UNIVERSITY of MONTEVALLO

Degree Works Quick Guide

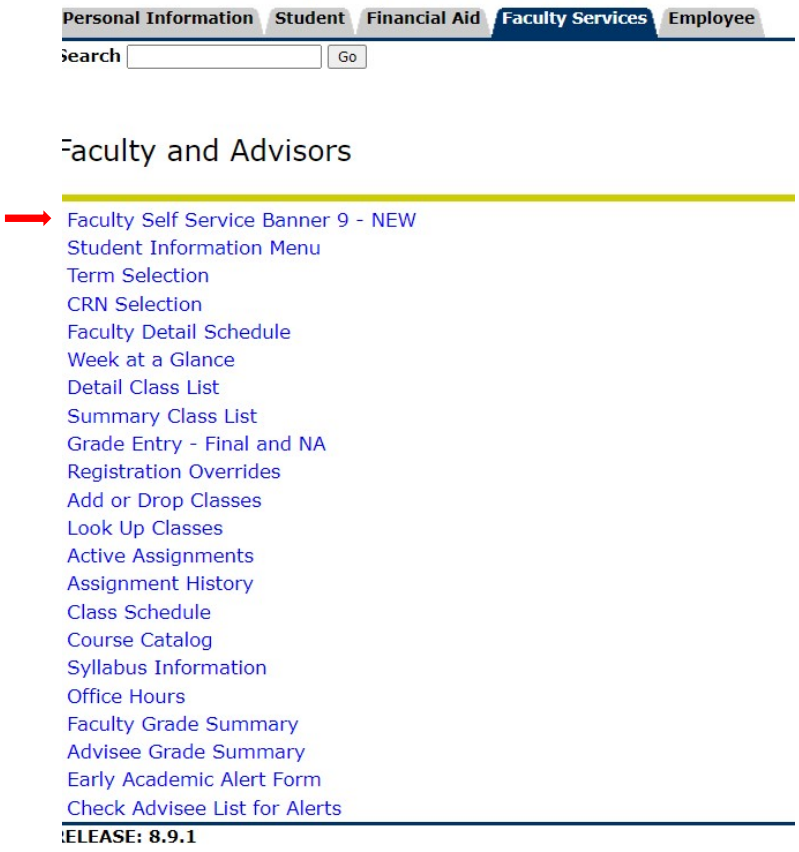
October 2023

Table of Contents

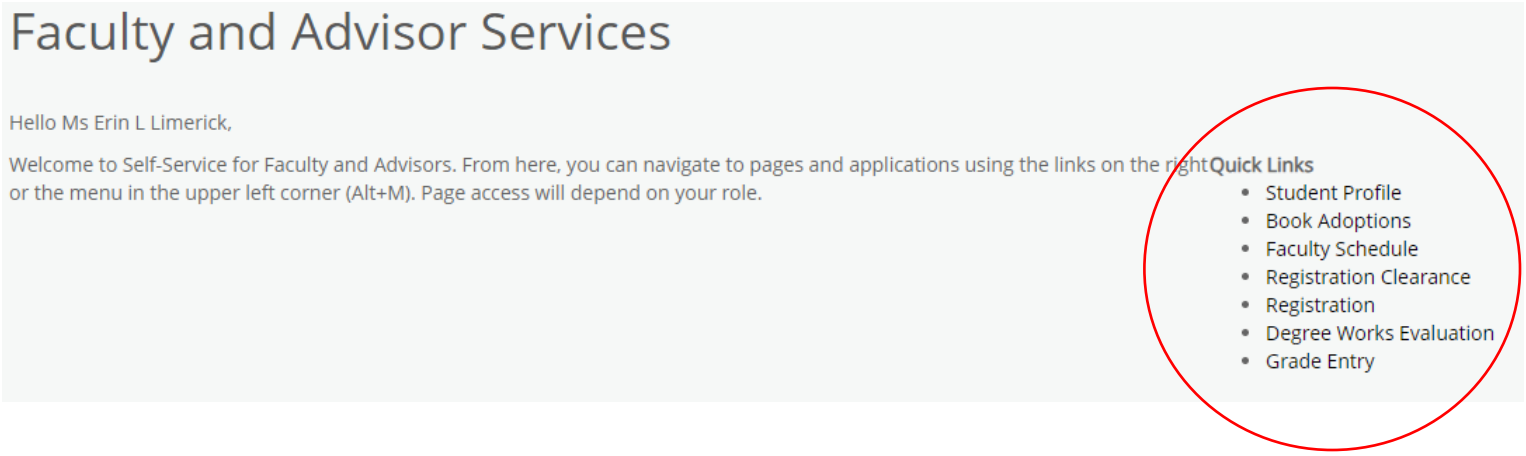
What is Degree Works?

