



Step By Step Instructions: Audit Section for Faculty/Advisors

- 1) To access DegreeWorks, go to appalnet.appstate.edu. Click on DegreeWorks and login with your Appalachian State University username and password. You may also access DegreeWorks directly by going to dw.appstate.edu.
- 2) Once you have selected a student, the first screen you'll see is the Audit "Worksheet" section.
Note: If the audit does not display, it is most likely because the graduation catalog year is prior to 2009.
- 3) In the audit section the student's name, ID number, degree and major are listed across the top, followed by other helpful information.
- 4) Degree Works groups similar information together on this page in sections referred to as "blocks".

The screenshot displays the DegreeWorks Production interface for a student audit. The top navigation bar includes links for FAQ, Help, Print, Exception Management, and Template Management. The main content area shows the student's information and various audit blocks.

Student View AE31uOU as of 01/27/2017 at 15:04

Student	Testapp, Testy Quinton	Level	Undergraduate
ID	[REDACTED]	Major	Geology (BS)
Class	Junior	Minor	
Advisors	Dale, Patricia H Crees, Nicole T	Concentration	
Academic Standing	Good Standing	Admit to College	
Cumulative GPA	3.65	Cumulative Earned Hours	71
Hold Status			

If you need assistance in interpreting this report, please contact your academic advisor or your Dean's Office.

If you are currently registered for an ASU course for which you have already received a passing grade and earned hours, Degree Works may incorrectly show the course fulfilling the repeated course. After grades are posted, ONLY the most recent credit and grade will be used in the Degree Works worksheet (unless the course is listed as one that can be re your progress towards completion of degree requirements.

Legend

<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	(T) Tr
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	@ Ar

Geology (GC)

Unmet conditions for this set of requirements:

<input type="checkbox"/> General Education Requirements	Still Needed: See General Education Requirements section
<input checked="" type="checkbox"/> You meet the minimum GPA requirement.	
<input type="checkbox"/> Major Requirements	Still Needed: See Major in Geology section

General Education Requirements

Red arrows in the image point to the 'Student View' block, the 'Legend' block, and the 'Geology (GC)' block, which are collectively labeled as 'BLOCKS'.

5) In the next section you can see a block which contains some additional student information. You may email a student by clicking on their name in this block.

Student View AB290759 as of 08/22/2012 at 01:51			
Student	Mountaineer, Mark Quinton	Level	Undergraduate
ID	900	Major	Chemistry (BA)
Class	Sophomore	Minor	Communication
Advisor		Concentration	
Academic Standing	Good Standing	Admit to College	
Cumulative GPA	2.84	Cumulative Earned Hours	36
Hold Status			

6) Below the first block, a legend is provided to show you what each symbol on the page means, such as courses which are currently in progress, complete or incomplete.

Legend		
<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Complete except for classes in-progress	<input type="checkbox"/> (T) Transfer Class
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Nearly complete - see advisor	<input type="checkbox"/> @ Any course number

7) The next block shows a simple summary of degree requirements and indicates the fulfillment status of each requirement or refers you to other blocks.

Geology (GC)		Catalog Year: 2016-2017 Credits Required: 122
Unmet conditions for this set of requirements:		
<input type="checkbox"/> General Education Requirements	Still Needed: See General Education Requirements section	
<input checked="" type="checkbox"/> You meet the minimum GPA requirement.		
<input type="checkbox"/> Major Requirements	Still Needed: See Major in Geology section	

8) The next block shows a summary of **General Education requirements**. Each course that has satisfied a Gen. Ed. Requirement is clearly marked. You can also see when the course was taken and other information about the course, including the grade received.

