



Using Degree Works for the Graduation Application Process (Graduate Programs)

Office of Records and Registration
Division of Strategic Enrollment Management

Connect to Degree Works through eServices.

Not sure how to do this?

Tutorials available at

<http://rar.vcu.edu/degree-works/video.html>

or email us at degreeaudit@vcu.edu



Freezing Audits in Degree Works for Graduation (Graduate Programs)

What does “freezing an audit” mean?

Freezing Audits in Degree Works for Graduation (Graduate Programs)

6 freeze types were created to mimic the existing paper signature process, but programs are not required to use all 6!

Freezing Audits in Degree Works for Graduation (Graduate Programs)

Preliminary approval

After a student uses eServices to “check out” for graduation at the beginning/middle of the semester.

- Advisor - Freeze type: Prelim Gradtn Auth-Adviser (GR)
- Program Director - Freeze type: Prelim Gradtn Auth-ProgDir(GR)
- Dean – Freeze type: Prelim Gradtn Auth-Dean (GR)

Freezing Audits in Degree Works for Graduation (Graduate Programs)

Final approval

After grades are submitted and all program requirements have been completed.

- Advisor - Freeze type: Final Gradtn Auth-Adviser (GR)
- Program Director - Freeze type: Final Gradtn Auth-Prog Dir(GR)
- Dean – Freeze type: Final Gradtn Auth-Dean (GR)

Freezing Audits in Degree Works for Graduation (Graduate Programs)

Minimum “freeze type” requirements

At a minimum, the following freezes must be performed on each graduating student:

- 1 freeze at the preliminary advisor level **OR** preliminary program director level.
- 1 freeze at the preliminary dean level. This **should not** be the same person who froze at the prelim advisor or chair/program director.
- 1 freeze at the final dean level - this occurs after grades are posted and informs Records & Registration that the degree can be awarded.

How to Freeze an Audit in Degree Works

- 1) Always click the **PROCESS NEW** button to refresh an audit when it loads in Degree Works, especially before freezing an audit. This ensures that the audit is as up-to-date as possible.

VCU | Virginia Commonwealth University

Back to Self-Service FAQ Help Print

Find V Number Name Degree Major Classification Last Audit Last Refresh
[Search Icon] [Input Field] [Dropdown] MS Business Graduate Ma 03/04/2016 Today at 3:16 am

Audits Notes GPA Calc

Audits Format: Student View View Save as PDF **Process New** Include in-progress classes Class History Include preregistered classes

History

What If

Look Ahead

Legend

- Complete
- Complete except for classes in-progress
- (T) Transfer Class
- * Prerequisite exists for this course
- Not Complete
- Nearly complete - see adviser
- @ Any course number
- IP In-progress

By freezing this student's academic audit for graduation, you confirm the following: I have reviewed the academic record of the above student and certify that all the undergraduate degree requirements for the major, minor (if applicable) and the university have been fulfilled. I recommend that this candidate be awarded the degree applied upon satisfactory completion of the courses and requirements designated below.

Save this audit with this new description and freeze status

Virginia Commonwealth University

Student View AA73ALL as of 03/04/2016 at 05:58

Student	[Redacted]	College	School of Business	Academic Standing
V Number	[Redacted]	Degree	Master of Science	Registration Holds
Classification	Graduate Master's	Major	Business	Cumulative GPA
Matriculation Term	MS-BUS-BGCS~Fall 2014	Concentration	Branding/Communicatns Strategy CLOSED	Other Programs of Study
Effective Catalog	MS-BUS-BGCS~Fall 2014	Minor		Total Earned Credit Hours

Degree Progress

Requirements 98%

Degree: Master of Science Effective Bulletin:

How to Freeze an Audit in Degree Works

- 2) Review the student's audit to confirm all requirements will be (or are already) met. Make any advising notes if necessary (ex: "pending substitution request to allow a course taken prior to matriculation to apply").
- 3) Select the appropriate freeze type from the drop-down menu. The freeze types that appear have been assigned to you directly. ***Only authorized individuals will be allowed to freeze a graduation audit.***

Click to Self-Service FAQ Help Print Log Out

Name: [Redacted] Degree: MS Major: Business Classification: Graduate Ma Last Audit: 03/04/2016 Last Refresh: Today at 3:16 am

GPA Calc Format: Student View View Save as PDF Process New Include in-progress classes Include preregistered classes Class History

By freezing this student's academic audit for graduation, you confirm the academic record of the above student and certify that all the undergraduate degree requirements (if applicable) and the university have been fulfilled. I recommend that this candidate be awarded the degree applied upon satisfactory completion of the courses and requirements designated below.

