

# DegreeWorks

## Student User Information

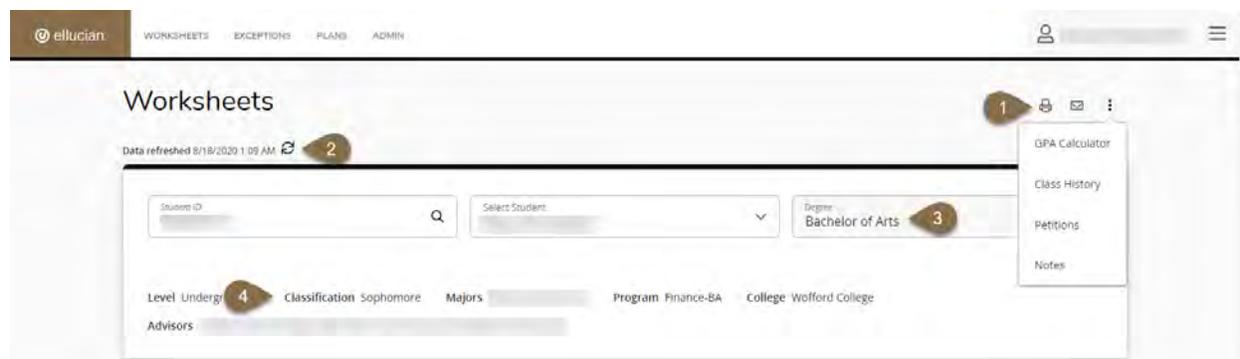
### Accessing DegreeWorks

- 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 the general education requirements for your degree will display.

### Degree Audit

#### Student Information Block



1. **Print /Vertical Ellipsis Menu:** Print allows you to either print a hard-copy of the audit or save as a PDF. The vertical ellipsis menu includes links to the GPA Calculator and Class History, which will be discussed in more detail.
  2. **Data Refresh / Process:** Student information is refreshed on a nightly basis. If your data changed (registration, major/minor declaration, etc.) since the nightly refresh, click the Data Refresh arrows, above the student information block and then the Process button (below, on the right).
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3. **Degree:** The audit worksheet will default to your first priority degree as declared in Banner. If you are pursuing two separate degrees (BA and BS), the second degree can be viewed by clicking on the down arrow next to the degree.
  4. **Classification:** This is based solely on the number of credit hours earned. Some students are categorized with a higher classification due to the number of AP/dual enrollment hours they bring in compared to the actual number of semesters they have attended.

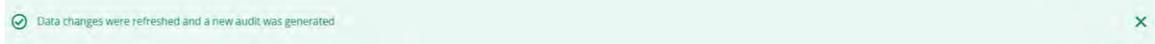
### Possible Messages When Loading an Audit

DegreeWorks presents various messages to communicate the history of your audit. These messages may be presented when the audit first loads or after clicking the Data Refresh arrows.

1. **No Data Changes:** this message will present after clicking the Data Refresh arrows. It means nothing about your data (major, minor, registration, etc.) changed since the last audit was run. Click the 'X' to close and view your audit knowing you are seeing the most current information.



2. **Data Changes Refreshed:** this message will present after clicking the Data Refresh arrows. It means something about your student data (major, minor, registration, etc.) changed since the last audit was run. Click the 'X' to close and Process to update the audit to reflect those changes.



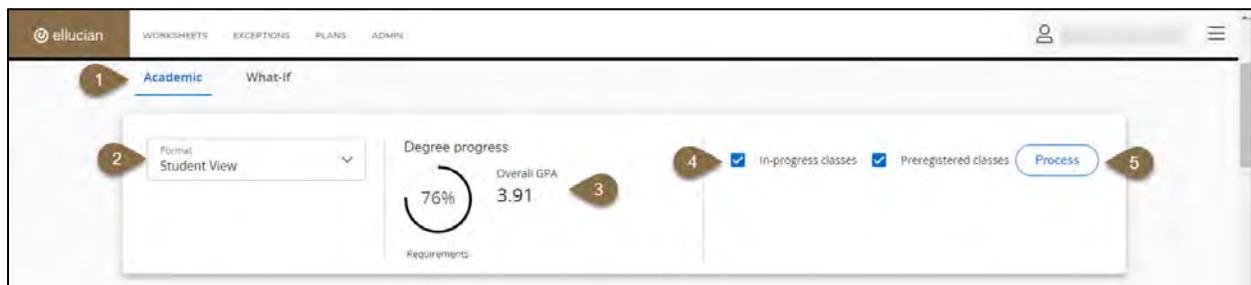
3. **Error Loading Worksheet:** this message may display when the audit initially loads. Click the 'X' to close, click the Data Refresh arrows and the Process button to update the audit.



