

# Using the Graduation Dashboard

## Overview

This procedure will explain how to use and understand your graduation dashboard.

## Instructions

Discussed in detail below are the instructions of how to use your graduation dashboard. The screen shots are via a computer, but should you need to see a screen shot of the app on your mobile device, please go [here](#).

### Step 1 - Access the app

Access the Graduation Dashboard app via [MyUWF](#).

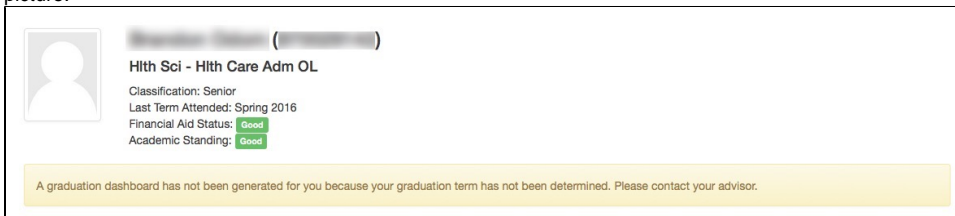
### Step 2 - Use the app

Once the app is loaded one of three views will be shown on the screen.

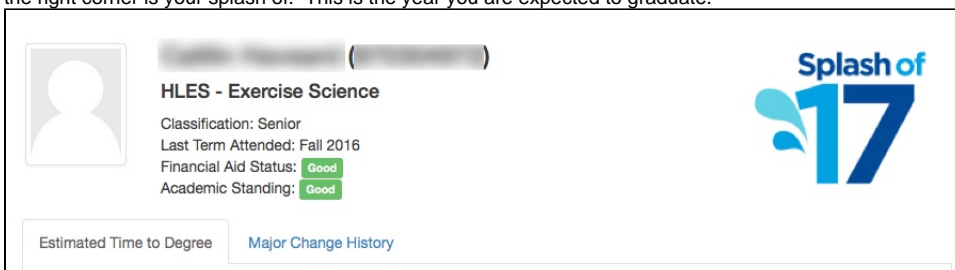
1. If you are NOT an undergraduate degree-seeking student the following will be seen because the graduation dashboard does not apply to you.

Because of your classification, you do not have a graduation dashboard. The dashboard applies to undergraduate degree-seeking students.

2. If you ARE an undergraduate degree-seeking student, but you do not have an expected graduation term in the database, the following will be seen. Your name, UWFID, program, classification, last term attended, financial aid status and academic standing will be listed to the right of your picture.




3. If you ARE an undergraduate degree-seeking student and you have an expected graduation term in the database, the following, along with more details, will be seen. Your name, UWFID, program, classification, last term attended, financial aid status and academic standing will be listed. In the right corner is your splash of. This is the year you are expected to graduate.




## Viewing Your Estimated Time to Degree

By default, the Estimated Time to Degree tab is selected. The information in this tab is pertinent to completing your degree on time.



**HLES - Exercise Science**  
 Classification: Senior  
 Last Term Attended: Fall 2016  
 Financial Aid Status: Good  
 Academic Standing: Good



Estimated Time to Degree


Major Change History

## General Studies Requirement


Above the progress bar is a flag indicating your status on general studies completion.

- A grey flag means you are a Freshman OR the general studies requirement could not be determined from Degree Works.

Status: On track


General Studies Requirement | 


Class of 2020



- A green flag means you are not a Freshman and you have met your general studies requirements.


