

HOW TO USE DEGREE TRACKS



What is Degree Tracks?

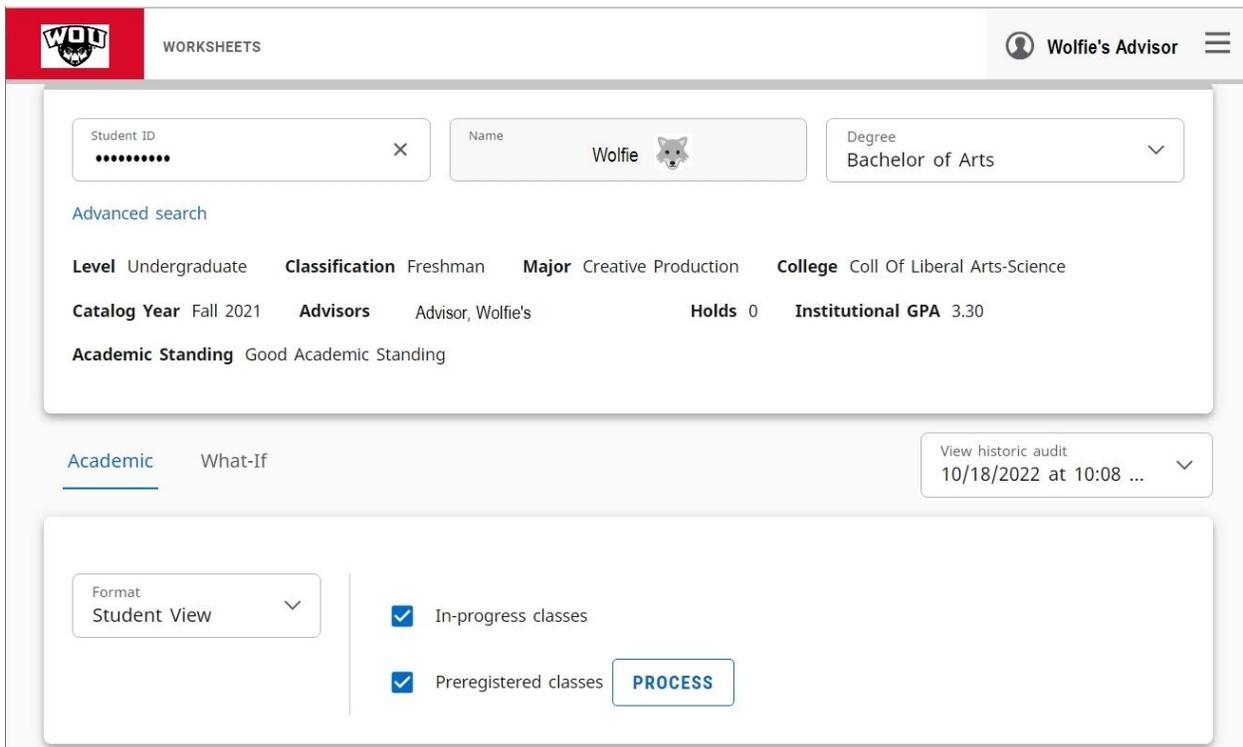
- Degree Tracks is a tool students and advisors use to track progress towards completing graduation requirements.

How do I access Degree Tracks?

- Two ways to access Degree Tracks:
 - wou.edu/portal → Degree Tracks
- wou.edu/portal → Wolf Web → Student Menu → Student Records → Degree Tracks



- Here is how Degree Tracks displays for our mascot, Wolfie!



The screenshot shows the Degree Tracks interface for a mascot named Wolfie. At the top left is the WOU logo and the word "WORKSHEETS". At the top right is a user profile icon labeled "Wolfie's Advisor" and a hamburger menu icon. Below this is a search bar with three input fields: "Student ID" (masked with dots), "Name" (containing "Wolfie" and a wolfie icon), and "Degree" (a dropdown menu set to "Bachelor of Arts"). Below the search bar is an "Advanced search" link. The main content area displays student information: "Level Undergraduate", "Classification Freshman", "Major Creative Production", "College Coll Of Liberal Arts-Science", "Catalog Year Fall 2021", "Advisors Advisor, Wolfie's", "Holds 0", and "Institutional GPA 3.30". Below this is "Academic Standing Good Academic Standing". At the bottom left, there is a "Format" dropdown menu set to "Student View". To the right of this are two checked checkboxes: "In-progress classes" and "Preregistered classes". A blue "PROCESS" button is located to the right of the "Preregistered classes" checkbox. At the bottom right, there is a "View historic audit" dropdown menu set to "10/18/2022 at 10:08 ...".

Wolfie can switch between credentials being pursued by selecting the drop-down degree menu on the right (if a non-degree record is displaying, Wolfie can also use this menu to switch to the degree):

The screenshot shows the top navigation bar with the WOL logo, 'WORKSHEETS', 'EXCEPTIONS', and 'ADMIN' tabs. On the right, there is a user profile for 'Wolfie's Advisor'. Below this is a search bar with 'Student ID' (masked with dots), 'Name' (Wolfie with a wolf icon), and 'Degree' (dropdown menu). The dropdown menu is open, showing options: 'Bachelor of Arts', 'Bachelor of Science', and '~Certificate'. Below the search bar, there is an 'Advanced search' section with fields for 'Level' (Undergraduate), 'Classification' (Freshman), 'Major' (Creative Production), 'Catalog Year' (Fall 2021), 'Advisors' (Advisor, Wolfie's), 'Holds' (0), and 'Academic Standing' (Good Academic Standing).

