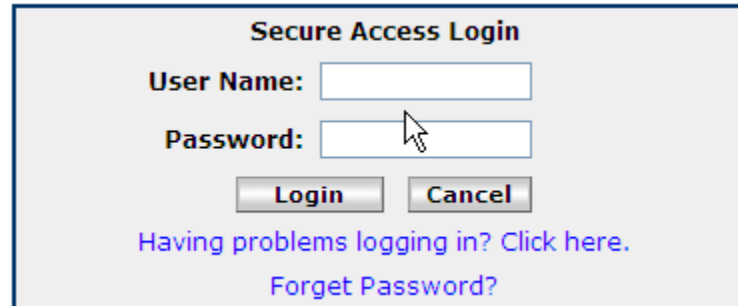


How to view your Degree Audit in Degree Works

1. Log Into my.whittier.edu

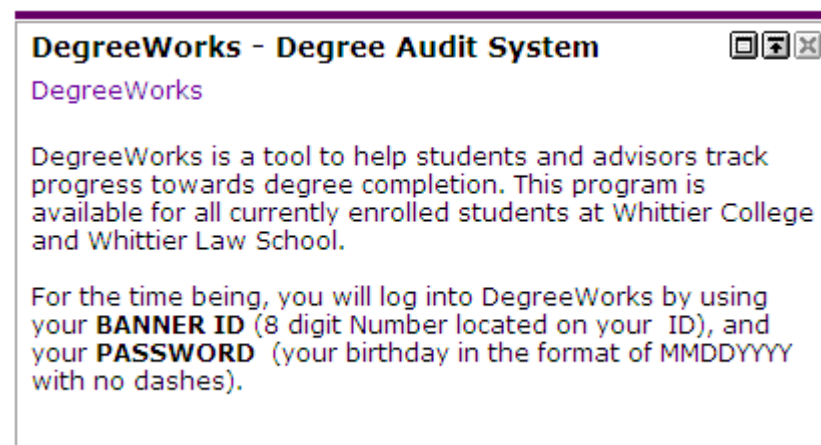


A screenshot of a 'Secure Access Login' form. It features two input fields: 'User Name:' and 'Password:'. Below the fields are two buttons: 'Login' and 'Cancel'. At the bottom, there are two links: 'Having problems logging in? Click here.' and 'Forgot Password?'.

2. Once logged in, click on the "My Info" Tab



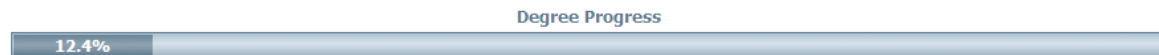
3. Click on "DegreeWorks" Link



4. Log Into DegreeWorks. For the time being, you will log into DegreeWorks by using your **BANNER ID** (8 digit Number located on your ID), and your **PASSWORD** (your birthday in the format of MMDDYYYY with no dashes).

5. Once you are logged in, you will see your Degree Audit. The top of your audit includes general academic information like your major, minor, class level, advisor, acadmic standing etc.

Student View AA737530 as of 06/09/2010 at 22:46			
Student	Whittier, Johnny Law	Placement Test(s)	
ID	20128419	Expected Grad Term	
Degree	BA - Bachelor of Arts	Graduation Status	
Major	ART - Art	Graduation Term	
Minor		Institutional Hours Earned	
Class	01 - Freshman	Transfer Hours Earned	
Admit Term	Summer 2009 -Law School	Overall Hours Earned	
Advisor	Van Ellis, Wayne W	Overall GPA	NaN
Holds		Academic Standing	



Disclaimer
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Legend		
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Completed with registered courses	(T) Transfer Class
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete	@ Wild-Card - Any Subject or Course number
* A Pre-requisite for this course exists		

6. The legend describes the codes you'll throughout the audit. The basic idea of the audit is to make sure that all the requirement blocks are green. Anything not green is incomplete. Below is a description of what the other colors mean:

Legend		
<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Completed with registered courses	(T) Transfer Class
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Nearly complete	@ Wild-Card - Any Subject or Course number
* A Pre-requisite for this course exists		

- a. Not Complete When a requirement is not met, and you are not registered for a course to meet the requirement, the box will be white.
- b. Completed with registered courses When you are registered for a course that will meet a requirement upon completion, the box will be blue and have a tilde “ ~ ” in the box.
- c. Nearly complete When there is a requirement rule that has multiple courses within the requirement, and you are registered for those courses, the box will be blue with a double tilde.
- d. Complete Once a requirement is met, the requirement turns green.

