

DegreeWorks FAQs

About DegreeWorks – General questions

1. What is DegreeWorks?

DegreeWorks is a Web-based tool for students to monitor their academic progress toward degree or certificate completion. DegreeWorks is a tool that students can use to prepare for their counseling appointment; it is a tool that the counselor and student will use collaboratively to plan program goals and future coursework.

2. How do I read my degree audits?

The audit lists the overall requirements to earn your associates degree, certificate, and General Education requirements. Electives and in-progress courses are listed toward the bottom of the audit. Your counselor can assist you with reading and understanding your DegreeWorks audit.

3. If I use DegreeWorks, should I still meet with my counselor to complete my Student Educational Plan?

Yes, you still need to meet with your counselor to complete your Student Educational Plan. DegreeWorks is a tool designed to facilitate academic counseling. Your audit is NOT an official evaluation. All degree requirements need to be verified by your Evaluator prior to graduation, and each student is responsible for complying with all academic policies published in the catalog. Additionally, a counselor-approved Student Educational Plan is still required when completing requirements, such as, for new/returning student priority registration.

4. How will my current courses apply if I wish to change my major or General Education Pattern?

If you are considering a change of major or GE Pattern, use the “What If” function to generate a hypothetical audit based on your planned change. The “*What If*” audit will show you coursework that would be required for the new major or GE Pattern, courses you have taken that satisfy those requirements, and courses that are still left for you to complete. Consult with your counselor for a comprehensive review of this report.

5. Can I change my major or General Education Pattern if it is incorrect?

Yes, but multiple changes to your major or program can have adverse consequences to benefits such as, but not limited to, financial aid. Consult with your counselor prior to any changes. You will have the opportunity to change your major or program when you first register for classes or you can go to the Admissions and Records Office to submit a Student Information Change Form to correct your major.

6. Can I register for classes in DegreeWorks?

No, DegreeWorks is a snapshot of courses in-progress, planned, and completed. Registration will continue to be handled through the student portal MyGateway.

7. Can I see how many classes I have left to fulfill my requirements?

Yes, DegreeWorks is laid out in block format displaying degree, certificate, and General Education Pattern requirements. Look for unchecked boxes to identify requirements that you still need to complete. Consult with your counselor for a comprehensive review of the requirements.

8. Can I see a list of all the classes I've taken at Fullerton College?

Yes, on the Worksheets tab, click on the Class History link at the top for a printable list of courses.

9. How is my audit different from my transcript?

Your audit is a tool to provide you with academic information related to your degree progress. It displays courses required and completed in your degree program. 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 via MyGateway.

10. What do I do if I believe my academic information is incorrect?

Click the "Help" button at the top of the audit and then click the Fullerton College button to submit your question. You will receive a response within 2 to 3 business days.

11. If I have additional questions about DegreeWorks, whom do I contact?

Click the "Help" button at the top of the audit and then click the Fullerton College button to submit your question. You will receive a response within 2 to 3 business days.

The Degree Audit

Using the Audit

1. How do I know which courses I need to take?

Your audit will outline for you courses still needed to meet degree, certificate, and/or General Education requirements within each specific block. Consult with your counselor for a comprehensive review of this audit.

2. How does DegreeWorks decide where to place course that I've completed?

DegreeWorks looks at your overall program, and places each course using a "best fit" scenario. Priorities have been programmed so that courses will be used in some areas before they will be used in others. This process will not always be perfect, particularly when multiple possibilities exist. Consult with your counselor for a comprehensive review of your alternatives in relation to your academic goals (e.g. transfer, etc.). If you have a course that does not appear in the area in which you wanted to use it, click the "Help" button at the top of the audit and then click the Fullerton College button to submit your question. You will receive a response within 2 to 3 business days.

3. Does the DegreeWorks audit show all my courses even if I have taken them elsewhere?

Currently, coursework taken elsewhere does not show in DegreeWorks. Please see a counselor for more information regarding how coursework taken elsewhere can assist you toward meeting degree, certificate, and/or General Education requirements.

4. What is the "In Progress" Block?

The "In Progress" block lists all currently registered courses.

5. I have withdrawn from a class so why it is still listed in the "In Progress" block?

Classes withdrawn are still considered "In Progress" in DegreeWorks until all grades for the term are processed.

6. My degree or major is coming up incorrectly in DegreeWorks, what do I do?

You will have the opportunity to correct your major or program when you first register for classes or you can go to the Admissions and Records Office to submit a Student Information Change Form. Multiple changes to your major or program can have adverse consequences to benefits such as, but not limited to, financial aid.

If your audit is not correctly displaying your degree, please click the "help" button at the top of your audit to request additional assistance within 2-3 business days.

7. I have repeated a course, why is it not satisfying requirements?

DegreeWorks looks at your first attempt at a course; if you have a repeated course that does not appear in the area in which you wanted to use it, click the “*Help*” button at the top of the audit and then click the Fullerton College button to submit your question. You will receive a response within 2 to 3 business days.

8. Why is my Degree Block not satisfied?

If everything within your Degree block is checked off, but your Degree block is not satisfied, there is either a minimum GPA requirement that has not been met or the overall number of units required for your degree has not been met.

9. Are there requirements for graduation that DegreeWorks doesn't check?

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 College Catalog and with any information that your counselor provides to ensure that you remain on track for graduation. If you have questions about any additional requirements for your major, talk with a counselor during your next counseling visit.

10. The term just ended. When will my degree audit be updated with my grades?

Your degree audit will be updated with your most recent grades once grades have been submitted by your instructor and rolled into academic history by Admissions and Records.

11. If all the boxes are checked, does that mean I'm graduating?

No, you must officially apply for graduation at the Admissions and Records Office. A preliminary audit of your coursework and a final audit after all final grades have been submitted will determine your eligibility to graduate. An evaluation notice will be sent to you via the email you provided on your graduation application.

12. How do I print a copy of my audit?

Press the "Print" button at the top of the audit. You can also save the audit as a PDF and then print.

Using “What If”

1. If I use the “What If” function does this mean that I have changed my major?

No, the “What If” function is for information purposes only. You will see the header “What If Audit” displayed at the top of the audit whenever an audit is run on a “What If” scenario.

2. Can I save a “What if” scenario?

No, “What If” plans are not saved on DegreeWorks. You would need to run a new “What If” scenario the next time you log in to see it again.

The Planner

1. I can’t find my Student Education Plan, what do I do?

Click the “Help” button at the top of the audit and then click the Fullerton College button to submit your question. You will receive a response within 2 to 3 business days.