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1. Log into Trailhead.

2. Click on the Degree works icon at the bottom left-hand corner of the page. This will take you into the Degree Works landing page within Trailhead. This is also where you would to submit a Support Request if you experience technical issues with Degree Works (this will be mentioned again at the end of this guide).

3. Next, click the blue Dashboard button in the 'Responsive Dashboard' portlet. This will take you into Degree Works.

Responsive Dashboard

Students admitted fall 2020 or students who changed their catalog year to fall 2021 or later.
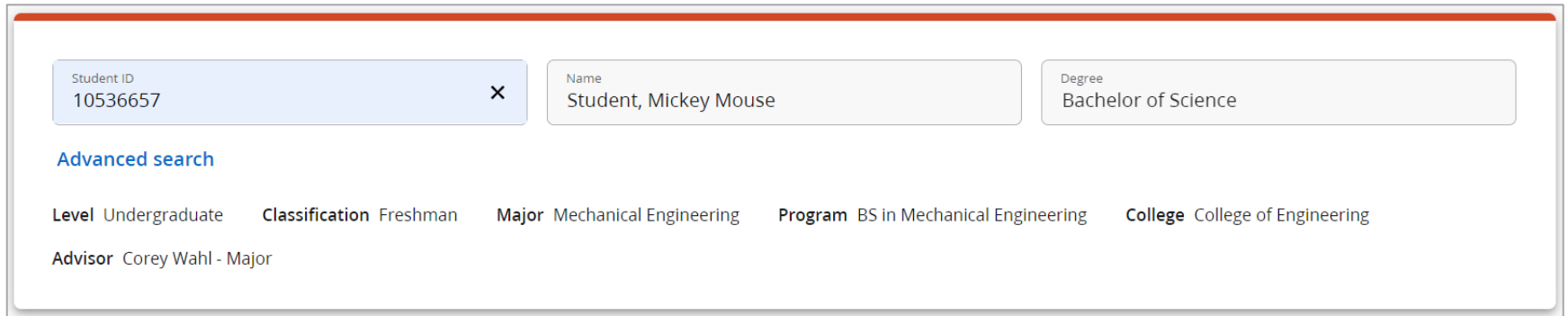
[Dashboard]

Responsive Dashboard is the primary user interface in Degree Works for students, advisors and other users to process and view individual degree audits, run what-if scenarios, add and view notes and petitions, manage exceptions processing and create and track educational plans.

Students, if you are experience issues running a degree audit, please contact your advisor.

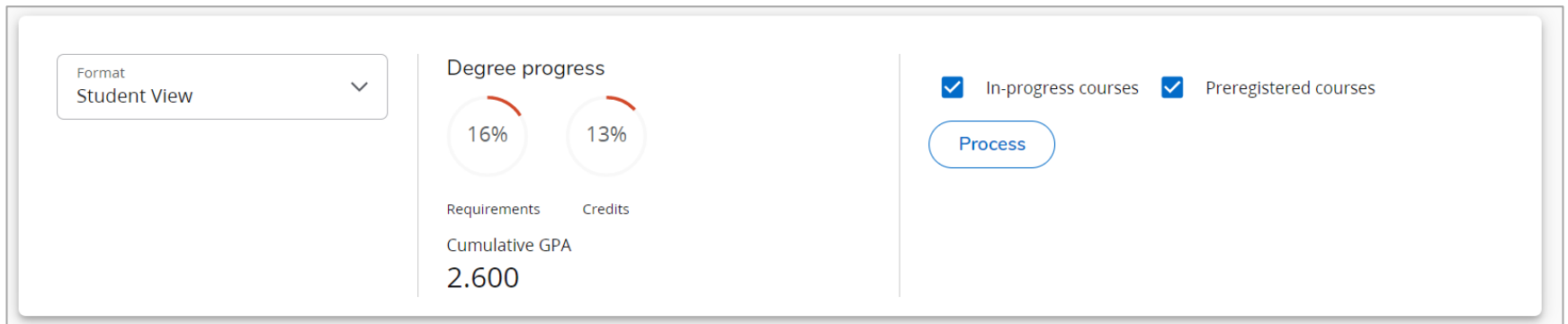4. To view your degree audit, enter your Student ID. Then hit Enter.

