



Interpreting Your Degree Worksheet

Worksheet Header Information

OBJECTIVE: To go through the components that make up a Degree Works degree audit.

- Headers
- Formats of the different worksheets
- Blocks that make up the worksheets

AUDIT HEADER:

Student ID [redacted] × Select Student [redacted] Degree Bachelor of Arts

[Advanced search](#)

Level Undergraduate **Classification** Junior **Major** Classics **Minor** Business Administration

Program BA in Liberal Arts & Sciences **Concentration** Classical Civilization **College** Liberal Arts & Sciences

AccessID [redacted] **Advisor** [redacted]

Student ID: Displays the student Banner ID number.

Name: The student's full name will display here.

Degree: The student's current degree program will display here.

Level: Displays UG for Undergraduate students or GR for Graduate students.

Classification: The student level will be displayed here (freshman, sophomore, etc.)

Major(s): The student's current major(s) will display here.

Minor(s): Displays the student's current minor(s) (if applicable).

Concentration(s): Displays the student's current concentration(s) (if applicable).

Program: It is looking at the entire degree and all the requirements to get the degree: the major, all the degree requirements, general ed, all non-course requirements; the entire package.

College: Displays the student's college.

Access ID: Alternative ID (other than Banner ID) tied to a student's record.

Advisor: A designated Staff/Faculty member whom students can consult in order to address professional, enrollment, and academic interests. Displays the student's advisor(s).



WORKSHEET BAR:

The screenshot shows the Academic Worksheet Bar interface. At the top left, there is a 'Format' dropdown menu currently set to 'Student View'. To the right of this is a 'What-If' tab. Further right, there is a 'View historic audit' button with a date and time '10/24/2021 at 8:09 PM U..' and a small downward arrow. Below these elements, the main content area is divided into three sections. The first section on the left is the 'Format' dropdown. The middle section is titled 'Degree progress' and features a circular progress indicator showing 59% completion, with 'Overall GPA 2.73' displayed next to it. Below the progress circle, the word 'Requirements' is visible. The right section contains two checked checkboxes: 'In-progress classes' and 'Preregistered classes'. Below these checkboxes is a green button labeled 'PROCESS'.

Format: Student View: This drop-down box lists the different types of audits that are available. The student view is the typical type of audit; all available options will be displayed further in this training material.

Degree Progress Circle: This circle estimates your how close you are to earning your degree, considering the complete and incomplete requirements throughout your audit. This area also shows your Overall GPA.

In Progress classes/Pre-registered classes checks: You are able to uncheck these options to view the student's audit without *In-progress classes* or *Preregistered classes* view.

Process: Refreshes the data after a programming change is made.



Degree Works Legend

Legend



Complete



Complete (with classes in-progress)



Any course number



Not complete



Nearly complete - see advisor



Repeated class



Complete

Complete: This symbol will appear beside all requirements within the audit that have been completed. The row will be highlighted in yellow and will display the course(s) that fulfilled the requirement along with the grade and term the course was taken.



Not complete

Not Complete: This symbol will appear beside all requirements within the audit that have not been completed. The row will be highlighted in red and will indicate the course(s) that will complete the requirement.



Complete (with classes in-progress)

Complete Except for Classes In-Progress: This symbol will appear for requirements where students are currently registered for the class(es) needed to fulfill the requirement. The row will be highlighted in blue and will display the course that will fulfill the requirement once completed, along with the grade “INPR” and the term that they are registered for the course.



Nearly complete - see advisor

Nearly Complete – See Advisor: This symbol will appear when requirements are almost complete, however there’s a component that may not be met. For example, if it’s the last course of a set of four, but the minimum GPA for the four classes is a 2.00, and the student currently has a 1.97 within the three graded courses, the requirement may not complete if the student only receives a C in the fourth course.



Any course number

@: Any Course Number. The “@” symbol represents all classes when used as a prefix and can also be used to represent all course numbers when it follows the course alpha. When the “@” symbol precedes a range of numbers, any course within that number range will fulfill the requirement (@ 3000:5999).



Repeated class

(R): This symbol displays next to a course that the student has repeated.