Status: On track

General Studies Requirement | 

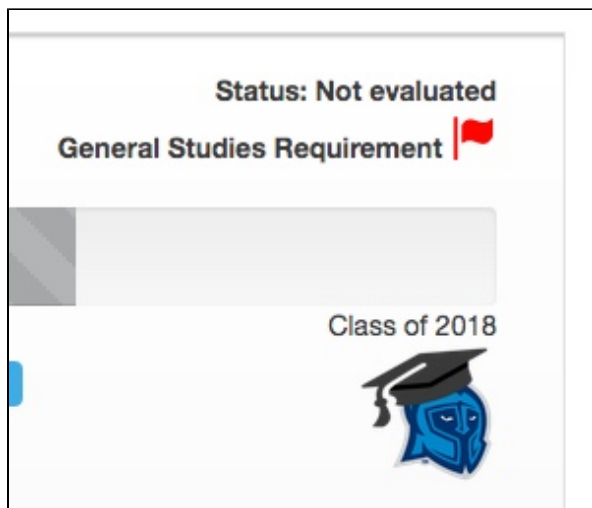


Class of 2019

Senior



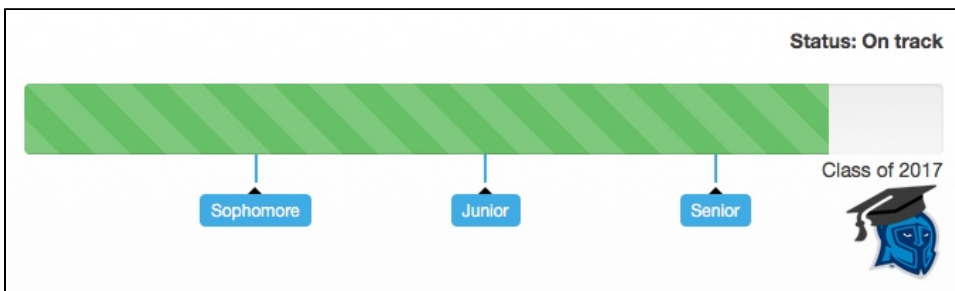
- A red flag means you are not a Freshman and you have not met your general studies requirements.



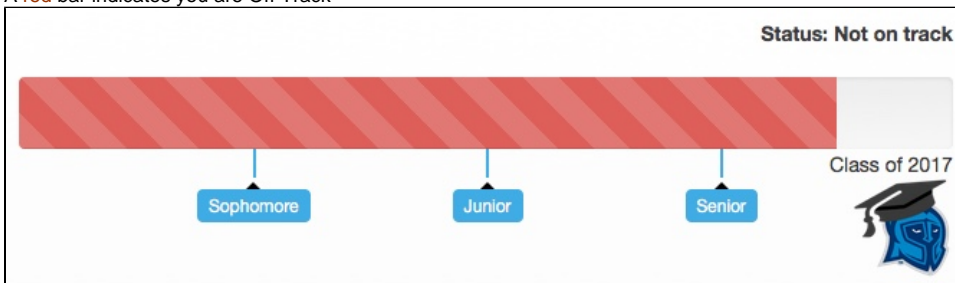
## Progress bar

The first thing shown within the tab is the progress bar. This bar is intended to estimate your current progress based on your classification, the number of hours you are currently enrolled in, the number of hours you are registered for in the future, as well as whether you have applied for graduation. The color and status of the bar are based on your plan in Degree Works.

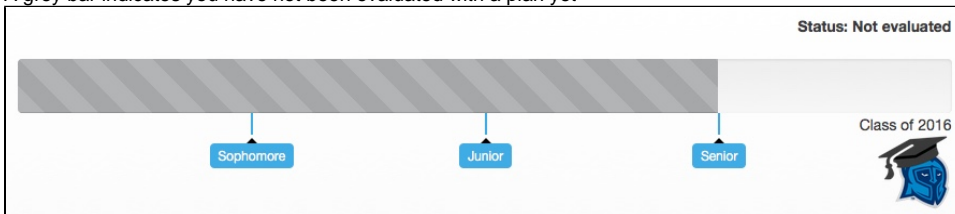
- A green bar indicates that you are On Track



- A red bar indicates you are Off Track



- A grey bar indicates you have not been evaluated with a plan yet



The width of the bar is based on your classification and the number of "optimistic" hours. Optimistic hours are computed as follows:

- Sum the number of attempted hours for the current term and any registered hours in any term in the future.

