



UNIVERSITY

OF THE BAHAMAS

**DEGREE WORKS
STUDENT USER GUIDE**

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What is Degree Works?

Degree Works is a comprehensive web-based tool designed to assist students with academic advisement, registration, and on-time completion of a programme of study. This software allows the faculty advisor and the student to audit and plan for academic coursework: past, present and future. Students are advised that Degree Works facilitates advising but does not substitute for meeting with an academic adviser or reviewing the academic catalog.

Degree Works provides information pertaining to requirements for completing programmes of study. The audit function breaks down the requirements for a degree in terms of Major (Minor) courses, General Education courses, and Elective (free or prescribed) courses. It works like a checklist that decreases the likelihood of students taking unnecessary courses outside the scope of the programme of study, therefore aiding student retention and giving more clear and direct paths for a student's on-time completion towards graduation. The audit function does not serve as an official academic transcript nor does it substitute the graduation evaluation form from an academic advisor.

Specifically, when using Degree Works the faculty advisor and the student are able to:

- See the full Programme of Study requirements
- Map an action plan towards graduation for a Programme of Study
- Use registration checklists to know remaining courses within a programme of study
- View grades, cumulative grade point averages, and academic standing
- Use a graduation or term calculator to determine the average grade required to reach a desired GPA
- View transfer credits and course substitutions
- Plan for registration for future semesters/sessions noting pre-requisites and co-requisite requirements
- Create what-if-audits
- Be aware of courses whose credits cannot fulfill the chosen Programme of Study.

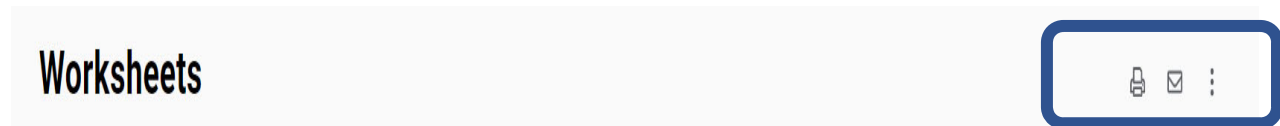
Accessing Degree Works

Current University of The Bahamas students within the defined period of candidacy may access Degree Works using the following steps:

1. Navigate to UB's Website at www.ub.edu.bs and click on 'Degree Works' tab (insert screenshot).
2. Click '.....' and sign in to your account (insert screenshot).

Worksheets

Once you log in the Worksheets page will be displayed. To the right of the screen you will find three icons: the printer, email and ellipse icons.



The printer icon : allows you to save the audit as a pdf or to print the audit.



The email icon : allows you to send an email directly to your academic advisor.



The ellipse icon : works similarly to your transcript and allows you to view your class history. It does not display your current cumulative or major GPA. You may use this icon to:

1. Calculate your desired term GPA
2. View a list of all courses you would have taken in the order you took them that are applicable towards your graduation.
3. View your course exemptions and substitutions, and transfer credits
4. Notes written by an administrator or your academic advisor.

Audit Toolbar

Located at the top of the page is audit toolbar. The following information is found:

The image shows a horizontal toolbar with three input fields. The first field is labeled 'Student ID' and has a small 'x' icon to its right. The second field is labeled 'Name'. The third field is labeled 'Degree'. All fields are currently empty.

Functionalities shown	
Student Identification	Shows your UB student ID number
Student Name	Shows your full name
Level	Shows your status as a Graduate or Undergraduate student
Classification	Shows your classification as freshman, sophomore, junior or senior
Major of Study	Shows your primary Major
Programme of Study	Shows your primary Degree and Major
Advising Academic Unit	Shows the academic area that serves for your primary advisement

Progress Block

Academic

Academic
What-If

View historic audit
05/25/2022 at 12:30 PM UG/B... ▼

Format
Student View ▼

Degree progress

37%

Requirements

36%

Credits

Overall GPA

In-progress classes
 Preregistered classes

PROCESS

The academic progress block above displays your overall progress towards your programme of study as well as your overall (cumulative) GPA.

What-If

Academic

What-If

What-If Analysis ^

Use current curriculum
 In-progress classes
 Preregistered classes

Program

Catalog year * ▼

Degree *
Bachelor of Business Admin. ▼

Level *
Undergraduate ▼

Areas of study

Major * ▼

Minor ▼

College ▼

Concentration ▼

Additional areas of study ▼

Future classes

Subject

Number

ADD

RESET

PROCESS

The What-If Analysis displayed above is used for you to see how your courses undertaken would apply to a different programme of study. With the help of this analysis tool, you may process a hypothetical degree audit based on your past course work and see how switching your major might influence your progress towards graduation.

When using the What-If Analysis, you must select a combination of:







- Catalog Year
- Degree
- Major
- Minor (if applicable)

You can use the Future Classes option to evaluate how planned courses might apply to your potential degree programme. This can be done by entering the subject four letter code and course number then clicking add (e.g. MGMT should be used for Management. All four-letter designation can be found in the academic catalogue found on the University's website.). This can be repeated as many times as desired.


When you have placed in all the appropriate fields click on the process button.