STUDENT VIEW: Blocks

Using the Wayne State University Bulletin as a guide, the blocks within the Student View audit present all applicable requirements for a degree, General Education, School/College, declared area(s)/majors(s), minor(s) and/or concentration(s). In the block header, the **Catalog Term** is displayed. This view will also give you information on what courses will meet unfulfilled requirements. Click on the **“See...”** link to jump to that area of the Student view audit.

Degree Block: This block lists all the requirements for your specific degree, like the minimum GPA and credit hours. It also displays the title of each requirement area (block), like general education, college requirements, and major.

Bachelor of Arts INCOMPLETE

Credits required: 120 Credits applied: 78.02 Catalog year: Winter 2020 GPA: 0.00

Unmet conditions for this set of requirements: 120 credits are required. You currently have 78.02, you still need 41.98 more credits. A minimum of 30 credits must be taken at Wayne State University.

- Your GPA is below 2.0 - please consult an advisor
- General Education Requirements **Still needed:** See [General Education](#) section
- College of Liberal Arts and Sciences Foreign Language Requirement **Still needed:** See [CLAS Foreign Language Requirement](#) section
- Major Requirements **Still needed:** See [Major in Classics](#) section
- College of Liberal Arts and Sciences Minor Requirement **Still needed:** See [Minor in Business Administration](#) section

General Education Group Blocks: List all the general education group requirements for a degree. Note: students should select courses for these blocks in conjunction with additional School/College requirements and in consultation with their advisor and Bulletin to avoid unnecessary courses.

General Education INCOMPLETE

Credits applied: 27.006 Catalog year: Winter 2020 GPA: 0.00

- General Education - Competency Requirements
- General Education - Inquiry Requirements **Still needed:** See [General Education Inquiry Requirements](#) section
- General Education - Wayne Experience Many General Education Courses can also satisfy program requirements elsewhere on your audit. Pay close attention to your college, major, minor and other requirements to identify courses that will also satisfy a general education requirement.



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General Education Competency Requirements COMPLETE

Catalog year: Winter 2020 GPA: 0.00

Please note that some General Education courses may also be fulfilled by major or minor requirements. Please consult your advisor.

	Course	Title	Grade	Credits	Term	Repeated
✔	Basic Composition is fulfilled by transferred Intermediate Composition course					
✔	ENG 3010	INTERMED COMP	TRC	3.002	Winter 2020	
	Satisfied by: ENG1021 - ADV COMPOSITION - JOHNSON & WALES UNIV					
✔	COM 1010	ORAL COMM	TRA	3.002	Winter 2020	
	Satisfied by: ENG1030 - COMMUNICATION SKILLS - JOHNSON & WALES UNIV					
✔	STA 1020	ELEMENTARY STATISTICS	TRA	3.002	Winter 2020	
	Satisfied by: MATH2001 - STATISTICS - JOHNSON & WALES UNIV					

General Education Inquiry Requirements INCOMPLETE

Catalog year: Winter 2020 GPA: 0.00

Please note that some General Education courses may also be fulfilled by major or minor requirements. Please consult your advisor.

	Course	Title	Grade	Credits	Term	Repeated
✔	Civic Literacy (CIV)	HIS 2040	US TO 1877	AP	4	Winter 2020
	Satisfied by: AH4 - US HISTORY - ADVANCED PLACEMENT TEST					
ⓘ	Cultural Inquiry (CI)	PHI 2140	Ancient Greek Med&Psych	INPR	(3)	Fall 2021
⊘	Diversity, Equity and Inclusion Inquiry (DEI)	Still needed:	1 Class in @ @ with attribute = DEI			
⊘	Global Learning Inquiry (GL)	Still needed:	1 Class in @ @ with attribute = GL			
✔	Natural Scientific Inquiry (NSI)	BIO 1500	BASIC LIFE DIVERSITY	AP	4	Winter 2020
	Satisfied by: BIOS - BIOLOGY - ADVANCED PLACEMENT TEST					
		BIO 1510	BASIC LIFE MECH	AP	4	Winter 2020
	Satisfied by: BIOS - BIOLOGY - ADVANCED PLACEMENT TEST					
✔	Laboratory Requirement Satisfied by BIO 1510					
✔	Social Inquiry (SI)	ECO 2020	PRIN OF MACROECONOMICS	TRA	3	Winter 2020
	Satisfied by: ECON1001 - MACROECONOMICS - JOHNSON & WALES UNIV					

