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

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

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

Make your selection and press the View button.
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.
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.
Thank You