



DEGREE WORKS

Your Road Map To Graduation

Degree Works FAQs (Frequently Asked Questions)

General FAQs:

What is Degree Works?

Degree works is an online tool to help advisors monitor students' progress toward degree completion. Degree works matches students' coursework (completed, currently enrolled, or registered for in the future) to degree requirements in an easy-to-read worksheet that shows how the courses count toward degree requirements.

Who can use Degree Works?

Degree works is available to all students, Academic Counselors/Advisors, faculty, and selected staff also have access for the purpose of supporting students' progress through their academic careers.

Can students register for classes in Degree Works?

No, students may register online only through Web Banner at <https://ssb.epcc.edu/>

How current is the information in Degree Works?

The information in Degree Works is pulled from Banner and refreshed nightly. Any changes made today, (e.g., grade changes or classes added/dropped) will be seen in Degree Works the next day.

Audit FAQs:

What is a Degree Works audit?

A Degree Works audit is a curriculum evaluation separated into different blocks of requirements, such as general education, major and other requirements. Each block within the audit works as a checklist with boxes that are automatically checked when a requirement is met. Look for unchecked boxes to identify requirements that you still need to complete.

What if information in Degree works is not up-to-date?

There could be several reasons why information in Degree Works is not up-to-date. One is that Degree Works may not have been refreshed since a change was made (information is refreshed nightly) to a student record. Second, there could be pending paperwork that has not been processed (course substitution, change of major, etc.). If a student has recently submitted an academic form, check with the Admissions and Registration Office.

Are grades visible in Degree works?

Yes, once grades have been rolled to academic history at the end of the term, they are viewable in Degree Works.

Can students see a list of all of the classes taken?

Yes. On the Audits tab, click on the Class History link at the top for a list of courses taken at El Paso Community College as well as transfer and earned credit courses.

How do students know what classes to take?

Degree audits will outline courses needed to meet degree, major, and/or certificate concentration requirements within each block. You may also see a consolidated list of courses not yet completed by selecting Registration Checklist from the Worksheets menu. Students may then use this information to discuss his/her plan with the Academic Counselor or Advisor.

I have repeated a “below 2.0” course for a better grade. Why does the repeated course show under the insufficient courses heading?

All withdrawn courses, courses with a grade of 0.0, or any repeated courses will show under the Insufficient Courses heading. Note that any repeated lower grade courses, though excluded from the GPA calculation on your transcript, still appear here, but are now identified by zero credits. The higher grade repeated course will show above, and count towards fulfilling your degree requirements.

I think the audit is incorrect. What should I do?

The first step is to clarify what information you believe is wrong. These are the most common problems and course of action:

- **The major is wrong on the audit:** If you have not officially changed your major, initiate a Change of Major through your Academic Counselor/Advisor and submit to the Admissions and Registration Office. If the major has been officially changed, the Degree Works audit will display only the active degree audit. If the major change is effective for a future term, the change will not reflect until that term has begun.
- **The requirements for the major are wrong:** Note the Catalog Year that appears on the major requirements block of the audit. According to the official academic record, this

is the catalog that students must follow to complete the major requirements. If students believe that they should be using older or newer curriculum requirements, contact your Academic Counselor or Advisor. However, you have five years from the date of catalog year selected to complete your declared major. You have to be enrolled in the College during the academic year covered by the catalog. If it takes longer than five years, you must select and declare a new degree plan through Academic Counseling and have that degree plan on record in Admission and Registration Office.

- **Transfer Courses do not appear in the right place:** If there are concerns about a transfer course that should be applying in the audit, contact the Admissions and Registration Office.
- **A designated Dean gave permission to substitute a course, but it is not showing on the audit:** Check with the designated Dean's office to be sure the proper paperwork has been completed and submitted to the Admissions and Registration Office. Once substitutions are entered, and a new audit has been run, the changes will appear on the audit.
- **Classes are not applying in the right place:** Degree Works uses a "best fit" approach to meet requirements, so classes may apply to different sections as you take more course. If you have further questions, please contact your Academic Counselor or Advisor.

When should a student, Academic Counselor or Advisor review a degree audit?

- ✓ Before registration for an upcoming semester
- ✓ After students register to ensure that the courses apply to program requirements
- ✓ After grades are posted for each semester
- ✓ Any time changes are made to a course schedule or major
- ✓ A degree audit can be reviewed at any time; however it is recommended to do so at least four times a semester

How is the degree audit different from the official transcript?

The degree audit is a tool to provide students with academic information related to degree progress. It displays courses required and completed in the degree program. The official transcript is a student's official university academic record and provides a chronological list of courses completed and other academic information.

Everything on my worksheet is checked off, but the degree progress bar only says that I am 98% done. What is wrong?

The degree progress bar is a tool that takes the total number of checked boxes on your audit, and calculates a percentage based on the number of boxes checked. The degree progress bar will not show 100% completion until you have finished all of your in-progress courses and earned passing grades in them.

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

Please contact your Academic Counselor or Advisor

What-if Audit FAQs:

I am thinking of changing my major. How can I see what courses would be required if I made this change?

You can use the “What-If” option on the Audits tab to create an audit based on requirements for the program of interest. Be sure to select a Degree, Catalog term, and Major. What-If audits do not guarantee that students will be able to major in that selected area.

Can advisors see the What-if Audit?

Since What-if audits are not stored in Degree works, advisors can only see the results if the student and advisor work through a What-If procedure together. What-If audits can be printed and shown to Academic Counselors and Advisors.

If these questions did not describe your situations or if you need additional assistance identifying what is wrong, contact your Academic Counselor or Advisor.