Wolfie's progress toward completing their degree displays. Note that by default, Degree Tracks displays any courses in-progress during the term, as well as any courses preregistered for the following term:

The screenshot shows the 'Degree progress' section. On the left, there is a 'Format' dropdown menu set to 'Student View'. In the center, there are two circular progress indicators, both showing 19%. Below them are the labels 'Requirements' and 'Credits'. To the right of the progress indicators, the 'Overall GPA' is displayed as 3.43. On the far right, there are two checked checkboxes: 'In-progress classes' and 'Preregistered classes', followed by a blue 'PROCESS' button.

To display only completed courses, uncheck those boxes, then click Process:

This screenshot is similar to the previous one, but the 'In-progress classes' and 'Preregistered classes' checkboxes are now unchecked. The 'PROCESS' button is highlighted with a mouse cursor, indicating it should be clicked to filter the results to only completed courses.

The main degree block displays the total set of University graduation requirements for this particular degree. Icons to the left of each requirement indicate their current status:

Bachelor of Science INCOMPLETE

Credits required: 180 Credits applied: 30 Catalog year: 2021-22 Academic Year GPA: 2.96

Unmet conditions for this set of requirements:

A minimum of 180 credits are required. You currently have 30, you still need a minimum of 150 more credits.
 A minimum of 60 credits in Upper Division are required. You currently have 14, you still need a minimum of 46 more credits.
 Complete either 150 credits OR 45 of the last 75 credit hours in residence (i.e. at WOU). You have completed 26 of the last 75 at WOU. You still need to complete 19 more credits at WOU in the last 75 credits. The requirement is marked as complete for seniors with 150 or more WOU credits.

<input type="radio"/>	Apply for your Degree	Still needed:	Seniors (135 or more credits) must apply for their undergraduate degree. Apply at least three terms before your intended term of graduation. If necessary change your major prior to applying for graduation.
<input type="radio"/>	Major Requirements	Still needed:	See Computer Science section
<input type="radio"/>	General Education Requirements	Still needed:	See General Education section
<input type="radio"/>	Minimum Credits	Still needed:	See Minimum Credits Required section
<input type="radio"/>	Upper Division	Still needed:	See Upper Division Requirement section

The Legend at the bottom indicates what each icon means:

Legend

<input checked="" type="checkbox"/> Complete	<input type="radio"/> Not complete
<input type="radio"/> Complete except for classes in-progress	<input type="radio"/> Nearly complete - see advisor
<input type="checkbox"/> Prerequisite	@ Any course number
(T) Transfer class	(IP) In-progress
(R) Repeated class	

Scrolling down through the page, Wolfie can examine each different requirement section. For example, here is Wolfie's Upper Division requirement section, followed by a section labeled "Insufficient":

Upper Division Requirement

INCOMPLETE

Credits required: 60 Credits applied: 18 Catalog year: 2022-23 Academic Year GPA: 3.22

Unmet conditions for this set of requirements:

42 Credits needed

A minimum of 60 credits in Upper Division are required. You currently have 18, you still need a minimum of 42 more credits.

Transfer credit where the original course is lower division will not count as upper division credit regardless of how the course transfers to WOU.

	Course	Title	Grade	Credits	Term	Repeated
○ 60 Upper Division Credits are required	CS 340	COMPUTER ETHICS	B+	4	Fall 2019	(R)
	GL 3XX	GERMAN U/D ELECTIVE TRN	B	4	Spring 2021	
Satisfied by:		GERM311 - Intro to German Lit Studies - University Of Washington				
	MUS 381	INTRODUCTION AUDIO PRODUCTION	B-	3	Fall 2018	
	PHL 363	PHILOSOPHY OF MIND	A-	4	Winter 2021	
	ASL 420	SCIOLINGSTCS DEAF COMMUNITIES	B	3	Spring 2022	
Still needed:		42 Credits in @ 3@ or 4@				

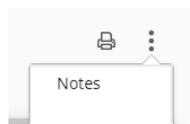
Insufficient

Credits applied: 0 Classes applied: 1

Course	Title	Grade	Credits	Term	Repeated
CS 340	COMPUTER ETHICS	A-	0	Summer 2019	(R)

Since Wolfie took a non-repeatable class more than once, only the credits and grade from the most recent one taken count, and the earlier class populates here in the Insufficient section. If Wolfie had any incompletes, courses not passed, or courses still in progress past their term, those would also appear in this section.

Wolfie can access Notes that have been entered by clicking on the three-dot menu next to the printer icon near the top of the page:



Notes

Created on 10/19/2022

By Advisor, Wolfie's

Wolfie tracks credential completion progress using Degree Tracks!

- Degree Tracks displays the current record. It is recommended that *prior* to registering for courses each term — or any change in curriculum (major, minor, degree-type, ...) — you save a copy of the current audit as a PDF. Then there's something to compare to what's there after new classes have been added. After grades have been posted is another time when saving a PDF copy is recommended.

To save a PDF, click on the printer icon:



Then click on "Open PDF":

Choose dimensions ×

Select dimensions for PDF

PDF dimensions *
Letter - Portrait (8.5 x 11 in) ▾

The PDF will open in a new tab or window for downloading.

- Who can I contact if I have questions about Degree Tracks?
 - Graduation Coordinator (graduation@wou.edu)
 - Office of the Registrar (wou.edu/registrar)

