.

Status Icons



Complete – This symbol will appear beside all requirements that have been completed within the audit.

The row will be highlighted light yellow and will display the course(s) that fulfilled the requirement along with the grade and term in which the course was taken.

Humanities	SPAN D001.	ELEMEN SPANISH (1ST QTR)	IP	(5)	2011 FAL DA
<input checked="" type="checkbox"/> AREA D - SOCIAL AND BEHAVIORAL SCIENCES					
<input checked="" type="checkbox"/> Behavioral Sciences	PSYC D001.	GENERAL PSYCHOLOGY	C+	4	2010 SUM DA
<input checked="" type="checkbox"/> History and Society	HIST D017C	HIST U.S. 1900- PRESENT	A-	4	2011 SUM DA



Not Complete - This symbol will appear beside all requirements that have not yet been completed. The row will be highlighted in red and will also indicate the course(s) that will be required to complete the requirement.

<input type="checkbox"/> AREA E - PE OPTIONS	Still Needed: Choose from 1 of the following:
<input type="checkbox"/> PE Option 1	(Complete two units of Physical Activity) or
<input type="checkbox"/> PE Option 2	(Complete one unit of Physical Activity and one unit of Non-PE activity from approved list)

Course Links – When a requirement has not yet been completed, the audit will display courses that are required to complete the requirement. These courses are also hyperlinks, that when clicked, will display catalog information about the course. Course numbers that are followed by an * indicate that the course contains prerequisites.

<input type="checkbox"/> PROFICIENCIES	
<input type="checkbox"/> English	Still Needed: 1 Class in EWRT D001A* or ESL D005.*
<input type="checkbox"/> Mathematics	Still Needed: 1 Class in MATH D104.* or D114.*



In-Progress – This symbol will appear for requirements where the classes needed to fulfill the requirement are currently being taken or are registered to be taken for a future term. The row will be highlighted light blue and the grade section for the course will display (IP).

<input checked="" type="checkbox"/> Humanities	SPAN D001. ELEMEN SPANISH (1ST QTR)	IP	(5)	2011 FAL DA
<input checked="" type="checkbox"/> AREA D - SOCIAL AND BEHAVIORAL SCIENCES				
<input checked="" type="checkbox"/> Behavioral Sciences	PSYC D001. GENERAL PSYCHOLOGY	C+	4	2010 SUM DA
<input checked="" type="checkbox"/> History and Society	HIST D017C HIST U.S. 1900- PRESENT	A-	4	2011 SUM DA

Blocks

Each section in a DegreeWorks audit is called a "Block". Each block header will contain a title for the block and will also display specific course information for that block such as credits applied, classes applied, and GPA for that block. Like individual requirements, the block header will also contain a symbol stating the status of all requirements within the block.

In-Progress – This block will be located near the bottom of the screen. Within this block will be a list of all the courses that you are currently taking and also the courses you are pre-registered for. The top-right corner of the block will display the total number of credits applied and classes applied for this block.

In-progress		Credits Applied: 14 Classes Applied: 3		
MATH D043.	PRECALC III: ADVANCED TOPICS	IP	5	2011 FAL DA
PHYS D050.	PREP PHYSICS	IP	4	2011 FAL DA
SPAN D001.	ELEMEN SPANISH (1ST QTR)	IP	5	2011 FAL DA

Degree Requirements – This is the main block that houses all of the global rules that apply to all other blocks within the audit. This block will never have the "Complete" symbol until all other blocks have been completed. Within this block you will also find "Unmet Conditions" which are requirements that must be met in order to graduate. The top-right corner of this block displays the total credits required to graduate, total credits you have applied towards graduation, current GPA, and Academic Year (Catalog Year).

<input type="checkbox"/> Degree - Associate in Arts	Catalog Year: 2009-2010 Credits Required: 90
Unmet conditions for this set of requirements: 90 degree applicable units are required. You currently have 64, you need 26 more units.	
<input checked="" type="checkbox"/> Overall 2.00 GPA Requirement Met	
<input type="checkbox"/> General Education Requirements	Still Needed: See General Education AA/AS DA section
<input type="checkbox"/> Major Requirements	Still Needed: See Major in Lib Arts-Science, Math, & Engineering, AA section

General Education

Requirements – In this block you will find all the core classes that are required for your degree. For example, if your degree requires a minimum GPA for a set of requirements within this block, it will be displayed at the top under “Unmet Conditions” until the GPA has been met. The General Education requirements which have been met are listed followed by all unmet requirements. Note that the classes can be used to satisfy a requirement are listed and organized by department.

Major Requirements – This block will house all of the major requirements for your degree. Displayed in the top-right corner will be your Academic Year (Catalog Year) and your GPA for all major required courses.