Student ID

5. Once you are logged in you must first refresh the audit by clicking the data refresh icon at the top left hand corner 🗘 . This will ensure you have the most up-to-date information on your degree audit.

6. The top section of the audit will display your student information, such as degree, major, credits, and GPA. If you have multiple degrees you can toggle between them.

Student ID 10536657 ✕	Name Student, Mickey Mouse	Degree Bachelor of Science

Advanced search

Level Undergraduate   **Classification** Freshman   **Major** Mechanical Engineering   **Program** BS in Mechanical Engineering   **College** College of Engineering

Advisor Corey Wahl - Major

7. The section just below that you can see a degree progress bar, and on the right of that you can deselect the in-progress and pre-registered courses if you wish to not have them display in the audit. If you deselect either option be sure to click the process button to display a new audit.

Format Student View ⌄	Degree progress 16% 13% Requirements Credits Cumulative GPA 2.600	☑ In-progress courses ☑ Preregistered courses Process

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8. The Degree section lists all of the requirements a student must meet to graduate. This includes minimum overall credits, minimum upper division credits, and GPA requirements.

Degree in Bachelor of Science INCOMPLETE ^

Credits required: 134.5   Credits applied: 17   Catalog year: 2020-2021   GPA: 2.600

○ 134.5 Credits Required	**Still needed:**	You currently have 17 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 117.5 additional credits and all graduation requirements.
○ 30.0 Credits in Upper Division Coursework Earned through Mines	**Still needed:**	You have taken 0 upper division credits. You still need a minimum of 30 more upper division credits.
⊘ Minimum 2.0 Overall GPA met		
○ Core Requirements	**Still needed:**	See **Core Requirements** section
○ Major Requirements	**Still needed:**	See **Major in Chemical Engineering** section

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9. If you are an undergraduate student you will see the Core Requirement section that shows the courses required to meet the core requirements for your program.

   a. If the requirement is met, there is a green check mark next to the requirement. The course and grade earned will also be displayed, along with the term when it was completed. If the requirement has not been met you will see a red circle and a list of the courses that will meet that requirement.

Core Requirements INCOMPLETE

Credits required: 60.5   Credits applied: 16.5   Catalog year: 2020-2021   GPA: 2.544

		Course	Title	Grade	Credits	Term
Not complete →	○ 60.5 Core Credits Required	Still needed:	You currently have 16.5 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 44 additional credits and all core requirements.			
	○ CORE CURRICULUM					
Complete →	⊘ CALC FOR SCI & ENGRS I (MA1)	MATH 111	CALC FOR SCI & ENGRS I (MA1)	B	4	Fall 2019

   b. If the course is in-progress, or pre-registered for, you will see a blue symbol and the course that will be fulfilling that requirement, and if you see the @ symbol next to a course it means it can be any course in the subject.

		Course	Title	Grade	Credits	Term
◑	PRIN OF CHEMISTRY I (SC1)	CHGN 121	PRIN OF CHEMISTRY I (SC1)	REG	(4)	Fall 2020
◑	PHYSICS I- MECHANICS (SC1)	PHGN 100	PHYSICS I- MECHANICS (SC1)	REG	(4.5)	Fall 2020
○	PHYSICAL ACTIVITY REQUIREMENT	PAGN 298A	SP TPS: SRC WORKOUT	REG	(0.5)	Fall 2020
Complete except for courses in-progress	Still needed:	3 Courses in PAGN @ ← Any course number				

10. Both undergraduate and graduate students will see the major section. This is very similar to the Core Requirement section but it lists the courses needed to meet the major's requirements.

