

# JAGTRAX: STUDENT INSTRUCTIONS FOR NAVIGATING THE DEGREE AUDIT



**OFFICE OF THE REGISTRAR  
USER INSTRUCTIONS**

# JAGTRAX: STUDENT INSTRUCTIONS FOR NAVIGATING THE DEGREE AUDIT

## TABLE OF CONTENTS

INTRODUCTION.....	3
TIPS & NEED TO KNOW INFORMATION.....	3
RESPONSIVE DASHBOARD OVERVIEW .....	3
STUDENT HEADER.....	5
Degree Selection.....	5
DEGREE PROGRESS.....	6
Format Selection .....	6
DEGREE AUDIT BLOCKS .....	6
Collapse & Expanding Blocks .....	7
Completed Requirements.....	8
Incomplete Requirements .....	8
In-Progress Requirements .....	8
Course Information .....	9
Fall Through.....	9
Insufficient.....	10
In-Progress.....	10
Exceptions .....	10
Notes.....	10
LEGEND .....	11
PRINTING YOUR DEGREE AUDIT.....	11
GPA CALUCULATOR & CLASS HISTORY.....	11
GPA Calculator.....	11
Graduation.....	12
Term .....	13
Advice.....	15
Class History .....	16

# JAGTRAX: STUDENT INSTRUCTIONS FOR NAVIGATING THE DEGREE AUDIT

WHAT-IF.....	17
What-If Analysis .....	17
Future Classes.....	18
CONTACT.....	19

# JAGTRAX: STUDENT INSTRUCTIONS FOR NAVIGATING THE DEGREE AUDIT

## INTRODUCTION

Degree Works is an academic advising and degree audit tool that helps advisors, faculty, and students track their degree progress in real-time. It tracks coursework, grades, GPA requirements, credits and other relevant student data, and displays the information in accordance with program requirements approved via Curriculog. This tool allows advisors, faculty, and students to quickly identify outstanding requirements and make a plan to achieve degree completion on time.

## TIPS & NEED TO KNOW INFORMATION

- A major benefit to the Responsive Dashboard is it adapts to screen size making the information easily visible from a mobile device or tablet.
- Audits are refreshed nightly.
- Audits show program requirements from the 2009 catalog forward.
- JagTrax uses “best fit” to determine the best requirement to fulfill with a given course.
- FAQ and other Resources can be found on the menu bar at the top of the degree audit.
- Incorrect major or concentration information will prevent JagTrax from displaying accurate information.

## RESPONSIVE DASHBOARD OVERVIEW

A diagram of the items listed below is pictured on page 4.

1. Student Header
2. Degree Progress
3. Degree Audit Blocks
4. Legend
5. Print Audit
6. GPA Calculator & Class History
7. What-If

# JAGTRAX: STUDENT INSTRUCTIONS FOR NAVIGATING THE DEGREE AUDIT

## Worksheets

Data refreshed

1

5

6

Advanced search

Level Undergraduate Semester Classification Senior-Semester Major Integrated Studies Program 1BA-INTS College College of Arts, Hum, Soc Sci

Academic Standing Good Standing Overall GPA Institutional GPA Regents GPA Overall Hours Earned

Admissions Term Campus Main Campus Attribute No Attribute Sport Holds No Holds

Advisor(s)

Academic What-If 7

2  Degree progress 94% Overall GPA 2.40 PROCESS

3 Degree in Bachelor of Arts INCOMPLETE

Core Curriculum A - E INCOMPLETE

Credits required: 42 Credits applied: 40 Catalog year: Academic Year 2017 - 2018

Major in Integrated Studies, BA INCOMPLETE

### 4 Legend

Complete	Not complete
Complete (with classes in-progress)	Nearly complete - see advisor
Prerequisite	Any course number
(R) Repeated class	

**Disclaimer**  
You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. The degree audit report should not be used in place of advising. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree audit report, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

# JAGTRAX: STUDENT INSTRUCTIONS FOR NAVIGATING THE DEGREE AUDIT

## STUDENT HEADER

The Student Header provides useful information for your record such as degree, major, minor, college, GPA, and advisor.

### Worksheets

Data refreshed [ ] [refresh icon]

Student ID [ ] × Name Student, Test Degree Bachelor of Arts [v]

Advanced search

Level Undergraduate Semester Classification Senior-Semester Major Integrated Studies Program 1BA-INTS College College of Arts, Hum, Soc Sci

Academic Standing Good Standing Overall GPA [ ] Institutional GPA [ ] Regents GPA [ ] Overall Hours Earned [ ]

Admissions Term [ ] Campus Main Campus Attribute No Attribute Sport [ ] Holds No Holds

Advisor(s) [ ]

## DEGREE SELECTION

If you have multiple degrees and/or certifications, you can view your additional requirements by selecting the appropriate choice from the Degree drop-down.

