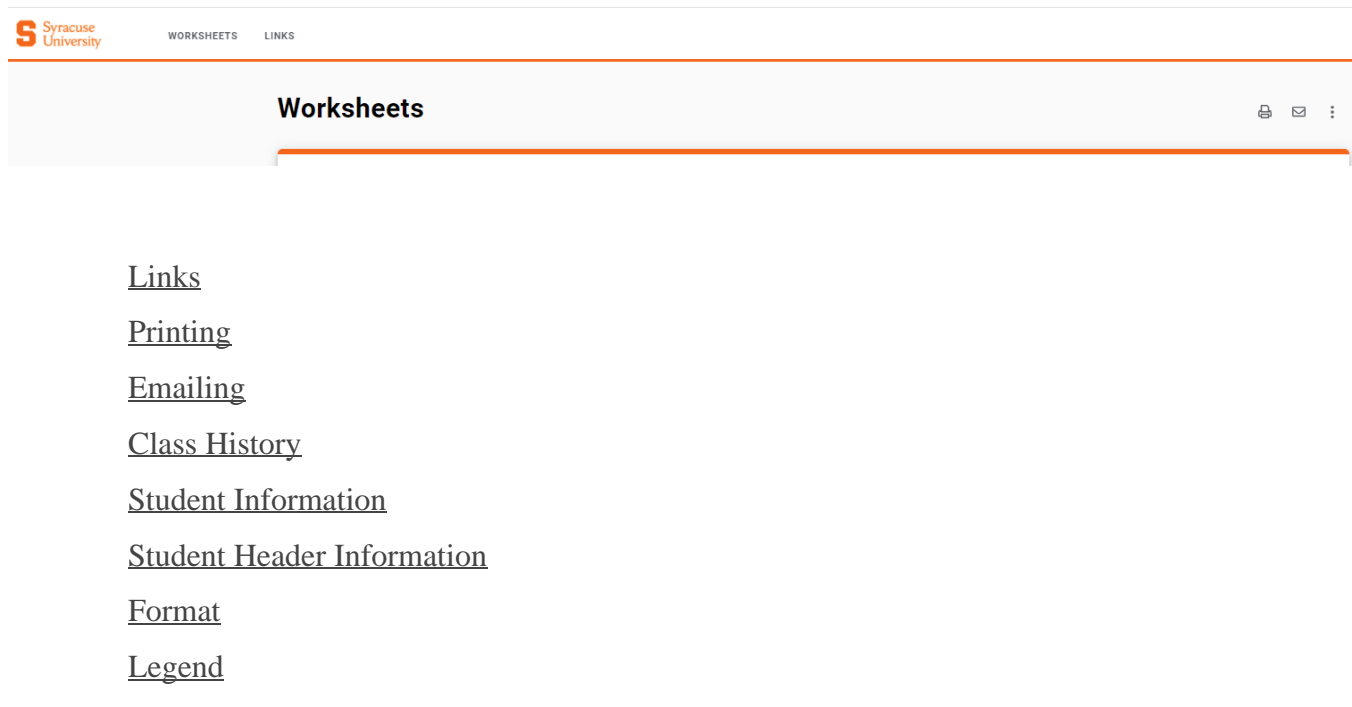


Worksheets

The worksheet is comprised of links to MySlice/Degree works Answers, the student's academic information, worksheet formats, requirement blocks, historical audits and the legend. Students can also print their audit, email their advisor or view their class history which is similar to an "unofficial transcript."



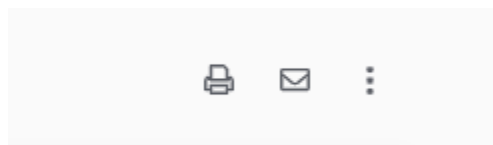
Links

The top of Degree Works contains links to return to MySlice or access the Degree Works Answers page for information regarding Degree Works. Once the link is clicked for MySlice or Help, it will open that page in a new tab or window in your browser.



Print/Email/Class History

Print, Email and Class History features display in the top right of the screen.



Printing Audit

When printing, a specific printer can be selected or an audit may be saved as a pdf. The audit will be date stamped at top of page.

