

GOUCHER | college

DEGREEWORKS

FAQs

In this document you will find frequently asked question on the following DegreeWorks topics: [General Information](#), [Audits](#), and [What Ifs](#). Scroll down to find each topic's section, or use the hyperlinks above to navigate to the section desired.

General Information

Q: What do I do if I have a technical question about accessing DegreeWorks?

A: You should contact the [Helpdesk](#) if you have any technical questions about DegreeWorks

Q: How do I access DegreeWorks?

A: You can access the DegreeWorks link from your myGoucher account. The DegreeWorks link can be found under the **myGoucher Links** tab. Use your student login and password to access your audit.

Q: What is DegreeWorks?

A: DegreeWorks is a web-based tool to help students and advisors monitor progress toward degree completion. DegreeWorks lists the courses you have already completed and courses for which you are currently registered, along with the courses you still need to take in order to graduate and formats it all into an easy-to-read audit.

DegreeWorks is not meant to replace in-person advising. Your academic advisor will continue to assist you with course selection and to advise you on program requirements.

Q: Who can use DegreeWorks?

A: DegreeWorks was made available to all enrolled graduate and undergraduate students, and their advisors, on October 16, 2017.

Graduate students who started before Fall 2017 will see the requirements as listed from the 2017-2018 catalogue. If they are working toward completing catalogue requirements from years prior to Fall 2017, they should work with their advisor to verify degree completion. Specific graduate programs are categorized in the DegreeWorks system as "Concentrations."

Undergraduate students whose degree catalogue year is 2017-2018 and beyond will be able to view both the college's general education requirements, called Goucher Core Requirements, or

GCRs, and their Major/Minor/Concentration degree requirements. Those working from an earlier catalogue year will be able to see the completion status of their general education requirements, called Liberal Education Requirements, or LERs, but will need to consult with their advisor regarding completion of their Major/Minor/Concentration degree requirements.

Q: Do I use DegreeWorks to register for class?

A: DegreeWorks does not register you for classes. You can either use your myGoucher link for registration or go in-person to the Registrar's Office to register for classes.

Q: Is there a legend provided to assist with reading the audit?

A: Yes. Along the left-hand side of the audit, students and advisors will see the legend as shown below. If you do not see the entire legend, adjust your screen's resolution to a higher resolution than you currently have it set to.



Audits

Q: What is an audit?

A: A DegreeWorks audit is a review of past, current and planned coursework that provides information on completed and outstanding requirements necessary to complete a degree or certificate.

The audit is divided into blocks such as Student View, Degree, Liberal Education (LER) or Goucher Core (GCR) Requirements, Major, Minor, Concentration, General Electives, Insufficient Grade, In-Progress and Notes.

Most blocks work like a checklist with boxes that are automatically checked when a requirement is met. Others simply provide information in list format to the student and advisor. If your audit does not look like you expected, please contact your advisor.

Q: How current will my information be in DegreeWorks?

A: The information in DegreeWorks is refreshed each night. Any changes made today (e.g., grade changes or classes added/dropped) will be seen in DegreeWorks the next day.

Q: How accurate is the "Degree Progress" bar on my audit?

A: The "Degree Progress" bar is not necessarily exact and is not an official measurement. The percentage is meant as an estimate of your progress towards completion of a degree program or certificate.

Q: Does DegreeWorks include my AP credit and transfer work?

A: Once AP scores are received from the College Board and credit is granted they are posted to the student record and will appear on the audit. Likewise, transfer work, if articulated by the Registrar's Office, will also appear.

Q: How do I know what classes I need to take?

A: Your audit will outline courses that can be used to complete each requirement. However, it is recommended that you consult with your advisor, prior to registration for the next semester, regarding the courses for which you should register.

Q: How is my degree audit different from my transcript?

A: Your degree audit is a tool to provide you with academic information related to your degree progress. Your transcript is your official college academic record and provides a chronological list of courses completed along with other academic information.

Q: DegreeWorks placed one of my courses in two different places. Is that okay?

A: In most cases, yes. DegreeWorks is programmed to recognize that some courses can fulfill more than one requirement. If you have any questions, contact your advisor.

Q: I am pursuing two degrees (a BA and an MA, an MFA, etc.). Only one appears on the audit. How can I check the requirements for my other program of study?

A: Look at the degree information next to your name at the top of the screen. You will notice that the degree box has a drop-down arrow. Use this to select your second degree. Once you select on this, an audit with the additional major will display.