1. Select the Degree drop-down in the Student Header.

### Worksheets

Data refreshed [ ] [refresh icon]

Student ID [ ] × Name Student, Test Degree Bachelor of Arts [v]

Advanced search

2. The Degree options will appear. Select the appropriate option.

### Worksheets

Data refreshed [ ] [refresh icon]

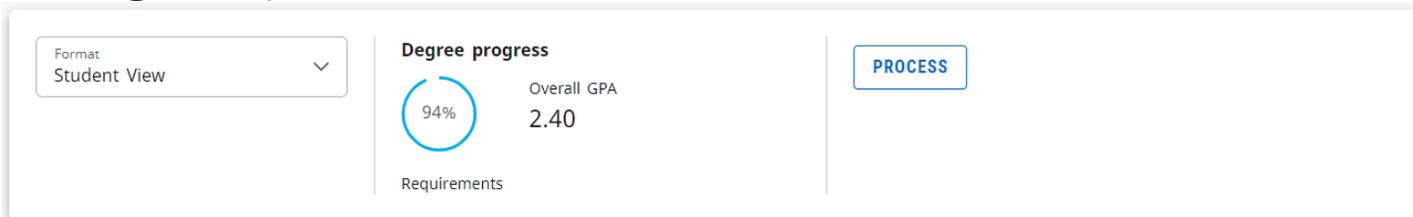
Student ID [ ] × Name Student, Test Degree Bachelor of Arts [v]  
Certificate of Less Than One Year

Advanced search

# JAGTRAX: STUDENT INSTRUCTIONS FOR NAVIGATING THE DEGREE AUDIT

## DEGREE PROGRESS

The Degree Progress shows the percentage complete of your requirements and credits as well as your overall GPA. The Requirements progress will not always equal the Credits progress. Progress will not equal 100% until all the courses and degree requirements have been met.



## FORMAT SELECTION

The default format is Student View. You can change the format of the audit by selecting the Format drop-down.

- Student View: The default and most frequently used format. Displays a detailed view of your degree requirements.
- Graduation Checklist: Displays which courses fulfilled each requirement and which requirements are still outstanding.
- Registration Checklist: Displays completed requirements and outstanding requirements with suggested registration to fulfill them.

## DEGREE AUDIT BLOCKS

The Degree Audit is divided into multiple sections called blocks. The blocks will show your progress towards your degree. Each block header includes the number of credits applied from that block, the catalog year, and if the requirements of the block have been completed. The first block is the Degree Overview. It shows a summary of the main components necessary to obtain the degree. The subsequent blocks show the credits that have been completed and how they have been completed. They also show incomplete requirements and instructions for how to complete them.

# JAGTRAX: STUDENT INSTRUCTIONS FOR NAVIGATING THE DEGREE AUDIT

## Degree in Bachelor of Arts

INCOMPLETE

Minimum of 120 credits, excluding Wellness, for degree

Minimum of 39 credits in upper division courses

Minimum of 30 credits in upper division AU courses

Minimum of 30 credits taken at Augusta University

You meet the minimum GPA requirement

Legislative - Constitution - GA

Legislative - Constitution - US

Legislative - History - GA

Legislative - History - US

Core Curriculum

Still needed:

See [Core Curriculum A - E](#) section

Major Required

Still needed:

See [Major in Integrated Studies, BA](#) section

Physical Education Requirement

## COLLAPSE & EXPANDING BLOCKS

1. You can collapse the blocks for quick navigation through the audit. Select Collapse all to collapse all the blocks in the audit.

Collapse all ^

### Degree in Bachelor of Arts

INCOMPLETE

Minimum of 120 credits, excluding Wellness, for degree

Minimum of 39 credits in upper division

# JAGTRAX: STUDENT INSTRUCTIONS FOR NAVIGATING THE DEGREE AUDIT

2. Select Expand all to expand all the blocks in the audit for a detailed view all each block. You can expand the blocks for quick navigation through the audit.

Audit date

[Diagnostics](#) [Student data](#) [Save audit](#) [Delete audit](#)

Expand all 

Degree in Bachelor of Arts INCOMPLETE 

Core Curriculum A - E INCOMPLETE 

Credits required: 42 Credits applied: 40 Catalog year: Academic Year 2017 - 2018

## COMPLETED REQUIREMENTS

Requirements that you have completed are denoted by a green check mark. The course name, grade, number of credits, and term the course was taken are to the right of the requirement.