General Education - Wayne Experience COMPLETE

Catalog year: Winter 2020 GPA: 0.00

✔ Wayne Experience is fulfilled based on student status

CLAS Foreign Language Requirement INCOMPLETE

Catalog year: Winter 2020 GPA: 0.00

⊘ College of Liberal Arts and Sciences Foreign Language Requirement **Still needed:**

All students in the College of Liberal Arts and Sciences must successfully demonstrate language proficiency equivalent to the two-course sequence in a single foreign language. Proficiency is demonstrated by completing courses numbered 1010 and 1020 in one of the following subject area codes: ARB, ARM, CHI, FRE, GER, GKA, GRM, HEB, ITA, JPN, LAT, POL, RUS, SPA, SWA, and UKR. Those continuing the study of a foreign language begun in high school or at another college will be placed at the appropriate level in the sequence as determined by means of qualifying examinations or interviews administered by the Department of Classical and Modern Languages, Literatures, and Cultures. The College Foreign Language Group Requirement will be considered satisfied by those students whose test scores place them beyond the second-course level. Two semesters of American Sign Language will count as fulfilling the foreign language requirement.

School/College Block: This block includes courses that are specifically required for certain Schools/Colleges/Degrees and will appear in the body of the audit underneath the General



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Education Group Requirements block. They will be named for the specific School/College (ex.. Liberal Arts and Sciences).

Liberal Arts and Sciences		COMPLETE				
Catalog year: Fall 2016 GPA: 3.66						
	Course	Title	Grade	Credits	Term	Repeated
<input checked="" type="checkbox"/>	One Additional Science Class Beyond General Education	PHY 2130	PHYS LIFE SCIE I	TRA-	4	Spring/Summer 2019
	Satisfied by:	PHY1010 - GENERAL PHYSICS I - OAKLAND UNIV				
<input checked="" type="checkbox"/>	One Additional Social Science Class Beyond General Education	SOC 2000	(SS)Undst Human Sct	A	3	Spring/Summer 2017
<input checked="" type="checkbox"/>	Civilizations and Societies	CLA 2000	Greek Mythology	B+	3	Fall 2019

Foreign Language Proficiency: This block includes courses that are specifically required for certain Schools/Colleges/Degrees and will appear in the body of the audit underneath the School/College block.

CLAS Foreign Language Requirement		INCOMPLETE
Catalog year: Winter 2020 GPA: 0.00		
<input type="checkbox"/>	College of Liberal Arts and Sciences Foreign Language Requirement	<p>Still needed: All students in the College of Liberal Arts and Sciences must successfully demonstrate language proficiency equivalent to the two-course sequence in a single foreign language. Proficiency is demonstrated by completing courses numbered 1010 and 1020 in one of the following subject area codes: ARB, ARM, CHI, FRE, GER, GKA, GKM, HEB, ITA, JPN, LAT, POL, RUS, SPA, SWA, and UKR. Those continuing the study of a foreign language begun in high school or at another college will be placed at the appropriate level in the sequence as determined by means of qualifying examinations or interviews administered by the Department of Classical and Modern Languages, Literatures, and Cultures. The College Foreign Language Group Requirement will be considered satisfied by those students whose test scores place them beyond the second-course level. Two semesters of American Sign Language will count as fulfilling the foreign language requirement.</p>

Major(s): Lists courses required to complete the major(s). You may see additional blocks such as Core Requirements, Admission Requirements, Co-Requirements, Professional Education Requirements, Concentration Requirements, etc. that are required in addition to these courses.

Major in Classics		INCOMPLETE
Catalog year: Winter 2020 GPA: 0.00		
<input type="checkbox"/>	A GPA of 2.0 is required for the Classics major	Still needed: Your GPA is 0.00; A major GPA of 2.0 is required
<input type="checkbox"/>	Classical Civilization	Still needed: 1 Class in CLA 1010
<input type="checkbox"/>	Greek Mythology	Still needed: 1 Class in CLA 2000
<input type="checkbox"/>	Survey of Latin Literature	Still needed: 1 Class in CLA 3825
<input type="checkbox"/>	Concentration Requirements	Still needed: See Concentration in Classical Civilization section

Concentration(s): Lists courses required to complete the Concentration within a specific - major(s).