7/19/2021
Dashboard

Worksheets

Name
Test,Case Henry

Degree
No Degree

Career Undergraduate **Academic Level** Sophomore **College** Maxwell

Major Economics-U - BA **Student ID** 658263814

Advisor(s) Bevans,Derrick T, Chiaravalloti,Stephanie S, Horne,Jon N

Degree progress

Cumulative GPA
3.030

Audit date 07/16/2021 10:45 PM

Undeclared Degree Program INCOMPLETE

Catalog year: 1999 - 2000

Unmet conditions for this set of requirements: 87 Credits needed

A minimum of 120 credits are required. You currently have 33 earned and in-progress credits. Please see below for remaining degree requirements.

https://dgrw2.syr.edu/worksheets/WEB31
1/8

Print 8 pages

Destination Save as PDF ▼

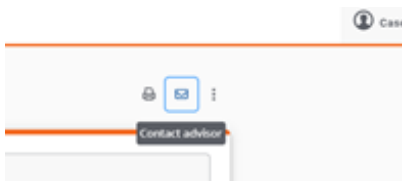
Pages All ▼

Layout Portrait ▼

More settings ▼

Save
Cancel

Emailing Advisor



When the email icon is selected, a student's advisor(s) will be listed.

Contact ✕

Horne,Jon N
✉ johorne@syr.edu

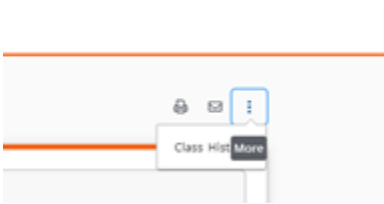
Bevans,Derrick T
✉ dtbevans@syr.edu

Chiaravalloti,Stephanie S
✉ schiarav@syr.edu

The email can be selected to email that advisor.

Class History

Class History is found when clicking the ellipsis symbol.



Class History provides a semester breakdown of coursework completed including transfer credit.

Class History

Fall 1997			
Course	Title	Grade	Credits
ADV 206	Intro To Advertising	B-	3
BIO 121	General Biology	WD	0
COM 107	Communications & Society	B	3
Spring 1998			
Course	Title	Grade	Credits
SDC 248	Ethnic Inequality/Intgr Rel	C	3
WRT 205	Writing Studio 2	C+	3
Summer 1998			
Course	Title	Grade	Credits
SDC 101	Intro To Sociology	B+	3

Student Information

A student's ID, Preferred Name and Degree Type will display at the top of the worksheet.

Student ID 658263814	Name Test,Case Henry	Degree No Degree
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If you have multiple degree types as a graduate student (e.g. CAS and MS); or a dual program or double major with different degree types as an undergraduate student, the Degree field at top will appear as a dropdown. The drop down can be used to switch between your degree audits.

Student Header Information

The student header information displayed above the audit is a customized view of a student's program of study and demographic information.

Career Undergraduate
 Academic Level Sophomore
 College Maxwell
 Major Economics-U - BA
 Student ID 658263814
Advisor(s) Bevans,Derrick T, Chiaravalloti,Stephanie S, Horne,Jon N

- Career - Displays your academic career (i.e. Undergrad, Grad, Law)
- Academic Level - Displays your academic level (i.e. sophomore)
- College - Displays the college(s) of your chosen major(s)/programs
- Major - Displays your declared major(s) or graduate programs
- Minor - Displays a minor if declared
- Concentration - Displays a declared concentration (a.k.a track/specialization) if a major that requires a concentration
- Advisors - Displays advisor name or names if multiple. Advisors can be emailed by clicking email icon at top right of screen
- Student ID - Displays SU ID here so will print on audit if saving as pdf or printing
- Cumulative GPA - displays in Degree progress Section above audit; GPA is overall GPA from MySlice.

Degree progress

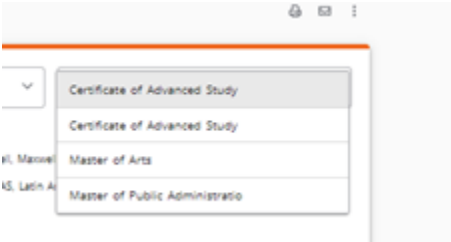
Cumulative GPA
3.030

NOTE FOR GRADUATE STUDENTS:

If a graduate student has multiple degrees of **same** type in same career (i.e. 2 Certificates of Advanced Studies or 2 Masters of Science), the new dashboard is showing the information for each degree twice. It does not impact the functionality of the audit. It merely makes the student header information look duplicative.

