



UNIVERSITY OF SASKATCHEWAN

Degree Works - Frequently Asked Questions

INTRODUCTION

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FAQs for All Students

What is Degree Works?

Degree Works is a degree audit service for students and advisors. The degree audit is a listing of classes completed and required for a student's current program and calendar year and will display the following:

- Student and program information
- Courses and requirements outstanding and completed
- Approximate progress in program based on requirements complete
- Credit Units required and obtained
- Student marks
- Course exceptions
- Course equivalents
- Advisor notes
- Insufficient and repeated classes
- Extra Courses

Degree Works will provide students and advisors the following planning features and functions:

- A What-If feature to allow students and advisors to see how classes taken would fit into another program
- A Look Ahead feature to allow students and advisors to see which requirements may be satisfied by taking particular courses
- A Plan feature to allow students and advisors to plan a course of study for a term, for a year or for a complete program

How can I get help with Degree Works?

Click the Help Tab on the menu bar from any page within Degree Works to access context-sensitive online help for Degree Works. A new window will open that will display help related to that page.

How do I get help with my academic program?

Program related support may be obtained from the advising office in your college or department. Please contact your college or department advising office with any questions related to:

- Course requirements
- Program requirements
- Degree requirements
- Student information errors and omissions
- Course-related errors and omissions

A list of advisors by college is available [here](#).

When should I look at my degree audit?

Your degree audit is available to you anytime you log into PAWS. However, you may wish to make a habit of reviewing it before you meet with your academic advisor to discuss your degree plans, after you register or change classes to ensure what you have selected applies to your requirements appropriately, or after your grades for each term are posted.

Why can I not see an audit for my program?

Degree audits are defined by the catalog year on your student record. If your audit doesn't show the program requirements, please contact your college undergraduate office (or your department if you are a graduate student) to determine if the catalog year on your program should be updated.

What is my Catalog Year?

This is the year that determines what set of degree requirements are being used. It will usually be the year that you started your current program. In some cases, your college could change your Catalog Year if a different set of degree requirements would be beneficial to you.

What is the 'Term / Academic Standing' field used for?

This field will be blank unless you have a previous faculty action. If you have had a previous faculty action, that information will be displayed along with the term. Contact the advising office of your college or department for more information.

What does "Audit date" mean?

This date and time is the last time your audit was updated. It may indicate today's date or a date in the past. If you have made changes to your registration, these changes will appear in your audit the following day. Your audit may also be refreshed by an advisor during important times like registration, graduation, or when you have an academic advising appointment. If your information hasn't changed recently, the date may be in the past.

Note: If you submit a change in major, minor, degree, etc. to your department or college, it may take a few days for that information to be entered by staff and show up in your audit.

Why are the classes I added/dropped today not showing?

The information in Degree Works is updated each night. The "Audit date" shows when your information was last updated. If you have made any changes since that date, they will show on your audit tomorrow.

Why are some of my grades not showing or incorrect?

Check the Grades link in Student Academic Profile in PAWS. If the grade(s) is not in Grades, it could be that the grades have not been submitted or approved yet. Contact the department offering the class to inquire.

If the grade(s) is correct in Grades, it may mean that your audit has not yet been updated since the grade(s) was posted. The information in the audit is updated every night. If the grade is still not there the following day, contact your department.

What are Non-Course Requirements?

These include the standard requirements or tasks for your program that must be completed before you will be able to graduate. These requirements are split into two groups:

1. Program Requirements include such things as Comprehensive Exam and Qualifying Exam.
2. Administrative requirements are things like the recommendation for awarding the degree or permission to use the thesis.
3. The standard requirements for your program will be displayed as soon as you are admitted. As these requirements are completed, they will show as Met in the audit.

If you have any questions about these requirements or their status, contact an Advisor.

I have some classes under “Extra Classes.” What does this mean?

This block displays classes that may not apply to your current program. Please contact your college undergraduate office if you have questions about classes that appear here.

Why is my thesis / project / seminar class under “Insufficient and Repeated Courses”?

Graduate students are required to register in this class in each term of your program and will receive a grade of IP until you have completed it. These registrations will appear in the Insufficient and Repeated Courses section. When you have completed the thesis / project / seminar, that class will show as Met in the section for your major.

I applied for transfer credit. Why is it not showing?

It could be that the transfer credit evaluation has not been completed. Check your PAWS Academic Transcript. Once the courses appear there, they will be in your audit the following day.

I have some transfer credit courses. Where do they show up on my audit?

Specific transfer credits will show up to meet requirements where applicable; “generic” transfer credits will count toward a requirement only where that type of transfer has been deemed acceptable in the requirements. The grade for transfer courses will show as TR or a numerical grade with T on the end (ex: 75T).

My advisor/department chair gave me permission to substitute a class but it’s not showing on my audit. What should I do?

Go to the undergraduate office in your college to discuss with an advisor, or to your department if you are a graduate student.

All my classes are done but the degree progress bar indicates that I’m not 100% complete. What’s wrong?

The degree progress bar estimates how close you are to being done your degree, based on the number of boxes which are checked as being complete in your audit. The boxes are not only associated with the classes, but also with other degree requirements depending on your college. It will not show 100% completion until all boxes are checked. If you have questions about a box that isn’t checked, contact your college or department.

I’ve seen the @ symbol on my degree audit. What does this mean?

The @ symbol is a wild card. If it appears with course numbers (ex: @ 100:499) and means you can take a course numbered from 100-499 from any subject area. If it appears after a subject prefix (ex: PSY @) it means you can take any PSY course. Note: Courses numbered from 100-699 are undergraduate level courses; graduate level courses are numbered from 700-999.

