

# 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.

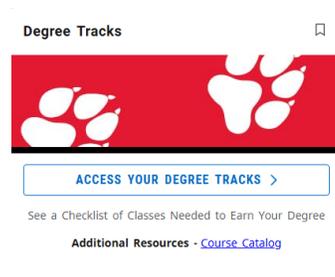
## How do I access Degree Tracks?

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!

**WOLF** WORKSHEETS Wolfie's Advisor

Student ID: [Redacted] Name: Wolfie Degree: Bachelor of Arts

Advanced search

Level Undergraduate Classification Freshman Major Creative Production College Coll Of Liberal Arts-Science

Catalog Year Fall 2021 Advisors Advisor, Wolfie's Holds 0 Institutional GPA 3.30

Academic Standing Good Academic Standing

Academic What-If View historic audit 10/18/2022 at 10:08 ...

Format Student View

In-progress classes  Preregistered classes **PROCESS**

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):

The screenshot shows the top navigation bar with the WOU logo, 'WORKSHEETS', 'EXCEPTIONS', and 'ADMIN' links. On the right, there is a user profile for 'Wolfie's Advisor'. Below this is a search area with a 'Student ID' field (masked with dots), a 'Name' field containing 'Wolfie' with a wolf icon, and a 'Degree' dropdown menu. The dropdown menu is open, showing options: 'Bachelor of Arts' (highlighted), 'Bachelor of Science', and '~Certificate'. Below the search area, there are tabs for 'Level' (Undergraduate), 'Classification' (Freshman), 'Major' (Creative Production), and 'College'. Other fields include 'Catalog Year' (Fall 2021), 'Advisors' (Advisor, Wolfie's), 'Holds' (0), and 'Inst'. At the bottom, 'Academic Standing' is listed as 'Good Academic Standing'.

This screenshot shows a navigation menu with 'Academic' and 'What-If' options. Under 'Academic', there are four sub-items: 'Registrar Report', 'Student View', 'Graduation Checklist' (which is highlighted in blue), and 'Registration Checklist'. To the right of the menu is a 'Degree progress' section. It features two circular progress indicators: one for 'Requirements' at 16% and one for 'Credits' at 17%. Below these is the 'Overall GPA' listed as 3.30.

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

The screenshot displays the 'Bachelor of Science' graduation checklist. At the top, it says 'Bachelor of Science' followed by a red 'INCOMPLETE' badge. Below this, it shows 'Credits required: 180', 'Credits applied: 30', 'Catalog year: 2021-22 Academic Year', and 'GPA: 2.96'. A section titled 'Unmet conditions for this set of requirements:' lists several conditions with explanatory text. Below this is a list of requirements, each with an unselected radio button icon, the requirement name, and the status 'Still needed:' followed by a link to the relevant section.

Requirement	Status	Action
Apply for your Degree	Still needed:	Seniors (135 or more credits) must apply for their undergraduate degree. Apply at least three terms before your intended term of graduation. If necessary change your major prior to applying for graduation.
Major Requirements	Still needed:	See <a href="#">Computer Science</a> section
General Education Requirements	Still needed:	See <a href="#">General Education</a> section
Minimum Credits	Still needed:	See <a href="#">Minimum Credits Required</a> section
Upper Division	Still needed:	See <a href="#">Upper Division Requirement</a> section

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	
<b>Satisfied by:</b> 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	
<b>Still needed:</b> 42 Credits in @ 3@ or 4@					

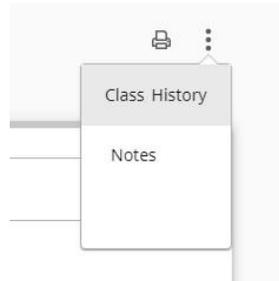
**Insufficient**

Credits applied: 0 Classes applied: 1

Course	Title	Grade	Credits	Term	Repeated
CS 340	COMPUTER ETHICS	A-	0	Summer 2019	(R)

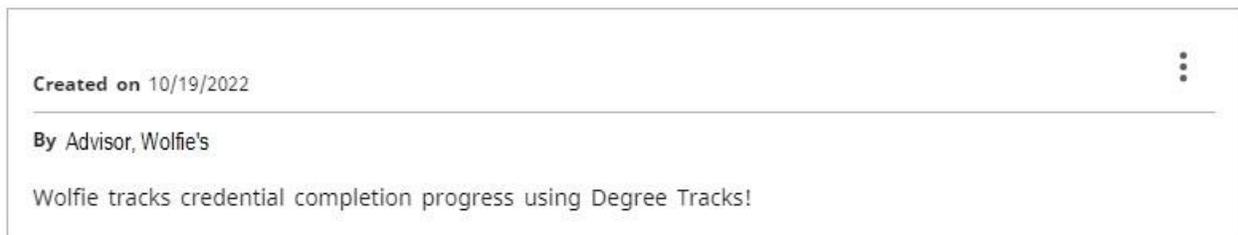
Notice the Insufficient section. Since Wolfie took a non-repeatable class more than once, only the credits and grade from the most recent one taken count, and the earlier class populates here in the Insufficient section. If Wolfie had any incompletes, courses not passed, or courses still in progress 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:

## Notes

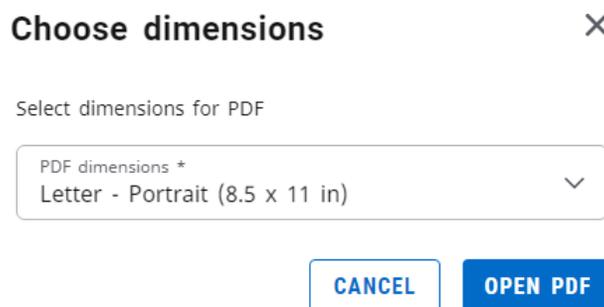


It is recommended that *prior* to registering for courses each term — or any change in curriculum (major, minor, degree-type, ...) — you save a copy of the current audit as a PDF. Then there’s something to compare to what’s there after new classes have been added. After grades have been posted is another



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](mailto:graduation@wou.edu)
- Visit the Office of the Registrar: [wou.edu/registrar](http://wou.edu/registrar)

