JAGTRAX: STUDENT INSTRUCTIONS FOR NAVIGATING THE DEGREE AUDIT

OFFICE OF THE REGISTRAR
USER INSTRUCTIONS
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INTRODUCTION
Degree Works is an academic advising and degree audit tool that helps advisors, faculty, and students track their degree progress in real-time. It tracks coursework, grades, GPA requirements, credits and other relevant student data, and displays the information in accordance with program requirements approved via Curriculog. This tool allows advisors, faculty, and students to quickly identify outstanding requirements and make a plan to achieve degree completion on time.

TIPS & NEED TO KNOW INFORMATION
• A major benefit to the Responsive Dashboard is it adapts to screen size making the information easily visible from a mobile device or tablet.
• Audits are refreshed nightly.
• Audits show program requirements from the 2009 catalog forward.
• JagTrax uses “best fit” to determine the best requirement to fulfill with a given course.
• FAQ and other Resources can be found on the menu bar at the top of the degree audit.
• Incorrect major or concentration information will prevent JagTrax from displaying accurate information.

RESPONSIVE DASHBOARD OVERVIEW
A diagram of the items listed below is pictured on page 4.
1. Student Header
2. Degree Progress
3. Degree Audit Blocks
4. Legend
5. Print Audit
6. GPA Calculator & Class History
7. What-If
JAGTRAX: STUDENT INSTRUCTIONS FOR NAVIGATING THE DEGREE AUDIT

Worksheets

Advanced search

Degree progress

Format: Student View

Degree in Bachelor of Arts

Core Curriculum A - E

Major in Integrated Studies, BA

Legend

Complete
Complete (with classes in-progress)
Prerequisite
Repeated class
Not complete
Nearly complete - see advisor
Any course number

Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. The degree audit report should not be used in place of advising. Your academic advisor or the Registrar’s Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar’s Office regarding this degree audit report, your official degree/certificate completion status, or to obtain a copy of your academic transcript.
STUDENT HEADER
The Student Header provides useful information for your record such as degree, major, minor, college, GPA, and advisor.

DEGREE SELECTION
If you have multiple degrees and/or certifications, you can view your additional requirements by selecting the appropriate choice from the Degree drop-down.

1. Select the Degree drop-down in the Student Header.

2. The Degree options will appear. Select the appropriate option.
DEGREE PROGRESS
The Degree Progress shows the percentage complete of your requirements and credits as well as your overall GPA. The Requirements progress will not always equal the Credits progress. Progress will not equal 100% until all the courses and degree requirements have been met.

FORMAT SELECTION
The default format is Student View. You can change the format of the audit by selecting the Format drop-down.
- Student View: The default and most frequently used format. Displays a detailed view of your degree requirements.
- Graduation Checklist: Displays which courses fulfilled each requirement and which requirements are still outstanding.
- Registration Checklist: Displays completed requirements and outstanding requirements with suggested registration to fulfill them.

DEGREE AUDIT BLOCKS
The Degree Audit is divided into multiple sections called blocks. The blocks will show your progress towards your degree. Each block header includes the number of credits applied from that block, the catalog year, and if the requirements of the block have been completed. The first block is the Degree Overview. It shows a summary of the main components necessary to obtain the degree. The subsequent blocks show the credits that have been completed and how they have been completed. They also show incomplete requirements and instructions for how to complete them.
### Degree in Bachelor of Arts

- Minimum of 120 credits, excluding Wellness, for degree
- Minimum of 39 credits in upper division courses
- Minimum of 30 credits in upper division AU courses
- Minimum of 30 credits taken at Augusta University
- You meet the minimum GPA requirement
- Legislative - Constitution - GA
- Legislative - Constitution - US
- Legislative - History - GA
- Legislative - History - US

#### Core Curriculum
- **Still needed:** See Core Curriculum A - E section

#### Major Required
- **Still needed:** See Major in Integrated Studies, BA section

#### Physical Education Requirement

---

**COLLAPSE & EXPANDING BLOCKS**

1. You can collapse the blocks for quick navigation through the audit. Select Collapse all to collapse all the blocks in the audit.
2. Select Expand all to expand all the blocks in the audit for a detailed view all each block. You can expand the blocks for quick navigation through the audit.

**COMPLETED REQUIREMENTS**
Requirements that you have completed are denoted by a green check mark. The course name, grade, number of credits, and term the course was taken are to the right of the requirement.