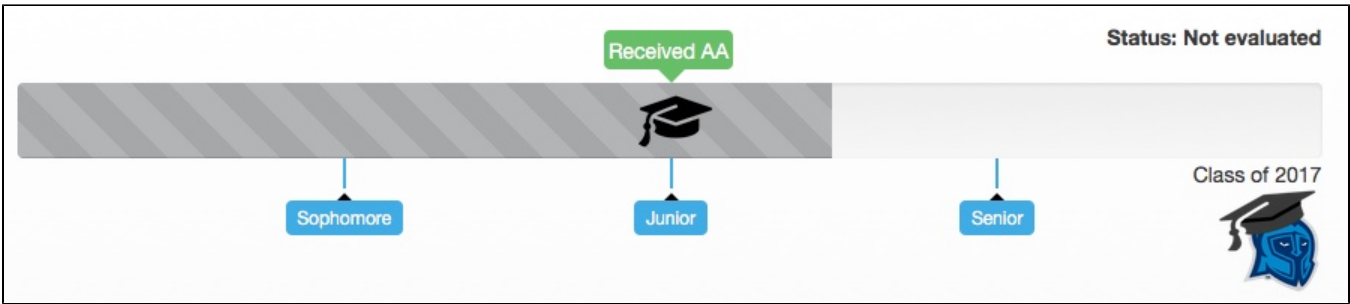
If the number of optimistic hours are 0, then the bar will go to the mark indicating your classification (The grey bar above is an example of this). If the number of optimistic hours are greater than 0, the bar will go half way between your current classification and the classification you will be the following year (The green and red bar above are an example of this).

If you have applied for graduation you will see a bar that extends 80% of the full width.

If you have a graduation application that has been awarded you are will see a bar extending the entire 100%, along with an image just above the bar in place of the status text that says "You did it!".



In addition, you may have received an AA degree at UWF. If you have, an indicator will be shown on your progress bar.

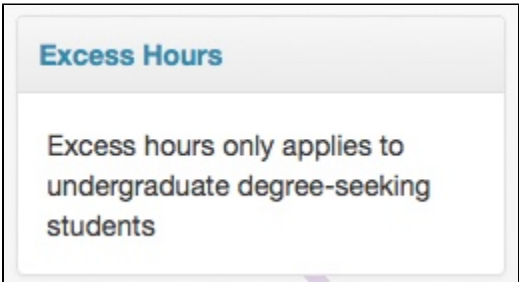


Excess Hours

The excess hours status is pulled directly from your [Excess Hours](#) application.

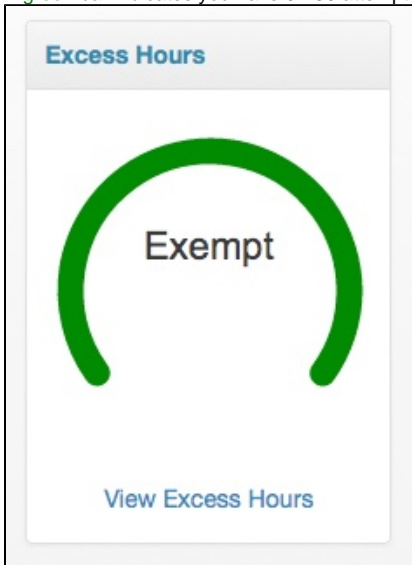
There will be one of 4 things shown within the excess hours section.

If you are NOT an active undergrad student, there will be a message displayed indicating that excess hours only applies to undergraduate degree-seeking students.



If a status does exists and you ARE an active undergrad student, a gauge along with the status and a link to the Excess Hours app will be shown.

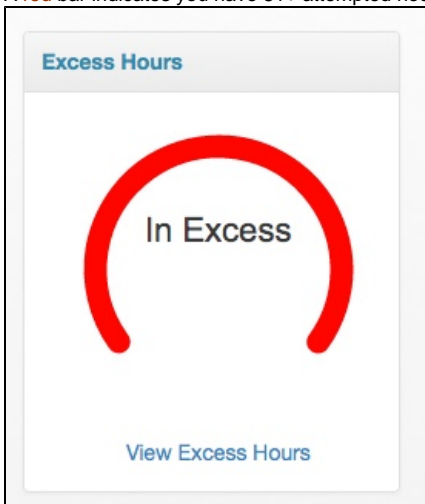
- A **green** bar indicates you have 0 - 50 attempted hours, or you have an exempt status



- A **yellow** bar indicates you have 51 - 80 attempted hours



- A **red** bar indicates you have 81+ attempted hours. This could mean that you are in excess.



