DegreeWorks
Program Coordinator Training Information

Accessing DegreeWorks
- Login to myWofford
- Click on the DegreeWorks link

The drop-down box will be populated with the students for whom you are a designated advisor in Banner. The degree audit worksheet for the first student on the list will automatically display.

Navigation
- **Header:** Help will link to the documentation provided here and FAQs.
- **Tabs:** Worksheet, Planner, Notes, Exceptions and GPA Calc. Each of these will be discussed in more detail, but they offer the different types of functions that users can initiate on the audit worksheet.
What-If: This allows the user to research other majors, minors, programs, emphases and concentrations.

Degree Audit

Student Information Bar

- **Find Button:** Students do not have access to this button. The Find feature may be used to re-sort or reduce the list of students in the drop-down box.
- **Degree:** The audit will default to the student’s first priority program as declared in Banner. If you do not see the degree you expected, click on the drop down arrow under degree. If the student is pursuing two separate degrees, the second one can be viewed here.
- **Classification:** This is based solely on number of credit hours. Many Wofford students are classified as further along in their degree due to the number of AP hours they bring in compared to the actual number of semesters they have attended.
- **Last Audit/Refresh:** Student information is refreshed on a nightly basis. If the student made changes to their registration or major declaration since the nightly refresh, click the refresh arrows to update and “Process New”.

Worksheet Bar

- **Format:** This drop-down box lists the different types of audits that are available. The student view is the typical type of audit, but the registration and graduation checklists are also options.
- **View:** If you want to view a different type of audit select the option from the drop-down and then click the “View” button.
- **Save as PDF:** Will allow you to either save or print the audit while retaining the formatting.
- **Process New**: This will run a new audit and apply the information that was recently refreshed to the student’s declared degree program. It is a good idea to click this button the first time you bring up the student’s information just to make sure everything is current. Also, if you click the refresh arrows you will need to click the Process New button again.

- **Include Checkboxes**: These options are checked by default. DegreeWorks will include any courses in which the student is currently enrolled as well as those for which they are pre-registered. These courses will be included in the degree progress bar and totals for each block. If you would prefer to see ONLY what the student has completed simply uncheck the boxes and click Process New.

- **Class History**: Lists completed coursework by term, similar to the transcript displayed in Banner Web.

**The Worksheet – Student View**

The student view is the typical display format which shows all of the requirements and applies the courses the student has taken in the most advantageous manner.

- **Legend**: Displays an interpretation of the most commonly used symbols in the audit.

- **Student View Block**: Presents the basic student information as well as all advisors assigned to the student in Banner. Each name is hyperlinked so you can email the student or advisor directly from this page (for MS Outlook users). The overall GPA is extracted from Banner. If a major, minor or other program (or advisor) is not listed then the student has not declared that particular area. Please note “Other” encompasses areas of emphases, concentrations, and interdisciplinary programs.

- **Degree Progress Bar**: The total presented by the bar is based on the number of completed and in-progress courses counted in the audit. Use this graph as a guide when advising students, but do not consider it the final word. Please note: If you remove in-progress courses via the “include” checkbox, it will affect the degree progress bar and block totals.
• **Requirement Blocks:** Presents all requirements for General Education, Interim, and declared major, minor and other concentrations, programs and emphases.

• In the block header, the Catalogue Year and semester hour information is displayed. If the block is for a major, minor, or other declaration, a GPA is displayed for the courses associated with that particular area.

• Completed requirements are noted with a green box and checkmark, in-progress with a blue box and single tilde, and still needed by a red, empty box.

```
Degree in Bachelor of Science
Catalogue Year: 2009-2010
Semester Hours Required: 124
Semester Hours Applied: 86

Unmet conditions for this set of requirements: A minimum of 124 hours are required. You currently have 86 hour(s), you still need 38 more hours.

☐ Minimum 2.0 GPA Requirement Met
☐ General Education Requirements Still Needed: See General Education Requirements section
☐ Interim Requirements Still Needed: See Interim Requirements section
☐ Major Requirements Still Needed: See Major in Biology section
☐ Minor Requirements Still Needed: See Minor in Business section
☐ Other Requirements Still Needed: See Emphasis in Computational Science section

General Education Requirements
Catalogue Year: 2009-2010
GPA: 3.86

PLEASE NOTE: The system will always apply your courses in the most advantageous manner. Consequently, courses may be applied to a different requirement on a subsequent audit. Courses used to fulfill General Education may not be applied towards any other requirements unless otherwise specified.

☐ CULTURES & PEOPLES
  REL 204 Introduction to Religions
  IP (3) Spring 2011

☐ ENGLISH
  ☐ Literature and Composition Still Needed: 3 Semester Hours in ENGL 101
  ☐ 200-Level English
    ENGL 200 Introduction to Literary Study
    A 3 Fall 2010
  ☐ FINE ARTS
    MUS 201 The Understanding of Music
    A 3 Spring 2010
```

