

Degree Works Tips

Issue 1 of 4

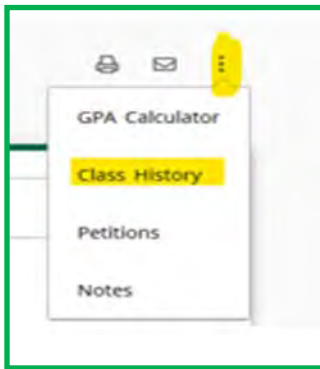
Registrar's Office:

registrar@iwu.edu or 309-556-3161

Course count

If you need to find how many course count a student has (or how many upper level courses a student has), the easiest way is to use the "Class History" tool. This allows you to view every course the student has credit for divided by the term in which they took them.

The old evaluation had a separate area for "Outside the major", but with the new audit, we can no longer include that section nor the "Total Courses" section. However, there is a feature that you may not have noticed that is very helpful for finding this information without leaving the audit.



At the top right-hand corner of the audit, there are 3 vertical dots (See image on the left). If you click on those dots and select "Class History", you will get a list of all courses the student has received credit for as well as those currently registered for, separated by term (See image below).

If a student runs has too many courses from within a department, they will have an extra section at the bottom of the audit labeled "over-the-limit". For those students, it may be beneficial for them to change to the 2022-23 catalog or later since that limit was removed as of the 2022 catalog. However, this can only be done if all the majors/minors are still active in the new catalog.

As seen here, this tool can be very helpful as it lists all courses including AP credits, transfer credits and pre-registered credits.

Just a note to be careful when counting things such as course count, that you do not count courses that have 0 units due to the final grade. Also remember that only courses that are at least .66 units count as 1 course count. Students may count up to 2 units of partial unit courses as 2 course count as well, but that will require a manual adjustment to the audit (See the tip sheet for Partial Units for additional information).

Course	Title	Grade	Units
Fall 2020			
CS 127	Computer Science I	W	0
FREN 312	French Cinema	A	1
GW 100	Can I Cite Tok?	A	1
JAPN 101	Beginning Japanese I	A	1
Credit by Exam			
ELEC 1TR	Transfer elective-lower	TCR	1
Satisfied by: ECON010 - ECONOMICS-MICRO - CREDIT BY EXAM			
FREN 201	Intermediate French I	TCR	1
Satisfied by: FREN010 - FRENCH LANGUAGE/CULTURE - CREDIT BY EXAM			
Spring 2021			
CS 127	Computer Science I	A	1
FREN 230	French for Human Rights & Soc	A	1
JAPN 102	Beginning Japanese II	A	1