## Additional Information

Links are provided to other useful information within the Additional Information pane.

### Additional Information

[View Degree Audit](#)  
[View Advising Status](#)  
[Apply to Graduate](#)

## Withdrawals

All students with a starting enrollment term of Fall 2016 will have to abide by the progress to degree withdraw policy. It states that a student is allowed 3 withdrawals from lower level courses, 3 withdrawals from upper level courses, and no more than 2 withdrawals from the same course. Regardless of whether this policy applies to you or not, you will see a message in the withdrawals section. If the policy does not apply, you will see an "Exempt" label with the withdrawals section collapsed by default.

### Withdrawals

The Progress to Degree Policy is intended to assist full-time students in maintaining satisfactory academic progress and in completing a degree program quickly and efficiently. Because of this, there are limitations on the number of times you can withdraw from courses. This policy applies to all students whose first semester of enrollment is Fall 2016 or any subsequent semester.

Exempt

Show Withdrawals

If the policy does apply, the withdrawals will be shown to the user by default. *Notice there is not an "Exempt" label.*

### Withdrawals

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Hide Withdrawals

The first thing shown is a "View Withdrawn Courses" button.

View Withdrawn Courses 3


Clicking this will display all withdrawn courses by term.

## Withdrawn Courses

Term		
Spring 2016	Course	Title
	COM4103	Leadership Communication
	PUR4800	Comm Research
Spring 2013	Course	Title
	EUH1001	WESTERN PERSPECT II

Next, is a list of the upper and lower level course withdrawals. If there are 3 or less for lower and/or upper, the withdrawn course will be shown under a red X within the corresponding course level box. A grey X indicates that a course has not been withdrawn. Think of this section as "Three strikes and you are out"!


**1000/2000 level courses**



  
EUH1001






**3000/4000 level courses**


  
PUR4800


  
COM4103



If more than 3 withdrawals have occurred, the number of used and remaining will be displayed rather than the exact course.

**1000/2000 level courses**

**Used: 6**





**Remaining: 0**

**3000/4000 level courses**

**Used: 18**





**Remaining: 0**

In addition to the upper and lower course withdrawals, you may have courses that you have withdrawn from at least twice. If you do, you will see a list in a separate section titled "Multiple Withdrawals from same course".


**Multiple withdrawals from same course**

Below are course(s) which you have withdrawn from 2 or more times. Per the Progress to Degree policy, a student cannot withdraw from the same course more than 2 times.


LIT2100  
PHM4020

## Viewing Your Major Change History

Click the Major Change History tab.



**HLES - Exercise Science**  
Classification: Senior  
Last Term Attended: Fall 2016  
Financial Aid Status: Good  
Academic Standing: Good



Estimated Time to Degree

**Major Change History**

All major change activity, starting with Fall 2016, will be showing within the tab. A note is displayed in the major change tab to indicate that what is shown is history for Fall 2016 forward.

**\* Major change history shown is for Fall 2016 forward**

Major change will be displayed by term.

