## Contents

**What is DegreeWorks** ........................................................................................................................................... 2  
**DegreeWorks FAQs** ............................................................................................................................................... 2  
  - How does DegreeWorks work? ................................................................................................................................. 2  
  - How do I know which classes need to be taken? ........................................................................................................... 2  
  - What do I do if I believe that DegreeWorks is not applying a course(s) correctly to my degree program? ................... 2  
**Link to access DegreeWorks** ................................................................................................................................. 2  
**Contacts** ............................................................................................................................................................. 2  
**Accessing DegreeWorks** .......................................................................................................................................... 3  
**Dashboard Overview** ................................................................................................................................................. 4  
**Tools Overview** .......................................................................................................................................................... 5  
  - Print/Save as PDF ..................................................................................................................................................... 5  
  - Collapse/Expand ....................................................................................................................................................... 5  
  - What-If Analysis ....................................................................................................................................................... 5  
**Worksheet Overview** .................................................................................................................................................... 6  
  - Student Details Block ............................................................................................................................................... 6  
  - Degree Progress Block ........................................................................................................................................... 6  
  - Degree Block .......................................................................................................................................................... 7  
  - Concentration/Specialization (if applicable) ..................................................................................................................... 8  
  - Courses NOT fulfilling Degree Requirements ........................................................................................................... 8  
  - Insufficient ............................................................................................................................................................. 9  
  - In-progress and/or pre-registered classes .................................................................................................................. 9  
  - Over The Limit ........................................................................................................................................................ 9  
  - Exceptions ......................................................................................................................................................... 10  
  - Notes ................................................................................................................................................................. 10  
**Resources** ............................................................................................................................................................. 10  
  - Important Resources ............................................................................................................................................ 10  
  - Legend ............................................................................................................................................................ 11  
  - Disclaimer ......................................................................................................................................................... 11
What is DegreeWorks

- DegreeWorks is a web-based planning tool to help students, graduate program coordinators and faculty monitor student’s progress toward degree completion.
- DegreeWorks provides a more accessible, convenient, and organized way for students to know where they are academically and how they can plan for registration of courses.

DegreeWorks FAQs

How does DegreeWorks work?
The DegreeWorks audit 'reads' all courses completed or accepted in transfer at UTRGV and shows how those courses have been applied toward the chosen degree, major, concentration/specialization according to the catalog requirements for the year in which it was declared.

How do I know which classes need to be taken?
The audit is set up to display the requirements for each degree plan in separate blocks. Each block will list the requirements needed to complete that block. Requirements can include courses, credit hours, GPA, etc.

What do I do if I believe that DegreeWorks is not applying a course(s) correctly to my degree program?
Your graduate program coordinator (GPC) is your first point of contact with questions about your audit. A GPC can answer questions you may have and advise you about substitutions to degree requirements (course substitutions) that may be needed.

Questions about Degree Works can also be submitted via email at gradcertification@utrgv.edu with complete details regarding the error and what you believe is correct, or screen shots of the error within the audit and a brief explanation. Make sure to include your student ID number in your email.

Link to access DegreeWorks

MyUTRGV

Contacts

Worksheet Questions and Issues
- Graduate Program Coordinator (GPC)
- gradcertification@utrgv.edu

Access Issues
- degreeauditsystems@utrgv.edu
Accessing DegreeWorks

1. Log in to the MyUTRGV student portal using an approved web browser, such as Chrome.
2. Select the Application ASSIST
3. Select Student Self Service
4. Click on Student Profile
Dashboard Overview

Once you sign in you will be brought to your worksheet. Here you will find your student information and plan of study.

- **Tools**
  - Print your audit
  - Collapsible blocks
  - Process a What-if Analysis

- **Academic Worksheet**
  - Student details
  - Degree block
  - Major block
  - Concentration/Specialization (if applicable)
  - Courses not fulfilling degree requirements
  - Electives classes
  - In-progress/pre-registered classes
  - Over the limit
  - Exceptions
  - Notes

![Worksheets](image-url)
Tools Overview

Print/Save as PDF
Your audit can be printed or saved as a PDF by clicking on the print icon. When clicking on the printer icon a pop-up will appear. The destination defaults to either your printer or Adobe PDF. If you print to PDF, you will be saving it to your computer or One Drive.

Collapse/Expand
Within your audit you can collapse or expand blocks. To collapse all blocks, click on the Collapse all found above the Degree block. Once collapsed, you will see Expand all. You can click on expand all or you can click on each individual block to view requirements.

To expand individual blocks, click on the down arrow symbol found at the right of each block.

What-If Analysis
A What-If Analysis allows you to generate an audit in a newer catalog, a different degree and/or area of study. In addition to these what-if choices, you can also choose an exit option/capstone to find the best fit for your degree.
Worksheet Overview

Student Details Block

1. Student ID
2. Student Name
3. Degree(s) (multiple degrees can appear in a drop-down here)
4. Level (undergraduate, graduate, doctoral, post-bac)
5. Classification
6. College
7. Program
8. Major(s)
9. Concentration/Specialization (if applicable)
10. Catalog Year
11. Student ID
12. Program Code(s)
13. Holds
14. Note (if applicable)

Degree Progress Block

1. Worksheet format: Student View Only view students have access to.
2. Block completion percentage
   As blocks requirements are completed, the percentage will change. Optional blocks do not affect the percentage.
3. Institutional Level GPA The institutional level GPA is ALL Graduate coursework taken at UTRGV. Graduates: the institutional repeats all count
4. The ability to view or remove In-progress and Preregistered classes
5. In-progress and pre-registered classes default to always show, if you need to remove one or both, uncheck the block and click on Process.
6. Process new button
   Use this button if you want to remove In-progress and pre-registered classes from your audit.
Degree Block

The degree block is considered the starting point for your audit. This block contains the rules (1) based on policy found in the catalog and it indicates what types of blocks (2) are required to complete the plan of study.

