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.

4. This will take you into Degree Works. From here you can enter the student ID, or click ‘Advance Search’ where you can search for a student by first name, last name, or by program, and catalog year. Then click search.
5. Once you have selected the appropriate student you must first refresh their 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 the student’s degree audit.

6. The top section of the audit will show student information, such as their ID, degree, credits, and GPA. If a student has multiple degrees you can toggle between them.

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.
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.

![](image)

Degree in Bachelor of Science

- 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
9. If you are advising an undergraduate student you will see the Core Requirement section that shows the courses required to meet the core requirements for their 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 Table]

   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.
10. You will see the major section for both undergrad and grad students. This is very similar to the Core Requirement section but it lists the courses needed to meet the major’s requirements.

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 a student took that will not be applied to their degree.
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 a student is 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**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHGN 121</td>
<td>PRIN OF CHEMISTRY I (SCI)</td>
<td>REG</td>
<td>(4)</td>
<td>Fall 2020</td>
</tr>
</tbody>
</table>

**Exceptions**

<table>
<thead>
<tr>
<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>Also Allow</td>
<td>Test</td>
<td>10/18/2020</td>
<td>Stansbury, Kendra O</td>
<td>Core Requirements</td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Notes**

<table>
<thead>
<tr>
<th>Description</th>
<th>Created on</th>
<th>Created by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Coaching Academic Advising TEST</td>
<td>10/18/2020</td>
<td>Stansbury, Kendra O</td>
</tr>
</tbody>
</table>
13. At the very bottom of the degree audit you will see the Legend with a description of what each symbol means on a student’s audit.

<table>
<thead>
<tr>
<th>Legend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete</td>
</tr>
<tr>
<td>Not complete</td>
</tr>
<tr>
<td>Complete except for courses in-progress</td>
</tr>
<tr>
<td>Nearly complete - see advisor</td>
</tr>
<tr>
<td>Prerequisite</td>
</tr>
<tr>
<td>Any course number</td>
</tr>
</tbody>
</table>

14. Back at the top of the degree audit, click ‘What-If’. It will allow you help a student explore options to change their major, minor, or ASI. This is a hypothetical audit showing how their 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 they 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 the student, and the vertical ellipsis, or three dots. If you select the ellipsis it will display several options, GPA calculator, course history, and notes.

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, students who are in their first semester at Mines will not be able to get accurate information using these calculators based on the current Degree Works GPA set up. They are encouraged to use the GPA calculator on the Registrar’s website.
18. **Course History** shows an overview of all course work a student has completed. This will also list all transfer courses.

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.

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.
Other important things to know:

- If students have questions about their degree audit they are encouraged to meet with their advisor.
- If it is an issue related to their transfer courses please email transfer@mines.edu.
- If there is an issue with a course exception, registration, or a grade for a student please email registrar@mines.edu.
- If you are unable to open a student’s degree audit, are unable to log into degree works, or something does not look right on an audit, please submit a ‘Support Request’ ticket through the degree works landing page in Trailhead. Advisors only have access to this.