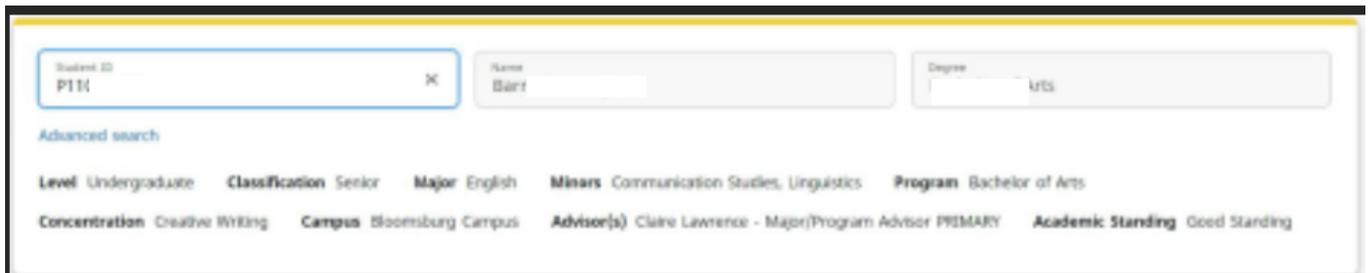# Degree Works: Instruction Guide for Students

Degree Works provides a personalized degree evaluation/worksheet for each student. Degree Works allows you to track your degree requirements for graduation and helps you create your educational plan. Your degree worksheet shows every requirement for general education, your major(s) and minor(s) that you must complete to earn a degree from Commonwealth University of Pennsylvania. You will see which requirements you have completed (green check), which requirements are in-progress (blue half-moon), and which requirements are still outstanding (red circle). You should use your worksheet each term when selecting course for upcoming terms, as well as when making a long-term, term-by-term graduation plan.

How to access your Degree Works Worksheet

1. Open a web browser.
2. Go to https://dw-prod.ec.passhe.edu/003315/responsiveDashboard
3. Enter your Commonwealth username and password.
4. Click Sign On. Degree Works will automatically load your Degree Worksheet. You will have one audit per degree or credential. If you are pursuing multiple degrees or credentials, you'll have a pull-down box in the degree field that allows you to select the worksheet you want to see.

Reading your Worksheet

The student card provides an overall summary of your personal academic information including your level, classification, major(s), program, campus, advisor(s), and academic standing. If applicable, you will also see your minor(s) and concentration(s).

Degree Progress: The degree progress section of the audit provides a credit spinner of your progress toward a degree and shows your current cumulative grade point average. The credit spinner includes earned and in-progress credits, but it excludes credits not needed for your degree. In other words, if you have excess electives, they are not included in the credit spinner.

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Degree Block: The degree Blocks provides a summary of your graduation requirements. Each requirement listed will have more detailed information further down on the worksheet.

Major Block: The major block details your major requirements and, if applicable, your concentration requirements.

General Education Required Courses: If your major requires you to complete specific courses in general education, you may see this section on your audit. It lists courses that must be completed for your major in addition to your general education requirements. Typically, the courses in this section of your worksheet will also fulfill coursework in your general education block.

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General Education Required Courses INCOMPLETE

Catalog year: FALL 2022

Courses fulfilling this section of your worksheet, may also fulfill General Education requirements.

		Course	Title	Grade	Credits	Term	Repeated
⊘	Introduction to Business	BUSE 101	INTRO TO BUSINESS	B	3	Spring 2023	
○	Business Communications & Report Writing	**Still needed:**	1 Class in **BSED** 333				
⊘	Public Speaking	COMS 103	PUBLIC SPEAKING	.C+	3	Spring 2023	
⊘	Principles of Macroeconomics	EC 121	PRIN MACROECONOMICS	C	3	Spring 2023	
⊘	Principles of Microeconomics	EC 122	PRIN MICROECONOMICS	.C+	3	Fall 2022	
○	Foundations in Composition	**Still needed:**	1 Class in **WRIT** 103				
⊘	Business and Economics Mathematics or Essentials of Calculus	EC 156	BUS & ECON MATH	.B-	3	Fall 2022	
⊘	Business and Economics Statistics I	EC 256	BUS & ECON STAT 1	C	3	Spring 2023	

General Education Block: The general education block shows you the General Education Core requirements that you need to fulfill based on your catalog.

General Education Requirements INCOMPLETE

Catalog year: FALL 2020

		Course	Title	Grade	Credits	Term	Repeated
⊘	Foundational English	ENGH 101	FOUND OF WRITING	.A-	3	Spring 2019	
⊘	Foundational Math	MA 109	COLLEGE ALGEBRA	B	3	Spring 2019	
ⓘ	GOAL 1: COMMUNICATION						
ⓘ	Communication	ASLE 155	AMER SIGN LANG 1	.B+	3	Spring 2023	(R)
		COMM 312	Gender Communication	REG	(3)	Fall 2023	
		ENGH 260	LITERARY NON-FICTION	B	3	Fall 2022	
		HNR 103	HONORS PUB SPEAKING	.C-	3	Fall 2021	
		HNR 115	HON LIB ARTS SEM	C	3	Fall 2020	
⊘	GOAL 2: INFORMATION LITERACY						
⊘	Information Literacy	EDFD 204	EDUC TECHNOLOGY	.C+	3	Fall 2020	

Minor Block: The minor block details your minor requirements.