Metallurgical & Materials Engineering   INCOMPLETE

Credits required: 63   Credits applied: 13   Catalog year: 2020-2021   GPA: 0.000

Unmet conditions for this set of requirements: You have not satisfied your 2.0 GPA in these classes
Your GPA in MTGN classes is 0.000

	Course	Title	Grade	Credits	Term
○ 63.0 Major Credits Required	Still needed:	You currently have 13 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 50 additional credits and all major requirements.			
○ MAJOR REQUIREMENTS					
○ STATICS	Still needed:	1 Course in CEEN 241 ✅			
○ MECHANICS OF MATERIALS	Still needed:	1 Course in CEEN 311 ✅			

11. The Courses Not Applied section lists courses that have a satisfactory grade but are not required anywhere in the audit. These are the extra classes that you took that will not be applied to your degree.

Courses Not Applied

Credits applied: 12.5   Courses applied: 5

Course	Title	Grade	Credits	Term
CSM 101	FRESHMAN SUCCESS SEMINAR	REG	(0.5)	Fall 2020

12. There are four more sections in the degree audit: insufficient, in-progress, exceptions, and notes.

   a. Insufficient section (not listed below) lists the courses that received a grade, but do not satisfy the degree requirements. This will be courses a student withdrew from, or received a D or lower in.

   b. The in-progress section shows the classes you are currently taking.

   c. The exceptions section shows all exceptions an advisor has applied to the degree audit.

   d. The notes section will be notes the advisor places on the student's degree audit.

In-progress

Credits applied: 16.5   Courses applied: 6

Course	Title	Grade	Credits	Term
CHGN 121	PRIN OF CHEMISTRY I (SC1)	REG	(4)	Fall 2020

Exceptions

Type	Description	Created on	Created by	Block	Enforced
Also Allow	Test	10/18/2020	Stansbury, Kendra O	Core Requirements	Yes

Notes

Description	Created on	Created by
Academic Coaching Academic Advising TEST	10/18/2020	Stansbury, Kendra O

13. At the very bottom of the degree audit you will see the Legend with a description of what each symbol means on your audit.

Legend					
⊘ Complete	◯ Not complete	ⓘ Complete except for courses in-progress	ⓘ Nearly complete - see advisor	☑ Prerequisite	@ Any course number

14. Back at the top of the degree audit, click 'What-If'. This allows students to explore options of changing a major, minor, or ASI. This is a hypothetical audit showing how your courses fit into a different area of study.

15. There are several options to choose from in the What-If Analysis. Once you select the area of study you are interested in, click the Process button. This what-if audit will contain all the same areas as the official audit but with the selected programs requirements.
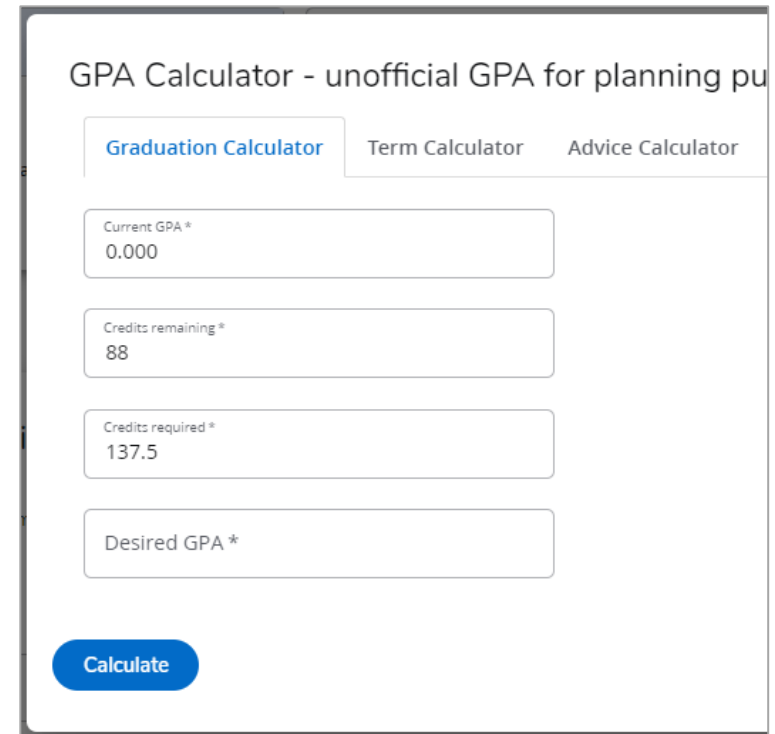
16. In the top right hand corner of the page you will see a print symbol that allows you to print the degree audit, an envelope that allows you to email your advisor, and the vertical ellipsis, or three dots. If you select the ellipsis it will display several options, GPA calculator and course history.
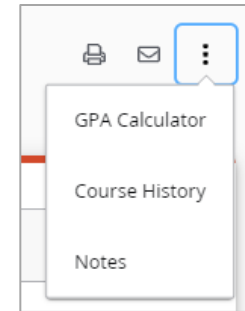
17. When you click on GPA calculator you will notice there are three options.*

