

Instructions for degree audit under the new Key Skills Knowledge areas

To get you started before you contact the Registrar's Office, we want you to do some of these steps first:

- Go here to print The Wagner Plan and Key Skills & Knowledge BLANK worksheet located at the top of this webpage, please note the descriptions on the back on what these courses are: <https://wagner.edu/registrar/advisement/>
- Under your Unofficial Transcript, there is a PDF form of your transcript, which will have a second page with all the listings of the courses that transferred in and how they were evaluated. Print those pages. Your advisor has the same access to this as well
- Have both sheets in front of you to be ready to review and check against the Bulletin Course Designation look up, found here: <https://wagner.edu/registrar/bulletin-catalog/>
- Go through each of the courses that are Wagner's course number and start with the direct equates first. Like PH101, you will note the designations on the left hand side of C, H, Q, and R. You can also click on the +Legends at the top of the page. Write this information on your transcript next to the number.
- On your worksheet, plug in PH101 into the worksheet. PH101 is a practice **c**reativity, **H**umanities, practice **q**uantitative thinking and critical **r**eading. So put PH101 in each of those four boxes in the front. Gray out boxes are ONLY for INTENSIVES (**CC**), the white boxes are for practices or you can have them be all intensives, however, three practices will not fulfill the requirement. Do this for each course, and plug in the information where it fits. Do it in pencil so we can make changes.
- For courses that do NOT have a direct equate like MUELEC, this will require a conversation with our office or a faculty designee from the general education committee, on what you did in that course and how it could satisfy some of the key requirements. We will need to know what you did so if you have samples of your work or course descriptions, the better. Any courses that will sit within the major, you will need to have this done with your faculty advisor or the department chair. This information can be forwarded to the Registrar's Office and we can add the areas to your transfer courses, so it is remembered.
- Please note that some courses may not have anything associated with the course outside of the Knowledge areas of Art, Humanities, Science and Math and Social Sciences --this will be a given; so the MU course above would fit the ARTS knowledge area but nothing else, and that is OK. Please note that courses without key requirement may be major requirements or very interesting courses to take, so we hope you will not ignore them for their value. We are also getting updates on some of these courses and our hope is to have things settled by the end of the semester with all the edits.
- Once you have filled in as far as you can, then schedule an appointment through the registrar@wagner.edu mailbox and give us several days and times that are good to meet and we will go over what you have worked on.

We understand it is a learning curve to get this all in your first semester, but it will make sense once you start filling in the boxes. Just so you know, many of these boxes will fill up and then you are done with the Key Skills and Knowledge gen ed.