

Degree Works: Instruction Guide for Students

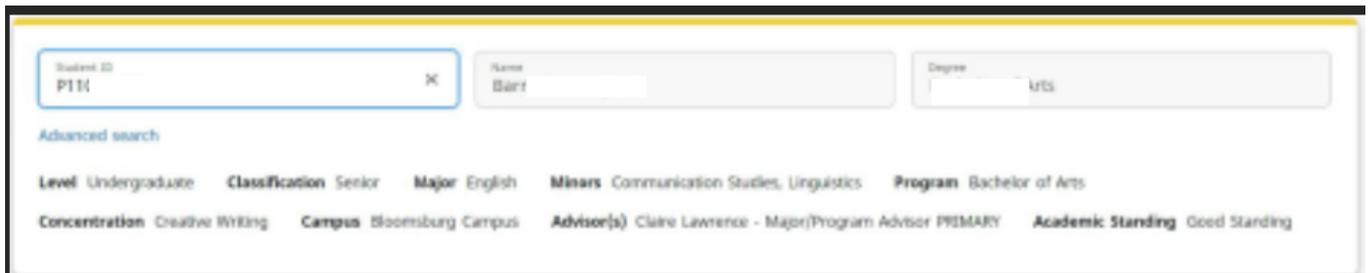
Degree Works provides a personalized degree evaluation/worksheet for each student. Degree Works allows you to track your degree requirements for graduation and helps you create your educational plan. Your degree worksheet shows every requirement for general education, your major(s) and minor(s) that 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.



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.

Bachelor of Arts INCOMPLETE

Credits required: 120 Credits applied: 117 Catalog year: FALL 2020 GPA: 2.87

<input type="radio"/> Minimum Total Credits Required	Still needed:	You currently have 117 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 3 additional credits and all graduation requirements.
<input checked="" type="checkbox"/> 30 of the last 60 credits must be completed at Commonwealth		
<input checked="" type="checkbox"/> Minimum 2.0 Cumulative GPA met		
<input type="radio"/> Major Requirements	Still needed:	See Major in English section
<input type="radio"/> General Education Requirements - Bloomsburg	Still needed:	See General Education Requirements section
<input type="radio"/> Minor Requirements	Still needed:	See Minor in Communication Studies section See Minor in Linguistics section

Blocks included in this block

[Major in English](#)
[General Education Requirements](#)
[Minor in Communication Studies](#)
[Minor in Linguistics](#)

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

Major in Criminal Justice INCOMPLETE

Credits required: 27 Credits applied: 64 Catalog year: FALL 2023 GPA: 2.79

Course	Title	Grade	Credits	Term	Repeated
<input checked="" type="checkbox"/> Minimum Major Credits Required					
<input checked="" type="checkbox"/> Minimum Major GPA of 2.0 Required					
<input checked="" type="checkbox"/> Minimum Credits at Commonwealth University or another PASSHE School					
<input type="radio"/> Intro to Criminal Justice		Still needed:			1 Class in CRJU 101
<input checked="" type="checkbox"/> Criminology	CRJU 200	Criminology	REG	(3)	Fall 2023
<input checked="" type="checkbox"/> Intro to Criminal Law and Procedure	CRJU 220	Intro Criminal Law & Proc	REG	(3)	Fall 2023
<input checked="" type="checkbox"/> Police and Society	CJA 2200	Siy of Policing	A-	3	Spring 2022
<input checked="" type="checkbox"/> Corrections	CJA 2201	Siy of Correct	B-	3	Spring 2022
<input checked="" type="checkbox"/> Intro to Sociology	SOC 1101	Intro to Soc	A	3	Spring 2022
<input type="radio"/> 300/400- Level Electives	CRJU 430	Topics in CJ - Terrorism	REG	(3)	Fall 2023
		Still needed:	3 Credits in CRJU 300 or 310 or 311 or 312 or 315 or 320 or 322 or 325 or 330 or 340 or 350 or 360 or 370 or 410 or 412 or 420 or 422 or 440 or 450 or 460		
<input type="radio"/> Electives		Still needed:	3 Credits in CRJU 250 or 217 or 251 or 300 or 310 or 311 or 312 or 315 or 320 or 322 or 325 or 330 or 340 or 350 or 360 or 370 or 410 or 412 or 420 or 422 or 430 or 440 or 450 or 460		

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.