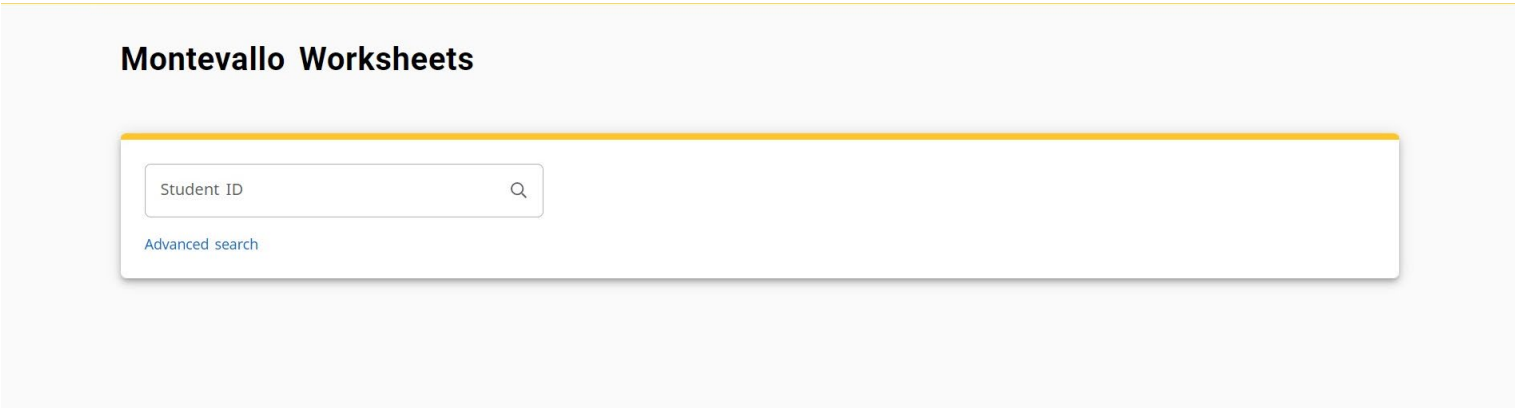
Degree Works is a web-based degree audit program designed for students and academic advisors to assist in monitoring a student's academic progress toward degree completion. Degree Works also allows students and their academic advisors to plan for future academic coursework at the University of Montevallo. Degree Works will take the place of CAPP over the next few years. **Degree Works reflects the Fall 2022 and Fall 2023 catalog program requirements, and CAPP will still be used for catalog terms prior to Fall 2022.**

How to Access Degree Works



- Log onto Banner Self Service
- The link for Degree Works will be in the Quick Links on Banner 9.