Major block

The major block includes credits needed (1) and required courses (2). Some major blocks will also indicate that a concentration/specialization is needed (3).

Students wishing to complete a thesis will not see thesis requirements until they declare through GPC.
Concentration/Specialization (if applicable)

Graduate students who are required to take a concentration/specialization will not see an additional block. Concentrations/specialization will be visible within the major block.

Courses NOT fulfilling Degree Requirements

Courses that do not fulfill degree requirements will fall here. This may include undergraduate course work.
**Insufficient**

Courses appearing in the Insufficient section are not eligible to satisfy a requirement or count toward the degree plan. This would include courses in which a student received a failing, W, DR, or Incomplete, etc. grade.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 6350</td>
<td>Managerial Economics</td>
<td>DR</td>
<td>3</td>
<td>Spring 2022</td>
</tr>
</tbody>
</table>

**In-progress and/or pre-registered classes**

In-progress and pre-registered will show here, as well as in the block where they fulfill the requirement. If the course is taken and doesn’t meet requirements it may fall in courses not meeting degree requirements.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN 6328</td>
<td>Theories/Methods/Techniques II</td>
<td>GP</td>
<td>[3]</td>
<td>Spring 2022</td>
</tr>
<tr>
<td>PSYC 6364</td>
<td>Clinical Practicum</td>
<td>GP</td>
<td>[3]</td>
<td>Spring 2022</td>
</tr>
</tbody>
</table>

**Over The Limit**

Courses that exceed rule limits will fall here.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Reason</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC 2301</td>
<td>INTRO TO FIN ACCOUNTING</td>
<td>Max of zero classes/credits exceeded</td>
<td>A</td>
<td>3</td>
<td>Fall 2006</td>
</tr>
<tr>
<td>ACC 2302</td>
<td>FUND OF MANAGERIAL ACCTG</td>
<td>Max of zero classes/credits exceeded</td>
<td>A</td>
<td>3</td>
<td>Spring 2007</td>
</tr>
<tr>
<td>ACC 2421</td>
<td>INTRO TO FINANCIAL ACCT</td>
<td>Max of zero classes/credits exceeded</td>
<td>DP</td>
<td>0</td>
<td>Summer II 2006</td>
</tr>
<tr>
<td>BLAW 3337</td>
<td>BUSINESS LAW I</td>
<td>Max of zero classes/credits exceeded</td>
<td>D</td>
<td>3</td>
<td>Fall 2006</td>
</tr>
</tbody>
</table>
Exceptions

When your graduation program coordinator requests a substitution on your behalf and it has been approved for use, the course will be pulled into the major block by a graduate auditor and will be reflected in the Exceptions block that will appear at the bottom of the worksheet.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Created on</th>
<th>Created by</th>
<th>Block</th>
<th>Enforced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply Here</td>
<td>MASC 6345 for Free Electives</td>
<td>04/28/2022</td>
<td></td>
<td>Art (MFA)</td>
<td>Yes</td>
</tr>
<tr>
<td>Apply Here</td>
<td>ANTH 6323 for Free Electives</td>
<td>04/28/2022</td>
<td></td>
<td>Art (MFA)</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Notes

You will see the notes block when your graduation program coordinator notifies the graduate auditor that you have declared or completed an exit option. Additional uses for notes will be introduced at a later date.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Created on</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student completed</td>
<td>Project (PROJ).</td>
<td>06/22/2022</td>
</tr>
<tr>
<td>Student declared</td>
<td>Project (PRJ).</td>
<td>06/22/2022</td>
</tr>
</tbody>
</table>

Resources

Important Resources

At the top of the Dashboard, you will find links

- UCENTRAL DEGREE WORKS
  - STUDENT
  - FACULTY/STAFF
- UCENTRAL
- MYUTRGV
- REGISTRAR
- ACADEMIC ADVISING CENTER
- STAY ON TRACK (CPOS)
Legend

- Complete
- Complete (with classes in-progress)
- Prerequisite
- Repeated class
- Not complete
- Nearly complete - see advisor
- Any course number

Disclaimer

“You are encouraged to use this degree audit report as guide when planning your progress toward completion of the above requirements. Contact your academic advisor or graduate program coordinator for assistance in interpreting this report or regarding your official degree/certificate completion status. This audit is not your academic transcript, and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar’s Office to obtain a copy of your official academic transcript. Audits are based off the Official Catalogs approved by the Office of Curriculum and Institutional Assessment. Contact your undergraduate academic advisor or graduate program coordinator for assistance in interpreting this report or regarding your official degree/certificate completion status.”