7. The first block in your audit is a summary of all your requirements towards your Degree. You will use the legend above to help you read your audit. For example, you will see that this student has the Foreign Language Requirement met, but still needs to complete the other requirements.

Degree in Bachelor of Arts		Catalog Year: 2008-2009
		GPA: 73.050
Unmet conditions for this set of requirements: 120 credits are required. You currently have 22, you still need 98 more credits. A minimum of 30 credits must be taken in residence. You currently have 22, you still need 8 more credits.		
<input type="checkbox"/> You Must Apply for Graduation	Still Needed:	You must apply for a graduation no later than the Spring Semester of your Junior Year
<input checked="" type="checkbox"/> Foreign Language Requirement		
<input type="checkbox"/> GPA Requirement	Still Needed:	A GPA above 2.0 is required.
<input type="checkbox"/> Liberal Education Program Requirements	Still Needed:	See Liberal Education Program Requirements (2005) section
<input type="checkbox"/> Breadth Requirement	Still Needed:	See Breadth Requirements section
<input type="checkbox"/> GPA in the Major Department	Still Needed:	See GPA in the Major Discipline section
<input type="checkbox"/> 72 credits Outside the Major Discipline	Still Needed:	See 72 Credits Outside the Major Discipline section

8. The next block will tell you if you have completed the Foreign Language Requirement.

Foreign Language Requirement		Catalog Year: 2008-2009
		GPA: 00.000
Students must complete 2 years of High School Foreign Language or the equivalent of 1 year of College Foreign Language.		
<input checked="" type="checkbox"/> Foreign Language Requirement Met		

9. The next block lists the Liberal Education Requirements. If you have transfer courses that work towards these requirements, the box for that particular requirement will be checked. Any remaining requirements will be unchecked and show the requirement as not complete.

Liberal Education Program Requirements (2005)		Catalog Year:	2008-2009
		GPA:	00.000
<input type="checkbox"/> Community I - FWS	Still Needed:	1 Class in @ @ ATTRIBUTE = FWS	
<input type="checkbox"/> Quantitive Literacy - COM1	Still Needed:	1 Class in @ @ ATTRIBUTE = COM1	
<input type="checkbox"/> Writing Intensive Course - COM2	Still Needed:	1 Class in @ @ ATTRIBUTE = COM2	
<input type="checkbox"/> Creative & Performing Arts - COM3	Still Needed:	1 Class in @ @ ATTRIBUTE = COM3	
<input type="checkbox"/> Senior Presentation - COM4	Still Needed:	1 Class in @ @ ATTRIBUTE = COM4	
<input type="checkbox"/> CULTURAL PERSPECTIVES: Take 4	Still Needed:	Choose from 4 of the following:	
<input type="checkbox"/> African - CUL1		(1 Class in @ @ ATTRIBUTE = CUL1) or	
<input type="checkbox"/> Asian - CUL2		(1 Class in @ @ ATTRIBUTE = CUL2) or	
<input type="checkbox"/> Latin American - CUL3		(1 Class in @ @ ATTRIBUTE = CUL3) or	
<input type="checkbox"/> North American - CUL4		(1 Class in @ @ ATTRIBUTE = CUL4) or	
<input type="checkbox"/> European - CUL5		(1 Class in @ @ ATTRIBUTE = CUL5) or	
<input type="checkbox"/> Cross Cultural - CUL6		(1 Class in @ @ ATTRIBUTE = CUL6) or	
<input type="checkbox"/> Languages - CUL7		(1 Class in @ @ ATTRIBUTE = CUL7)	
<input type="checkbox"/> Connections - CON1	Still Needed:	Take at least 2 CON1 courses with the same LIB ED pair code.	
<input type="checkbox"/> Math & Science - CON2	Still Needed:	1 Class in @ @ ATTRIBUTE = CON2	

10. The next block is your major block and lists all the courses required for your designated major. Courses transferred in are designated with a “TR” for the grade (grades do not transfer in).