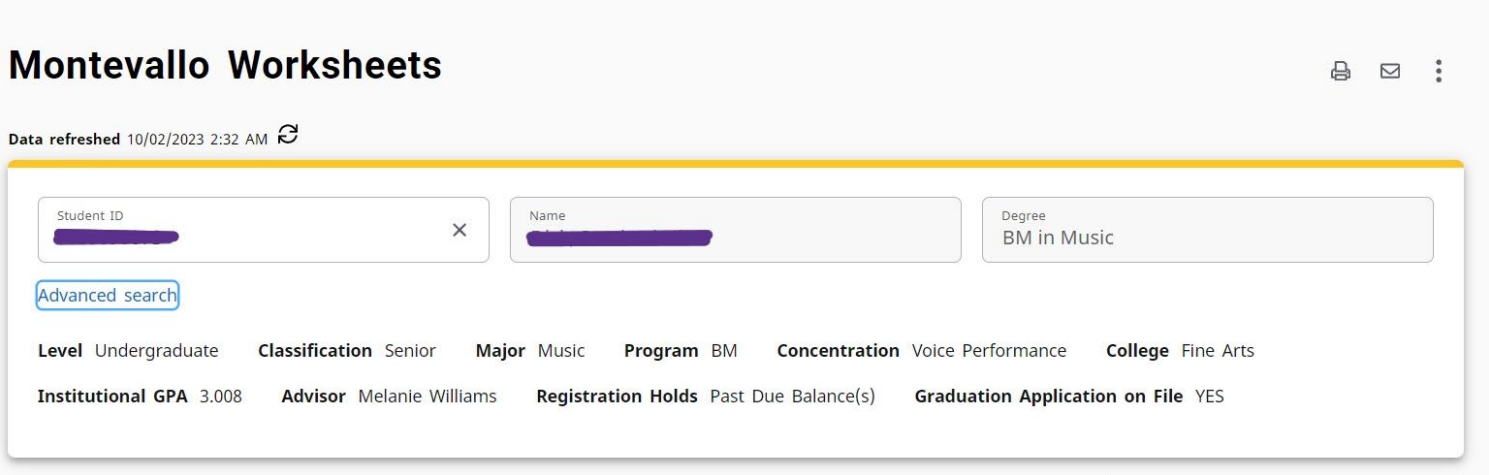




Navigating Degree Works Dashboard

**Degree Works is a Single Sign On Application. If you have signed into Banner prior to your Degree Works session you will be taken directly to the Dashboard. **

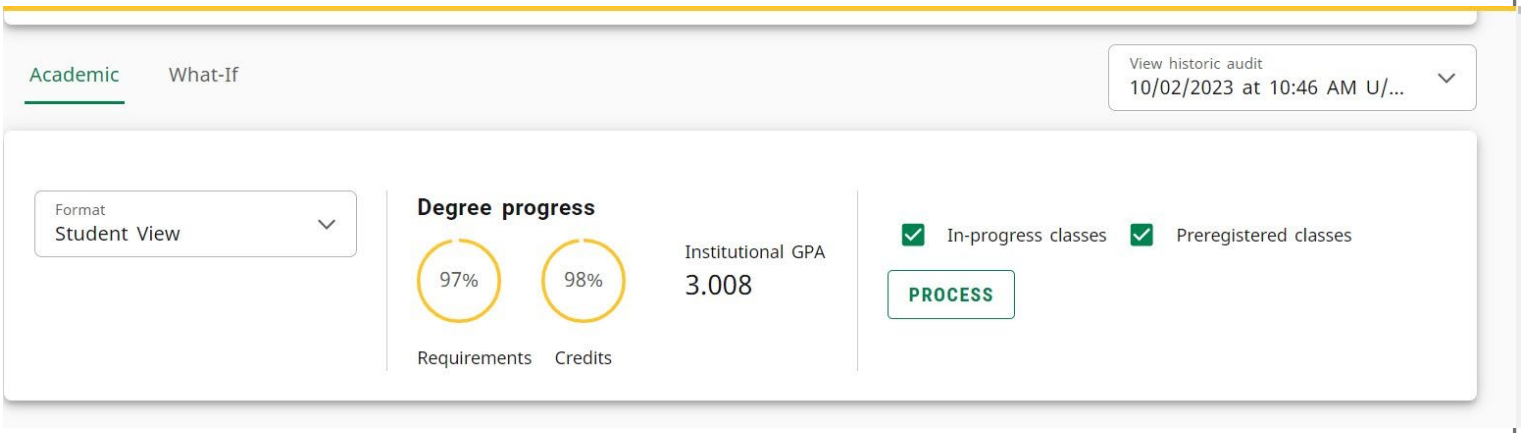
- Enter the student's M#. This will pull up the student's worksheet.
- You can use Advanced Search to look up students by their program, major, classification, catalog term and level.