Concentration in Classical Civilization INCOMPLETE

GPA: 0.00

	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/>	Athens and the Ancient Greek World	Still needed: 1 Class in CLA 3150				
<input type="radio"/>	The Golden Age of Rome	Still needed: 1 Class in CLA 3700				
<input type="radio"/>	Intermediate Ancient Greek II or Intermediate Latin II	Still needed: 1 Class in GKA 2020 or LAT 2020				
<input type="radio"/>	Ancient Philosophy	Still needed: 1 Class in PHI 2100				
<input type="radio"/>	Survey of Greek Literature	Still needed: 1 Class in CLA 3800				
<input type="radio"/>	Survey of Latin Literature	Still needed: 1 Class in CLA 3825				
<input type="radio"/>	Six Credits at the 5000-level or above in CLA, LAT, or GKA	Still needed: 6 Credits in CLA 5000:6999 or LAT 5000:6999 or GKA 5000:6999				
<input type="radio"/>	Six Elective Credits	PHI 2140 Ancient Greek Med&Psych Still needed: 3 Credits in AH 3070 or 3240 or 5210 or 5250 or 5260 or 5270 or 5310 or ANT 2200 or 5270 or 5600 or CLA @ or GKA 2020:6999 or GKM 3710 or HIS 5330 or 5335 or 5340 or 5345 or 5360 or 5395 or LAT 2020:6999 or NE 2010 or PHI 2100 or 5400 or 5410 or 5420 or PS 3530 Except CLA 1010 and 2000	INPR	(3)	Fall 2021	

Minor(s): Lists all courses required to complete a minor (if applicable).

Minor in Business Administration INCOMPLETE

Credits required: 18 Credits applied: 15.01 Catalog year: Winter 2020 GPA: 0.00

Unmet conditions for this set of requirements: 18 credits are required. You currently have 15.01, you still need 2.99 more credits. ECO 2010, 2020, and BA 2300 are not counted in the 18 credits. A minimum GPA of 2.0 is required.

	Course	Title	Grade	Credits	Term	Repeated
<input type="radio"/>	9 Credit Minimum Residency Requirement.	Still needed: A minimum of 9 credits must be taken at Wayne State University. You currently have 0, you still need 9 more credits.				
<input type="radio"/>	PREREQUISITE COURSES					
<input type="radio"/>	Prerequisite course BA 2300 must be completed With a minimum grade of C (2.0)					
<input type="radio"/>	Prerequisite course ECO 2010 must be completed With a minimum grade of C (2.0)					
<input checked="" type="radio"/>	ECO 2020 has been completed					
<input type="radio"/>	REQUIRED COURSES					
<input checked="" type="radio"/>	Introduction to Financial Accounting	ACC 3010 Intro:Fincl Accounting Satisfied by: ACCT1210 - FINANCIAL ACCOUNTING - JOHNSON & WALES UNIV	TRA	3.002	Winter 2020	
<input checked="" type="radio"/>	Management of Organizational Behavior	MGT 2530 MGMT OF ORG BEHAV Satisfied by: MGMT1001 - PRIN OF MANAGEMENT, - JOHNSON & WALES UNIV	TRA	3.002	Winter 2020	
<input type="radio"/>	Marketing Management	Still needed: 1 Class in MKT 2300				
<input checked="" type="radio"/>	Choose one course	GSC 3600 OPER & SUPPLY CHAIN MGMT Satisfied by: MGMT2030 - OPER & SUPPLY CHAIN MGMT - JOHNSON & WALES UNIV	TRB+	3.002	Winter 2020	
<input checked="" type="radio"/>	Electives from School of Business Administration	GSC 5690 PRINCIPLES OF QLTY MGMT Satisfied by: MGMT3040 - PROCESS & QUALITY MGMT - JOHNSON & WALES UNIV	TRB	3.002	Winter 2020	
		BLW 2510 BUSINESS LAW I Satisfied by: LAW2001 - LEGAL ENV OF BUS I - JOHNSON & WALES UNIV	TRA	3.002	Winter 2020	



Optional Blocks

These blocks will only appear on your audit if you have courses that meet these parameters. For example, if you're not registered for classes, you won't see an In-Progress block.

