Wake Forest University
DegreeWorks
Training User Guide
Registrar & OAA

Revised August 2015

DegreeWorks is the system of record used to monitor a student’s progress toward his/her degree.

- DegreeWorks will accurately map each student’s progress toward the selected degree, major, minor, concentrations, and certificate. DegreeWorks should be considered accurate and up-to-date at any point in time.
- If you approve an exception/substitution for your student, you must notify the DegreeWorks administrator (degworks@wfu.edu) immediately detailing the exception/substitution. You can expect an authorized change to be applied promptly by your DegreeWorks administrator. Once applied, you and your student will see the recorded exception on the student’s degree audit.
- If you notice an apparent discrepancy in a student’s audit, that too must be communicated to the DegreeWorks administrator (degworks@wfu.edu).
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Introduction

Content Intentions

This manual is intended to be used by the Office of the University Registrar and the Office of Academic Advising. Some of the information and instructions below are similar, if not the same, for all users across the university; however, some of the features and functions are specifically for users in the Office of the University Registrar and the Office of Academic Advising. Even so, a handful of these features and functions are not available for some members in these offices. Therefore, it is advised that users find and use their designated manual according to their position at the university. The other manuals and additional information are listed on the DegreeWorks page: http://registrar.wfu.edu/degreeworks

What is DegreeWorks?

DegreeWorks is the system of record used to monitor a student’s progress toward his or her degree. DegreeWorks will accurately map each student’s progress toward the selected degree, major, minor, concentration, and/or certificate.

DegreeWorks will replace the Degree Evaluation function provided in students' WIN accounts to view students’ audits. DegreeWorks is similar to Degree Evaluation. However, DegreeWorks will provide an easy-to-read worksheet that will help the student see what courses and requirements he or she will still need to complete. In addition, DegreeWorks will present more functions and options for a student to accurately view his or her progress towards his or her program degree, major, minor, concentration, and/or certificate.

What are the Functions provided in DegreeWorks?

Administrators, Advisors and Students will be able to:

- View the academic requirements for the students' major(s) & minor(s)
- Learn the academic requirements for the students’ degree program(s) and see how all completed courses apply to degree requirements
- Identify courses needed to complete their program(s)
- View their cumulative grade-point-average (GPA)
- View transfer credit hours earned
- Calculate a GPA based on their performance for the term
- Create What-If (e.g. "What-If" the student wants to change his or her major) audits/evaluation based on current class history
- Estimate how many semesters it will take to graduate

NOTES: If you notice an apparent inaccuracy in a student's audit, you must communicate to the DegreeWorks administrator (degree@wfu.edu).
The purpose of DegreeWorks is to assist and facilitate academic advising and track a student's progress towards his or her degree program(s) and requirements. It is not intended to replace face-to-face academic advising sessions.

DegreeWorks is not an official academic transcript; it is an official system of records.
DegreeWorks Features & Functions

Definitions & Descriptions by Sections

DegreeWorks TABs

<table>
<thead>
<tr>
<th>Tab</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worksheets (Default Tab) (pg. 22)</td>
<td>This tab will display the student’s degree checklist and will offer most features and functions in DegreeWorks. Users will spend most of their time on this page to access information on progress towards a degree, view History Reports, generate What-If scenarios, and Look Ahead possibilities.</td>
</tr>
<tr>
<td>Notes (pg. 47)</td>
<td>This tab will give administrators and advisors the option to view and create notes regarding the student’s audit. Keep in mind that students will be able to view these notes and all users will NOT be able to change them. If users need to change, modify, or delete a note, please email <a href="mailto:degree@wfu.edu">degree@wfu.edu</a>.</td>
</tr>
<tr>
<td>Exceptions (pg. 52)</td>
<td>This tab will show all the exceptions applied to the student’s degree by exception types. These exceptions are monitored and altered by the Office of the University Registrar. Please email <a href="mailto:degree@wfu.edu">degree@wfu.edu</a> for any questions or concerns regarding an exception or multiple exceptions.</td>
</tr>
<tr>
<td>GPA Calculator (pg. 53)</td>
<td>This tab will provide different options to calculate GPA based on the criteria the student or advisor enters.</td>
</tr>
<tr>
<td>Admin (pg. 56)</td>
<td>This tab will be used by the Office of the University Registrar. It is essentially a report of DegreeWorks usage by all users that are able to access the student or students’ accounts.</td>
</tr>
</tbody>
</table>