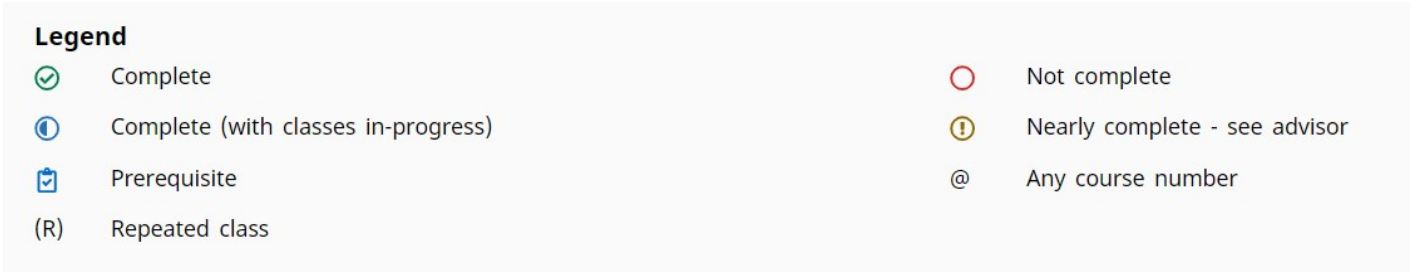
- Degree Works will pull up the student's audit (their worksheet). The last date and time that the audit was refreshed can be found in the upper left on top of the first block.

- Information Block Display: in the first block, you will find the student's M# and name. The Degree drop-down box is where you can toggle between degrees if the student is working on more than one degree.

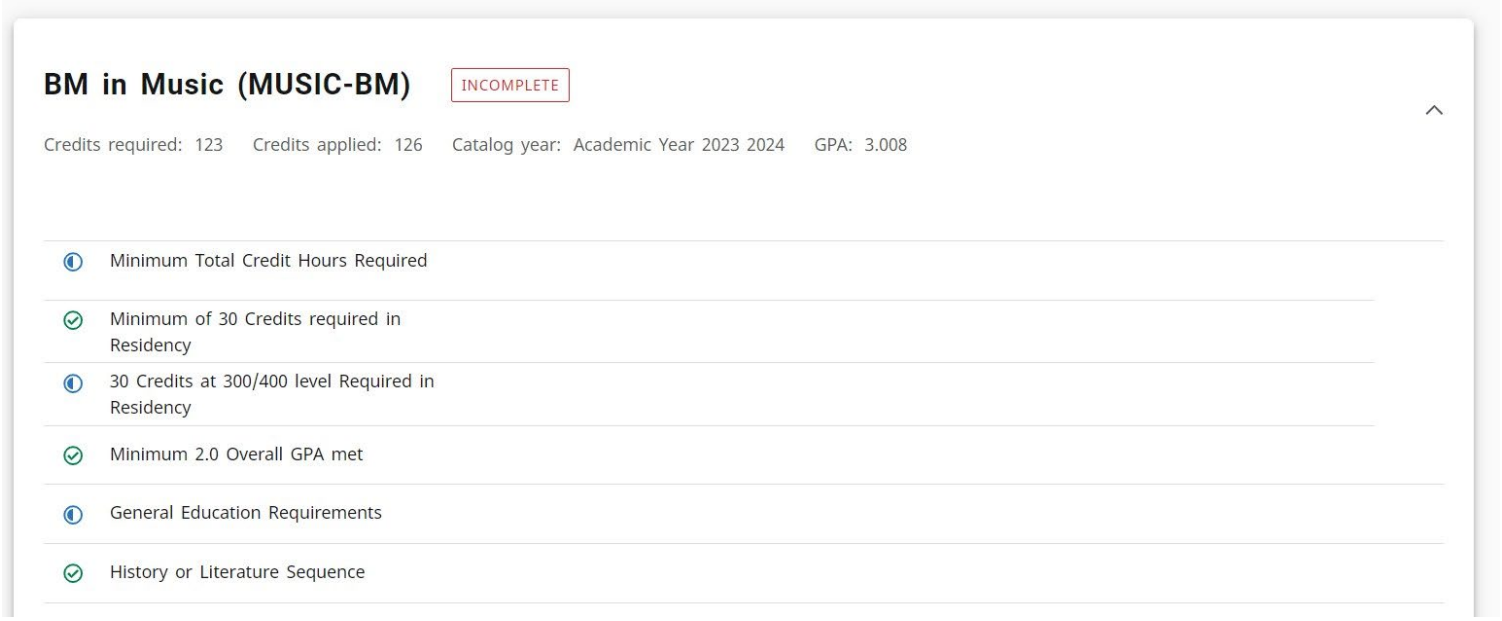
- The student's curriculum information, level, classification, holds they may have on their account, sport for student athletes, and advisor are found in the upper block as well. For the sport, this will only be visible if the student is a student-athlete. Otherwise, the sport field will not be displayed.