Minor in Arabic INCOMPLETE

Catalog year: SPRING 2021   GPA: 3.67

		Course	Title	Grade	Credits	Term	Repeated
○	Minimum Minor Credits at Commonwealth University or another PASSHE School	**Still needed:**	A minimum number of credits required for your minor must be taken at Commonwealth University or another State System University. You have taken 15; you still need a minimum of 3 more credits.				
⊘	Elementary Arabic I	ARBC 101	ARABIC I	A	3	Fall 2020	
⊘	Elementary Arabic II	ARBC 102	ARABIC II	A	3	Spring 2021	
⊘	Intermediate Arabic I	ARBC 203	ARABIC 3	.B+	3	Fall 2021	
⊘	Intermediate Arabic II	ARBC 204	ARABIC 4	.B+	3	Fall 2022	
○	Electives	HIST 145	Islamicate Socs. I	REG	(3)	Fall 2023	
		Still needed:	1 Class in **ARAB** 305 or 306 or 211 or 212 or **FREN** 212 or 402 or **HIST** 146 or 486 or 487 or 488 or **ANTH** 320 or 440 or 495 or **ECON** 333 or 340 or 533 or **POLI** 181 or 280 or 345 or 376				

Free Electives. Free electives are courses that can count toward your overall credit total or residency requirement but are not used elsewhere on the worksheet.

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Free Electives

Credits applied: 27   Classes applied: 13

Course	Title	Grade	Credits	Term	Repeated
COMM 435	Propaganda	REG	(3)	Fall 2023	
ENGH 100	INTRO ENGLISH STUDY	D	1	Fall 2021	
ENGH 297	WRTG CONSULTANT TRNG	A	1	Fall 2019	
ENGH 301	FICTION WORKSHOP	B	3	Spring 2022	
ENGH 302	NON-FICTION WORKSHOP	.C+	3	Spring 2023	
ENGH 397	WRTG CTR CONSULTING	.B+	1	Spring 2020	
ENGH 397	WRTG CTR CONSULTING	D	1	Spring 2022	
ENGH 397	WRTG CTR CONSULTING	.C-	1	Spring 2023	

Not Eligible. Includes Withdraw, Failed, Repeated, and Minimum Grade not Met.: This section of the audit lists courses where you did not earn a grade that can be used to meet a requirement. It includes courses where you did not earn credit.

Not Eligible. Includes Withdrawn, Failed, Repeated, and Minimum Grade not met.

Credits applied: 0   Classes applied: 9

Course	Title	Grade	Credits	Term	Repeated
ASLE 155	AMER SIGN LANG 1	F	0	Fall 2021	(R)
COMS 207	COMM RES METHODS	W	0	Spring 2023	
EDFD 291	PRIN OF TEACHING	W	0	Spring 2021	

Not Counted: The Not Counted section of the audit includes classes that cannot be used to complete degree requirements. It will include ungraded lab sections and remedial coursework. Each course will have a reason explaining whey it cannot be used to complete degree requirements.

Not Counted

Credits applied: 0   Classes applied: 7

Course	Title	Reason	Grade	Credits	Term	Repeated
BLGY 114	CONCEPTS BIOLOGY 1	Course missing a final grade so it cannot be used to satisfy degree requirements		0	Fall 2021	
BLGY 173	ANATOMY PHYSIOL 1	Course missing a final grade so it cannot be used to satisfy degree requirements		0	Spring 2022	
BLGY 174	ANATOMY PHYSIOL 2	Course missing a final grade so it cannot be used to satisfy degree requirements		0	Fall 2022	

In-Progress or In-Progress and Pre-registered. In addition to displaying where they fit on the worksheet, this section of the audit lists your in-progress and pre-registered coursework.

In-progress

Credits applied: 15   Classes applied: 5

Course	Title	Grade	Credits	Term	Repeated
COMM 312	Gender Communication	REG	(3)	Fall 2023	
COMM 435	Propaganda	REG	(3)	Fall 2023	
ENGL 211	Grammars of English	REG	(3)	Fall 2023	
ENGL 289	Sexualities and Literature	REG	(3)	Fall 2023	
ENGL 309	Practices of Creative Writing	REG	(3)	Fall 2023	

Exceptions: Any exceptions to the published degree requirements are listed here at the bottom of the worksheet. They are also displayed where they fit within the worksheet.

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Legend: The legend at the bottom of your worksheet, provides explanations of all the symbols used on your worksheet. You can also hover on the symbol to get additional explanation.

Degree Works Tools

Hover Hints: When a course is listed as still needed, you can hover over the subject and number to see the course title and credits.

Course Descriptions, Prerequisites, and Open Sections: When a course is listed as still needed, you can click on the course to see a description, prerequisites, and open sections for future terms.

Printer Icon. The printer icon allows you to create a PDF of your worksheet for saving or printing.

Envelope (Contact Button): If you click on the envelope, you will see your advisors and your advisors' email addresses.

Class History (More): If you click on the three vertical dots, you can access class history. Class history provides a chronological listing of your course work with term summary statistics.

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