

What is Degree Works?

Degree Works is an electronic degree audit program and academic advising tool designed to assist you and advisors in reviewing and planning your degree. A web-based program, Degree Works reorganizes your transcript chronologically and categorically, easily identifying courses you have completed and which courses you still need in order to fulfill your degree requirements.

What are the benefits of using Degree Works?

Degree Works will help you:

- Determine what UAF course requirements you need to fulfill in order to complete your degree.
- Identify the requirements you have completed in the general education, college, major, minor and concentration areas.
- View individual course grades and cumulative grade-point average (GPA).
- Determine which courses you have taken or transferred, and identify which ones fulfill program requirements and which ones apply as electives.

Please note: Transcripts may take up to four weeks to evaluate once received.

- View waivers, petitions, and substitutions applied toward your degree (Petitions and other substitutions or waivers from before November 2009 on will appear in Degree Works until you apply to graduate. Please email graduation@uaf.edu, using your University of Alaska email, to request that petitions submitted prior to Nov. 2009 entered.)
- See how your coursework could be applied toward another major, minor, or concentration using the [What If](#) option.
- Estimate how many semesters it will take you to graduate.
- Plan future course schedules utilizing the Planner option. This will permit you to see how your selections will affect the progress towards your degree.

How do I access Degree Works?

Degree Works is accessible through [UAOnline](#) login. Please [click here](#) for more detailed directions.

How is the Degree Works audit organized?

The audit appears in categorical sections:

- Student biographical information:
Information about the student that is independent of degree choice. You and your advisors may use this information to determine obstacles to registration, eligibility for certain sections and possibility of academic standing difficulties.
- Other information:
Degree selection and catalog year are entered to identify which degree requirements you should follow.
- Summary List of Degree Requirements:
At the beginning of the audit, all of the requirements are listed in a single section. As requirements are fulfilled, the box next to each requirement is checked off.

- Core Curriculum (Oral & Written Intensive Requirements, Communication, Perspectives on the Human Condition, Mathematics, Natural Sciences, Library Science):
These blocks indicates the groups and courses required to complete the [core curriculum](#). The core curriculum provides students with a common educational experience in order to provide a foundation for further study and broaden the educational experience of every degree-seeking student.
- Major, Minor, and Concentrations:
Each major, minor, and concentration will be displayed in a block indicating the program requirements. Displayed in these blocks will be the courses that may be used to fulfill them, and/or the courses you have already taken to complete the requirements.
- Courses Not Applied:
Contains all the courses you have taken that do not fulfill defined degree requirements, but do apply toward total credits for graduation.
- Insufficient Courses:
Lists all courses taken with grades that are insufficient to fulfill degree requirements, such as F, W, I, AU and DF, and courses taken [below the 100 level](#). Courses that have been repeated are not listed within this audit.
- In Progress:
Lists all courses you are currently taking or have registered for in a future semester. These courses also appear in the requirement block where they are used to meet a specific requirement, and have a grade of “IP” for in progress.

How are In Progress courses used to create my audit?

Courses you are currently taking, or have registered for in a future semester, are included in your degree audit. These courses are applied into the requirement blocks where they meet a specific requirement, with a grade of IP for in progress. You will also see them grouped in a separate section titled In Progress at the bottom of the Audit.

Why aren't some courses applied to degree requirements?

Courses listed in the “Insufficient Courses” or in “Courses Not Applied” sections of the audit did not meet specific degree requirements. Please meet with your advisor to clarify. Please note that courses [below a 100 level](#) are considered developmental courses and do not apply toward your graduation requirements.

Do I automatically graduate if everything is checked off?

To graduate, you must file an [application for graduation](#) with the Office of Admissions and the Registrar Office. There is a \$50 fee for this application. Applications may be obtained online at www.uaf.edu/reg/forms or at any of the rural campuses. We encourage you to meet with your advisor to discuss additional degree requirements.

When should I look at my Degree Works degree audit?

- Any time! Degree Works is accessible 24 hours a day, 7 days a week from most networked computers. Please note that it will take a few seconds to apply your coursework to the degree requirements.
- Before meeting with an advisor, go to the web and review your audit.
- Before registration, review your audit and use it to plan your program for the semester.
- After registration, confirm that the courses selected complete the requirements you still need.
- View your audit after grades are posted.
- Before you file for graduation, review your academic record.

How is a Degree Works audit different from a transcript?

