

Degree Works Information and FAQs

Overview

What is Degree Works?

Degree Works is a web-based tool designed to help students and advisers monitor progress toward degree completion. Degree Works uses degree requirements from the *Zayed University Catalog* and re-organizes the student's transcript categorically in approved eight or more semester plans to produce an easy-to-read audit. The audit is divided into blocks to show all of the necessary requirements and how courses taken or in-progress count toward those requirements. Each block contains checkboxes to easily identify what courses and requirements are complete, almost complete, or still outstanding. Degree Works can be used as part of advising sessions to determine course selections (in conjunction with the Schedule of Classes for the term) and review graduation requirements.

What are the benefits of Degree Works?

Degree Works is intended to support and enhance Zayed's commitment to academic advising. Students and advisers are able to:

- View detailed requirements for the degree, major, and minor
- See how completed, in-progress, and approved transfer course work applies to degree requirements
- Identify courses needed to complete specific degree requirements
- View GE/major/minor and cumulative GPAs
- Plan course selection for future semesters
- Generate What-If audits to view hypothetical major and/or minor changes based on current and projected course work
- Calculate a GPA based on projected performance for the term
- Calculate the grade combination(s) needed to achieve a target GPA

Degree Works is intended to support and complement academic advising but not to replace face-to-face advising sessions or the *University Catalog*.

What Catalog Years appear in Degree Works?

Students with the catalog year 2013 – 14 and forward will have audits in DegreeWorks and will be able to view their audits online. Students who entered prior to 2013-14 will not be able to view degree audits online; however, advisors can run an audit using 2013-14 for a student who started earlier but whose program requirements are the same. PDF files can be generated by advisors for these students by clicking on the PDF tab.

How do I access Degree Works?

Faculty and Administrative Staff:

From the Zayed University Intranet click the Degree Works icon or from the Zayed University Intranet, select Degree Works from the Academic Services tab, then click the Degree Works link.

How do I view an advisee's audit?

Degree Works will allow you to search for and access the audit of any currently enrolled Zayed University student, even if s/he is not your advisee or in your course. We recognize that much academic advising at Zayed is done informally—for instance, meeting with a prospective major or discussing graduate plans with a senior seminar/research student who is not your official advisee—and this enhanced access supports that important function.

To find a student who isn't an advisee, click the Find button on the upper left corner of the window.

How current is the information in a Degree Works audit?

The information in Degree Works is refreshed every day at midnight. Changes and updates made will not be shown until the next day.

Can a student register for classes in Degree Works?

Degree Works provides information on degree requirements and assists with planning for registration, but students must still register for classes through Banner Web. Degree Works lists all courses that will fulfill outstanding requirements, but does not provide information about specific course offerings for a particular semester, nor term-specific information, such as meeting dates, times and instructor information. Students must still use the Schedule of Classes in FAP/PAP or Banner Web each term to identify the courses for which they plan to register.

Does the Degree Audit list prerequisites?

The Degree Audit will show the course description and prerequisites for all courses by clicking on the course. However, the audit will only list courses that are approved and appear on the eight or more semester plan. Banner manages all prerequisite checking and DegreeWorks does not register or track registration eligibility for prerequisites and co-requisites.

How do I Exit Degree Works?

From your degree audit window, select the Exit degree Works tab in the upper right corner of the window.