• **Optional Blocks:** These blocks may or may not display depending on if the student has courses that fall into these areas.

  o **Electives:** Any course that does not fulfill a specific requirement will show up here. These hours count toward graduation, but are not used elsewhere. The only exception is pre-requisites. For pre-requisites the requirement in the major/minor block will display as complete, but the course itself will slot here. This is a great place to look for areas the student could pick-up an additional minor, program, emphasis or concentration.

```
Electives
Semester Hours Applied: 16 Classes Applied: 3

  CHEM 184 Chemistry: Concepts and Method
  A 4 Fall 2008
  COSC 333 Programming & Problem Solving
  IP 3 Spring 2011
```
- **Not Counted/Repeated**: Courses a student repeated or course work that exceeded specific limitations display under this header. For example, a student can take a maximum of two PE courses, if s/he were to take a third course just out of personal interest the course does not count as hours toward graduation nor fulfill any requirement, and will show here.

<table>
<thead>
<tr>
<th>Not Counted / Repeated</th>
<th>Semester Hours Applied: 0 Classes Applied: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 201</td>
<td>English Literature to 1500</td>
</tr>
<tr>
<td></td>
<td>Maximum number of classes exceeded</td>
</tr>
<tr>
<td></td>
<td>D</td>
</tr>
</tbody>
</table>

- **Insufficient**: Courses in which a student does not earn the minimum required grade, WP, WF, or audited (AU) the course (rather than taking it for credit) display here.

<table>
<thead>
<tr>
<th>Insufficient</th>
<th>Semester Hours Applied: 0 Classes Applied: 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 302</td>
<td>Principles of Macroeconomics</td>
</tr>
<tr>
<td>F</td>
<td>Fall 2009</td>
</tr>
</tbody>
</table>

- **In Progress**: The courses the student is currently enrolled in are listed here, in one place, in addition to displaying where they fit throughout the audit.

<table>
<thead>
<tr>
<th>In Progress</th>
<th>Semester Hours Applied: 2 Classes Applied: 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONC 435</td>
<td>Programming &amp; Problem Solving</td>
</tr>
<tr>
<td>IP</td>
<td>Spring 2011</td>
</tr>
<tr>
<td>FIN 450</td>
<td>Corporate Financial Analysis</td>
</tr>
<tr>
<td>IP</td>
<td>Spring 2011</td>
</tr>
</tbody>
</table>

- **Exceptions**: Any exceptions granted to the student are referenced both where the exception is applied and here.

<table>
<thead>
<tr>
<th>Exceptions</th>
<th>Semester Hours Applied: 2 Classes Applied: 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply Here</td>
<td>Exception Example</td>
</tr>
<tr>
<td></td>
<td>03/16/2011</td>
</tr>
<tr>
<td></td>
<td>Ruff, Raymond Hampton</td>
</tr>
<tr>
<td></td>
<td>R4000119</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
</tr>
</tbody>
</table>

- **Notes**: Anyone that has access to DegreeWorks can see the notes, including the student. Notes are helpful when the student is referred to another office, approved for transfer or study abroad coursework, or working with multiple advisors.

<table>
<thead>
<tr>
<th>Notes</th>
<th>Semester Hours Applied: 2 Classes Applied: 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student was advised to take science gen ed next semester.</td>
<td></td>
</tr>
</tbody>
</table>

- **Disclaimer**: This language will show at the bottom of most screens and is intended to counsel users of the limits of the information presented here and the sources that can provide official confirmation.
How to Run a Degree Audit
First, you cannot break the system. It does NOT feed information back into Banner. Do not be afraid to click around and experiment with different students, viewing formats, etc. All of the students that you are assigned will automatically load into the drop-down menu and the audit for the first student will generate immediately.

- Select a student from the drop-down menu and click Process New.