Q: I've seen the '@' symbol in several places on my audit. What does this mean?

A: The "@" is a wild card in DegreeWorks. If a single @ appears with a number after it (i.e. @ 110), it means you can take the 110 course in any department offering a 110 course to fulfill the requirement. If two @s appear, after a department prefix (i.e., COM) with a number before it (i.e., COM 1@@), it means that you can take any 100-level course from the department noted by the prefix. If three @s appear after a department prefix (i.e., PSYC @@@), it means that you can take any course from the department noted by the prefix.

Q: I repeated a course and I don't understand how it appears on the degree audit. Can you explain this to me?

A: The course with the passing grade will be slotted into the requirement it fulfills. The listing of the course from the first attempt will be slotted into one of the following blocks depending on 'best-fit' as determined by the audit software: LER, GCR, General Electives or Insufficient Grade.

Q: How can I print my degree audit/What If Analysis?

A: You can click the "Save as PDF" button to view your audit as a PDF file and proceed to print from the PDF view.

Q: How accurate is the "Degree Progress" bar on my audit?

A: The "Degree Progress" bar is not necessarily exact and is not an official measurement. The percentage is meant as an estimate of your progress towards completion of a degree program or certificate.

Q: I think my audit is incorrect. What should I do?

A: Please ask your advisor for assistance. The first step is to clarify what information you believe is wrong. These are the most common problems and courses of action:

- **My major/minor/concentration is wrong or is missing on my audit.**
If you are a graduate student contact your advisor. If are an undergraduate and you have not officially changed your major/minor/concentration, contact your advisor for instructions. If you are an undergraduate student and have already officially changed your major/minor/concentration, contact the Office of the Associate Provost for Undergraduate Studies.
- **The requirements for my major/minor/concentration are wrong.**
Look at the catalogue year that appears on the block in question. Requirements can change from catalogue year to catalogue year. If you believe you should be using older or newer catalogue year, contact your advisor.
- **My transfer courses don't appear in the right place.**
If you are concerned about a transfer course that should be applying in the audit, contact the Registrar.

- **Classes are not applying in the “right” place.**
DegreeWorks uses a ‘best fit’ approach for meeting requirements so classes may apply to different sections as you take more courses. If you have further questions, please contact your advisor.
- **My advisor or department chair gave me permission to substitute a course, but it's not showing on my audit.**
Talk with your advisor. Advisors may request the support of the Program Director for an exception to the standard requirements. If the Program Director supports the request, she/he will contact the Registrar’s Office for the exception to be noted on your record. Changes requested will take an overnight process to appear on the audit.
- **My Expected Graduation date is wrong on my audit.**
Students can be awarded their degrees only at three points in the calendar year: May, August or December. To correct your Expected Graduation date, send an email to Registrar@goucher.edu, cc your advisor, and let the Registrar’s Office know when you expect you will complete by providing the correct month and year of your graduation.

If none of the issues described above fit your situation or question, email both your advisor and registrar@goucher.edu (please be specific regarding the problem you found on your audit and include your nine digit ID number found below your name in the Student View block.).

Q: If all of the requirement boxes on my audit are checked, does that mean I am graduating?

A: No, you must apply for graduation. Graduate students will be contacted by the Assistant Registrar with instructions on how to apply for graduation. Undergraduate students, as you near your Expected Graduation date, the Registrar’s Office will send you an email with instructions regarding the online Application for Degree form.

Q: Who should I contact if I still have questions or disagree with the audit?

A: If your audit does not look like you expected, please email both your advisor and registrar@goucher.edu (please be specific regarding the problem you found on your audit and include your nine digit ID number found below your name in the Student View block.).

What If

Q: "What If," what is it?

A: The "What If" audit allows you to see how courses you have completed would be applied to another program of study. It will also show you what courses you still need to complete for that program of study.

Q: If I use the "What If" audit, does that mean I have changed my program of study?

A: No. Your program of study will remain the same until you submit the paperwork necessary for it to be official changed. If you like what you see in a "What If" scenario, you can change your program of study by contacting your advisor for instructions.

Q: What is "What If History?"

A: The "What If History" allows students and advisors to see the last three What Ifs that were run either by the student or on behalf of the student. To toggle between the up-to-three saved What Ifs, you need to select the saved What If (the software records the What If by date, not by the change made) from the drop-down arrow, and then click the "View" button.

Q: How can I print my What If analysis?

A: You can click the "Save as PDF" button to view your What If as a PDF file and proceed to print from the PDF view.