 Communications	COMM 1100	Fund. of Human Communication	B	3	Spring 2018
--	-----------	------------------------------	---	---	-------------

## INCOMPLETE REQUIREMENTS

Requirements that you have not completed are denoted by a red circle. The course that is still needed to satisfy the requirement is listed to the right. The @ symbol means any course number with the designated prefix will satisfy the requirement.

 College Algebra or Intro to Math Modeling	<b>Still needed:</b>	1 Class in <b>MATH 1101</b> or 1111  or 1113 
---	----------------------	---

## IN-PROGRESS REQUIREMENTS

Requirements that you currently have in-progress are denoted by a blue half-filled circle. The courses you have registered for, number of credits, and term are to the right of the requirement.

 Additional Science	ASTR 1000	Intro to the Universe	IP	(4)	Fall 2021
--	-----------	-----------------------	----	-----	-----------

# JAGTRAX: STUDENT INSTRUCTIONS FOR NAVIGATING THE DEGREE AUDIT

## COURSE INFORMATION

1. Select the name of the course, to get more information about a course that will satisfy a requirement.

\*Note: The check mark icon next to the course name denotes a prerequisite is needed.

College Algebra or Intro to Math Modeling

Still needed:

1 Class in **MATH 1101** or **1111** or **1113**

2. The Course Information window will appear. You will see prerequisite information, course information, and the sections that are scheduled for a current or upcoming term.

### Course Information



#### MATH 1113 - 3 Credits - Precalculus Mathematics

A rigorous study of polynomial, exponential, logarithmic, and trigonometric functions, primarily intended to prepare science and mathematics majors for calculus. STEM GPA Eligible Course

#### Prerequisites:

(MAT 107 with a minimum grade of C or MATH 1111 with a minimum grade of C)

## FALL THROUGH

The Fall Through block lists any courses that are not currently used to fulfill specific degree requirements. However, the grades and credit hours will factor into your overall GPA and total credit hours earned.

### Fall Through

Credits applied: 7    Classes applied: 2

Course	Title	Grade	Credits	Term	Repeated
MATH 2011	Calculus & Analy. Geometry I	D	4	Fall 2018	(R)
POLS 3101	Comparative Euro. Govts	C	3	Spring 2020	

# JAGTRAX: STUDENT INSTRUCTIONS FOR NAVIGATING THE DEGREE AUDIT

## INSUFFICIENT

The Insufficient block lists any courses that did not meet the minimum grade or some other requirement and cannot be used in the audit.

Insufficient <span style="float: right;">^</span>					
Credits applied: 0		Classes applied: 7			
Course	Title	Grade	Credits	Term	Repeated
BIOL 1107	Principles of Biology I	W	0	Fall 2016	
HIST 3441	African-Amer Hist since 1877	W	0	Spring 2020	
HIST 3491	Military History of the US	W	0	Spring 2020	
MATH 2011	Calculus & Analy. Geometry I	W	0	Spring 2018	(R)

## IN-PROGRESS

The In-Progress block lists all the courses you are currently registered for and all future registration.

In-progress <span style="float: right;">^</span>					
Credits applied: 13		Classes applied: 4			
Course	Title	Grade	Credits	Term	Repeated
ASTR 1000	Intro to the Universe	IP	(4)	Fall 2021	
CRJU 4162	Race, Crime, & Justice	IP	(3)	Fall 2021	
POLS 2101	Introduction to Pol. Science	IP	(3)	Fall 2021	
PSYC 2101	Intro to Psych. of Adjustment	IP	(3)	Fall 2021	

## EXCEPTIONS

The Exceptions block displays any exceptions placed on your degree audit.

Exceptions <span style="float: right;">^</span>					
Type	Description	Created on	Created by	Block	Enforced
Apply Here	<a href="#">MATH 2210 applied to Area D</a>			Core Curriculum	Yes
Also Allow	<a href="#">HIST 3431 applied to Social Studies Specialization</a>			Major in Middle Grades Education, BSED	Yes

## NOTES

The Notes block displays any notes entered by an advisor.

# JAGTRAX: STUDENT INSTRUCTIONS FOR NAVIGATING THE DEGREE AUDIT

## Notes

Status	Description	Created on	Created by
	Reviewed JagTrax Plan for upcoming terms.		
	Reviewed key term dates.		

## LEGEND

At the bottom of the audit, you will see a legend that explains the icons found in the degree audit.

### Legend

 Complete	 Not complete
 Complete (with classes in-progress)	 Nearly complete - see advisor
 Prerequisite	 Any course number
 Repeated class	

## PRINTING YOUR DEGREE AUDIT

Select the Print icon at the top of the Degree Audit Worksheet to print your audit. The print options will appear.