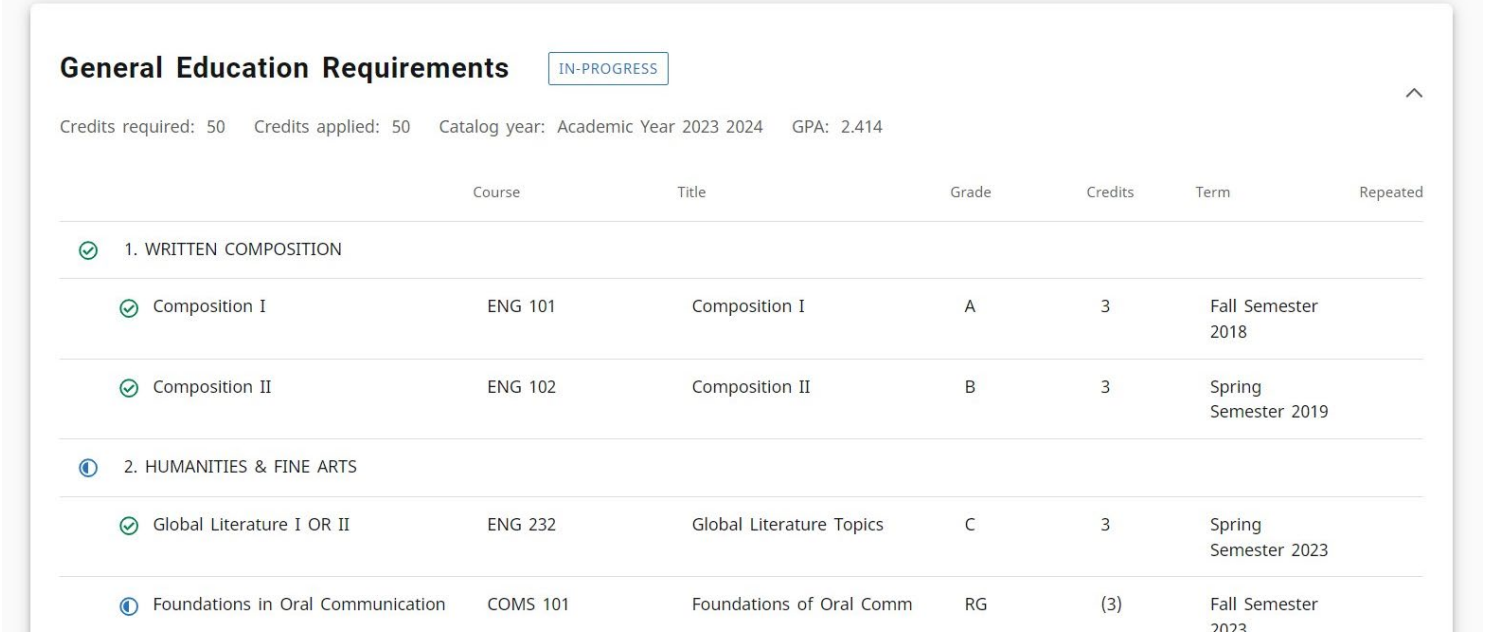
- Just above the second block is the date and time of the current degree audit. The audit will check each evening to see if the student had a grade, registration, or test score change. If any changes are found, a new degree audit will generate. Otherwise, the audit can be manually updated using the “Process” button described above. It shows degree progress and institutional (UM) GPA.



