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.
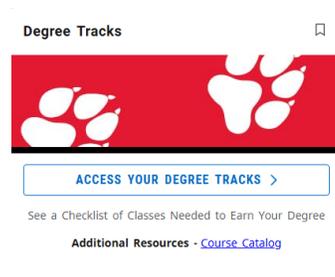
How do I access Degree Tracks?

You can access Degree Tracks through your student portal using either of the following methods:

- Click the Degree Tracks app icon directly on the dashboard.

- Open Experience, navigate to the Degree Tracks card, and click Access Your Degree Tracks.

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

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):

For example, the Graduation Checklist format uses icons to show the status of various requirements:

The Legend at the bottom indicates what each icon means:

Legend

⊘	Complete	◯	Not complete
◑	Complete except for classes in-progress	⊙	Nearly complete - see advisor
☑	Prerequisite	@	Any course number
(T)	Transfer class	(IP)	In-progress
(R)	Repeated class		

By default, Degree Tracks includes both in-progress and preregistered courses. To see how many credits have been completed, uncheck those boxes, then click Process:

Academic   What-If

View historic audit
10/19/2022 at 9:04 AM UG/BA

Format
Student View   ☐ In-progress classes ☐ Preregistered classes **PROCESS**

Scrolling down through the page, Wolfie can examine each different requirement section. Here is Wolfie's Upper Division requirement section (as it appears using Student View):

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
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)

Notice the Insufficient section. 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 a chronological list of courses, by clicking on the three-dot menu next to the printer icon near the top of the page:
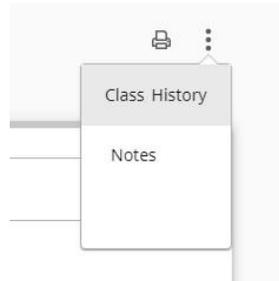
Wolfie can use that same menu to view notes that have been entered:
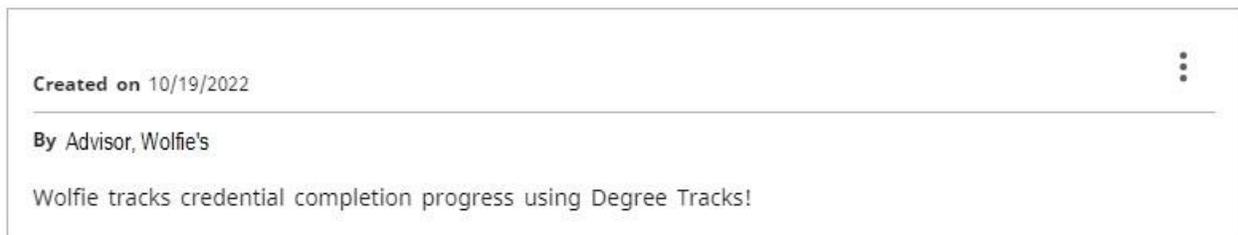
It is recommended that *prior* to registering for courses each term — or any change in curriculum (major, minor, degree-type, …) — you save a copy of the current audit as a PDF. Then there's something to compare to what's there after new classes have been added. After grades have been posted is another

time when saving a PDF copy is recommended. To save a PDF, click on the printer icon:

Then click on "Open PDF":
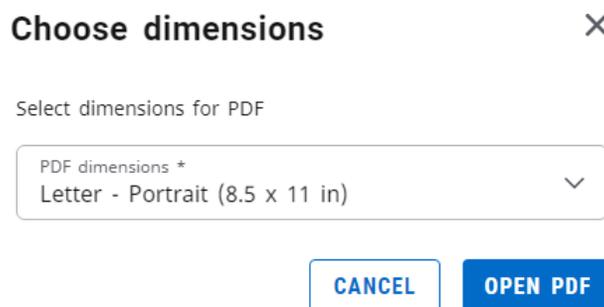
The PDF will open in a new tab or window for downloading.

That's a lot of information to process! Who can I contact if I have questions about Degree Tracks?

- ▪ Email the Graduation Coordinator: graduation@wou.edu
- ▪ Visit the Office of the Registrar: wou.edu/registrar