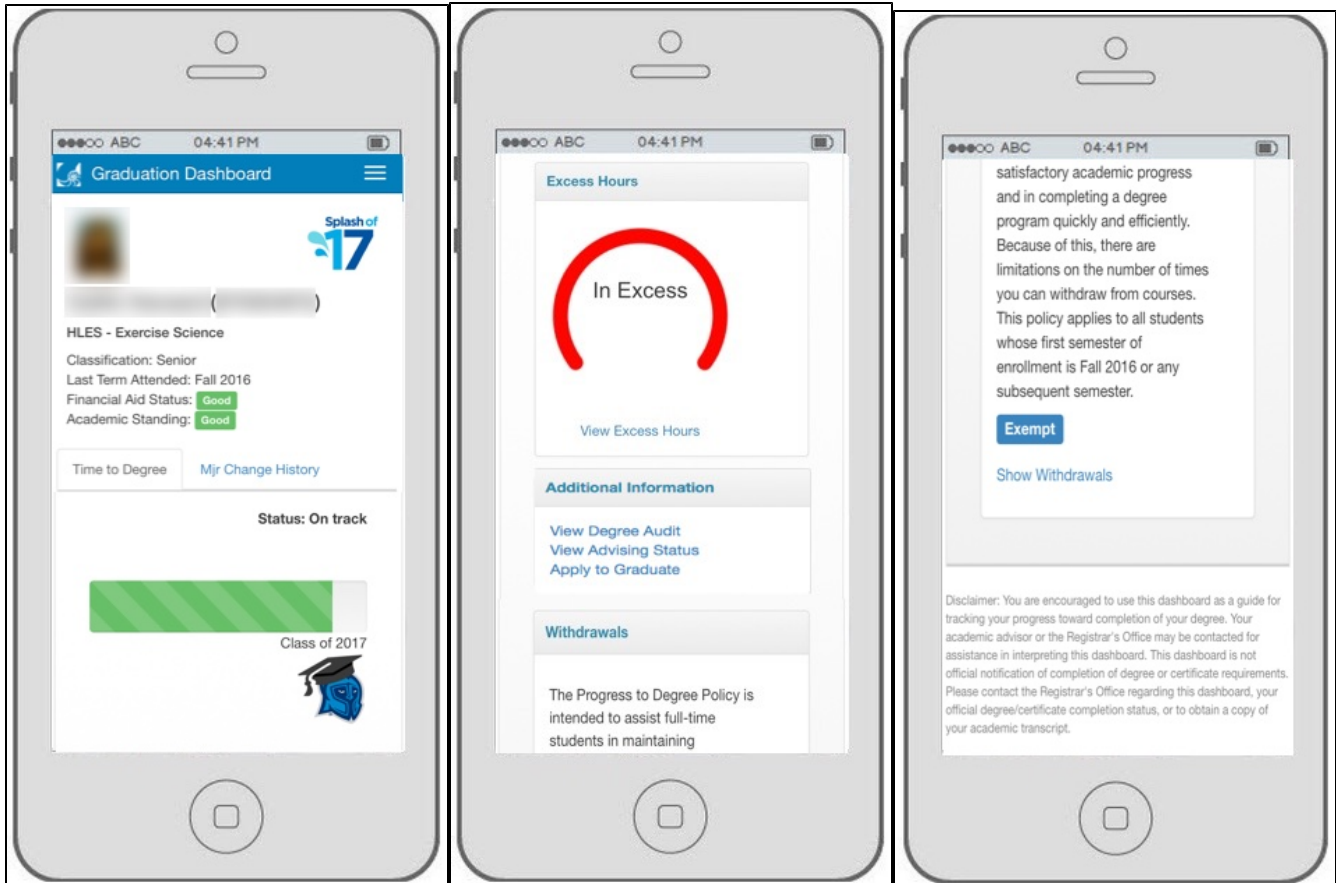
Major Change History				
Fall 2016	Old Program	New Program	Date Changed	Changed By
	ET - Building Construction	MSA-Human Performance Tech OL	03/03/2016	
	IT - Network Syst Oper OL	ET - Building Construction	03/02/2016	

If no major change history is found a message will be displayed.