4. **No Audit Found:** this message will may display when the audit initially loads. It typically happens for a new student that has never had an audit run on their data. Click Run Audit and Process to generate your first audit worksheet.



## Menu & Degree Progress Bar



1. **Menu:** The menu items for Academic and What-if audits allow you to toggle between your current audit and the what-if audit. These will be discussed in further detail.
2. **Format:** This drop-down box lists the different types of audits that are available. The student view is the typical audit, but the registration and graduation checklists can be useful.
3. **Degree Progress:** The percentage 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: unchecking the in-progress and pre-registered courses via the checkboxes will change the degree progress percentage and block totals.*

4. **Checkboxes:** These options are checked by default. DegreeWorks will include any course in which you are currently enrolled as well as those for which you are pre-registered. These courses will be included in the degree percentage and totals for each block. If you would prefer to see ONLY what you have completed simply uncheck the boxes and click the Process button.
5. **Process Button:** This will run a new audit and update the information presented. When you click the Data Refresh arrows at the top always click the Process button to create a new audit based on the most current data.

### The Worksheet – Student View

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

1. **Requirement Blocks:** Presents all requirements for General Education, Interim, and declared major, minor and other concentrations, programs and emphases.
  - The block header displays the catalog year, GPA and credit hours. *If you have not declared a major then the credit hours will not display.* If the block is for a major, minor, or other declaration, a GPA is displayed for the courses associated with that block.
  - Completed requirements are noted with a green checkmark, in-progress with a blue half-circle, and still needed by a red, empty circle.

The screenshot displays the DegreeWorks interface for a student. At the top, there is a navigation bar with the 'ellucian' logo and menu items: WORKSHEETS, EXCEPTIONS, PLANS, ADMIN. A user profile icon and a hamburger menu are on the right. The main content area shows two requirement blocks.

The first block is titled 'Degree in Bachelor of Arts' and is marked as 'INCOMPLETE'. It shows 'Credits Required: 120' and 'Credits Applied: 73.01'. Below this, it states 'Unmet conditions for this set of requirements: A minimum of 120 hours is required. You currently have 73.01 hour(s), you still need 46.99 more hour(s). Please apply for graduation once you have earned 85 semester hours.' The block lists three requirements: 'Minimum 2.0 GPA Requirement Met' (checked), 'General Education Requirements' (not met), 'Interim Requirements' (not met), and 'Major Requirements' (not met). Each requirement has a 'Still Needed' status and a link to the relevant section.

The second block is titled 'General Education Requirements' and is also marked as 'INCOMPLETE'. It shows 'Catalog Year: 2018-2019' and 'GPA: 3.83'. A note states: '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.' Below this is a table of applied courses:

Course	Title	Grade	Credits	Term
<input checked="" type="checkbox"/> CULTURES & PEOPLES	ANTH 201	Intro Archaeol & Physical Anth	A	3

A link at the bottom of the table reads: 'Click here for more information on the Cultures & Peoples requirement.'

2. **Optional Blocks:** These blocks may or may not display depending on if you have courses that fall into these areas.

