HOW TO ACCESS AND UNDERSTAND YOUR DEGREEWORKS AUDIT

1) Log into UCanWeb and go to Student Menu-> Student Records-> Degree Evaluation.
2) You need to log in to the Federated site. Select Canton as the campus and then use the same username and password as when your campus email.

3) Your degree audit should come up automatically.

What you should notice: Audits are separated into “blocks” of information

The first block contains your general information. Your current major, class standing and advisor should all be listed here.

Status bars: These will give you a general idea of where you are at towards your degree. They should NOT be the only part of the audit that you look at since there are many factors involved in completing your degree. “Credits”, in particular, can be misleading for students that have transferred or changed majors as they may have many credits but not be near degree completion. “Requirements” is a good guide. It will say 98% when you sign up for your last batch of courses and only say 100% when you complete those courses.
Degree Block: Overall degree requirements – your catalog year, number of credits needed, and in what categories are all listed here. Open red check boxes (☐) mean something is Still Needed; Green check marks (✔️) mean the requirement is met. You should note how many credits are required for your degree and how many have been applied.

General Education Block: You have to read the header on this block to be sure that you understand what applies to you. If you are in a Certificate or Associate’s degree program this block is Listed for informational purposes ONLY and not a required part of your degree.

For Associate’s degrees, you will see this message:

For Bachelor’s degrees, the courses in this block are required, but some majors will require only some of the 10 GER categories, so read instructions on YOUR audit.

Major Block: Will list all of the courses specifically required for the degree. There can be duplication with the above block, since often a course that is specifically required also meets a GER.
If the student has a Minor declared, then a minor block will be listed as well:

<table>
<thead>
<tr>
<th>Minor in Accounting</th>
<th>Academic Year: Spring 2015</th>
<th>Credits Required</th>
<th>GPA: 3.30</th>
<th>Credits Applied: 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Intermediate I</td>
<td>ACCT 209</td>
<td>Intermediate</td>
<td>B 3</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>□ Intermediate II</td>
<td>ACCT 306</td>
<td>Accounting</td>
<td>A 3</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>□ Cost Accounting</td>
<td>ACCT 325</td>
<td>Auditing</td>
<td>B 3</td>
<td>Spring 2016</td>
</tr>
</tbody>
</table>

If your degree does not automatically come up, you might be in the **Undeclared program or a pre-Major**. Consult your advisor for what to do to move into your desired major:

In the meantime, you can use the “What-If” feature to see how your current courses fit into your current degree. If you are unsure of what catalog to use, use next semester.

**If you have a question about your audit, check in with your advisor.**

**More advanced features:**

**GPA Calculation**

You can use DegreeWorks to determine what your GPA will be after this semester by inputting expected grades. Perhaps you can still aim for that next letter grade up... give it a try!
Using Look Ahead:

Review your audit. You can plan ahead by using the “Look Ahead” link in the left column.

Enter the course(s) you plan to sign up for. Click “Process New” to see how the planned courses will fit in to your degree audit.

Plans tab:

Click on the Plans tab to see a semester by semester template for degree completion. You might not follow this exactly, but it is meant to assist you to making a plan that is best for you.