Degree Checklist Viewing Format

<table>
<thead>
<tr>
<th>Display Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student View (Default View) (pg. 23)</td>
<td>Provides general information about the student’s complete and incomplete requirements, in progress and pre-registered courses, grouped into logical sections/blocks.</td>
</tr>
<tr>
<td>Registrar Report (pg. 24)</td>
<td>Displays the same information as the Student View, is used primarily by the Office of the University Registrar.</td>
</tr>
<tr>
<td>Graduation Checklist (pg. 24)</td>
<td>Displays a quick checklist of all classes (less detail than the student view) on the student’s audit.</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Registration Checklist (pg. 25)</td>
<td>Shows only the student’s unfulfilled requirements that are &quot;Still Needed&quot; on the checklist.</td>
</tr>
<tr>
<td>Diagnostic Report (pg. 26)</td>
<td>Displays the percent completion of each block category. This view is used by the Office of the University Registrar.</td>
</tr>
<tr>
<td>Student Data Report (pg. 26)</td>
<td>Contains all the codes associated to the student in Banner.</td>
</tr>
</tbody>
</table>

**Worksheets Buttons**

<table>
<thead>
<tr>
<th>View (pg. 22)</th>
<th>If users want to view a different format of audit, select the option from the degree format drop-down menu and click the View button.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save as PDF (pg. 22)</td>
<td>This button will allow users to either save or print the audit while retaining the formatting.</td>
</tr>
<tr>
<td>Refresh (pg. 22)</td>
<td>Bring in new data into DegreeWorks from Banner. This is important if a student is waiting for a change to be made to their degree audit.</td>
</tr>
<tr>
<td>Process New (pg. 22)</td>
<td>This button will run a new audit and apply the information that was recently refreshed.</td>
</tr>
<tr>
<td>Class History (pg. 22)</td>
<td>Provides a listing of all of the courses taken by the student, with grades and credits, grouped by the term taken. It will look similar to an academic transcript, but it is NOT an official transcript.</td>
</tr>
</tbody>
</table>
## Worksheets Features

<table>
<thead>
<tr>
<th>Feature</th>
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<tbody>
<tr>
<td>History (pg. 35)</td>
<td>Users can search and look at old audits by selecting a Format view and a Historic Report date.</td>
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<tr>
<td>What If (pg. 38)</td>
<td>Allows users to process speculative degree audits for a student using their current class history if a student wants to change their major, minor and etc.</td>
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<tr>
<td>What If History (pg. 42)</td>
<td>The What-If History allows users to access previous What-If audits after they have been executed. When a previous audit is pulled, the What-If History will display of Worksheet checklist page.</td>
</tr>
<tr>
<td>Look Ahead (pg. 45)</td>
<td>Displays an audit after users enter in projected courses for the following semester(s). The audit will show how the projected courses will be applied to the audit.</td>
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</table>

## GPA Calculator Features

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>Graduation Calculator (pg. 53)</td>
<td>Use the graduation calculator to determine the average grade required to reach a desired graduation GPA.</td>
</tr>
<tr>
<td>Term Calculator (pg. 54)</td>
<td>Use the term calculator to determine the semester GPA based on courses and anticipated grades.</td>
</tr>
<tr>
<td>Advice Calculator (pg. 55)</td>
<td>Use the advise calculator to determine the grade and number of credits still required to reach the desired GPA.</td>
</tr>
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## Exception Buttons & Features (Must have access to view these features and make exceptions)