General Education Requirements				Catalog Year:	2016-2017
For detailed General Education Program of Study information, click here					
<input checked="" type="checkbox"/> First Year Seminar	UCO MET Satisfied by	FIRST YEAR SEMINAR MET UCOMET - FIRST YEAR SEMINAR MET - Asheville Buncombe Tech CC	TRCR	0	Fall 2014
<input checked="" type="checkbox"/> First Year Writing	ENG 1000 Satisfied by	EXPOSITORY WRITING ENG111 - EXPOSITORY WRITING - Asheville Buncombe Tech CC	TRB	3	Fall 2014
<input type="checkbox"/> Second Year Writing	Still Needed: 3 Credits in Second Year Writing				
<input checked="" type="checkbox"/> Quantitative Literacy	MAT 1020 Satisfied by	COLLEGE ALGEBRA W/APPLIC MAT161/161A - COLLEGE ALGEBRA/LAB - Asheville Buncombe Tech CC	TRB	4	Fall 2014
<input checked="" type="checkbox"/> Wellness Literacy	H_P 1105 Satisfied by	HEALTH AND FITNESS HEA110 - PERSONAL HEALTH & WELLNESS - Asheville Buncombe Tech CC	TRB	3	Fall 2014
<input type="checkbox"/> Fine Arts Designation	Still Needed: 3 credits of Fine Arts (FA) within an Integrative Learning Experience theme or the Liberal Studies Experience.				
<input checked="" type="checkbox"/> Historical Studies Designation	HIS 1200 Satisfied by	AMERICAN HISTORY HIS131 - AMERICAN HISTORY I - Asheville Buncombe Tech CC	TRC	3	Fall 2014
<input checked="" type="checkbox"/> Literary Studies Designation	ENG ELEC Satisfied by	ENG ELECTIVE CREDIT ENG113 - LITERATURE-BASED RESEARCH - Asheville Buncombe Tech CC	TRA	3	Fall 2014
<input type="checkbox"/> Social Sciences Designation	Still Needed: 3 credits of Social Sciences (SS) within an Integrative Learning Experience theme or the Liberal Studies Experience.				
<input type="checkbox"/> INTEGRATIVE LEARNING EXPERIENCE					
<input type="checkbox"/> From Empire to Globalization	Still Needed: You have taken 0 credit(s) and need 9 more in this theme.				
<input type="checkbox"/> LIBERAL STUDIES EXPERIENCE (AT LEAST THREE DISCIPLINE PREFIXES)					
<input type="checkbox"/> Liberal Studies Experience	Still Needed: You have taken 0 credit(s) and need 12 more in this area.				
<input checked="" type="checkbox"/> SCIENCE INQUIRY					
<input checked="" type="checkbox"/> Biology in Society	BIO 1101 Satisfied by BIO 1102 Satisfied by	BIOLOGY IN SOCIETY I BIO111 - GENERAL BIOLOGY I - Asheville Buncombe Tech CC BIOLOGY IN SOCIETY II BIO140/140A - ENVIRONMENTAL BIOLOGY/LAB - Asheville Buncombe Tech CC	TRC TRA	4 4	Fall 2014 Fall 2014

9) There may be a block after the Gen Ed Block that shows special requirements for the student's selected major.

Foreign Language Requirements		Catal
<input type="checkbox"/> FOREIGN LANGUAGE REQUIREMENT	Still Needed: Choose from 1 of the following:	
<input type="checkbox"/> INTERMEDIATE LEVEL FOREIGN LANGUAGE	(Choose from 2 of the following:) or	
<input type="checkbox"/> Intermediate Foreign Language Course 1	(1 Class in ARB 1040 or CHN 1040 or FRE 1040 or GER 1040 or JPN or POR 1040 or RSN 1040 or SNH 1040) and	
<input type="checkbox"/> Intermediate Foreign Language Course 2	(1 Class in ARB 1050 or CHN 1050 or FRE 1050 or GER 1050 or JPN or POR 1050 or RSN 1050 or SNH 1050)	
<input type="checkbox"/> Intermediate Foreign Language Course	(1 Class in FRE 1060 or GER 1060 or SNH 1060) or	
<input type="checkbox"/> Higher Level Foreign Language Courses	(6 Credits in CHN 2000:4999 or FRE 2000:4999 or GER 2000:4999 or JPN 2000:4999 or RSN 2000:4999 or SNH 2000:4999)	

- 10) The next block is the **major** summary. Courses which have satisfied major requirements are displayed as well as major courses currently in progress.