Legend


The Degree works legend may be found by scrolling to the bottom of the Degree Audit page. It is a helpful guide to identifying the completion of each requirement.

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

- Complete: means the criteria has been satisfied (green circle with a tick).

 Complete

- Complete (with classes in progress): means that the semester/session has not ended and student is still registered in the class(es) (blue circle is only halfway filled in these cases).

 Complete (with classes in-progress)


- Prerequisite: means that a course(s) is required before you can register for the next level.

 Prerequisite


- Repeated Class (R): classes that have been omitted because they have been previously taken may be found in the Degree Audit.

(R) Repeated class


- Not complete: means the criterion is not finished (open red circle). For example, if all the required General Education courses are not completed, then the open red circle is displayed.

 Not complete

- Nearly complete – see advisor: it is a criterion that the student must see their advisor to resolve (yellow circle with an exclamation mark).

 Nearly complete - see advisor

- Any course number (@): wildcard represents any missing applicable number. For example, MGMT @ means any management course and MGMT 3@ 4@ means any 300/400 level Management course(s).

 Any course number

Degree Audit Block Structure & Type

The word "block" refers to each component on the worksheet. Depending on the curriculum, different students may use different types and number of blocks.

Different types of blocks:

- Degree
- General Education
- Elective
- Major
- Minor
- Fall Through
- Insufficient
- In-Progress

Degree Block

Bachelor of Business Administration Degree	INCOMPLETE	▼	
Credits required: 135	Credits applied: 49	Catalog year:	GPA:

The Degree Block is the first block that appears in the degree audit. It contains general information for the degree programme, as well as references to different blocks throughout the audit.

- **Credits Required:** Indicates the number of credits needed for degree completion.
- **Credits Applied:** Indicates the number of credits completed toward the required credits for degree completion.
- **Catalog Year:** Catalog year for degree will be displayed in the top right-hand corner of the block.
- **GPA:** Your current UB Cumulative GPA is displayed in the top right hand corner of this block.

General Education Requirements Block

General Education Courses

INCOMPLETE

Credits required: 39 Credits applied: 37 Catalog year:



General Education Requirements Block contains all of the General Education requirements applicable to your programme of study.

Elective Block

Elective Courses

INCOMPLETE

Credits required: 21 Credits applied: 3 Catalog year:



Elective Courses Block contains all of the Elective requirements applicable to your programme of study.

Major

Major Area Courses: Management

INCOMPLETE

Credits required: 75 Credits applied: 9 Catalog year: GPA:



The Major Area Courses Block identifies what major courses are required for your programme of study, including completed, remaining, and in-progress requirements.

- **GPA:** Your current Major GPA is displayed in the top right-hand corner of this block.

Fall-Through

Fall Through

Credits applied: 110 Classes applied: 41



Fall Through courses are ones that a student has satisfactorily finished but are not included in the audit because it is not applicable to the current programme of study.

Insufficient**Insufficient**

Credits applied: 0 Classes applied: 4



Insufficient Courses Block includes repeated courses, withdrawals, and incomplete or failed grades.

In-Progress**In-progress**

Credits applied: 15 Classes applied: 5



The In-progress block includes courses that a student is currently enrolled in for the semester/session.

Frequently Asked Questions

Q: When should I look at my Degree Audit?

A: Although you may access your Degree Audit at any time, we advise that you do so numerous times over a semester/session. Observing your degree audit could be useful in the following situations:

1. At the beginning of each registration cycle
2. During your meeting with an advisor
3. At the end of each semester/session
4. Periodically check/verify your progress towards graduation
5. After any changes to your major and/or minor

Q: How current will my information be in Degree Works?

A: Information in Degree Works is usually updated by the next business day when changes are made to your record in Banner (such as grade changes, course substitutions/waivers, academic standing, holds added/dropped, or classes dropped/added).

Q: Can a single course appear in multiple places?

A: Depending on the programme, this can be acceptable. For instance, courses taken to satisfy general education requirements may simultaneously satisfy requirements for a major or minor area block. However, you should always ask your academic adviser if a course can be used more than once.

Q: I'm considering changing to a different major. How can I see what I would need to take?

A: Use "What If" to run a new degree audit with a different major. If you decide that you want to change your major, you would need to officially change your major by completing the [Programme Change Form](#) and submit it to your Academic Unit.

Q: I have two majors but only one appears on the degree audit. How can I check the requirements for my other major?

A: The degree area next to your name has a drop-down box next to it. Use it to toggle between majors to view each of them.

Q: What happens when I repeat a course?

A: Only the best grade from a course you have taken more than once counts toward your degree requirements. The course with the lower grade will appear in the Insufficient block. Please take note that not until the semester/session is through, repeated courses will not take the place of previous ones. (Note: This excludes students enrolled in the BA in Music.)

Q: Who should I speak with if I have more inquiries?

A: Speak with your academic advisor first. After that meeting, get in touch with the Registrar's Office Graduation department at registrargrad@ub.edu.bs if you still have inquiries. Additionally, you are required to screenshot and email your query from your degree audit if you have any concerns about it in case the problem cannot be replicated.