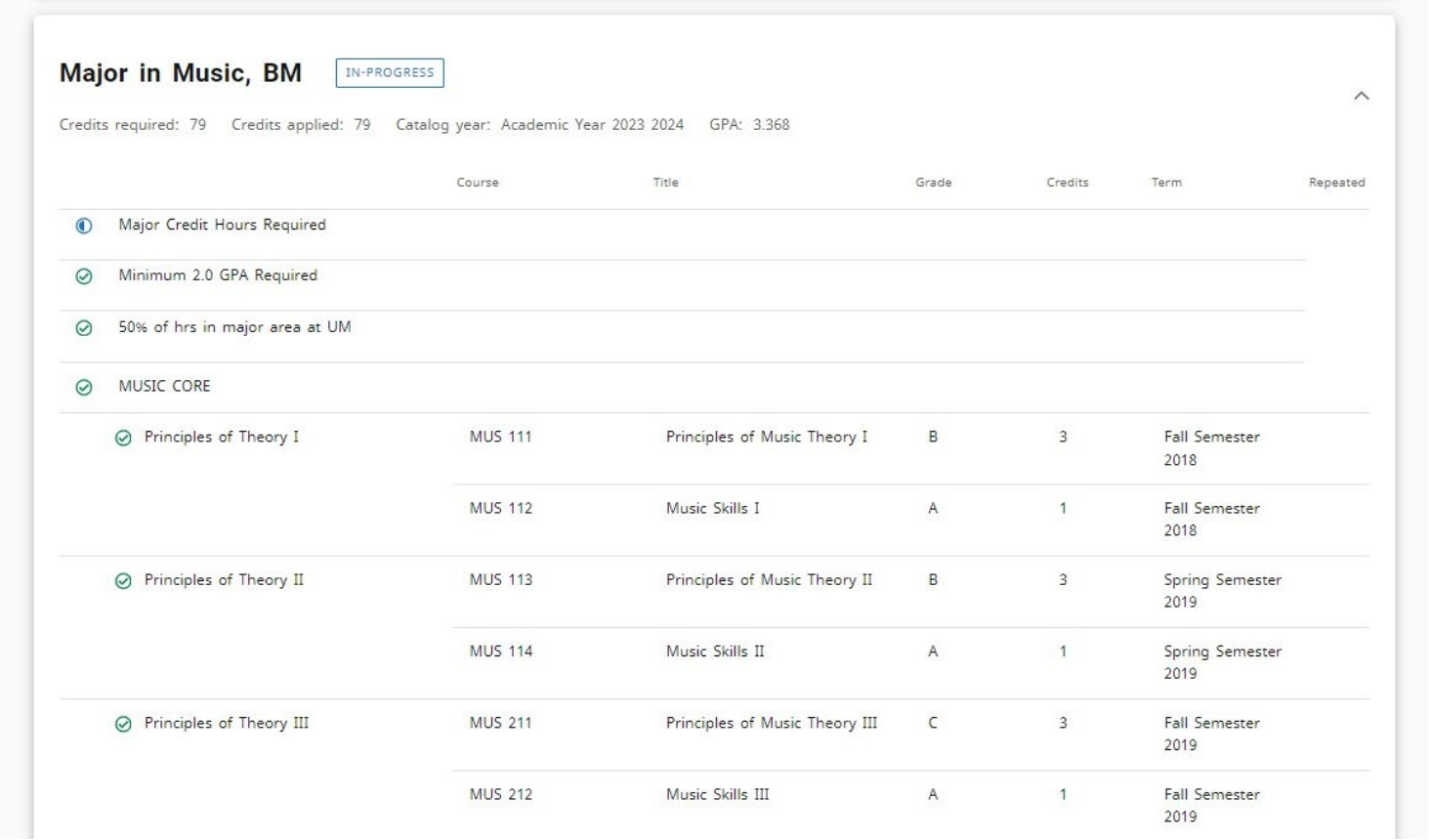
- The Degree Works symbol legend can be found at the end of the degree audit. So, while this is presented out of order compared to the flow of the audit, it’s important to understand the symbols used before going into the degree audit requirements.



- The third block shows a summary of the student's degree, their catalog year, their overall GPA, and the general graduation requirements.



- The fourth block shows a summary of the students' General Education.