    a. The **Graduation Calculator** helps students determine the average they need from their final credits to get the desired GPA.

    b. The **Term Calculator** allows students to add their current term courses, the amount of credits, and desired grade for those courses. The calculator outputs what their overall GPA will be if they receive those desired grades.

    c. The **Advice Calculator** allows students to enter a desired GPA and will output the amount of credits for a certain grade that is needed to achieve that GPA.

*It is important to note that if this is your first semester at Mines, you will not be able to get accurate information using these calculators based on the current Degree Works GPA set up. You are encouraged to use the GPA calculator on the Registrar's website.

GPA Calculator
Course History
Notes

GPA Calculator - unofficial GPA for planning pu

Graduation Calculator | Term Calculator | Advice Calculator

Current GPA *
0.000

Credits remaining *
88

Credits required *
137.5

Desired GPA *

Calculate

18. **Course History** shows an overview of all course work a student has completed. This will also list all transfer courses.

Course History

Fall 2017

Course	Title
CHGN 121	PRIN OF CHEMISTRY I (SC1)
CSCI 101	INTRO TO COMPUTER SCIENCE
CSM 101	FRESHMAN SUCCESS SEMINAR
LAIS 100	NATURE & HUMAN VALUES
MATH 111	CALC FOR SCI & ENGRS I (MA1)
PAGN 101	PHYSICAL EDUCATION

19. **Notes** is where you will go to insert a note. It will also be where you go to delete the notes you have created.

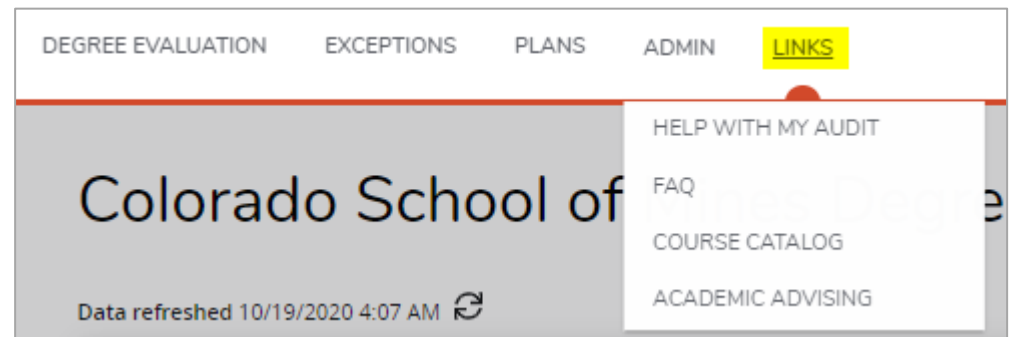
Notes

Created on 10/19/2020

By Stansbury, Kendra O

TEST

View note

Edit note

Delete note

Add a new note

20. The **Links** tab at the very top of the page has links to the Degree Works web-page, FAQs, the Mines catalog, and a link to the CASA home page.

DEGREE EVALUATION   EXCEPTIONS   PLANS   ADMIN   LINKS

Colorado School of

Data refreshed 10/19/2020 4:07 AM

HELP WITH MY AUDIT

FAQ

COURSE CATALOG

ACADEMIC ADVISING

Other important things to know:

- If you have questions about your degree audit you should meet with your advisor.
- If it is an issue related to your transfer courses please email transfer@mines.edu.
- If there is an issue with a course exception, registration, or a grade on your audit, please email registrar@mines.edu.