DegreeWorks

GRADUATE STUDENT USER GUIDE

UTRGV™

Degree Audit Systems
& Support

Contents

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
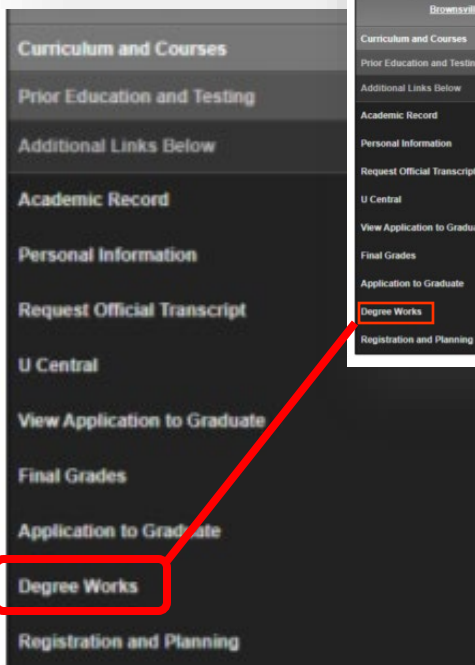
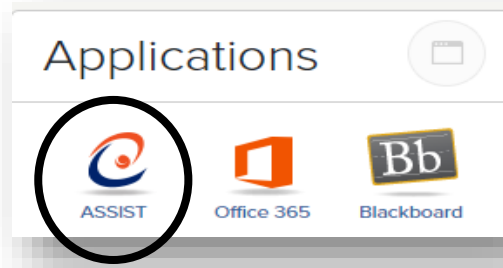**Worksheet Questions and Issues**

- 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

Student ID	Name	Degree
X00000003	Duplicate, Student Me SAS	Master of Business Admin (MBA)

Level Masters   **Classification** Masters   **College** Business & Entrepreneur (BE)   **Program** Business Administration MBA   **Major** Business Administration (RBUS)

Catalog Year 2021-2022   **Student ID** X00000003   **Program Code** BE-MBA-RBUS, AH-NON-PROI

Holds AD - Academic Advising, AG - Admissions GR Hold, AG - Admissions GR Hold, EM - Emergency Loan Hold, PB - Prior Balance

NOTE AUDITS FOR GRADUATE STUDENTS CURRENTLY IN PROGRESS AND MAY NOT BE ACCURATE.

Academic   What-If

Format Student View

Degree progress   0%

Institutional Level GPA   0.00

Requirements

☑ In-progress classes   ☑ Preregistered classes   **PROCESS**

Audit date 03/24/2022 4:28 PM

Collapse all ∧

Master of Business Administration   INCOMPLETE

Catalog year: 2021-2022   GPA: 0.00

Seven-Year Time Limit: Unless stated differently in your Program Requirements section below, all requirements must be completed within one seven-year period. Work more than seven years old will not meet graduation requirements and can be reinstated only by special permission of the Dean for the Graduate College.

○ Minimum 3.0 Overall GPA   **Still needed:**   Your GPA is 0.00; a 3.0 GPA is required.

○ Major Requirements   **Still needed:**   See Business Administration (MBA) section

Blocks included in this block

Business Administration (MBA)

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.
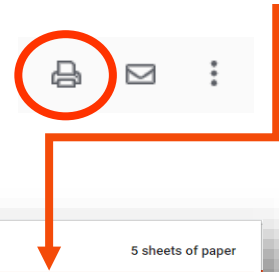
Collapse/Expand

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

In this block you will see:

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.

Master of Business Administration `INCOMPLETE`

Catalog year: 2021-2022   GPA: 0.00

Seven-Year Time Limit: Unless stated differently in your Program Requirements section below, all requirements must be completed within one seven-year period. Work more than seven years old will not meet graduation requirements and can be reinstated only by special permission of the Dean for the Graduate College.

○ Minimum 3.0 Overall GPA   **Still needed:**   Your GPA is 0.00; a 3.0 GPA is required.

○ Major Requirements   **Still needed:**   See Business Administration (MBA) section

Blocks included in this block
Business Administration (MBA)

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).

Business Administration (MBA) `INCOMPLETE`

Credits required: 36   Credits applied: 0   GPA: 0.00

Students wishing to complete a thesis should contact their graduate program coordinator to declare this option.

○ 36 Credits Required   **Still needed:**   You currently have 0 credits completed or in-progress; you still need 36 credits.

○ REQUIRED COURSES-TRADITIONAL PROGRAM

Students wishing to complete a thesis will not see thesis requirements until they declare through GPC.