Careers Graduate, Graduate Academic Levels Graduate, Graduate Colleges Maxwell, Maxwell, Maxwell, Maxwell
 Majors Civil Society Organizations - CAS, Latin American/Caribbean Studi - CAS, Civil Society Organizations - CAS, Latin American/Caribbean Studi - CAS

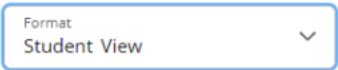
In addition, the degree type may show in degree dropdown at top of audit duplicate times as well, but will retrieve the same audit.



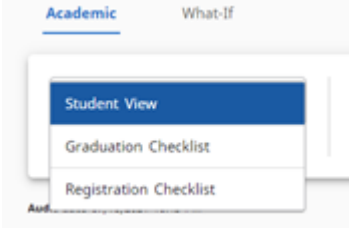
The exception to this is a CAS under the Law career is a different degree from the graduate CAS and will be 2 separate audits since 2 different careers. The duplicate student header information issue is being addressed and with hopes of a quick resolution!

Format

Worksheet Format Types:
 The worksheet automatically defaults to the Student View.



However, there are different worksheet formats in the drop down that are available to view.

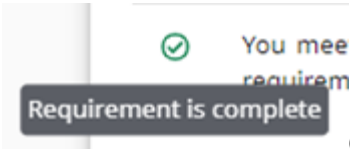


- [Student View](#)
- [Graduation Checklist](#)
- [Registration Checklist](#)

Legend

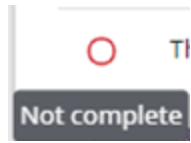
The legend displays at the bottom of the Student View audit. It provides a simple description of the various symbols throughout the audit.

Legend			
✔	Complete	○	Not complete
ⓘ	Complete (with classes in-progress)	⚠	Nearly complete-GPA or credit req needs review-See advisor
@	Any course number		



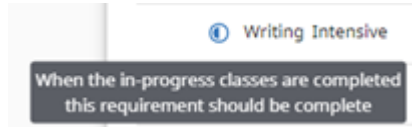
Complete: (green outlined circle with green checkmark)

This symbol will appear beside all requirements within the audit that have been completed. When hovering over the symbol, the description of the symbol will appear "Requirement is complete."



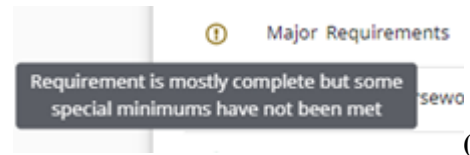
Not Complete: (red outlined circle)

This symbol will appear beside all requirements that have not been completed. When hovering over the symbol, the description of the symbol will appear "Not complete."



Complete except for classes in-progress: (blue outlined circle/circle is half blue)

This symbol will appear for requirements where you are currently registered for the class(es) needed to fulfill the requirement. When hovering over the symbol, the description of the symbol will appear "When the in-progress classes are completed this requirement should be complete."



Nearly complete-GPA or credit req needs review-See advisor: (tan circle with tan exclamation point)

This symbol will appear when all of the course requirements have been met but there are additional requirements such as gpa, minimum credits of a discipline or minimum credits of a block that have not been met. For example, if you have completed all of your course requirements but have not met the minimum gpa requirement of the block, this symbol will appear at the top of that block. When hovering over the symbol, the description of the symbol will appear "When the in-progress classes are completed this requirement should be complete."

@ Designates any course number or any subject

The "@" symbol in Degree Works is considered a wildcard. The symbol means it represents all courses when used as course prefix or as a course number or both. When the @ symbol precedes a range of numbers (i.e. @ 100:499), any course prefix within that range of course numbers will fulfill the requirement. When a course prefix is followed by @ (i.e. BIO @), this means any course number with that prefix will fulfill the requirement. If a requirement is noted with @ @, this means any prefix and any course number will fulfill the requirement.

Grade Definitions or other symbols in audit (NOT in legend):

- **TR** - the grade associated with transfer credit awarded from another institution
- **OT** - the grade awarded for test based transfer credit (i.e. AP exam)
- **IP** - the grade for a course that is currently being taken
- **:** (colon) Designates a range of courses; If a colon is showing between course numbers in a requirement (i.e. CHE 100:499) it designates a range. Any course within the numbers in the range will fulfill the requirement
- **ADV_APPR** - Advisor Approved; A requirement that contains ADV_APPR Advisor Approved means that an advisor must approve the course to be used for that requirement and the advisor or school/college representative is responsible for manually entering the course into Degree Works through exceptions.