- Communications
  - COMM 1100
  - Fund. of Human Communication
  - E
  - 3
  - Spring 2018

**INCOMPLETE REQUIREMENTS**
Requirements that you have not completed are denoted by a red circle. The course that is still needed to satisfy the requirement is listed to the right. The @ symbol means any course number with the designated prefix will satisfy the requirement.

- College Algebra or Intro to Math Modeling
- Still needed:
- 1 Class in MATH 1101 or 1111 or 1113

**IN-PROGRESS REQUIREMENTS**
Requirements that you currently have in-progress are denoted by a blue half-filled circle. The courses you have registered for, number of credits, and term are to the right of the requirement.

- Additional Science
  - ASTR 1000
  - Intro to the Universe
  - IP
  - (4)
  - Fall 2021
COURSE INFORMATION

1. Select the name of the course, to get more information about a course that will satisfy a requirement.
   *Note: The check mark icon next to the course name denotes a prerequisite is needed.

   College Algebra or Intro to Math Modeling
   Still needed: 1 Class in MATH 1101 or 1111 or 1113

2. The Course Information window will appear. You will see prerequisite information, course information, and the sections that are scheduled for a current or upcoming term.

   Course Information

   MATH 1113 - 3 Credits - Precalculus Mathematics

   A rigorous study of polynomial, exponential, logarithmic, and trigonometric functions, primarily intended to prepare science and mathematics majors for calculus. STEM GPA Eligible Course

   Prerequisites:
   (MAT 107 with a minimum grade of C or MATH 1111 with a minimum grade of C)

FALL THROUGH

The Fall Through block lists any courses that are not currently used to fulfill specific degree requirements. However, the grades and credit hours will factor into your overall GPA and total credit hours earned.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
<th>Repeated</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 2111</td>
<td>Calculus &amp; Analy. Geometry I</td>
<td>D</td>
<td>4</td>
<td>Fall 2018</td>
<td>(R)</td>
</tr>
<tr>
<td>POLS 3101</td>
<td>Comparative Euro. Governs</td>
<td>C</td>
<td>3</td>
<td>Spring 2020</td>
<td></td>
</tr>
</tbody>
</table>
INSUFFICIENT
The Insufficient block lists any courses that did not meet the minimum grade or some other requirement and cannot be used in the audit.

<table>
<thead>
<tr>
<th>Insufficient</th>
<th>Credits applied: 0</th>
<th>Classes applied: 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
<td>Grade</td>
</tr>
<tr>
<td>BIOL 1107</td>
<td>Principles of Biology I</td>
<td>W</td>
</tr>
<tr>
<td>HIST 3441</td>
<td>African-Amer Hist since 1877</td>
<td>W</td>
</tr>
<tr>
<td>HIST 3491</td>
<td>Military History of the US</td>
<td>W</td>
</tr>
<tr>
<td>MATH 2011</td>
<td>Calculus &amp; Analy. Geometry I</td>
<td>W</td>
</tr>
</tbody>
</table>

IN-PROGRESS
The In-Progress block lists all the courses you are currently registered for and all future registration.

<table>
<thead>
<tr>
<th>In-progress</th>
<th>Credits applied: 13</th>
<th>Classes applied: 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>Title</td>
<td>Grade</td>
</tr>
<tr>
<td>ASTR 1000</td>
<td>Intro to the Universe</td>
<td>JP</td>
</tr>
<tr>
<td>CRJU 4162</td>
<td>Race, Crime, &amp; Justice</td>
<td>JP</td>
</tr>
<tr>
<td>POLS 2101</td>
<td>Introduction to Pol. Science</td>
<td>JP</td>
</tr>
<tr>
<td>PSYC 2101</td>
<td>Intro to Psych. of Adjustment</td>
<td>JP</td>
</tr>
</tbody>
</table>

EXCEPTIONS
The Exceptions block displays any exceptions placed on your degree audit.

<table>
<thead>
<tr>
<th>Exceptions</th>
<th>Type</th>
<th>Description</th>
<th>Created on</th>
<th>Created by</th>
<th>Block</th>
<th>Enforced</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply Here</td>
<td>MATH 2210 applied to Area D</td>
<td></td>
<td></td>
<td></td>
<td>Core Curriculum</td>
<td>Yes</td>
</tr>
<tr>
<td>Also Allow</td>
<td>HIST 3431 applied to Social Studies Specialization</td>
<td></td>
<td></td>
<td></td>
<td>Major in Middle Grades Education, BSED</td>
<td>Yes</td>
</tr>
</tbody>
</table>

NOTES
The Notes block displays any notes entered by an advisor.
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LEGEND
At the bottom of the audit, you will see a legend that explains the icons found in the degree audit.