Major in Art: Art History Track		Catalog Year:	2009-2010	Credits Required:	30
		GPA:	03.100	Credits Applied:	18
Unmet conditions for this set of requirements: 12 Credits needed					
<input type="checkbox"/> Introductory Courses	ART 206	Westrn Art: 15th - 20th C.	TR	3	WC-FALL 2009
	ART 207	Women and the Visual Arts	B	3	WC-FALL 2009
<input type="checkbox"/> Intermediate Courses	Still Needed: 2 Classes in ART 205 or 211				
	ART 362	Art of the Medieval West	A	3	WC-SPR 2010
	ART 366	Art of the Eighteenth Century	REG	(3)	WC-FALL 2010
	ART 369	Age of Dada and Surrealism	C+	3	WC-SPR 2010
Still Needed: 6 Credits in ART 361 or 363 or 364 or 368 or 370 or 381 or 382 or 390					
<input checked="" type="checkbox"/> Advanced Course	ART 392	Seminar in Modern Art	REG	(3)	WC-FALL 2010

11. The next block is the Breadth requirements block.

Breadth Requirements		Catalog Year: 2008-2009
GPA: 00.000		
Of the 120 credits required for graduation, 6 units, from at least two departments, must come from each of the three divisions (Humanities/Fine Arts, Natural Science, and Social Science).		
<input type="checkbox"/> HUMANITIES/FINE ARTS	Still Needed: Choose from 2 of the following:	
<input type="checkbox"/> Art	(3 Credits in ART @) or	
<input type="checkbox"/> English	(3 Credits in ENGL @) or	
<input type="checkbox"/> History	(3 Credits in HIST @) or	
<input type="checkbox"/> Modern Languages	(3 Credits in CHIN @ or FREN @ or JAPN @ or SPAN @) or	
<input type="checkbox"/> Music	(3 Credits in MUS @) or	
<input type="checkbox"/> Philosophy	(3 Credits in PHIL @) or	
<input type="checkbox"/> Religion	(3 Credits in REL @) or	
<input type="checkbox"/> Theatre	(3 Classes in THEA @)	
<input type="checkbox"/> NATURAL SCIENCE	Still Needed: Choose from 2 of the following:	
Courses with a CON2 attribute may NOT be used to complete both the Natural Science Breadth Requirement and the CON2 Liberal Education Program Requirement. If you have completed more than 1 CON2 course, please contact the Office of the Registrar to receive appropriate credit.		
<input type="checkbox"/> Biology	(3 Credits in BIOL @ ATTRIBUTE <> CON2) or	
<input type="checkbox"/> Chemistry	(3 Credits in CHEM @ ATTRIBUTE <> CON2) or	
<input type="checkbox"/> Earth Science	(3 Credits in ES @ ATTRIBUTE <> CON2) or	
<input type="checkbox"/> Environmental Sciences	(3 Credits in ENVS @ ATTRIBUTE <> CON2) or	
<input type="checkbox"/> Mathematics or Computer Science	(3 Credits in MATH @ ATTRIBUTE <> CON2 or COSC @ ATTRIBUTE <> CON2) or	
<input type="checkbox"/> Physics	(3 Credits in PHYS @ ATTRIBUTE <> CON2)	
<input type="checkbox"/> SOCIAL SCIENCE	Still Needed: Choose from 2 of the following:	
<input type="checkbox"/> Business Administration	(3 Credits in BSAD @) or	

12. The next block shows you your GPA in the Major Discipline. This student’s GPA is 0.00 because courses at Whittier College have not been completed yet.

GPA in the Major Discipline		Catalog Year: 2008-2009
GPA: 00.000		
Unmet conditions for this set of requirements: A GPA of at least 2.0 in the Major Discipline is required.		
<input type="checkbox"/> GPA in the 1st Major Discipline	Still Needed: 1 Credit in ART @	

13. **IMPORTANT NOTE:** Please pay close attention to the Disclaimer in the header:

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