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</tr>
</thead>
<tbody>
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<td>Exception Types</td>
<td>The drop-down menu displays the different types of exceptions, which are: Force Complete, Substitute, Also Allow, Apply Here and Remove Course and/or Change the Limit.</td>
</tr>
<tr>
<td><strong>Load</strong></td>
<td>If users want to view a different type of exception, select the option from the exception types drop-down menu and click the Load button.</td>
</tr>
<tr>
<td>----------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Remove Exception</strong></td>
<td>This is the button to delete or remove a selected exception.</td>
</tr>
<tr>
<td><strong>Run New Audit</strong></td>
<td>Click on this button and a new audit will generate based on the addition or removal of exception(s).</td>
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**Definitions & Descriptions by Alphabetical Order**

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Access to DegreeWorks

Log-In

1. Go to [http://win.wfu.edu](http://win.wfu.edu) and log-in to your WIN account

2. Click on **Virtual Campus** in the upper right-hand corner
3. Scroll down and click on **DegreeWorks**

4. Select the current semester **Term** if asked and click **Submit**

You will automatically access the **DegreeWorks** homepage
## Toolbars

### Navigation Toolbar

<table>
<thead>
<tr>
<th>Toolbar</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back to WIN</td>
<td>This will go back to WIN.</td>
</tr>
<tr>
<td>FAQ</td>
<td>This will directly go to a FAQ webpage.</td>
</tr>
<tr>
<td>Print</td>
<td>This will allow the user to print the current page.</td>
</tr>
</tbody>
</table>

### Audit Toolbar

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Find</td>
<td>Unless student ID is known, the find button will be used to search for student(s).</td>
</tr>
<tr>
<td>Student ID</td>
<td>Here, users can enter a student’s Banner ID and bring up their audit.</td>
</tr>
<tr>
<td>Name</td>
<td>Student’s name will be displayed here. If multiple students are selected, the drop-down will display all the students selected. Users can jump from audit to audit by clicking on the arrows above (←Name→).</td>
</tr>
<tr>
<td>Degree</td>
<td>Current student’s degree will be displayed here, unless the student has not yet declare his or her major (College Only). The drop-down can be used to switch between primary and secondary degrees if applicable.</td>
</tr>
<tr>
<td>Major</td>
<td>Student’s current and first major will be displayed here.</td>
</tr>
<tr>
<td>Classification</td>
<td>Student’s classification will be displayed here (Freshman, Sophomore, Junior, Senior and etc.)</td>
</tr>
<tr>
<td>----------------</td>
<td>---------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Last Audit</td>
<td>Displays the last date an audit was performed for the current student within DegreeWorks</td>
</tr>
<tr>
<td>Last Refresh</td>
<td>Displays the last date and time the audit was refreshed from the Banner system.</td>
</tr>
<tr>
<td>Refresh</td>
<td>Bring in new data into DegreeWorks from Banner. This is important if a student is waiting for a change to be made to their degree audit.</td>
</tr>
<tr>
<td>Notes</td>
<td>This will direct users to the Notes tab. Notes will give users, including administrators and advisors, the option to view and create notes regarding the student’s audit. Keep in mind that students will be able to view these notes and all users will NOT be able to change them. If users need to change, modify, or delete a note, please email <a href="mailto:degree@wfu.edu">degree@wfu.edu</a>.</td>
</tr>
</tbody>
</table>
Search for Student(s)

Search by ID Numbers

If the student’s ID number is known, enter in that ID number any time in the **Student ID** field on the homepage and/or in the **Find Students** search page.

*By Student ID*

Enter **Student ID** Number and press the **Enter** key on the keyboard.

*OR*

*By Find Students*

Enter in **Student ID** number. Click on **Search** and the student’s name should appear on the bottom of the page. Click **OK** at the bottom of the search page if you want to view this student’s audit.
Search by Name

To search for a student by his or her name, enter in the student’s name in the Find Students search page.

Notes:
- The First and Last Name fields are not case sensitive.
- Typing in the first letters of a first or last name will produce a list of all names starting with those letters.
- Wild cards (@) can be used in any of these fields. Entering “@west@” in the Last Name field will produce a list of all students whose last names contain the letters "WEST".

Enter in student’s First, Last Name or “wild card” name. Click on Search and the student’s or students’ names should appear on the bottom of the page.