### Worksheets

Data refreshed 



Student ID <input type="text"/>	Name Student, Test	Degree Bachelor of Arts
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## GPA CALCULATOR & CLASS HISTORY

At the bottom of the audit, you will see a legend that explains the icons found in the degree audit.

### GPA CALCULATOR

The GPA Calculators are designed to deliver insights into academic performance and program completion to help you set realistic short and long term goals.

1. Select the Ellipsis at the top right corner of the screen, then select GPA Calculator.

# JAGTRAX: STUDENT INSTRUCTIONS FOR NAVIGATING THE DEGREE AUDIT

Worksheets

Data refreshed

Student ID  × Select Student  Degree

Advanced search

Level Undergraduate Semester Classification Senior-Semester Major Integrated Studies Program 1BA-INTS College College of Arts, Hum, Soc Se...

Academic Standing Good Standing Overall GPA  Institutional GPA  Regents GPA  Overall Hours Earned

Admissions Term  Campus Main Campus Attribute No Attribute Sport  Holds No Holds

Advisor(s)

GPA Calculator

Class History

2. The GPA Calculator window will appear with tabs for the three types of GPA Calculators: Graduation, Term, and Advice.

## Graduation

The Graduation Calculator is used to estimate the average GPA you will need to maintain in your remaining terms to graduate with a desired GPA. This calculator can be helpful if you would like to graduate with specific honors.

1. Your current GPA, number of credits remaining, and number of credits required are listed. Enter the GPA you would like to earn upon graduation in the Desired GPA field. Then select Calculate.

### GPA Calculator



Graduation Calculator

Term Calculator

Advice Calculator

Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal. The pre-populated GPA is the overall GPA. To see results for a different GPA, you may manually type in the fields.

Current GPA \*  
2.40

Credits remaining \*

Credits required \*

Desired GPA \*

CALCULATE

# JAGTRAX: STUDENT INSTRUCTIONS FOR NAVIGATING THE DEGREE AUDIT

- The average GPA you must maintain to graduate with the desired GPA will be listed at the top of the window.

## GPA Calculator



Graduation Calculator   Term Calculator   Advice Calculator

You need to average a 2.76 over your final 33 credits to graduate with your desired GPA.

Current GPA	2.40
Credits remaining	33
Credits required	120
Desired GPA	2.50

RECALCULATE

- Select Recalculate if you would like to input another desired GPA.

## Term

The Term Calculator will estimate your GPA based on anticipated grades for in-progress courses.

- Select Term Calculator form the tab menu.

## GPA Calculator



Graduation Calculator   **Term Calculator**   Advice Calculator

Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your

- The current GPA, credits earned, and in-progress courses are listed. Use the grade drop-downs to select the anticipated grade for each course.

# JAGTRAX: STUDENT INSTRUCTIONS FOR NAVIGATING THE DEGREE AUDIT

## GPA Calculator



Graduation Calculator **Term Calculator** Advice Calculator

Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term. The pre-populated GPA is the overall GPA. To see results for a different GPA, you may manually type in the fields.

Current GPA* 2.40	Credits earned* 116	<b>Add Course</b>	
Course* ASTR 1000	Credits* 4	Grade* A	
Course* CRJU 4162	Credits* 3	Grade* A	
Course* POLS 2101	Credits* 3	Grade* A	
Course* PSYC 2101	Credits* 3	Grade* A	

**CALCULATE**

3. If needed, select Add Course or select the trash icon to delete a course that is listed.
4. Once all the courses and anticipated grades are listed, select Calculate.
5. Your estimated GPA will be listed at the top of the window.
6. Select Recalculate to modify the anticipated grades.

## GPA Calculator



Graduation Calculator **Term Calculator** Advice Calculator

### Calculated GPA

By achieving the grades listed here, your GPA at the end of the term will be 2.56

Current GPA	2.40	
Credits earned	116	
Course	Credits	Grade
ASTR 1000	4	A
CRJU 4162	3	A
POLS 2101	3	A
PSYC 2101	3	A

**RECALCULATE**

# JAGTRAX: STUDENT INSTRUCTIONS FOR NAVIGATING THE DEGREE AUDIT

## Advice

The Advice Calculator will show how many credits must be earned with certain grade averages to achieve a desired GPA.

1. Select Advice Calculator form the tab menu.

**GPA Calculator** ×

Graduation Calculator   Term Calculator   **Advice Calculator**

Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your

2. Your current GPA and credits earned are listed. Enter your desired GPA, then select Calculate.

**GPA Calculator** ×

Graduation Calculator   Term Calculator   **Advice Calculator**

Enter your desired GPA at graduation to see the grades you need to earn to achieve that goal. The pre-populated GPA is the overall GPA. To see results for a different GPA, you may manually type in the fields.