Re-sort/Refine Student List
- Click the find button.
- Click the header of the column if you would like to re-sort.
- Use the Check All and Uncheck All as well as the boxes next the students’ names to select the students you want to remain in your drop-down box.
- “Refresh Advisees” will regenerate the entire list of your advisees.
What-If Scenarios
If the student is considering other majors, minors, programs, concentrations, and/or emphases the What-If function will display the courses the student has taken and where they would fit into a new field of study. Because the system starts with a blank slate, you must select all degree, major, minor and other options. Current program declarations do not feed over from the audit worksheet.

- Click What-If
  - Select the degree BA or BS (Only the majors associated with each degree will populate)
- Select the catalogue year
  *Note about catalogue year: Banner and thus DegreeWorks will automatically select the catalogue year the student first enrolled at Wofford. If a student would prefer to complete his/her requirements under a more recent catalogue, that is possible, but the declaration would need to be updated with the Registrar’s Office.
- Select the majors, minors, etc. of interest
  - Some majors also require the selection of a Program (e.g. Chemistry, Physics). These majors have different tracks which have significantly different requirements.
- Click the Process What-If button at the top
Notes
Advisors can add and modify their own notes, but cannot alter the notes of others. Students do not have access to this tab, but can see the notes on their audit.

- Click on the Notes tab
- Click Add Note
- Select one of the predefined options OR simply type in the free form box
- Click Save Note

Exceptions: Allows Department Chairs and Program Coordinators to adjust degree requirements for an individual student within the majors, minors, and other curricula they oversee. The Registrar’s Office maintains all other exceptions related to General Education and College degree requirements. Exceptions should be used with extreme care and caution and will be reviewed to ensure academic integrity and accuracy. The available exception types are:

- **Force Complete**: Completes a course requirement without applying additional classes. Force Complete is only to be used as a last-resort.
- **Substitute**: Allows you to substitute one course for another.
- **Also Allow**: Appends a course to the course options used to meet the requirement. However, if the student completes one of the original course options, the system may use that original course to fulfill the requirement rather than the course applied through this exception.
- **Apply Here**: Allows the user to apply a specific course to a requirement. Once utilized, the system will not reallocate the applied course even if the student completes one of the original course options.
- **Remove Course/Change the Limit**: Allows you to remove a class from a requirement or to change the number of classes or semester hours required.
- **Force Complete:**
  - Click on the Exceptions Tab.
  - Select Force Complete from the drop-down box.
  - Click the Load button.
  - Select the requirement by clicking the radio button next to it in the requirements listing below.
  - Enter a description of why this exception is being processed.
  - Click the Add Exception button.
  - Click on Worksheets tab.
  - Click Process New to view the exception within the audit worksheet and the Exceptions list at the bottom of the worksheet.
- **Substitute:**
  - Click on the Exceptions Tab.
  - Select Substitute from the drop-down box.
  - Click the Load button.
  - Select the requirement by clicking the radio button next to it in the requirements listing below.
  - Complete the Replace fields with the original course requirement’s subject and number.
  - Enter the substituted course in the With fields.
  - Enter a description of why this exception is being processed.
  - Click the Add Exception button.
  - Click on Worksheets tab.
  - Click Process New to view the exception within the audit worksheet and the Exceptions list at the bottom of the worksheet.
- Also Allow:
  - Click on the Exceptions Tab.
  - Select Also Allow from the drop-down box.
  - Click the Load button.
  - Select the requirement by clicking the radio button next to it in the requirements listing below.
  - Enter the course subject and number to be appended to the requirement.
    - You may further define the Also Allow exception using the With drop-down lists.
  - Enter a description of why this exception is being processed.
  - Click the Add Exception button.
  - Click on Worksheets tab.
  - Click Process New to view the exception within the audit worksheet and the Exceptions list at the bottom of the worksheet.

![Image of the exception interface with highlighted steps]
- **Apply Here**:  
  - Click on the Exceptions Tab.  
  - Select Apply Here from the drop-down box.  
  - Click the Load button.  
  - Select the requirement by clicking the radio button next to it in the requirements listing below.  
  - Enter the course subject and number you wish to apply to the requirement.  
    - You may further define the Apply Here exception using the With drop-down lists.  
  - Enter a description of why this exception is being processed.  
  - Click the Add Exception button.  
  - Click on Worksheets tab.  
  - Click Process New to view the exception within the audit worksheet and the Exceptions list at the bottom of the worksheet.
Remove Course and/or Change the Limit:

- Click on the Exceptions Tab.
- Select Remove Course and/or Change the Limit from the drop-down box.
- Click the Load button.
- Select the requirement by clicking the radio button next to it in the requirements listing below.
- Enter the course subject and number of the course you wish to remove from the requirement – OR – enter the new limit in the Change Limit To field.
- Enter a description of why this exception is being processed.
- Click the Add Exception button.
- Click on Worksheets tab.
- Click Process New to view the exception within the audit worksheet and the Exceptions list at the bottom of the worksheet.
GPA Calculator

There are three variations of the GPA calculator: Graduation, Term and Advice. Please note the calculator is for information only and should not be considered the official GPA.