- **Electives:** Any course that does not fulfill a specific requirement will present here. These hours count toward graduation, but are not used elsewhere. This is a great place to look for areas that you could pick-up an additional minor, program, emphasis or concentration.
- **Not Counted:** Courses you repeated or that exceeds specific limitations display under this header. For example, you can take a maximum of two PHEE courses, if you were to take a third course, it would not count as hours toward graduation nor fulfill any requirement, and displays in this block.
- **Insufficient:** Courses in which you did not earn credit - grades of I, W, WP, WF, or AU (audit) - display here.
- **Preregistered/In Progress:** The courses you are currently enrolled in and are registered in for a future term are listed here, in addition to displaying where they fit throughout the audit.
- **Exceptions:** Any exceptions you have been granted are referenced here and with the requirement to which the exception applies in the audit.
- **Notes:** Advisors often enter notes summarizing the content of your conversations with them. It is helpful to periodically consult your notes to verify your understanding of your requirements, degree progress, etc. - especially in cases that relate to transfer or study abroad coursework, policy explanations or special circumstances.

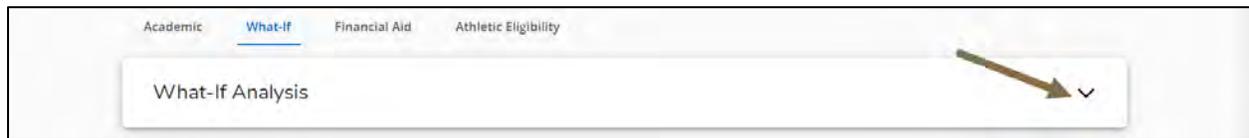
### What-If Scenarios

The what-if function displays the courses you have taken and where they would fit into a new field of study. This feature is helpful when considering other majors, minors, etc. Because the system starts with a blank slate, you must select all applicable degree, major, minor and other options as current program declarations do not automatically feed over from the audit worksheet.

The screenshot shows the 'What-If Analysis' form in the eLucian system. The form is titled 'What-If Analysis' and has a 'Use current curriculum' checkbox. The 'Program' section includes a 'Degree' dropdown menu set to 'Bachelor of Arts' (callout 2) and a 'Catalog year' dropdown menu set to '2017-2018' (callout 3). The 'Areas of study' section includes dropdown menus for 'Major (0/28)', 'Minor (0/28)', 'Concentration (0/23)', and 'Program (0/6)' (callout 4). The 'Future classes' section includes input fields for 'Subject' and 'Number', and an 'Add' button. At the bottom, there are checkboxes for 'In-progress classes' and 'Preregistered classes', both of which are checked. A 'Process' button (callout 5) and a 'Reset' button are located at the bottom of the form.

1. Click What-If
2. Confirm/select the degree of BA or BS
3. Confirm/select the catalog year
  - \*Note about catalog year: Banner and thus DegreeWorks will automatically select the catalog year you first enrolled at Wofford. If you prefer to complete your requirements under a more recent catalog, that is possible, but that would need to be updated with the Registrar's Office.
4. Select the majors, minors, etc. of interest
5. Click the Process button

To edit your what-if options after generating a what-if audit, select the down-arrow in the What-If Analysis block:



To return to the current audit click on Academic. Anytime you finish using the what-if feature you need to click on Academic to return to your current audit.

### GPA Calculators

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.

To utilize the any of the GPA Calculators

- From the Audit, uncheck the In-progress classes and preregistered classes checkboxes.
- Click Process
- Click the vertical ellipses
- Select GPA Calculator

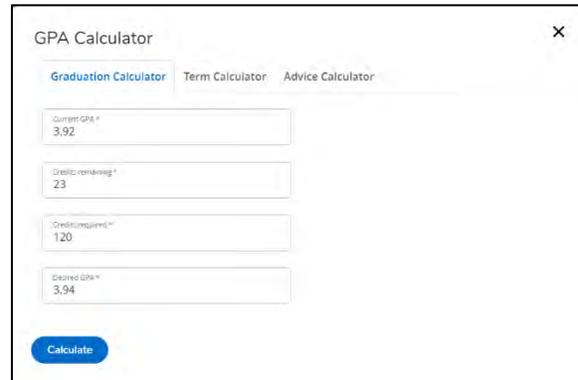


- Select the GPA Calculator you would like to use
  - **Graduation Calculator:** Used to estimate your potential graduation GPA by using the current GPA, the semester hours remaining, those required and the desired GPA. The

current GPA, credit hours remaining, required credit hours will automatically feed over from the audit.