○ Acct & Fin Analysis	**Still needed:**	3 Credits in ACCT 6320
○ Managerial Economics	**Still needed:**	3 Credits in ECON 6350
○ Advanced Corporate Finance	**Still needed:**	3 Credits in FINA 6340
○ Infor Systems for Managers	**Still needed:**	3 Credits in INFS 6330
○ Marketing Strategy	**Still needed:**	3 Credits in MARK 6310
○ Organizational Behavior	**Still needed:**	3 Credits in MGMT 6330
○ Production & Operations Mgmt	**Still needed:**	3 Credits in MGMT 6360
○ Strategic Management	**Still needed:**	3 Credits in MGMT 6390
○ Bus Research	**Still needed:**	3 Credits in QUMT 6310

○ GENERAL SPECIALIZATION

○ Choose Any 9 Hours of MBA Electives   **Still needed:**   9 Credits in ACCT 5000:7999 or BADM 5000:7999 or BLAW 5000:7999 or ECON 5000:7999 or ENTR 5000:7999 or FINA 5000:7999 or INFS 5000:7999 or INTB 5000:7999 or MARK 5000:7999 or MGMT 5000:7999 or QUMT 5000:7999 Except ACCT 6301 and ECON 6301 and FINA 6303 and MARK 6300 and MGMT 6301 and QUMT 6303

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.

Business Administration (MBA) [INCOMPLETE]

Credits required: 36   Credits applied: 0   GPA: 0.00

Students wishing to complete a thesis should contact their graduate program coordinator to declare this option.

○ 36 Credits Required	Still needed:	You currently have 0 credits completed or in-progress; you still need 36 credits.
○ REQUIRED COURSES-TRADITIONAL PROGRAM		
○ Acct & Fin Analysis	Still needed:	3 Credits in **ACCT** 6320
○ Managerial Economics	Still needed:	3 Credits in **ECON** 6350
○ Advanced Corporate Finance	Still needed:	3 Credits in **FINA** 6340
○ Infor Systems for Managers	Still needed:	3 Credits in **INFS** 6330
○ Marketing Strategy	Still needed:	3 Credits in **MARK** 6310
○ Organizational Behavior	Still needed:	3 Credits in **MGMT** 6330
○ Production & Operations Mgmt	Still needed:	3 Credits in **MGMT** 6360
○ Strategic Management	Still needed:	3 Credits in **MGMT** 6390
○ Bus Research	Still needed:	3 Credits in **QUMT** 6310
○ INTERNATIONAL TRADE SPECIALIZATION		
○ International Commerce Law	Still needed:	3 Credits in **BLAW** 6331
○ International Business	Still needed:	3 Credits in **INTB** 6304
○ Seminar in Global Topics	Still needed:	3 Credits in **INTB** 6391

Courses NOT fulfilling Degree Requirements

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

Courses NOT fulfilling Degree Requirements

Credits applied: 27   Classes applied: 9

Course	Title	Grade	Credits	Term	Repeated
COUN 6328	Theories/Methods/Techniques II	GP	(3)	Spring 2022	
COUN 6368	Group Counseling	A	3	Summer I 2021	
EPSY 6315	Behavior Assess & Intervention	A	3	Summer I 2021	

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.

Insufficient
Credits applied: 3   Classes applied: 1

Course	Title	Grade	Credits	Term	Repeated
ECON 6350	Managerial Economics	DR	3	Spring 2022	

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.

In-progress
Credits applied: 15   Classes applied: 5

Course	Title	Grade	Credits	Term	Repeated
COUN 6328	Theories/Methods/Techniques II	GP	(3)	Spring 2022	
PSYC 6336	Adv Psychological Measure	GP	(3)	Spring 2022	
PSYC 6364	Clinical Practicum	GP	(3)	Spring 2022	(R)

Over The Limit

Courses that exceed rule limits will fall here.

Over The Limit
Credits applied: 167   Classes applied: 59

Course	Title	Reason	Grade	Credits	Term	Repeated
ACC 2301	INTRO TO FIN ACCOUNTING	Max of zero classes/credits exceeded	A	3	Fall 2006	
ACC 2302	FUND OF MANAGERIAL ACCTG	Max of zero classes/credits exceeded	A	3	Spring 2007	
ACC 2421	INTRO TO FINANCIAL ACCT	Max of zero classes/credits exceeded	DP	0	Summer II 2006	(R)
BLAW 3337	BUSINESS LAW I	Max of zero classes/credits exceeded	D	3	Fall 2006	

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.

Exceptions

Type	Description	Created on	Created by	Block	Enforced
Apply Here	MASC 6345 for Free Electives	04/28/2022		Art (MFA)	Yes
Apply Here	ANTH 6323 for Free Electives	04/28/2022		Art (MFA)	Yes

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.
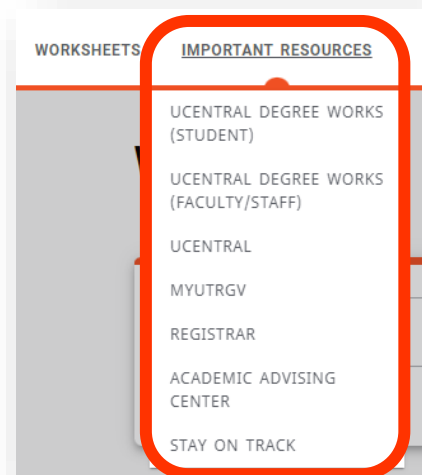
Notes

Status	Description	Created on
	Student completed Project (PROJ).	06/22/2022
	Student declared Project (PRJS).	06/22/2022

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

Legend

⊘	Complete	○	Not complete
◉	Complete (with classes in-progress)	①	Nearly complete - see advisor
☑	Prerequisite	@	Any course number
(R)	Repeated class		

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."

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