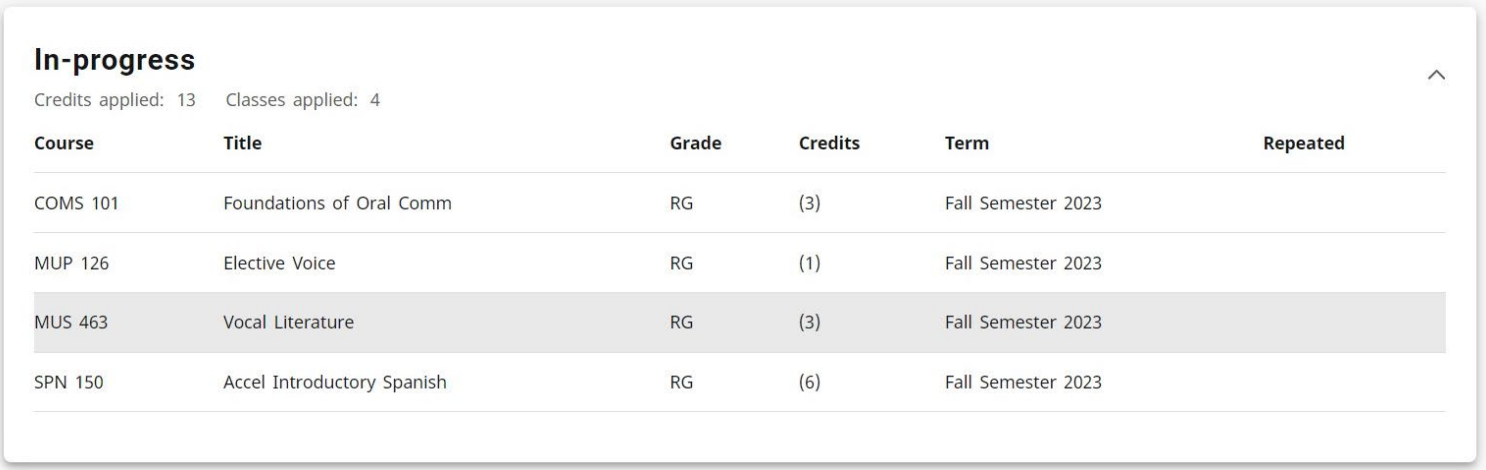


Major in Music, BM IN-PROGRESS

Credits required: 79 Credits applied: 79 Catalog year: Academic Year 2023 2024 GPA: 3.368

	Course	Title	Grade	Credits	Term	Repeated
Major Credit Hours Required						
Minimum 2.0 GPA Required						
50% of hrs in major area at UM						
MUSIC CORE						
Principles of Theory I	MUS 111	Principles of Music Theory I	B	3	Fall Semester 2018	
	MUS 112	Music Skills I	A	1	Fall Semester 2018	
Principles of Theory II	MUS 113	Principles of Music Theory II	B	3	Spring Semester 2019	
	MUS 114	Music Skills II	A	1	Spring Semester 2019	
Principles of Theory III	MUS 211	Principles of Music Theory III	C	3	Fall Semester 2019	
	MUS 212	Music Skills III	A	1	Fall Semester 2019	

- The major block shows requirements for the student's major.