Save Save this audit with this new description and freeze status

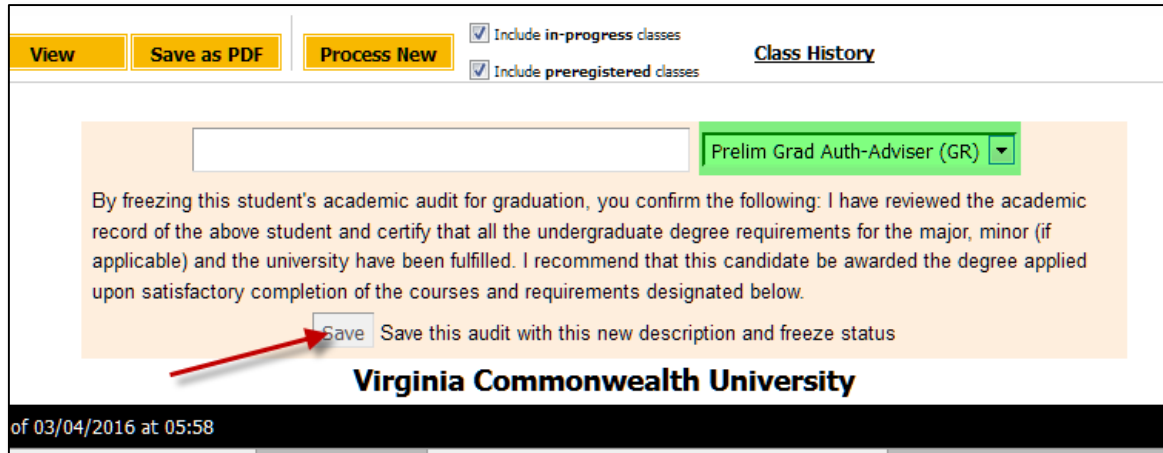
Virginia Commonwealth University

Student View AA73ALL as of 03/04/2016 at 05:58

Student	College	Academic Standing
[Redacted]	School of Business	N/A
V Number	Degree	Registration Holds
[Redacted]	Master of Science	No

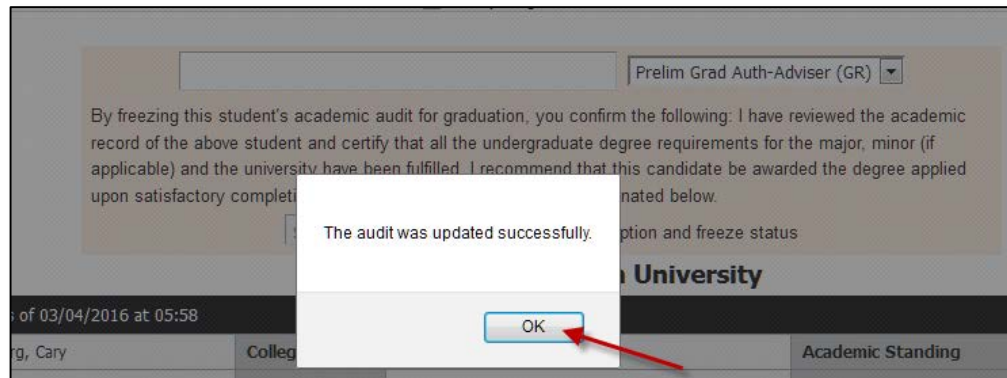
How to Freeze an Audit in Degree Works

4) Press the “Save” button. *Do not enter anything in the blank description box.*