Click on GPA Calc

- **Graduation Calculator**: Used to estimate the student’s potential graduation GPA by using the current GPA, the semester hours remaining, those required and the desired GPA. The current GPA is automatically entered.
  - Click Graduation Calculator
  - Enter the number of semester hours the student still needs to complete
  - Semester hours required is either 124 for a single BA or BS degree and 154 for two degrees
  - Enter the GPA the student would like to earn upon graduation
  - Click calculate
    - The system will advise you whether or not the desired GPA is achievable and what is necessary in order to make that happen.

- **Term Calculator**: Used to view how potential grades in the current courses will affect the overall GPA. The system will automatically display the student’s current courses and credit hours associated with each. This calculator could be especially helpful for scholarship students attempting to figure out what grades they need to earn in order to keep their scholarship.
  - Click Term Calculator
  - Select a grade for each course
    - Be aware that you can select any grade, even for JAN and PHED courses which are only offered on a pass/fail basis so be careful select the appropriate option where those courses are concerned.
  - Click calculate
    - A projected GPA will be displayed along with total number of hours earned.
• **Advice Calculator**: This is a simpler version of the graduation calculator. The advice it gives states the number of credit hours and GPA that must be earned in order to achieve the desired overall GPA.
  
  - Click Advice Calculator
  - Enter desired GPA
  - Click calculate

  The number of credit hours and the required grade for those credit hours will be displayed. It may or may not be possible to achieve the desired GPA.
Planner: Allows the student and advisor to map out future semesters of course work. The plan can be saved for future reference and displays where the planned courses fit into the degree.

- Click the Planner tab
  - Two windows display, one with the student’s audit and one with the planner blocks.
  - Scroll through each window individually to see the necessary courses and to enter them into the semester by semester plan.
- Select a term from the drop-down menu
  - Be sure to account for Interim and both Summer terms in order. If you forget a term there is no way to insert it after-the-fact.
- Enter the courses for each term.
  - This can be done either by dragging and dropping the courses from the audit or by manually typing them in. The drag and drop feature will automatically add the credit hours. By typing in the course, you will need to enter the credit hours. Hours will total at the end of each block.
  - If the student is undecided about a particular course, enter a dash, a space, and a brief note (e.g. “- Elective”). The hours will be included in the total and the note will serve as a place holder.
- Click check all terms or click the box next to the terms you would like to see in the audit.
- Click Process New
  - The courses will display as ‘PLANNED’
Other Planner Functions

- **Adding a New Plan:** There are two methods depending on whether you want to start from scratch or use the save as function.
  - **New Plan from scratch**
    - Select Add a new plan from the upper-left drop-down box
    - Click the Load button
    - Enter a new title in the description box
    - Create the plan
    - Click Check All Terms
    - Click Save Plan
  - **New Plan Using ‘Save As’**
    - Have a current plan displayed
    - Click Save As
    - Enter a new name in the pop-up window
    - Make necessary changes
    - Click Check All Terms
    - Click Save Plan
o **Entering Notes:** Type information the student needs to remember for that particular term in the free-form text box.

o **Saving the Plan:** Enter a name for the plan in the description box located at the top of the planner window. The student and other advisors can access the plan and modify it as needed.

o **Multiple Plans:** A student can have multiple plans based on what options they might be considering – graduating early, adding another major, removing a concentration, etc.

o **Additional Modes:** The planner is displayed in the notes mode, but it can also be viewed in the calendar or planned v. taken mode.
  - **Calendar Mode:** Displays five blocks across, one for each term/semester in an academic year. Courses can be entered as usual, but there is not a place for notes.
  - **Planned v. Taken:** Displays the courses in the student’s plan against those that were actually taken. If the student gets off track this is the quickest way to find it.
  - **Toggling Between Modes:** Once a plan is saved, you can toggle back and forth between various modes.
    - Select the desired mode from the drop-down
    - Click the load button

Thank you for all of your help and happy advising!