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INTRODUCTION AND PURPOSE

Degree Audits are used at UCR as a means for students and staff to track completion of curriculum requirements towards graduation. Degree Works offers a number of different types of audit views. Each view displays specific information about a students’ progress towards degree completion. This procedure provides instruction on how to use the different views available through Degree Works.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

1. None

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Academic Departments

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, open Degree Works (https://degreeworkstest.ucr.edu/) to follow along.

FORMS

The degree audit is located within Degree Works. There are no forms in Degree Works.

PROCEDURES

STUDENT VIEW

STEPS

1. The Student View report is the default audit view detailing all of the degree requirements including exceptions to requirements or notes to the student. The following is an entire audit for an undergraduate student.
   a. In the Audit Format drop-down list box, select Student View then click on the View button.
   b. Degree requirements are listed in a series of blocks identified accordingly in the blue band.
### English Comp for Col of Hum, Arts, & Soc Sci

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Still Needed</th>
<th>GPA</th>
<th>Units Required</th>
<th>Units Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH COMPOSITION</td>
<td></td>
<td></td>
<td>12</td>
<td>0</td>
</tr>
<tr>
<td>Beginning Composition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermediate Composition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 001C or WAC</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applied Intermediate Composition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing Across the Curriculum Course</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equivalent</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Unmet conditions for this set of requirements: A minimum of 12 units are required. You currently have 0, you still need 12 more units.

### Breadth for College of Humanities, Arts, & Soc Sci

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Still Needed</th>
<th>GPA</th>
<th>Units Required</th>
<th>Units Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMANITIES</td>
<td></td>
<td></td>
<td>56</td>
<td>0</td>
</tr>
<tr>
<td>World History</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One Fine Arts</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two Literature, Philosophy, Religious</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Studies</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One Additional Humanities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOCIAL SCIENCES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One Economics or Political Science</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Unmet conditions for this set of requirements: A minimum of 56 units are required. You currently have 0, you still need 56 more units.

### Foreign Language Level 4 Course or Equivalent

- LATIN 004: INTERMEDIATE LATIN
- Satisfied by: RIST100 - LATIN 001 - Csu Fullerton
- Semester: Spring 2009

### Natural Sciences & Mathematics

- MATH 005: PRECALCULUS
- Satisfied by: MATH123 - PRECALCULUS - Csu Fullerton
- Semester: Spring 2009

### Math & Science GPA

- MATH 005: PRECALCULUS
- Satisfied by: MATH123 - PRECALCULUS - Csu Fullerton
- Semester: Spring 2009
### Lower-division Psychology

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Units Required</th>
<th>Unmet Conditions</th>
<th>Satisfied by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biological Sciences</td>
<td>40</td>
<td>40</td>
<td>1 Class in BIOL 002 or 003 or 005B or 005C or 034 or 2 Classes in BIOL 005A and 005B</td>
</tr>
<tr>
<td>Physical Science Required</td>
<td>2</td>
<td>2</td>
<td>2 Classes in CHEM 01A and 01A or 2 Classes in CHEM 01B and 01B or 2 Classes in CHEM 01C and 01C or 1 Class in PHYS 002A or 002B or 002C or 007 or 008 or 010 or 012 or 016 or 018 or 020 or 021 or 022 or 024 or 046A or 046B or 046C or 1 Class in GEOG 001:099</td>
</tr>
</tbody>
</table>
2. To navigate to other views, select the view from the drop-down list then select View.

REGISTRATION CHECKLIST

STEPS

1. The Registration Checklist is a summary of degree requirements still outstanding. The condensed view aides in advising students about which classes to register for in an upcoming term.
   a. Notes are not able to be viewed in this format.

GRADUATION CHECKLIST

STEPS

1. The Graduation Checklist is a summary of requirements complete and still outstanding.
   a. The difference between this view and the Student View is that the advice for requirements still outstanding (with the exception of the degree block unit requirements) does not display, only the title. Also, grades are not displayed.
   b. Students do not have access to this view.
REGISTRAR REPORT

STEPS

1. This Registrar Report displays the behind the scenes programming of requirements. The view may aid in troubleshooting degree audit issues with the Registrar’s Office or Graduate Division Academic Affairs for graduate students.

DIAGNOSTICS REPORT

STEPS

1. This Diagnostics Report displays the behind the scenes programming of requirements and the logic behind the redemption of courses.
   a. At the top of the screen you have the Student's ID, the unique audit identifier code, along with other information related to the version of degree works being used and the student’s audit.
   b. The second box displays information about each Block being used to create the audit. A Block is a section of the audit (which can also be called a Scribe Block) that defines all of the programming of requirements for a specific area such as lower-division major requirements. Each block has a unique number starting with RA such as RA000026 for the BA degree block.
2. This view allows the logic to be seen for understanding or troubleshooting issues found throughout the audit. A portion of the webpage has been cropped to show greater detail.

3. The bottom of the screen has a number of legends to understand why a course fits in one area of the audit but not the other.
STUDENT DATA REPORT

STEPS

1. The **Student Data Report** displays all of the data coming from Banner for the student. Banner data is the only data used to generate an audit for students. It is useful in troubleshooting audit issues because it allows data elements to be identified or confirmed.
CLASS HISTORY

STEPS

1. The **Class History** link is found in the upper right of each Worksheet screen.

   ![Worksheet View](image)

2. It will display classes in the following term-by-term format.

   ![Course Data](image)

SAVING AUDITS AS PDF

STEPS

1. The **Save as PDF** button is available in the Worksheets, History, and What If links under the Worksheets tab.
2. When you click **Save as PDF**, the selected worksheet details are displayed as a PDF in a new window. You can save or print the PDF.
3. Please note that of the audit views available within Worksheets only, the **Student View audit will generate a PDF regardless of which format is being viewed**.
   a. For example, if you click Save as PDF while viewing the Student Data Report it will generate a Student View audit PDF.
4. The actual prompts and sequence of prompts for viewing and printing the PDF can vary, depending on the browser because of Adobe Reader’s behavior within that specific browser.

   ![Save as PDF](image)
1. The Student View audit will generate when you say Save as PDF regardless of which format is being viewed.
   a. TRUE

2. The Student View report is the default audit view detailing all of the degree requirements including exceptions to requirements or notes to the student.
   a. TRUE

3. The main purpose of the Diagnostic Report is to:
   a. A) view the data coming from Banner
   b. B) allows the logic to be seen for understanding or troubleshooting issues found throughout the audit
   c. C) determine why exceptions are unenforced
   d. D) none of the above
   e. Answer: B

4. Students have access to the Graduation Checklist view.
   a. FALSE

5. The Class History link provides a listing of all courses the student has taken by term.
   a. TRUE