The screenshot shows the Degree Works interface. At the top, there are buttons for 'View', 'Save as PDF', and 'Process New'. To the right, there are checkboxes for 'Include in-progress classes' and 'Include preregistered classes', and a link for 'Class History'. Below this, there is a text area for a description, a dropdown menu for 'Prelim Grad Auth-Adviser (GR)', and a 'Save' button. A red arrow points to the 'Save' button. The text in the description area reads: 'By freezing this student's academic audit for graduation, you confirm the following: I have reviewed the academic record of the above student and certify that all the undergraduate degree requirements for the major, minor (if applicable) and the university have been fulfilled. I recommend that this candidate be awarded the degree applied upon satisfactory completion of the courses and requirements designated below.' The 'Save' button is labeled 'Save this audit with this new description and freeze status'. The Virginia Commonwealth University logo is visible at the bottom of the interface, along with the date and time 'of 03/04/2016 at 05:58'.

5) You will receive a pop-up message that the audit was updated successfully. Press “OK”. The student’s audit is now frozen!

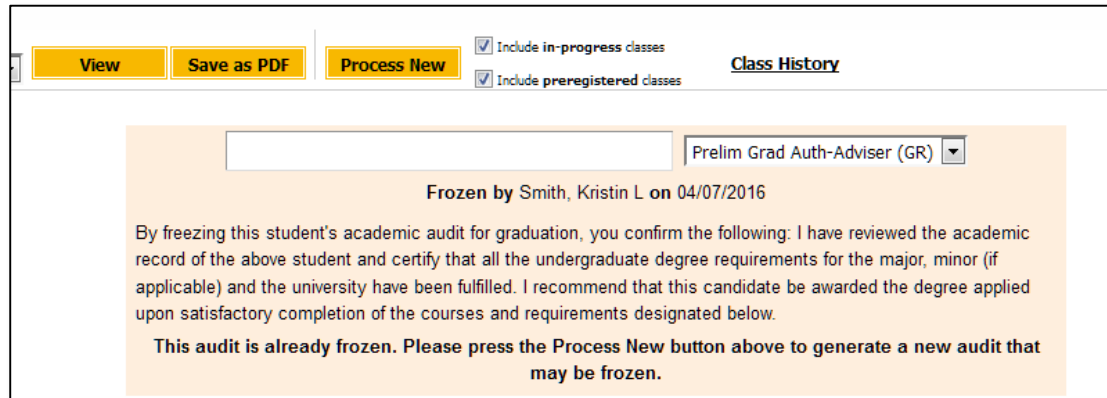


The screenshot shows the same Degree Works interface as above, but with a pop-up message in the center. The message says 'The audit was updated successfully.' and has an 'OK' button. A red arrow points to the 'OK' button. The background interface is dimmed. The Virginia Commonwealth University logo and the date and time 'of 03/04/2016 at 05:58' are still visible at the bottom.

How to Freeze an Audit in Degree Works

6) OPTIONAL: We encourage users to press the Process New button after freezing an audit. This is not necessary, but it will send your frozen audit to history and generate a new audit for another person to freeze. Simply click “Process New”.

Here is an example of a student’s audit that I froze earlier without pressing Process New after freezing. I can see that the audit is already frozen, and I am reminded that if I want to freeze the audit again, I need to press Process New!



The screenshot shows a web interface for Degree Works. At the top, there are four buttons: "View", "Save as PDF", "Process New", and "Class History". To the right of the buttons are two checked checkboxes: "Include in-progress classes" and "Include preregistered classes". Below the buttons is a search bar and a dropdown menu labeled "Prelim Grad Auth-Adviser (GR)". The main content area is highlighted in orange and contains the following text:

Frozen by Smith, Kristin L on 04/07/2016

By freezing this student's academic audit for graduation, you confirm the following: I have reviewed the academic record of the above student and certify that all the undergraduate degree requirements for the major, minor (if applicable) and the university have been fulfilled. I recommend that this candidate be awarded the degree applied upon satisfactory completion of the courses and requirements designated below.

This audit is already frozen. Please press the Process New button above to generate a new audit that may be frozen.