**\*\* IMPORTANT:** You may need to update the Credits Required to 150 credits if you are pursuing two degrees – BOTH a BA and BS. \*\*

- Enter the GPA you would like to earn upon graduation
- Click calculate
- The system will display the average GPA you need to earn over the remaining credit hours to achieve the desired GPA. If earning that GPA is not possible in the remaining credit hours it will state that as well.

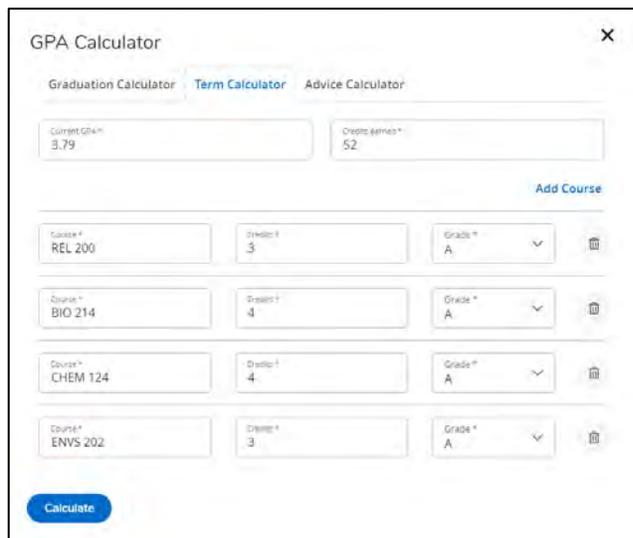


The screenshot shows the 'GPA Calculator' window with the 'Graduation Calculator' tab selected. It features four input fields: 'Current GPA\*' with the value 3.92, 'Credits remaining\*' with the value 23, 'Credits required\*' with the value 120, and 'Desired GPA\*' with the value 3.94. A blue 'Calculate' button is located at the bottom left of the form.

- **Term Calculator:** Used to view how potential grades in current courses will affect the overall GPA. This calculator could be especially helpful in determining what grades you need to earn in order to maintain your scholarship, athletic eligibility, degree progress.
- Remember, to first uncheck the in-progress/preregistered check boxes and click the Process button (on the audit).

- Click the vertical ellipses
- Select Term Calculator
- Add courses, credits, and grades using the Add Course link.
  - Do not enter pass/fail /withdrawn courses as they have no effect on the GPA.

- Click calculate
  - The projected GPA will display along with total number of hours earned.



The screenshot shows the 'GPA Calculator' window with the 'Term Calculator' tab selected. It features two input fields at the top: 'Current GPA\*' with the value 3.79 and 'Credits earned\*' with the value 52. Below these is an 'Add Course' link. The main area contains a table of courses with columns for 'Course\*', 'Credits\*', and 'Grade\*'. Each row has a trash icon to its right. The courses listed are: REL 200 (3 credits, A grade), BIO 214 (4 credits, A grade), CHEM 124 (4 credits, A grade), and ENVS 202 (3 credits, A grade). A blue 'Calculate' button is located at the bottom left of the form.

- **Advice Calculator:** This is a simpler version of the graduation calculator. It provides a summary of the number of credit hours and grades that must be earned in order to achieve the desired overall GPA.
- Remember, to first uncheck the in-progress/preregistered checkboxes and click the Process button (on the audit).
- Click the vertical ellipses
- Select Advice Calculator
- Enter desired GPA
- Click calculate
  - The credit hours and grades required to earn the desired GPA will display.

### Class History

The class history function allows you to view the courses you have taken term-by-term with credit hours and grades earned in each course.



**Legend:** Displayed at the bottom of the audit, the legend is an interpretation of the most commonly used symbols in the audit.

Legend											
	Complete		Not complete		Complete except for classes in-progress		Nearly complete - see advisor		Prerequisite		Any course number