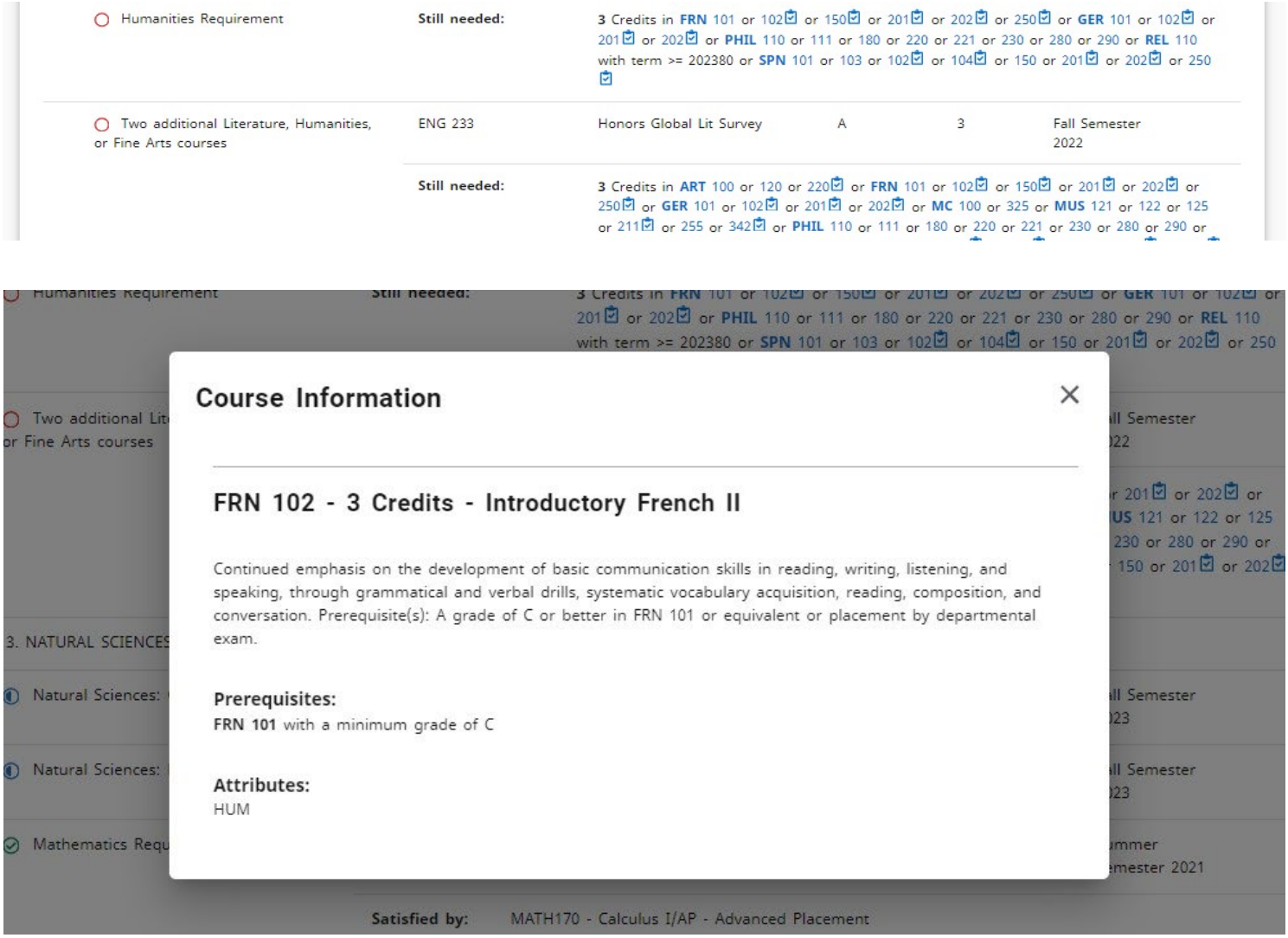


In-progress

Credits applied: 13 Classes applied: 4

Course	Title	Grade	Credits	Term	Repeated
COMS 101	Foundations of Oral Comm	RG	(3)	Fall Semester 2023	
MUP 126	Elective Voice	RG	(1)	Fall Semester 2023	
MUS 463	Vocal Literature	RG	(3)	Fall Semester 2023	
SPN 150	Accel Introductory Spanish	RG	(6)	Fall Semester 2023	

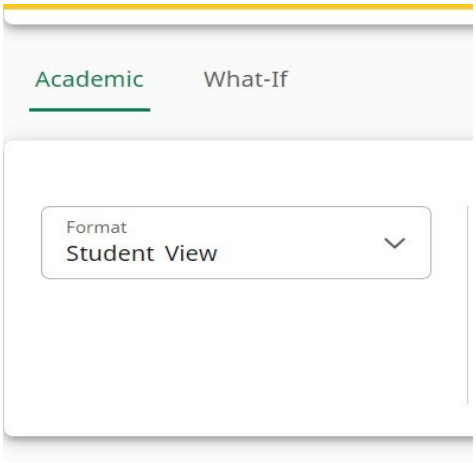
- (RG) is for registered/in progress classes. These courses can be seen in its own block near the bottom of the audit.



- If you click on a hyperlinked course anywhere in the degree audit, it will bring up a block of information that shows the course prerequisite (if applicable), catalog description, and class schedule information including date/times that courses are scheduled to be offered along with the number of seats available in each section.

Using the What-If Analysis

- A “what-if” analysis allows the user to see what their degree audit would look like if they were to change programs or catalogs prior to formally requesting the change. Between the first and second block (below the ID block and above the format/degree progress block), there is an area where you can select the type of degree audit you want. Click on “What-If”.



- Next, select the “Catalog year” and “Degree Term” you wish to use in the what-if audit. The catalog year will default to the current semester. You will also want to select the appropriate level so it knows whether to apply your undergraduate or graduate courses. In the “Areas of Study” section, select the first major and first minor (if applicable) you wish to pursue. The major selection menu is filtered based on the degree selected.