DegreeWorks FAQs

Audit FAQs

Q: What is an Audit?
A: An audit is the same as a Major Map and is a review of past, current and planned coursework that provides information on completed and outstanding requirements necessary to complete a degree/major/minor/area of emphasis. The audit is divided into block requirements such as Degree, College Requirements, General EDUCATION Requirements, and Major Requirements. Each block works like a checklist that has boxes that are automatically checked when a requirement is met.

Q: How current will my information be in DegreeWorks?
A: The information in DegreeWorks is refreshed each night. Any changes made today (e.g., grade changes or classes added/dropped) may be seen DegreeWorks tomorrow.

Q: I think my audit is incorrect. What should I do?
A: Please ask your advisor for assistance. The first step is to clarify what information you believe is wrong. These are the most common problems and courses of action:
  o My major is wrong on my audit.
  o If you have not officially changed your major, contact your current advisor for instructions. If you have already officially changed your major, the DegreeWorks audit will only display your active degree audit. If your change is effective for a future term, the change may not reflect until that term.
  o The requirements for my major are wrong.
  o Look at the catalog term that appears on the major requirements block of the audit. According to our records this is the catalog (bulletin) that you are using to complete your major requirements. If you believe you should be using older or newer requirements, contact your advisor.
  o My transfer courses don’t appear in the right place.
  o If you are concerned about a transfer course that should be applying in the audit, contact your advisor.
  o Classes are not applying in the “right” place.
  o DegreeWorks uses a ‘best fit’ approach for meeting requirements so classes may apply to different sections as you take more courses. If you have further questions, please contact your advisor.
  o My advisor or department chair gave me permission to substitute a course, but it’s not showing on my audit.
  o In order for an exception to be entered into DegreeWorks, the department chair must complete the Department Chair Course Substitution/Exception Form located on the Student Records website. If you do not see the substitution entered on your audit, please contact your advisor to make sure the request was submitted. Once exceptions are entered by Student Records, the change will appear on the audit.
  o My minor is missing from my audit.
If you have not officially declared your minor, contact your current advisor for instructions. If you have already officially declared your minor, your department may still be updating your records. Please contact your department for a status of the change.

If none of these problems describe your situation, or if you need additional help identifying what’s wrong, contact your advisor. If the advisor believes a technical error exists on the audit, they will follow up.

Q: How is the DegreeWorks Audit different than a transcript?
A: Your degree 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 college academic record and provides a chronological list of courses completed and other academic information.

Q: How does DegreeWorks decide where to place courses that I've completed?
A: DegreeWorks looks at your program holistically, and places each course using a ‘best fit’ scenario. The ‘best fit’ process will not always be perfect, particularly when multiple possibilities exist. Classes may apply to different sections as you take more courses. If you have a course that does not appear in the area in which you expected, please contact your advisor for assistance.

Q: Why is my academic standing "probation" when my GPA is above 2.0?
A: Because of your last term GPA. Refer to transcript.

Q: What is "academic standing"?
A: Academic standing refers to your status at the end of each term. The most common status is Good Standing. However, there are other statuses. Below are the most common.

- Academic Probation - student progress is watched as low GPA indicates danger of dismissal
- Academic Dismissal - grades have fallen below the required 2.0
- Academic Warn (Course Completion) - student has not completed 66% of courses registered
- Academic Withdrawal - voluntary withdrawal from the college.

Q: What types of Holds could be on MY ACCOUNT, and who should I contact?
A: The most common hold is a Bursar’s Hold; however, there are other types of holds. Below are the most common.

- Different Types of Bursar’s Hold - Contact the Bursar’s Office at 407-646-2252
- Bursar's Hold (no other indication)
- Bursar/International Collections
- Bursar Graduation
- External Collections
- Defaulted Federal LOAN
• Different Types of Holds from the Dean’s Offices
  o Dean’s Hold/Evals Incomplete - Contact the Dean of Faculty’s Office at 407-646-2280
  o Honor Code - Contact the Dean of Faculty’s Office at 407-646-2280
  o Dean’s Hold/Judicial - Contact Community Standards at 407-691-1773
  o Dean’s Hold/Immuniz Incomplete - Contact the Health Center at 407-646-2213

• Other Entry that may be listed in the Hold section
  o Do Not Refund - This means that the student would not like to have any LOAN money disbursed. This will not prevent the student from registering for classes.

**Q: What do the cohorts mean that appear on my audit?**
**A:** Only students who are designated in a particular cohort will see the designated group coding. The most common are as follows:

  • AMP - Students enrolled in the 3/2 program
  • RPR - Students enrolled in the Rollins Plan - Revolution
  • RPG - Students enrolled in the Rollins Plan - Global Challenges: Florida and Beyond

**Q: My transfer courses are not included in my GPA?**
**A:** Grades are not transferred in from other regionally accredited COLLEGES AND universities; however, the credit hours for courses completed with a grade of "C." or better are acceptable for transfer.

**Q: I registered for classes, but my CLASSES ARE not showing in DegreeWorks audit. Where are my classes?**
**A:** Changes made to your record will reflect in DegreeWorks the next day.

**Q: The answer to my question is not on this FAQ. Who can I contact?**
**A:** If your answer is not reflected in the FAQ pages, please complete this form. You will receive a response to the email provided once we have researched your inquiry. In order for an exception to be entered into DegreeWorks, the department chair must complete the Department Chair Course Substitution/Exception Form located on the Student Records website. If you do not see the substitution entered on your audit, please contact your advisor to make sure the request was submitted. Once exceptions are entered by Student Records, the change will appear on the audit.