Major in Geology		Catalog Year: 2016-2017			
Unmet conditions for this set of requirements: A minimum of 18 semester hours must be taken in residence.					
During the senior year the B.S. (non-teaching) student must take and achieve a satisfactory score on a COMPREHENSIVE EXAMINATION covering theoretical and practical aspects in areas of geology. Students who are unsuccessful on portions or all of the examination may retake appropriate portions up to two additional times prior to graduation.					
<input type="checkbox"/> Writing in the Discipline Course (WID)	Still Needed:	Writing in the Discipline Course still needed.			
<input type="checkbox"/> Capstone Course (CAP)	Still Needed:	Capstone Course still needed.			
<input type="checkbox"/> Geology Comprehensive Exam Incomplete					
MAJOR REQUIREMENTS					
<input type="checkbox"/> Introductory Course	Still Needed:	1 Class in GLY 1101 or 1102 or 1103 or 1104 or 1105			
<input type="checkbox"/> Evolution of the Earth	Still Needed:	1 Class in GLY 2250			
<input type="checkbox"/> Preparation of Geologic Reports (WID)	Still Needed:	1 Class in GLY 2745			
<input type="checkbox"/> Principles of Structural Geology & Tectonics	Still Needed:	1 Class in GLY 3150			
<input type="checkbox"/> Fundamentals of Mineralogy	Still Needed:	1 Class in GLY 3220			
<input type="checkbox"/> Petrology & Petrography	Still Needed:	1 Class in GLY 3715			
<input type="checkbox"/> Introduction to Sedimentology & Stratigraphy	Still Needed:	1 Class in GLY 3800			
<input type="checkbox"/> Geology Seminar (CAP)	Still Needed:	1 Class in GLY 4210			
<input type="checkbox"/> Summer Field Geology	Still Needed:	6 Credits in GLY 4835			
<input type="checkbox"/> Geology Electives	Still Needed:	3 Credits in GLY 3000:4999 Except GLY 3520			
<input type="checkbox"/> Geology Laboratory Electives	Still Needed:	3 Credits in GLY 3025 or 3131 or 3160 or 3333 or 3455 or 4630 or 4705			
<input type="checkbox"/> Advisor Approved Non-Geology Courses	Still Needed:	You must select courses with your advisor. The courses listed in this area have been approved. If no courses are listed, please see your departmental advisor.			
<input type="checkbox"/> Calculus with Analytic Geometry I	Still Needed:	1 Class in MAT 1110			
<input type="checkbox"/> Calculus with Analytic Geometry II	Still Needed:	1 Class in MAT 1120			
<input checked="" type="checkbox"/> Introductory Chemistry I	CHE 1101 Satisfied by	INTROD CHEMISTRY I CHE25 - Advanced Placement Credit	APCR	3	Fall 2012

- 11) In addition to major requirements, you may see a block with requirements specific to certain majors or minors.

Here is a Minor Block:

Minor in Communication		Catalog Year:			
Unmet conditions for this set of requirements:		18 semester hours are required. You currently have 0; you still need 18 more semester hours. A minimum of 9 semester hours must be taken in residence.			
<input type="checkbox"/> Foundations of Human Communication	Still Needed:	1 Class in COM 1200			
<input type="checkbox"/> Public Speaking	Still Needed:	1 Class in COM 2101			
<input type="checkbox"/> Electives	Still Needed:	6 Credits in COM @			
<input type="checkbox"/> Upper level electives	Still Needed:	You must select courses with your advisor.			