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
<input checked="" type="checkbox"/>	Introduction to Business	BUSE 101	INTRO TO BUSINESS	B	3	Spring 2023
<input type="checkbox"/>	Business Communications & Report Writing	Still needed:	1 Class in BSED 333			
<input checked="" type="checkbox"/>	Public Speaking	COMS 103	PUBLIC SPEAKING	.C+	3	Spring 2023
<input checked="" type="checkbox"/>	Principles of Macroeconomics	EC 121	PRIN MACROECONOMICS	C	3	Spring 2023
<input checked="" type="checkbox"/>	Principles of Microeconomics	EC 122	PRIN MICROECONOMICS	.C+	3	Fall 2022
<input type="checkbox"/>	Foundations in Composition	Still needed:	1 Class in WRIT 103			
<input checked="" type="checkbox"/>	Business and Economics Mathematics or Essentials of Calculus	EC 156	BUS & ECON MATH	B-	3	Fall 2022
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Foundational English	ENGH 101	FOUND OF WRITING	.A-	3	Spring 2019
<input checked="" type="checkbox"/>	Foundational Math	MA 109	COLLEGE ALGEBRA	B	3	Spring 2019
<input checked="" type="checkbox"/>	GOAL 1: COMMUNICATION					
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	GOAL 2: INFORMATION LITERACY					
<input checked="" type="checkbox"/>	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
<input type="checkbox"/>	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.			
<input checked="" type="checkbox"/>	Elementary Arabic I	ARBC 101	ARABIC I	A	3	Fall 2020
<input checked="" type="checkbox"/>	Elementary Arabic II	ARBC 102	ARABIC II	A	3	Spring 2021
<input checked="" type="checkbox"/>	Intermediate Arabic I	ARBC 203	ARABIC 3	.B+	3	Fall 2021
<input checked="" type="checkbox"/>	Intermediate Arabic II	ARBC 204	ARABIC 4	.B+	3	Fall 2022
<input type="checkbox"/>	Electives	HIST 145	Islamicate Soc. 1	REG	(3)	Fall 2023
		Still needed:	1 Class in ARAB 300 or 306 or 311 or 312 or FREN 212 or 402 or HIST 146 or 456 or 467 or 468 or ANTH 320 or 440 or 486 or ECON 333 or 340 or 533 or POLL 181 or 280 or 346 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.

Free Electives
Credits applied: 27 Classes applied: 13

Course	Title	Grade	Credits	Term	Repeated
COMM 435	Propaganda	REG	(3)	Fall 2023	
ENGL 100	INTRO ENGLISH STUDY	D	1	Fall 2021	
ENGL 297	WRTG CONSULTANT TRNG	A	1	Fall 2019	
ENGL 301	FICTION WORKSHOP	B	3	Spring 2022	
ENGL 302	NON-FICTION WORKSHOP	.C+	3	Spring 2023	
ENGL 397	WRTG CTR CONSULTING	.B+	1	Spring 2020	
ENGL 397	WRTG CTR CONSULTING	D	1	Spring 2022	
ENGL 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 why it cannot be used to complete degree requirements.

Not Counted
Credits applied: 0 Classes applied: 7

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

Type	Description	Created on	Created by	Block	Enforced
Substitute	Replace MGMT 581 with MGT 566	10/01/2023	Academic Dean	Business Administration	Yes
Substitute	Replace ACCT 511 with ACNT 524	10/01/2023	Academic Dean	Business Administration	Yes
Substitute	Replace INFT 520 with MICI 554	10/01/2023	Academic Dean	Business Administration	Yes
Substitute	Replace MKTG 510 with MKT 551	10/01/2023	Academic Dean	Business Administration	Yes
Substitute	Replace MBA 592 with MGT 547	10/01/2023	Academic Dean	Business Administration	Yes

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.

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

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.

Course Information ✕

COMM 101 - 3 Credits - Public Speaking

Introduces students to the verbal, nonverbal, and organizational skills necessary for giving effective and appropriate presentations. Students will learn the theory and principles of effective public speaking and practice these principles by performing and analyzing speeches. Students will complete at least three major speaking assignments.

Attributes:
OC MAOC LOSP LOOC LOIL LOCC GE13 FOUN

Sections:

Term	CRN	Section	Seats open	Meeting times	Campus
Winter 2023	40009	99	25 (out of 25)	Tu Th 05:00pm - 08:30pm	Online
Spring 2024	10730	01	25 (out of 25)	M W F 09:00am - 09:50am	Bloomsburg
Spring 2024	10733	02	25 (out of 25)	M W F 10:00am - 10:50am	Bloomsburg
Spring 2024	10735	03	25 (out of 25)	M W F 11:00am - 11:50am	Bloomsburg
Spring 2024	10734	04	25 (out of 25)	M W F 10:00am - 10:50am	Bloomsburg
Spring 2024	10737	05	25 (out of 25)	M W F 11:00am - 11:50am	Bloomsburg
Spring 2024	10744	06	25 (out of 25)	M W 03:00pm - 04:15pm	Lock Haven

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.

Class History ✕

Fall 2019

Course	Title	Grade	Credits	Section
MA 141	INTRO TO STATISTICS	A	3	
PHIL 290	MEDICAL ETHICS	A-	3	
Term credits attempted	6.0	Cumulative credits attempted	6.0	
Term credits earned	6.0	Cumulative credits earned	6.0	
Term GPA quality points	23.01	Cumulative GPA quality points	23.01	
Term graded credits attempted	6.0	Cumulative graded credits attempted	6.0	
Term GPA	3.83	Cumulative GPA	3.83	

Spring 2020

Course	Title	Grade	Credits	Section
BLGY 101	HUMAN BIOLOGY	A	3	
PSCH 131	ADJUSTMENT & WB	A	3	
Term credits attempted	6.0	Cumulative credits attempted	12.0	
Term credits earned	6.0	Cumulative credits earned	12.0	
Term GPA quality points	24.0	Cumulative GPA quality points	47.01	
Term graded credits attempted	6.0	Cumulative graded credits attempted	12.0	
Term GPA	4.00	Cumulative GPA	3.92	