

GENERAL INFORMATION

What is DegreeWorks?

DegreeWorks is a Web-based tool for students to monitor their academic progress toward degree completion. It lists your degree requirements and the courses that you have completed and/or are registered for, and how they apply to your program. DegreeWorks allows students and their counselors to plan future academic coursework.

Who can use DegreeWorks?

All students who started at Kalamazoo Valley during Fall 2012 and after, and are using the 2012-2013 catalog or later can use DegreeWorks to check their progress toward degree completion. Registered students who are continuing in a major from prior to Fall 2012 can still use DegreeWorks to check their record against current catalog requirements by using the "What If" feature. (If this is the case, please be sure to check with a counselor about requirements that are specific to the catalog year in which you started.) Counselors and selected staff may also access your audit.

How can I update my information?

You cannot update course or program information in DegreeWorks. To change your program, contact a counselor.

Is my information confidential?

Yes. Like other processes you use through My Valley, DegreeWorks is accessed through your secure log in. Remember that counselors and selected staff will be able to view the information contained in DegreeWorks.

Can I register for classes in DegreeWorks?

No. DegreeWorks is a snapshot of completed, in-progress, and planned courses. Registration will continue to be handled through the Registration Link in your My Valley account.

How is DegreeWorks different from my Transcript?

Your DegreeWorks audit is a tool to provide you with academic information related to your degree progress. It displays courses required and completed in your degree program. Your transcript is your official academic record and provides a chronological list of courses completed and other academic information.

How current is my information in DegreeWorks?

The information in DegreeWorks is refreshed each night. Any changes made today will be seen in DegreeWorks the next day. (e.g., grade changes, classes added/dropped, changes to your program.)

Why isn't my information up-to-date?

There could be several reasons. One is that DegreeWorks may not have refreshed since a change was made (the information is refreshed nightly). Second, there could be some paperwork that needs to be completed. For example, if you have completed transfer courses, it is possible that Kalamazoo Valley has not received an official transcript. Check with a counselor if your transcript or audit does not reflect transfer work you have completed, or if you have other questions regarding your audit.

Worksheet Audit Information

What is a Worksheet Audit?

A worksheet audit is the first thing that comes up when you enter DegreeWorks. The worksheet is a review of past and current coursework that provides information on completed and outstanding requirements necessary to complete your degree. The audit is divided into block requirements such as Degree, Major, and General Education. Each block works like a checklist. The boxes are automatically checked when a requirement is met. There are three formats within the Worksheet – Student View, Graduation Checklist, and Registration Checklist.

What do I do if my program listed is incorrect?

If your program/major is listed incorrectly, contact a counselor to have your information updated.

How do I know what classes I need to take?

Your audit will outline courses still needed to meet your program requirements. You may then use this information to discuss your plan with a counselor.

When should I look at my degree audit?

You should review your audit several times per semester:

- Before you meet with a counselor.
- After you register for classes to ensure that the courses you selected apply towards your degree.

- After your grades are posted each semester
- Any time you make a change to your schedule or major.

What do I do if I believe my academic information or audit is incorrect?

Consult with a counselor for a review of your audit.

What does it mean when all of the boxes on my audit are checked?

This potentially means that you have met the graduation requirements for your degree. See a counselor for a final review of your information.

How do I Petition to Graduate?

The Graduation Petition is located in your My Valley account under “Graduation Info/petition.”

WHAT IF FEATURE

What is the “What If” feature?

“What if” is an option on the audit that allows you to look at how the courses you have taken would apply toward programs other than the one you are in currently. *It does not change your major* or your course history; it just allows you to see how your courses would apply if you decided to change your program. It is also used by students who matriculated before Fall 2012 to check their progress against the current catalog requirements.

Can I save a “What If” scenario?

No. “What If” plans are not saved in DegreeWorks, however, you can print it out to save a copy. You would need to run a new “What If” scenario next time you log in to see it again.

If I like what I see in a “What If” scenario, how do I initiate the changes?

Always speak with a counselor first. After consulting with the counselor, they will be able to make the requested change.

The program I am interested in is not listed as an option in “What-If.”

It is possible that the program you are searching for has been eliminated or is not listed in “What If” for other reasons. Contact a counselor for information and clarification.

LOOK AHEAD FEATURE

How do I use the “Look Ahead” feature?

To see an audit showing a course you plan to register for in future terms, use this form to enter the subject code and number of each anticipated course. (For example, SOC 102). Once you have created your list of courses, click on the Process New button.

GPA CALCULATORS

What does each of the Calculators do?

- The Graduation Calculator estimates the average grade/GPA you need to earn in your remaining classes to achieve a desired overall GPA.
- The Term Calculator estimates the impact of your expected grades in your current classes on your overall GPA.
- The Advice Calculator estimates the number of credits you need to complete at certain grade levels to reach your desired GPA.

Is this calculated GPA guaranteed?

No. This is an estimate only.

How do I contact a counselor at Kalamazoo Valley?

Texas Township Campus 269-488-4123

Arcadia Commons Campus 269-373-7834

E-Mail counseling@kvcc.edu