

## Introduction

[Video begins]

[Scene displays EKU DegreeWorks webpage]

[Speaker voiceover] DegreeWorks is designed to provide students, advisors, and faculty with a clear and organized presentation of a student's academic record. With DegreeWorks you can check your progress toward degree completion, plan for future courses, and review course history. First, log in to EKU Direct. Then, students go to Student Services, Student Records, and DegreeWorks. Faculty go to Faculty Services, Advisor Menu, and then click on the DegreeWorks link.

When you log in to DegreeWorks, the first screen you will see is the worksheet or audit section. The worksheet displays the student's name, ID, degree, and major at the top followed by other information helpful to students and advisors. Degree progress bars show a graphical representation of the percentage of degree requirements met and credits earned. DegreeWorks groups similar information together in sections. In the next section you can see a block of data which contains additional student information.

The second section shows the summary of degree requirements and indicates the fulfillment status of each requirement.

The third section shows the summary of general education requirements. Each course that has satisfied a Gen Ed requirement is clearly marked. You can also see when the course was taken.

The fourth section is the major summary. You may see a section of supporting requirements specific to certain majors. Courses which satisfy major requirements are displayed as well as major courses currently in progress.

The fifth section lists electives, including those completed at other institutions. This section also shows courses that cannot apply to degree requirements because the courses are insufficient due to grades and/or having been repeated. The last section shows all courses currently in-progress. This includes courses registered for future terms.

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A legend is provided to show you what each symbol on the page means. You can also click on individual courses in the worksheet which reveal additional information about the courses. You should not print your worksheet. You should only print your registration checklist. To do so, go to “format” and select “registration checklist”, then click “view”. This may take a few seconds to load. Once it is loaded, click “print” located at the top of the screen.

For questions about DegreeWorks, click on the “Frequently Asked Questions” tab located at the top of the page.

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