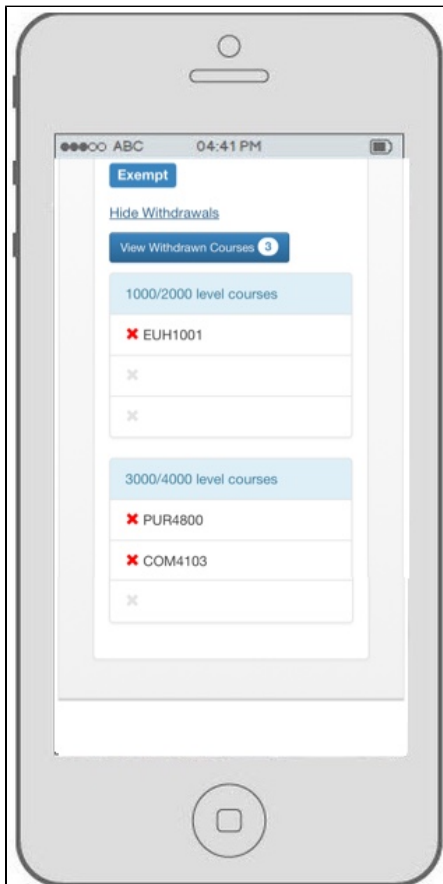
No existing major change history

## Viewing My Graduation Dashboard on a Mobile Device

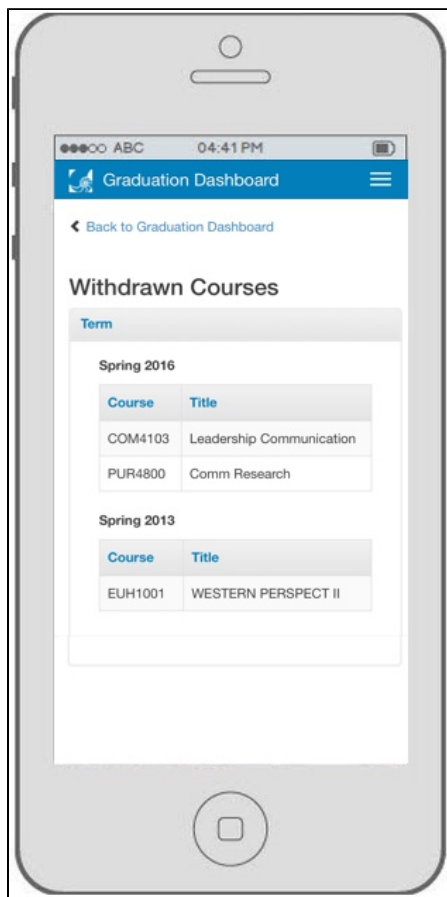




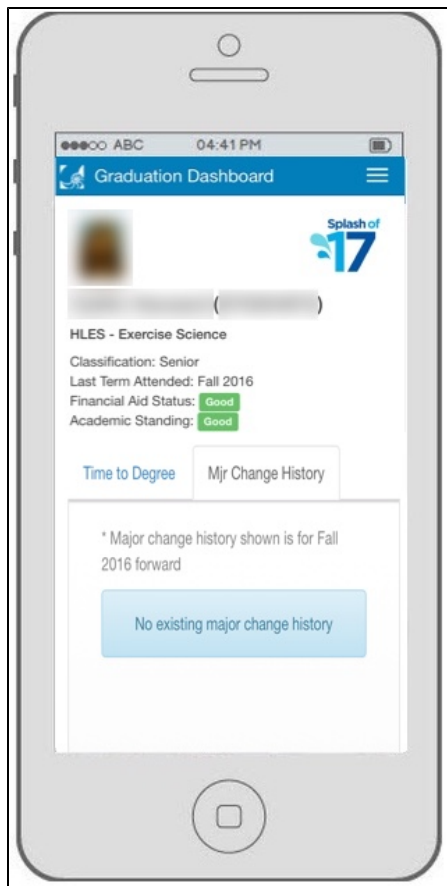
#### Expanded withdrawals



View Withdrawn courses



Major change history



## FAQs

Please keep in mind that this is an estimation of your progress, but should something look incorrect please contact your advisor. A disclaimer can be found at the bottom of the page to assist you in your official status.

Disclaimer: You are encouraged to use this dashboard as a guide for tracking your progress toward completion of your degree. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this dashboard. This dashboard is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this dashboard, your official degree/certificate completion status, or to obtain a copy of your academic transcript.