Viewing Frozen Audits

Always check History once an audit has been frozen to make sure it saved successfully

Viewing Frozen Audits

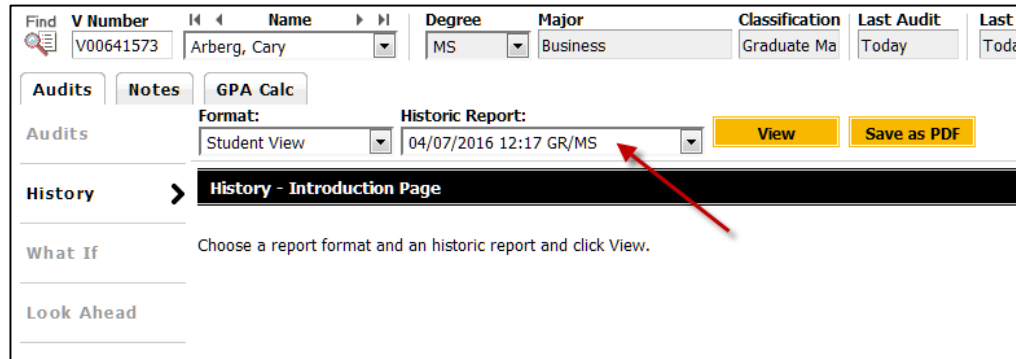
If you wish to confirm that you have already frozen an audit for a particular student, or if you wish to view what freezes have already been completed for a student, click on the History link on the left side of the Degree Works window.

The screenshot shows the Degree Works interface with the following elements:

- Navigation bar: Back to Self-Service, FAQ, Help, Print.
- Search and filters: Find, V Number, Name, Degree (MS), Major (Business), Classification (Graduate Ma), Last Audit (03/04/2016), Last Refresh (Today at 3:16 am).
- Buttons: Audits, Notes, GPA Calc.
- Format: Student View, View, Save as PDF, Process New.
- Checkboxes: Include in-progress classes, Include preregistered classes.
- Class History link.
- History link (highlighted with a red arrow).
- What If, Look Ahead, Legend sections.
- Legend: Complete, Complete except for classes in-progress, Transfer Class.
- Main content area: Frozen by Smith, Kristin L on 04/07/2016. Text: "By freezing this student's academic audit for graduation, you confirm the following: I have reviewed the academic record of the above student and certify that all the undergraduate degree requirements for the major, minor (if applicable) and the university have been fulfilled. I recommend that this candidate be awarded the degree applied upon satisfactory completion of the courses and requirements designated below. This audit is already frozen. Please press the Process New button above to generate a new audit that may be frozen."
- Virginia Commonwealth University logo.
- Footer: Student View AA73ALL as of 03/04/2016 at 05:58, (Prelim Grad Auth-Adviser), Student, College, School of Business, Academic Standing.

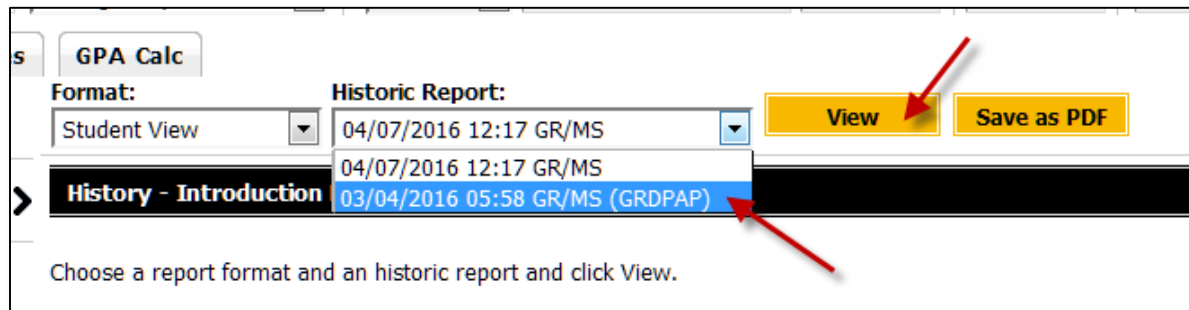
Viewing Frozen Audits

After clicking on History, a page will load with menus near the top. Click on the “Historic Report” drop-down menu. You must make a selection here to see the frozen audit details.



