Degree Works Upgrade Navigation

1. Get started by signing into MyIUP
2. Under the Academics Tab select Degree Works
3. Enter Student ID in the Worksheets Tab

4. Student Record information will be displayed below.
5. Refresh student data and process a new audit
6. If you select the 3 vertical dots as shown above, you can display Class History or any notes that have been left on the record. Notes can be added here as well.
7. Enter Student ID in the Worksheets Tab
6. The next section houses the **Academic** audit and the **What-If Audit**
8. Under the Academic tab each section will remain the same as before with the following requirement
Blocks:

*Degree Requirements, Student Information Section and Support Link, Major, Writing Intensive
Requirements, Liberal Studies, Liberal Studies Electives, and any other requirements specific to your
degree.*

In each of these blocks you will see the following format:

*Title, Block Status, Credits applied, Catalog year, GPA,* and any unique information related to the specific block.

9. If a requirement has not been met within a block, it will appear like this.

| Liberal Studies/Humanities & Soc Sciences | Still needed: Requirements for OTHER=LS HS are required but were not found |

10. If a course is in progress, it appears like this:

```
COMM 475  Senior Portfolio Presentation  IP  (1)  Spring 2020
```

10. If an exception has been applied, it appears like this:

```
<table>
<thead>
<tr>
<th>Journalism &amp; The Mass Media</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMM 101  Comm Media in American Society</td>
</tr>
<tr>
<td>6  3  Spring 2017</td>
</tr>
</tbody>
</table>

Exception by: Greene, Sandra J
On: 11/20/2019
Apply Here: COMM 101 approved for JRNL 105 - Paceklo
11. Finally, towards the bottom are the fields containing:

**In Progress Courses:** Classes currently enrolled in.

**Fall Through Courses:** Classes that have been taken but do not meet any requirement toward your degree but may still be calculated in your GPA.

**Insufficient Courses:** This block lists any course that’s been failed, withdrawn with or without penalty, or uncompleted. These classes may still be counted towards your GPA.

**Exceptions:** This block lists any exceptions that have been posted to the degree audit.

**Legend:** Found at the very bottom of the audit.