FAQs for Undergraduate Students

My degree, major, minor, classification, or academic standing does not appear or is incorrect. Who should I contact?

Contact the undergraduate student office in your college.

What does Classification mean?

This refers to your year in program.

A course is showing up twice in a list of suggested courses. Why?

Since Degree Works displays equivalent courses into the advice, courses may display twice. This is caused by changes made by departments to course numbers and equivalencies. If you have any questions about course equivalencies, contact the department offering the course.

What does “Except” mean in a list of suggested courses?

Any courses listed after the “Except” cannot be taken to fill the requirement listed.

Why is one class being used to fill a requirement instead of another?

As students register for classes (displayed as ‘In-progress’ on the audit) or pass a class (displayed with a grade on the audit), Degree Works will assign the completed class to a requirement that it can satisfy. The class will be assigned to requirements to distribute all available classes evenly across all requirements (if they meet that requirement). Classes that would be more appropriately assigned to a requirement may be assigned to some other requirement temporarily. As more classes are taken that would more appropriately fulfill these lower-priority requirements, the temporarily displaced class will be assigned to the more appropriate higher-level requirements they were intended to fulfill.

For example, a student in a BA4Y program may have taken several classes to satisfy requirements in B2. Some of these classes may be assigned to meet Requirement B3 or B5 to spread out the available classes among the requirements that remain unsatisfied. As classes are taken to satisfy the B3 and/or B5 requirements, the originally displaced B2 requirement would then be assigned to the B2 requirement it was meant to fulfill. While this tendency is not technically incorrect, it may make planning from the audit difficult. Please consult your advisors if the audit does not appear to be functioning correctly.

A class I took which is supposed to be in my major or program is showing up in my electives. Why?

The University Catalogue changes every year and courses are added, modified, or deleted. The class in question may not be listed as acceptable in your major or program in the catalog year you are in but may have been added as acceptable in a subsequent year in the Catalogue. Contact your undergraduate student office to inquire about the class.

I have averages displayed on my audit. What do they mean?

As averages are being implemented for colleges they will begin appearing in Degree Works. You may have more than one average on your audit. Your program average is near the beginning of the program. Additionally, the minimum average required is displayed and may show averages required for distinction and great distinction.

I repeated a class. What happens on my audit?

One instance of the course may be used towards your requirements in your audit. Other attempts of the course should appear in the “Insufficient and Repeated Courses” block. Contact the undergraduate office in your college if you have questions about how repeated course(s) are appearing on your audit. A class that is repeated will be indicated with an (R) and could be passed and/or failed.

I failed a class. What happens on my audit?

Failed course attempts will show up in the “Insufficient and Repeated Courses” block.

I want to plan my upcoming registration. How do I know what to register in?

Use the Registration Checklist view. This shows you the courses you still need to take.

I need to register in something with an attribute. What does this mean?

Courses offered by the College of Arts & Science will have an attribute of:

- FNAR = Fine Arts Program Type
- HUM = Humanities Program Type
- NASC = Natural Sciences Program Type
- SOCS = Social Sciences Program Type
- SCIE = Science Program Type

Information on what subjects fall under which attributes can be found at <https://programs.usask.ca/arts-and-science/policies.php#MajorsandProgramTypes> under Majors and Program Types.

I want to make sure the classes I'm registering in will fit with my requirements. What's the best way to do that?

The Future classes function in the What-If Analysis is very useful for viewing how your planned classes will fit in your degree requirements.

I want to plan future terms and be able to save the plan. What should I use?

Use the PLANS tab if you want to be able to save the plan you make.

I want to see an audit from a previous academic advising appointment. Where do I find it?

Use the View historic audit drop-down box to look at your past audits. Your advisor may have frozen an audit on the day of your appointment. If one isn't frozen, look for an audit from the day before, or day of your appointment. Degree Works stores the last ten audits per program/major combination (including the current audit) and an unlimited number of frozen audits for review under the View historic audit box.

I'm an Arts and Science student. The Electives section is confusing. What does it mean?

The electives section instructs students to "select a minimum total of X credit units". The wording in the advice refers to a total and this section will go away when you have met the total minimum number of credit units listed in the advice.

I'm an Arts & Science student. What does Minimum Residency (MinRes) mean?

This section checks to ensure the correct amount of credit units are taken in the major through the University of Saskatchewan.

FAQs for Graduate Students

What is the Planner Block?

These are Faculty Approved electives that have been agreed upon between you and your advisor. This section could also include additional required courses and non-course requirements as determined by you and your advisor. If you have chosen your electives, but the Planner Block is not displayed, contact your graduate administrator in your department.

Why are the courses under my Major not the same as in the Planner Block?

The requirements under your Major are taken from the Course and Program Catalogue. These requirements include a certain number of credits at the 800-level. The Planner Block includes the specific courses you have chosen with your advisor. If you have taken more courses than are required, they may be applied to the requirements under your Major. Both the Planner Block and the courses under your Major must be flagged as met before you will be considered to have met the requirements for your degree.

My degree, major, concentration, classification, or academic standing is incorrect. Who should I contact?

Contact the graduate administrator in your department for further information.

Why is a course not being used to meet my program requirements?

The minimum passing grade for a course to be used for a Master's or Ph.D. program is 70%. The minimum passing grade for a course to be used for a Post Graduate Diploma is 60%. Where a student is allowed to use an undergraduate course to meet a program requirement the minimum passing grade is 70%. Courses with grades below these minimums will not be used to meet program requirements.

I want to plan my upcoming registration. How do I know what to register in?

Contact your supervisor.