Current GPA \*  
2.40

Credits earned \*  
116

Desired GPA \*

**CALCULATE**

3. Your estimated GPA will be listed at the top of the window.

4. Select Recalculate to modify the anticipated grades.

# JAGTRAX: STUDENT INSTRUCTIONS FOR NAVIGATING THE DEGREE AUDIT

## GPA Calculator



Graduation Calculator   Term Calculator   **Advice Calculator**

To achieve your desired GPA, you need one of the following:

8 credits at 4 ( A ) grade average

24 credits at 3 ( B ) grade average

Note: Results that would require you to take more than 150 credits have been omitted.

Current GPA	2.40
Credits earned	116
Desired GPA	2.50

RECALCULATE

## CLASS HISTORY

Class History provides a term-by-term summary of the courses you have taken and the grades you earned.

1. Select the Ellipsis at the top right corner of the screen, then select Class History.

The screenshot shows the 'Worksheets' section of the JAGTRAX system. At the top right, there is a menu with three icons: a lock, an envelope, and an ellipsis. The ellipsis menu is open, showing 'GPA Calculator' and 'Class History'. The 'Class History' option is highlighted with a blue border. Below the menu, there are search filters for Student ID, Select Student (Student, Test), and Degree (Bachelor of Arts). There are also advanced search filters for Level, Classification, Major, Program, College, Academic Standing, Overall GPA, Institutional GPA, Regents GPA, Overall Hours Earned, Admissions Term, Campus, Attribute, Sport, and Holds. An Advisor(s) field is also visible.

2. The Class History window will appear with a chronological list of courses you have taken.

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## Class History



### Fall 2017

Course	Title	Grade	Credits
ANTH 2011	Cultural Anthropology		
ENGL 1101	College Composition I		
MATH 1001	Quantitative Reasoning		
SOCI 1101	Introduction to Sociology		
SPAN 3520	Drama in Spanish		

## WHAT-IF

In the Responsive Dashboard, the Look Ahead tool has been combined with the What-If Analysis to improve efficiency in the user interface. The What-If Analysis allows you to apply your courses to different majors and/or minors to see how they would affect your progress.

1. Select What-If from the degree progress bar.

Academic **What-If**

Format: Student View

**Degree progress**

94% Requirements

Overall GPA

PROCESS

## WHAT-IF ANALYSIS

1. Use the drop-downs to select the appropriate information for the program and areas of study you are considering. If needed, select Additional Areas of Study. Once complete, select Process.

\*Note: Use current curriculum can be selected if you would like to add a program to your record. If you do not want to include the current curriculum, you

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can deselect the check box for this option

## What-If Analysis

Use current curriculum

### Program

Catalog year \*  
Academic Year 2017 - 2018

Degree \*  
Bachelor of Arts

### Areas of study

Major \*

Concentration

Minor

Additional areas of study

### Future classes

Subject

Number

ADD

RESET

PROCESS

2. The What-If Analysis will appear with the alternative program's requirements and your progress towards the requirements.
3. The What-If Analysis will collapse once the analysis is processed. Select the drop-down arrow to expand the What-If Analysis block to reset the option and re-process, to view a different analysis.

## What-If Analysis



Format  
Student View

### Degree progress

42%  
Overall GPA  
2.40  
Requirements

## FUTURE CLASSES

The Future Classes section in the What-If Analysis has replaced the Look Ahead tool. You can create a What-If Analysis to see if a course will meet your current program requirement.

1. Select the Use Current Curriculum check box.

# JAGTRAX: STUDENT INSTRUCTIONS FOR NAVIGATING THE DEGREE AUDIT

## What-If Analysis

Use current curriculum

**Program**

Catalog year \*  
Academic Year 2017 - 2018

Degree \*  
Bachelor of Arts

**Areas of study**

Major \*  
Concentration  
Minor

Additional areas of study

**Future classes**

Subject  
Number  
ADD

RESET PROCESS

2. Enter the Subject and Number for the future class.
3. Add as many courses as desired, by clicking Add and updating the course listing, then select Process.

**Future classes**

Subject  
Number  
ADD

INQR 1000 X BIOL 1101 X

RESET PROCESS

4. The Student Audit will appear. Scroll through the audit to see where the courses appear and if they meet your program requirements

## CONTACT

If you have any additional questions, please contact our office at [jagtrax.augusta.edu](http://jagtrax.augusta.edu).