**Print Your Degree Audit**
Select the Print icon at the top of the Degree Audit Worksheet to print your audit. The print options will appear.

**GPA Calculator & Class History**
At the bottom of the audit, you will see a legend that explains the icons found in the degree audit.

**GPA Calculator**
The GPA Calculators are designed to deliver insights into academic performance and program completion to help you set realistic short and long term goals.

1. Select the Ellipsis at the top right corner of the screen, then select GPA Calculator.
2. The GPA Calculator window will appear with tabs for the three types of GPA Calculators: Graduation, Term, and Advice.

**Graduation**
The Graduation Calculator is used to estimate the average GPA you will need to maintain in your remaining terms to graduate with a desired GPA. This calculator can be helpful if you would like to graduate with specific honors.

1. Your current GPA, number of credits remaining, and number of credits required are listed. Enter the GPA you would like to earn upon graduation in the Desired GPA field. Then select Calculate.

---

### GPA Calculator

Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal. The pre-populated GPA is the overall GPA. To see results for a different GPA, you may manually type in the fields.

- **Current GPA**
  - 2.40

- **Credits remaining**

- **Credits required**

- ** Desired GPA**
2. The average GPA you must maintain to graduate with the desired GPA will be listed at the top of the window.

GPA Calculator

<table>
<thead>
<tr>
<th>Graduation Calculator</th>
<th>Term Calculator</th>
<th>Advice Calculator</th>
</tr>
</thead>
</table>

You need to average a 2.76 over your final 33 credits to graduate with your desired GPA.

| Current GPA | 2.40 |
| Credits remaining | 33 |
| Credits required | 120 |
| Desired GPA | 2.50 |

3. Select Recalculate if you would like to input another desired GPA.

**Term**

The Term Calculator will estimate your GPA based on anticipated grades for in-progress courses.

1. Select Term Calculator form the tab menu.

GPA Calculator

| Graduation Calculator | Term Calculator | Advice Calculator |

Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your term.

2. The current GPA, credits earned, and in-progress courses are listed. Use the grade drop-downs to select the anticipated grade for each course.
3. If needed, select Add Course or select the trash icon to delete a course that is listed.
4. Once all the courses and anticipated grades are listed, select Calculate.
5. Your estimated GPA will be listed at the top of the window.
6. Select Recalculate to modify the anticipated grades.
Advice
The Advice Calculator will show how many credits must be earned with certain grade averages to achieve a desired GPA.

1. Select Advice Calculator form the tab menu.

   GPA Calculator

   Graduation Calculator Term Calculator Advice Calculator

   Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining coursework.

2. Your current GPA and credits earned are listed. Enter your desired GPA, the select Calculate.

   GPA Calculator

   Graduation Calculator Term Calculator Advice Calculator

   Enter your desired GPA at graduation to see the grades you need to earn to achieve that goal. The pre-populated GPA is the overall GPA. To see results for a different GPA, you may manually type in the fields.

   Current GPA *
   2.40

   Credits earned *
   116

   Desired GPA *

   CALCULATE

3. Your estimated GPA will be listed at the top of the window.

4. Select Recalculate to modify the anticipated grades.
CLASS HISTORY

Class History provides a term-by-term summary of the courses you have taken and the grades you earned.

1. Select the Ellipsis at the top right corner of the screen, then select Class History.

2. The Class History window will appear with a chronological list of courses you have taken.
WHAT-IF ANALYSIS
1. Use the drop-downs to select the appropriate information for the program and areas of study you are considering. If needed, select Additional Areas of Study. Once complete, select Process.
*Note: Use current curriculum can be selected if you would like to add a program to your record. If you do not want to include the current curriculum, you
can deselect the check box for this option

2. The What-If Analysis will appear with the alternative program’s requirements and your progress towards the requirements.
3. The What-If Analysis will collapse once the analysis is processed. Select the drop-down arrow to expand the What-If Analysis block to reset the option and re-process, to view a different analysis.

**FUTURE CLASSES**
The Future Classes section in the What-If Analysis has replaced the Look Ahead tool. You can create a What-If Analysis to see if a course will meet your current program requirement.
1. Select the Use Current Curriculum check box.
2. Enter the Subject and Number for the future class.
3. Add as many courses as desired, by clicking Add and updating the course listing, then select Process.

4. The Student Audit will appear. Scroll through the audit to see where the courses appear and if they meet your program requirements.

CONTACT
If you have any additional questions, please contact our office at jagtrax.augusta.edu.