In-Progress: The courses that the student is currently registered for are listed here in addition to displaying where they fit throughout the audit.

In-progress					
Credits applied: 3 Classes applied: 1					
Course	Title	Grade	Credits	Term	Repeated
PHI 2140	Ancient Greek Med&Psych	INPR	(3)	Fall 2021	

Electives: These are courses that count towards the total required number of hours, but do not fill a specific degree requirement.

Electives					
Credits applied: 36.004 Classes applied: 11					
Course	Title	Grade	Credits	Term	Repeated
BIO 2XXX	BIO Level 2000	TRA	3	Winter 2020	
Satisfied by: BIOL0530 - PRINC OF IMMUNIOLOGY - BROWN UNIV					
CHM 1220	GEN CHEM I	AP	4	Winter 2020	
Satisfied by: CHM5 - CHEMISTRY - ADVANCED PLACEMENT TEST					
CHM 1230	GEN CHEM I LAB	AP	1	Winter 2020	
Satisfied by: CHM5 - CHEMISTRY - ADVANCED PLACEMENT TEST					
CHM 2280	GEN CHEM II: ANALYTICAL	AP	4	Winter 2020	
Satisfied by: CHM5 - CHEMISTRY - ADVANCED PLACEMENT TEST					
CHM 3XXX	CHM Level 3000	TRB	3	Winter 2020	
Satisfied by: CHEM0330 - EQUILIBRIUM,RATE,STRUCTURE - BROWN UNIV					
GSC 3XXX	GSC LEVEL 3000	TRB+	3.002	Winter 2020	
Satisfied by: MGMT3045 - LOGISTICS - JOHNSON & WALES UNIV					
MAT 2010	CALCULUS 1	AP	4	Winter 2020	
Satisfied by: MATH5 - CALCULUS BC - ADVANCED PLACEMENT TEST					
MAT 2020	CALCULUS 2	AP	4	Winter 2020	
Satisfied by: MATH5 - CALCULUS BC - ADVANCED PLACEMENT TEST					
PS 1010	AMERICAN GOVERNMENT	AP	4	Winter 2020	
Satisfied by: AG5 - US GOVERNMENT - ADVANCED PLACEMENT TEST					
PS 1XXX	P S Level 1000	TRA	3	Winter 2020	
Satisfied by: PPAI0100 - INTRO TO PUBLIC POLICY - BROWN UNIV					
STA 2XXX	STA Level 2000	TRA	3.002	Winter 2020	
Satisfied by: MATH2002 - STATISTICS II - JOHNSON & WALES UNIV					



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Not Counted / Over the Limit: These are courses that either exceed the number of allowed repeats, exceed the amount of credits eligible for degree credit, or that are considered developmental, and therefore, will not count as hours towards graduation.

Over The Limit						
Credits applied: 0 Classes applied: 1						
Course	Title	Reason	Grade	Credits	Term	Repeated
MAT 0993	Beginning Algebra	Max of zero classes/credits exceeded	BNC	0	Winter 2014	

Insufficient: These courses include any incomplete courses, any courses from you've withdrawn, any audited course, any course that did not meet a specific grade requirement, or any course you did not pass.

Insufficient						
Credits applied: 0 Classes applied: 10						
Course	Title	Grade	Credits	Term	Repeated	
BA 1000	Student Success&CD	WF	0	Winter 2020		
CLA 2000	Greek Mythology	F	0	Spring/Summer 2021		
ECO 2010	Prnc:Microecon	N	0	Winter 2021		
FIN 3290	Business Finance	WN	0	Winter 2020		
GSC 5650	Strategic Procurement	WN	0	Winter 2020		
HIS 2605	Hist: Women,Gender&Sxltly	WN	0	Winter 2020		
ISM 3630	Businss Info Systms	WN	0	Winter 2020		
MAT 2250	Elem Linear Algebra	N	0	Winter 2021		
PH 2100	Intro: Public Health	N	0	Winter 2021		
PHI 1110	Ethical Iss: Health Care	N	0	Winter 2021		