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Q15: What is calculated into the “Credits Applied” number on my audit?

Q16: Why do my foreign language courses appear in Electives? I thought I had to take a foreign language for my degree?

Q17: My major requires me to complete a concentration or emphasis area, but it does not appear on the audit. What’s wrong?

Q18: I’ve seen the @ symbol in several places on my worksheet. What does this mean?

Q19: Where can I get more information about how to use DegreeWorks?

Q20: Who should I contact if I still have questions?
Q1: What is DegreeWorks?
A: DegreeWorks is a web-based tool to help students and advisors monitor a student's progress toward degree completion. DegreeWorks combines Marist College's degree requirements and the coursework a student has completed within an easy-to-read worksheet that helps the student see how those courses count toward degree requirements, and at the same time allows them see what courses and requirements are still needed to complete their degree. Top

Q2: Who can use DegreeWorks?
A: All currently enrolled undergraduate and graduate students who first attended Marist College after Fall 2003 and who are using the 2003 or later catalog to fulfill their degree requirements can use DegreeWorks.

Q3: Why is the system only available to students who are using catalogs published since Fall 2003?
A: Because we have very few students still using earlier catalogs. The majority of our current students matriculated in or after the Fall 2003 semester, and most of those students who started earlier than this date have moved up to newer catalogs and requirements. If you are a student who is currently using an earlier catalog, please be assured that we will continue to help you track your progress and apply for graduation. You might also want to talk to your advisor about the implications of moving up to a newer catalog. If you choose to do so, you will be able to begin using this system. Top

Q4: I think my audit is incorrect. What should I do?
A: Please ask for help from your advisor or the DegreeWorks Manager at degreeworks@marist.edu. While we have done everything we could to make sure that your worksheet is correct, it would have been impossible for us to predict every unique situation or problem. We want to work with you to correct any issues as soon as possible. The first step is to clarify what information you believe is wrong. Top

These are the most common problems and solutions:

**My major is wrong and/or my concentration doesn't appear on my audit.**

If you recently declared a new major or concentration contact the Registrar. Otherwise you will need to contact your school and update your major and concentration information. Once the school sends the Registrar the authorized change, your correct information should appear on your audit. If you made no recent changes please contact the Registrar. Top

**The requirements for my major are wrong.**

Look at the catalog term that appears on each of the red bars that separate the sections of your worksheet. This is the catalog year that we believe you're using to complete your requirements. If you're actually using older or newer requirements, contact your department office to update your catalog information. Once the changes are entered, the correct information will appear on your worksheet. Top
My transfer courses don't appear in the right place.

If you're concerned about a course that should be used for Core, Major, or Minor requirements, send an e-mail with your CWID to degreeworks@marist.edu (send this from your Marist e-mail account so that we can securely respond back to you) or stop by our office in Donnelly Hall 203. If it's a course that you believe should be used for your major, please submit a Waiver/Substitution form signed by the Chair or Dean to update this information. The change will be made after we receive your approved form. Top

My advisor gave me permission to substitute a course, but it's not showing on my audit.

We work with each school to collect these exceptions and record them in our system. We'll gladly make the change as soon as we receive permission to do so from either your department Chair or Dean. Top

If none of these problems describes your situation, or if you need additional help identifying what's wrong, send an e-mail with your CWID to degreeworks@marist.edu (send this from your Marist e-mail account so that we can securely respond back to you) or stop by the Registrar's Office in Donnelly Hall 203. Because some issues will require some research and possibly some reprogramming, please understand that we may not be able to correct your issue immediately. We do promise, though, that we will address it as quickly as possible and that we'll contact you by e-mail as soon as we're done. Top

Q5: When should I look at my degree audit?

A: At least four times a semester. You should always review this information:

- Before you meet with your academic advisor to discuss registration for an upcoming semester.
- After you register to ensure that the courses you selected are applied to your requirements as you thought they would.
- After your grades for each semester are posted.
- Any time you make a change to your schedule. Top

Q6: How is my DegreeWorks audit different from my transcript?

A: Your degree audit is a tool that provides you with academic information related to your degree progress. It displays courses required and completed in your degree program and any possible substitutions or waivers. Your transcript is your official college record and provides a chronological list of courses completed and other academic information. Your official transcript must be requested from the Registrar. Top
Q7: How does DegreeWorks decide where to place courses that I’ve completed?

A: DegreeWorks looks at your program holistically, and places each course using a “best fit” scenario. We've also programmed priorities so that courses will be used in some areas before they will be used in others. When multiple possibilities exist, we've worked with department chairs to determine how most students will use a particular course. This process will not always be perfect, particularly when multiple possibilities exist, or with many Special Topic courses, so if you have a course that does not appear in the area that you hoped to use it, please contact your advisor or the DegreeWorks manager for assistance. Top

Q8: DegreeWorks placed one of my courses in two different places. Is that okay?