Here is a Concentration Block:

Concentration Requirements		Catalog Year: 2009-2010			
<input checked="" type="checkbox"/> Electives Outside the Major Discipline	E_S 2032	HUMAN ANAT & PHYSIOLOGY II	A	4	Spring 2012
	BIO ELEC Satisfied by	BIO ELECTIVE CREDIT BIO40 - Advanced Placement Credit	APCR	3	Fall 2009
<input type="checkbox"/> Free Electives	E_S 2031	HUMAN ANAT & PHYSIOLOGY I	A	4	Fall 2011
	GHY 1040 Satisfied by	INTROD TO HUMAN GEOGRAPHY GHY53 - Advanced Placement Credit	APCR	3	Fall 2009
	NUT 4552	MEDICAL TERMINOLOGY/REC	--	(1)	2012 Summer1
Conc in Natural Science		Catalog Year: 2009-2010			
	BIO 1101	BIOLOGY IN SOCIETY I	A	4	Spring 2010
	BIO 1801	BIOLOGICAL CONCEPTS I	A	4	Fall 2010
	BIO 1802	BIOLOGICAL CONCEPTS II	A	4	Spring 2011
<input type="checkbox"/> Course Requirements	BIO 2400	GENETICS	A	3	Fall 2011
	BIO 3308	MICROBIOLOGY	--	(4)	Fall 2012
	CHE 2101	FUND OF ORGANIC CHEMISTRY	A	3	Spring 2012
	CHE 4580	BIOCHEMISTRY I	--	(3)	Fall 2012

- 12) The next block lists all general elective courses that do not count in General Education, Major, Concentration, Minor or any other requirement. In DegreeWorks, these are called “Fallthrough Courses.”

Fallthrough Courses				Credits Applied: 19	Classes Applied: 7
CHE 2203	ORGANIC CHEMISTRY LAB I	A	1	Spring 2012	
ENG 1100	INTROD TO LITERATURE	APCR	3	Fall 2009	
Satisfied by: ENG37-3 - Advanced Placement Credit					
PSY 2400	PSYCH OF PERSONALITY	A	3	Fall 2009	
PSY 2401	ABNORMAL PSYCHOLOGY	TRA-	3	Fall 2009	
Satisfied by: PSY281 - Forsyth Technical Comm College					
PSY 3210	CHILD & ADOLESCENT PSYCHOLOGY	--	3	Fall 2012	
PSY 3653	HEALTH PSYCHOLOGY	B+	3	Spring 2012	
PSY 4562	PSYCH OF ADULTHOOD & AGING	--	3	Fall 2012	

- 13) You may see a block shows courses that cannot apply to degree requirements next. These courses are insufficient due to grades, repeats, other reasons.

Attempted				Credits Applied: 0	Classes Applied: 2
COM 2101	PUBLIC SPEAKING	WC	0	2012 Summer2	
NUT 2201	FOODS & NUTRIT CHILDREN	F	0	2012 Summer2	

- 14) The next block shows all courses currently in progress. This includes registered courses for future terms. Note that the course term is listed on the right.

In-progress				Credits Applied: 18	Classes Applied: 6
HIS 1200	AMERICAN HISTORY	--	3	Fall 2012	
HPC 3400	RESIDENT ASSISTANT DEV	--	3	Fall 2012	
SOC 1110	SOCIOLOGY INTIMATE RELATIONSHPS	--	3	Fall 2012	
SOC 2020	SOCIAL DEVIANCE	--	3	Fall 2012	
THR 2010	ANALYZING STYLE & FORM THEATRE	--	3	Fall 2012	
UCO 1200	21st CENTURY LTD: PLANET EARTH	--	3	Fall 2012	

- 15) Students with Exceptions or other Notes will have those displayed in subsequent blocks.

Exceptions
Type
Force Complete
Force Complete
Remove Course / Change the Lin
Remove Course / Change the Lin

Notes
Student was advised to regi
Student and advisor discusse
Student was advised to appl
Student was advised to regi