Degree Works is *not* your academic transcript nor is it an official notification of completion of degree requirements. Changes made to your official UAF academic record will take at least 24 hours to be reflected in your Degree Works audit report. This progress report does not supersede the UAF Catalog. Your transcript, however, is your official college record, and can be requested from [UAOnline](#) or in person at the UAF Main Campus, Signers' Hall Rm 102, Fairbanks, AK 99775 (or at any of the rural campuses). For more information about how to order a transcript please [click here](#).

How do I use *What If* planning?

Take these steps to view how your courses count in a different major:

1. Click on the *What If* button.
2. Select the degree you are considering, including specific concentration areas if applicable.
3. Select the appropriate catalog year for the semester you would be admitted to this new major. If you are only adding a minor you may select the catalog year you were admitted to your original major.
4. Select additional minors and/or concentrations.
5. Click Process Audit.
[Click here](#) for more detailed directions.
6. Review carefully how your courses would be applied to this new major.
7. Discuss this new major with a department advisor.
8. Decide if you want to change or add another major.
9. Submit and approved [change of major form](#) to the Office of Admissions and the Registrar.

Can I change my major in Degree Works?

You must declare your change of major with the Office of Admissions and the Registrar. To declare a change of major you may [download the form](#) and mail it to UAF Office of Admissions and the Registrar, P.O. Box 757495, Fairbanks, AK 99775, fax it to (907) 474-7500, or you may obtain the form and file in person at the UAF Main Campus Signers' Hall Rm 102, Fairbanks, AK 99775 (or at any of the rural campuses).

What if I think my audit is incorrect?

- If you think that a requirement for your core curriculum, general degree, major, minor or concentration is incorrect, you should meet with an advisor in your department and/or compare the audit to the requirements noted in the official University Catalog.
- If, after these conversations, you believe that the audit is incorrect or if the audit is not showing an exemption which you have been given, please contact us at graduation@uaf.edu.
- We will respond to your UAF email account. If you have applied for graduation, you should wait for the official notification from the Office of Admissions and the Registrar concerning your candidacy.
- Students who have graduated may not see an audit once the graduation notation has been posted to their transcript. Students considering readmission will not be able to see a degree audit until they officially readmit to the college.

How do I use the audit to choose courses?

You will see in your audit those requirements that you have not yet fulfilled. Next to each requirement is a list of courses that fulfill that requirement. Then, you can go to the [UAOnline](#) system (button at top of degree audit) to check for times and open sections to create your schedule.

Does the Degree Works audit show all my courses even if I have taken them elsewhere?

Yes, all courses transferred in from other colleges, taken in the military, or in study abroad should show on your degree audit *after they have been formally transferred to UAF*. Certain courses may not be applied to your major if you have exceeded the allowable number of credits under the residency requirement. In addition, courses that have been excluded, such as repeated courses, will not show on the audit.

Who can see my degree audit?

You have access to your degree audit through [UAOnline](#) account. If you give family or friends access to your account, they will also be able to see your degree audit. Staff advisors, faculty advisors, deans, and selected staff in the Office of Admissions and the Registrar will have access to your degree audit.

What if I have a double major?

Students may declare a double major upon admission to UAF or at a later date throughout the change of major process. Students must be accepted into each program and the degree must be the same for each major (i.e.: Bachelor of Arts for both programs). Requirements for both majors under this single degree will be viewable within a single audit. Double majors are available for baccalaureate degrees only (not certificates or associates degrees)

What if I have multiple degrees?

Student must submit a separate graduation application and fee for each degree they expect to complete. Students must complete 24 credits beyond each bachelor's degree completed (12 credits beyond each associate's degree completed). Because these are individual degrees you will need to run a separate audit for each degree. Please note that the 24 credit (or 12 credit) requirement will not be viewable within the audit. You will still be responsible for fulfilling this requirement. You can use the [What If](#) function to view the individual audits.

What if my program requires advisor approved electives?

Though courses may be viewable on your audit, the Office of Admissions and the Registrar must receive written approval (petition or memo - check the catalog to see if just a memo is acceptable) from your advisor before this requirement will be considered met for graduation.

Can I use Degree Works to make my schedule, check course availability or register?

Degree Works provides information about degree requirements. It allows you to plan for registration. However, it does not provide information about specific course offerings for a particular semester. You cannot use Degree Works to make your schedule because it does not include information about meeting dates, times and room numbers. You also cannot register through Degree Works. However, after you have planned what courses you would like to take, click on the button in the upper left hand corner to return to [UAOnline](#) where you can search and register for courses once registration is live.