The screenshot shows a web interface for viewing audit history. At the top, there are search and filter fields for V Number (V00641573), Name (Arberg, Cary), Degree (MS), Major (Business), Classification (Graduate Ma), and Last Audit (Today). Below these are tabs for Audits, Notes, and GPA Calc. The 'Audits' section has a 'Format' dropdown set to 'Student View' and a 'Historic Report' dropdown set to '04/07/2016 12:17 GR/MS'. A red arrow points to this dropdown menu. To the right are 'View' and 'Save as PDF' buttons. Below the dropdowns is a 'History' section with a right-pointing arrow and a highlighted item 'History - Introduction Page'. Further down are sections for 'What If' and 'Look Ahead'.

Make your selection and press the View button.



This screenshot is a closer view of the 'Historic Report' dropdown menu. The 'Format' dropdown is still set to 'Student View'. The 'Historic Report' dropdown is open, showing two options: '04/07/2016 12:17 GR/MS' and '03/04/2016 05:58 GR/MS (GRDPAP)'. A red arrow points to the 'View' button, and another red arrow points to the '03/04/2016 05:58 GR/MS (GRDPAP)' option. The 'History - Introduction' section is also visible below the dropdowns.

Viewing Frozen Audits

The audit will load and will appear exactly as it did when frozen. You will also see the name of the person who froze the audit, the date it was frozen, and the freeze type used.

Back to Self-Service
FAQ
Help
Print
Log Out

Find **V Number** **Name** **Degree** **Major** **Classification** **Last Audit** **Last Refresh**

Audits **Notes** **GPA Calc**

Audits **Format:** **Historic Report:** **View** **Save as PDF**

History **What If** **Look Ahead**

Legend

- Complete
- Complete except for classes in-progress
- (T) Transfer Class
- * Prerequisite exists for this course
- Not Complete
- Nearly complete - see adviser

Prelim Grad Auth-Adviser (GR)

Frozen by Smith, Kristin L on 04/07/2016

By freezing this student's academic audit for graduation, you confirm the following: I have reviewed the academic record of the above student and certify that all the undergraduate degree requirements for the major, minor (if applicable) and the university have been fulfilled. I recommend that this candidate be awarded the degree applied upon satisfactory completion of the courses and requirements designated below.

This audit is already frozen. Please press the Process New button above to generate a new audit that may be frozen.

Virginia Commonwealth University

Student View AA73ALI as of 03/04/2016 at 05:58 (Prelim Grad Auth-Adviser (GR))

Student	College	School of Business	Academic Standing	N/A
V Number	Degree	Master of Science	Registration Holds	No
Classification	Major	Business	Cumulative GPA	3.515
Matriculation Term	Concentration	Branding/Communicatns Strategy CLOSED	Other Programs of Study	No
Effective Catalog	Minor		Total Earned Credit Hours	33

How do I know what
students' audits need to
be frozen?

Pulling Reports for Graduating Students

- Reports will be available through the Reporting Center this Summer.
- Once a student performs the “check out” action in eServices, they will appear on the Graduation Candidates report with Graduation Status of IG (Intent to Graduate). These students are ready for the first level of freezing.
- Other reports will be available to show graduating students and the freeze types they have already been issued.
- There is no built-in notification process. Programs will need to communicate and/or regularly run these reports in order to fully process students’ applications. Records & Registration will assist for the first 1-2 semesters.

Important Things to Remember

- You must click “**Process New**” each time a graduation audit is frozen.
- Degree Works Audits are only available to those Graduate students on an effective catalog of Fall 2014 and later. A paper graduation application must be submitted for those students whose effective catalog is prior to Fall 2014 as they do not have Degree Works Audits available.
- If you freeze an audit in error, please contact the Graduation Office or Degree Audit at degreeaudit@vcu.edu for assistance.



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Thank You