<input type="checkbox"/> General Education AA/AS DA		Catalog Year: 2009-2010			
PROFICIENCIES					
<input checked="" type="checkbox"/> English	EWRT D001A	COMPOSITION & READING	B	5	2011 SPR DA
<input checked="" type="checkbox"/> Mathematics	MATH D114.	MATH PREP LEVEL 3:INT.ALG.	A	5	2010 SUM DA
AREA A - LANGUAGE AND RATIONALITY					
<input checked="" type="checkbox"/> English Composition	EWRT D001A	COMPOSITION & READING	B	5	2011 SPR DA
<input checked="" type="checkbox"/> Oral Communication	SPCH D010.	FUND OF ORAL COMMUNICATN	A	4	2011 SUM DA
<input checked="" type="checkbox"/> Critical Thinking	EWRT D002.	CRIT READ, WRIT & THINK	B+	5	2011 SUM DA
AREA B - NATURAL SCIENCES					
<input checked="" type="checkbox"/> Physical Sciences	PHYS D010.	CONCEPTS OF PHYSICS	A-	5	2011 WIN DA
AREA C - ARTS AND HUMANITIES					
<input type="checkbox"/> Arts	<p>Still Needed: 1 Class in ARTS D001A or D001B or D002A or D002B or D002C or D002D or D002F or D002G or D002H or D002J or D002K or D002L or D03TC or D03TD or D03TE or DANC D038A or ELIT D001. or D006. or E_S D003. or F/TV D001. or D002A or D02AW or D002B or D02BW or D048. or D075G or HUMI D001. or D015. or ICS D005. or D014. or D033. or D045. or INTL D010. or D021. or D022. or D023. or D024. or MUSI D001A or D001B or D001C or D001D or PHTG D007. or D020. or D021. or THEA D001. or WMST D003C</p>				

<input type="checkbox"/> Major in Lib Arts-Science,Math, & Engineering, AA		Catalog Year: 2009-2010		Credits Required: 27	
		Major GPA: 3.000		Credits Applied: 19	
Unmet conditions for this set of requirements: 27 units are required. You currently have 19, you still need 8 more credits.					
MATH D041.	PRECALC I:THEORY AND FUNCTIONS	B	5	2011 WIN DA	
MATH D043.	PRECALC III: ADVANCED TOPICS	IP	(5)	2011 FAL DA	
MATH D052.	PRECALC II: TRIG FUNCTIONS	B	5	2011 SPR DA	
PHYS D050.	PREP PHYSICS	IP	(4)	2011 FAL DA	
<input type="checkbox"/> 27 units from the following courses	<p>8 Credits in ANTH D001. or D001L* or ASTR D004. or D010. or BIOL D005. or D006A* or D006B* or D006C* or D008. or D010. or D011. or D013. or D015. or D026.* or D040A* or D040B* or D040C* or D045.* or D054G or D054H or D054I or D054J or BUS D088. or CDI D051. or D059B or D060C or D060D or D061C* or D061D* or D062C or D062D or D067D or D069C or D069D or D070C or D070D or D071C or D071D or D072C or D072D or D073C or D073D or D074C or D074D or D075C or D075D or D076C or D076D or D077C or D077D or D079C or D079D or D080C or D081C or D082C or D083C or D088C or D089A or D058B or CHEM D001A* or D001B or D001C or D010. or D012A or D012B or D012C or D030A or D030B or D050. or CAOS D094. or CIS D002. or D003. or D014A or D014B or D014C or D15AG or D15BG or D015C or D018A or D018B or D018C or D21JA or D21JB or Still Needed: or D026A or D026B or D027. or D028. or D029. or D030A or D030B or D031. or D033A or D035A or D035B or D050. or D029.</p>				

Note: Courses that appear in the following three sections will not count towards your degree but may still count in your GPA.

Electives		Elective Credits: 4		Elective Classes: 1	
ECON D001.	PRIN MACROECONOMICS	C	4	2010 FAL DA	

- **Electives** – This block will display all completed courses that are not currently being used to fulfill a requirement within the audit. The content of this block will fluctuate as more and more courses are taken.

Not Applicable to Degree					
ECON D001.	PRIN MACROECONOMICS		D	0	2006 FAL DA
HIST D004A	HISTORY OF WESTERN CIV		W	0	2007 FAL DA
POLI D001.	AMER GOVT & POLTCS-CIVIC ENGAG		W	0	2010 FAL DA
P_E D009.	CARDIO/STRENGTH TRAIN		F	0	2007 FAL DA
Other		Credits Applied: 15.5 Classes Applied: 4			
COUN D100.	ORIENT TO COLLEGE	Maximum number of Credits exceeded -	P	0.5	2007 SUM DA
EWRT D211.	PREP READ/WRIT SKILLS	Maximum number of Credits exceeded -	P	5	2011 WIN DA
MATH D112.	COLLEGE MATH PREP:BEG. ALG.	Maximum number of Credits exceeded -	B	5	2007 FAL DA
READ D211.	DEVEL READNG	Maximum number of Credits exceeded -	P	5	2010 FAL DA

- **Not Applicable to Degree** – This block will display all the courses that do not meet the minimum required grade for the major.
- **Other** – Within this block will be all of the courses that are not counted towards your degree.