A: In most cases, yes. DegreeWorks is programmed to recognize that some courses can fulfill more than one requirement. Be sure to look through requirements for your major in the catalog of your academic year to make sure that this duplicate placement is appropriate. If you have any questions, contact your advisor or the Registrar's Office at degreeworks@marist.edu. Top

Q9: What should I do if DegreeWorks placed a course in one section, and I want to use it in another?

A: Please contact the Registrar’s Office at degreeworks@marist.edu or stop by our office in Donnelly Hall 203. As long as the course is approved for the other area, we will be glad to move it for you. Top

Q10: Are there requirements for graduation that DegreeWorks doesn’t check?

A: While DegreeWorks has been designed to check almost everything that you must complete to qualify for graduation, there may be additional requirements for your major that must be completed as well. You should use DegreeWorks in conjunction with the appropriate catalog and with any information that your major department provides to ensure that you remain on track for graduation. If you have questions about any additional requirements for your major, talk with your advisor during your next advising appointment. Top

Q11: My degree progress bar says that I’m 90% complete, but I’m only a sophomore. How can that be?

A: The degree progress bar is a tool that takes the total number of check boxes on your audit, and calculates a percentage based on the number of boxes that are checked. Therefore, if you’re an undeclared major or are missing a major concentration emphasis area, you may have fewer boxes on your audit that need to be checked. As this information is added to your audit, your degree progress bar will reflect your progress more accurately. Top

Q12: Everything on my worksheet is checked, but the degree progress bar only says that I’m 98% done. What’s wrong?

A: The degree progress bar will not show 100% completion until you finish all of your in-progress courses and earn acceptable grades in them. In a few cases it may show 100%, but only for those students who have completed their core, major, minor, etc. requirements and are simply completing elective credit. Top
Q13: I requested to waive/substitute a course. How will that course appear on DegreeWorks?

A: Your request will be entered after it is approved by your department Chair, and, if necessary, Dean. The course you completed will fulfill the requirement, and, in most cases, an additional line in blue will appear under it that explains why the exception was entered. If you have an exception related to a transfer course, we will often make an adjustment to the course equivalency to ensure that it appears in the correct spot on your audit. In those cases, there may not be an explanation related to the change on your worksheet, but the course will be moved to the correct location. Top

Q14: I had permission from my department to take different courses for my major. Why doesn’t that show?

A: The audit will only count those courses that are listed next to the requirement. In most cases a Waiver/Substitution request from must be submitted. This will also apply to many Special Topic courses.

Q15: What is calculated into the “Credits Applied” number on my audit?

A: The credits applied are the total of all graded, in-progress and any pre-registered courses. Additionally, this count will include any transfer credit that you may have. However, this total may vary depending on changes to your schedule. This count includes all courses in your core, major, minor and elective areas. Top

Q16: Why do my foreign language courses appear in Electives? I thought I had to take a foreign language for my degree?

A: Foreign language courses are not required for a degree, but may be required for selected majors. In many cases students may elect to use intermediate or higher foreign language courses to substitute for certain core requirements. In these cases the student must submit a Foreign Language/Culture Substitution request form, which may be obtained from the Registrar’s Office. Top

Q17: My major requires me to complete a concentration or emphasis area, but it does not appear on the audit. What’s wrong?

A: You may have yet to officially declare your concentration. If you need to declare your concentration, stop by your department office for assistance. If you have previously declared, but the concentration or emphasis has been removed, stop by the Registrar in Donnelly 203. Top

Q18: I've seen the @ symbol in several places on my worksheet. What does this mean?

A: This is a wild card in DegreeWorks. If the @ sign appears with course numbers after it (i.e., @ 1, @2, @3) it means that you can take a 100, 200, or 300 level course from any subject area. If it appears after a subject prefix (i.e., PSYC @), it means that you can take any Psychology course. Top
Q19: Where can I get more information about how to use DegreeWorks?

A: If you have questions or suggestions after reviewing that material, please email the DegreeWorks Manager at degreeworks@marist.edu, or stop by our office in Donnelly Hall 203. Top

Q20: Who should I contact if I still have questions?

A: Your first point of contact should be your academic advisor. If you still have questions after that meeting, contact the Registrar's Office at degreeworks@marist.edu (send this from your Marist e-mail account and include your CWID so we can securely respond back to you) or stop by our office in Donnelly Hall 203. Top