DegreeWorks
Student Training Information

Accessing DegreeWorks

- Login to myWofford
- Click on the DegreeWorks link

The degree audit worksheet for your declared degree and major will automatically display. If you have not declared a major then only a list of your courses will display.

Navigation

**Header:** Help will link to the documentation provided here and FAQs.

**Tabs:** Worksheet, Planner, and GPA Calc. Each of these will be discussed in more detail, but they offer the different types of functions that you can initiate on the audit worksheet.
What-If: Located on the left-side of the page, this option allows you to research other majors, minors, programs, emphases and concentrations.

Degree Audit
Student Information Bar

- **Degree**: The audit will default to the 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 you are pursuing two separate degrees, the second one can be viewed here. If you major declaration is incorrect, but you have submitted the appropriate paperwork, please see the Registrar’s Office.

- **Classification**: This is based solely on number of credit hours. Many Wofford students are categorized 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 you made changes to your registration or major declaration since the nightly refresh, click the refresh arrows to update and then click the “Process New” button to view the most current information.

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 updated to your what-if or declared degree program. Click this button the first time you bring up your information just to make sure everything is current. Also, if you click the refresh arrows (rieben) 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 you are currently enrolled as well as those for which you are pre-registered. These courses will be included in the degree progress bar and semester hours applied totals for each block. If you would prefer to see ONLY what you have 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 you have taken in the most advantageous manner.

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

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<table>
<thead>
<tr>
<th>Legend</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Complete" /> Complete</td>
</tr>
<tr>
<td><img src="image" alt="Not Complete" /> Not Complete</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Student View</th>
<th>A0016774 as of 03/17/2011 at 02:26</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Wofford, Terriers</td>
</tr>
<tr>
<td>ID</td>
<td>TERIERS</td>
</tr>
<tr>
<td>Classification</td>
<td>Junior</td>
</tr>
<tr>
<td>Advisors</td>
<td>Allison, Jennifer R Ruff, Raymond Hampton</td>
</tr>
<tr>
<td>Overall GPA</td>
<td>3.959</td>
</tr>
<tr>
<td>Degree</td>
<td>Bachelor of Science</td>
</tr>
<tr>
<td>Major</td>
<td>Biology</td>
</tr>
<tr>
<td>Minor</td>
<td>Accounting</td>
</tr>
<tr>
<td>Other</td>
<td>Emphasis in Computational Sci</td>
</tr>
</tbody>
</table>

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• **Student View Block**: Presents the basic student information as well as all advisors assigned to you. Each name is hyperlinked so you can email your 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 you have not declared a major, minor or other in that particular area. Alternatively, you may need to click the refresh arrows and process new button. Please note “Other” encompasses areas of emphases, concentrations, and interdisciplinary programs.

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• **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, 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 semester hours applied totals.
- **Requirement Blocks**: Present 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 of Bachelor of Science

<table>
<thead>
<tr>
<th>Requirement Blocks</th>
<th>Catalogue Year: 2009-2010</th>
<th>Semester Hours Required: 124</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unmet conditions for this set of requirements:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum 2.0 GPA Requirement Met</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Education Requirements</td>
<td>Still Needed:</td>
<td>See General Education Requirements section</td>
</tr>
<tr>
<td>Interim Requirements</td>
<td>Still Needed:</td>
<td>See Interim Requirements section</td>
</tr>
<tr>
<td>Major Requirements</td>
<td>Still Needed:</td>
<td>See Major In Biology section</td>
</tr>
<tr>
<td>Minor Requirements</td>
<td>Still Needed:</td>
<td>See Minor In Business section</td>
</tr>
<tr>
<td>Other Requirements</td>
<td>Still Needed:</td>
<td>See Emphasis In Computational Science section</td>
</tr>
</tbody>
</table>

### General Education Requirements

<table>
<thead>
<tr>
<th>Requirement Blocks</th>
<th>Catalogue Year: 2009-2010</th>
<th>Semester Hours Required: 124</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unmet conditions for this set of requirements:</td>
<td></td>
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</tr>
</tbody>
</table>

### Electives

- **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 that you could pick-up an additional minor, program, emphasis or concentration.

<table>
<thead>
<tr>
<th>Electives</th>
<th>Semester Hours Applied: 16 Classes Applied: 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 101</td>
<td>Chemistry: Concepts and Method</td>
</tr>
<tr>
<td>CS 133</td>
<td>Programming &amp; Problem Solving</td>
</tr>
</tbody>
</table>
- **Not Counted/Repeated**: Courses you repeated or course work that exceeded specific limitations display under this header. For example, you can take a maximum of two PE courses, if you 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.

- **Insufficient**: Courses in which you do not earn the minimum required grade or courses in which you earned a grade of WP, WF, or AU display here.

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

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

- **Notes**: Faculty and staff who advise you may periodically make notes regarding registration, transfer courses, study abroad options, etc. This information is meant to be helpful to you and to others you may be working with academically. Anyone that has access to your record in DegreeWorks can view the notes entered here.

- **Disclaimer**: This language will show at the bottom of most screens and is intended to counsel you on the limits of the information presented here and the sources that can provide official confirmation.
How to Run a Degree Audit

Do not be afraid to click around and experiment with different programs, majors, viewing formats, etc.

- To get the most up-to-date information click and click Process New.

What-If Scenarios

If you are an undeclared student, but want to see just what is required for general education the What-If function will display that information. If you have declared a major, but are considering other majors, minors, programs, concentrations, and/or emphases the What-If function will display the courses you have 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).
  - If you are undeclared and only want to see the general education requirements, click the Process What-If button at the top after selecting the degree.

- Select the catalogue year
  - *Note about catalogue year: Banner and thus DegreeWorks will automatically select the catalogue year you first enrolled at Wofford. If you would prefer to complete your requirements under a more recent catalogue, that is possible, but your major 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 (Chemistry, Chinese, and Physics). These majors have different tracks which have significantly different requirements.

- Click the Process What-If button at the top
GPA Calculator

There are two variations of the GPA calculator: Graduation and Term. 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 your 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 you still needs to complete
  - Semester hours required is either 124 for a single BA or BS degree and 154 for two degrees (both a BA and BS)
  - Enter the GPA you 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 your 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 maintain 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 to select the appropriate option where those courses are concerned.
- Click calculate
  - A projected GPA will be displayed along with total number of hours earned.

Planner:
This option allows you and your advisor to map out upcoming semesters of course work. The plan can be saved for future reference and will display where the planned courses fit into the degree.

- Click the Planner tab
  - Two windows display, one with your 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 without starting a new plan from scratch.
- 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 you are 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 the Check All Terms button at the bottom OR click the little box next to the Select Term drop-down that 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 to add a new plan 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

**Entering Notes:** While in the Notes Mode, a notes box will display next to each term. You or your faculty advisor can enter information here that you need to remember for a particular term in the free-form text box. (Example: Must take BIO 150/L here – it is ONLY offered in the fall).

**Saving the Plan:** Enter a name for the plan in the description box located at the top of the planner window. Both you and your advisor(s) can access the plan and modify it as needed.

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

**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 your plan against those that you actually took. If you get off track, this is the quickest way to find what you need to do to get back on course.

• **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

Please use DegreeWorks in coordination with your advisor as the best way to complete your degree requirements in a timely manner. The Registrar’s Office will use the degree audit as the initial check for graduation with final confirmation coming from the Department Chair. If you have transfer work or have been granted an exception that is not displaying properly, please visit with your advisor and/or Department Chair. Exceptions for major requirements must be handled by them.