If you are searching for a student, make sure the student’s name is on the bottom of the page and click OK to view the audit.

If you are searching for more than one student, check/uncheck the desired student(s) and click OK to view the(ir) audit(s).
Search by Degree Program, Major, Minors, Concentrations & Certificates

To search for a student or students by their Degree Program, Major, Minors, Concentrations or Certificates, choose all options that applies in the Find Students search page.

Choose all criteria options that applies. Click on Search and the student’s or students’ names should appear on the bottom of the page.

If you are searching for a student, make sure the student’s name is on the bottom of the page and click OK to view the audit.

If you are searching for more than one student, check/uncheck the desired student(s) and click OK to view the audit(s).
Execute the Search Functions

Once all the option(s) in the **Find Students** search page is selected, click on the **Search** button to search for the student(s). All the student(s) that fall under this (these) category(ies) will fall at the bottom of the search page.

Select the student or students by using the check boxes on the left-hand column or **Check All** and **Uncheck All** options. Click **OK** to execute the search and to view the audit(s).
By clicking **OK**, DegreeWorks will direct you to the first student’s audit in alphabetical order according to the list of students you have selected in the **Find Students** search page. To navigate from one student’s audit to another, use the **arrows** on top of the name or the **drop-down menu** on the audit toolbar.

If you want to remove a search criteria option, highlight one of the criteria and click **Remove**. If you want to clear all criteria or start a new search, click **Clear**.
Common Search Errors

The university will only allow you to search no more than 800 students at a time. If you get this error, please go back to the Find Student search page and specify/refine your search.

Only valid combinations of criteria options will produce results. If you get a No Students Found error, please go back to the Find Student search page and edit your search.
Worksheets

What is Worksheets?

This tab will display the student’s audit. It will show the degree checklist and will offer most features and functions in DegreeWorks. Users will spend most of their time on this page to access information on progress towards a degree, view History Reports, generate What-If scenarios, and Look Ahead possibilities.

Worksheets Buttons

<table>
<thead>
<tr>
<th>Format: Student View ▼</th>
<th>View</th>
<th>Save as PDF</th>
<th>Process New</th>
<th>Class History</th>
</tr>
</thead>
</table>

**View**

If users want to view a different format of audit, select the option from the degree format drop-down menu and click the View button.

**Save as PDF**

This button will allow users to either save or print the audit while retaining the formatting.
### Process New

This button will run a new audit and apply the information that was recently refreshed.

### Class History

Provides a listing of all of the courses taken by the student, with grades and credits, grouped by the term taken. It will look similar to an academic transcript, but it is **NOT** an official transcript.

### Format Types

**Student View**

The **Student View** is the default worksheet format type. It provides general information about the student's complete and incomplete requirements, in progress and pre-registered courses, grouped into logical sections/blocks.

![DegreeWorks Student View](image-url)
Registrar Report

The **Registrar Report** format will be used primarily by the Office of the University Registrar. Displays the same information as the Student View with additional details from Scribe, DegreeWork’s coding tools. This view may be helpful for other users outside of the Office of the University Registrar if users understand the coding language.

Graduation Checklist

The **Graduation Checklist** format displays a quick checklist of all classes (less detail than the student view) on the student’s audit. It displays the same filled and unfilled requirements as the Student View without displaying the grades, credits or terms.
The **Registration Checklist** shows only the unfulfilled requirements that are "Still Needed" on the checklist. It does not provide any detailed explanations of requirements that may be found in the Student View.
Diagnostics Report

The **Diagnostics Report** will be used by the Office of the University Registrar. It will display the percent completion of each block category. This view is very hard to read; therefore, it is suggested that users use other viewing formats.

Student Data Report

The **Student Data Report** is will be used by the Office of the University Registrar. It contains all the codes associated to the student in Banner. This will not be useful for analyzing audits or advising. It will not be useful outside of the Office of the University Registrar.
Student Header Information

The Student Header Information displays a customized view of a student’s program of study.

<table>
<thead>
<tr>
<th>Student</th>
<th>Displays student’s Last and First name. Provides the ability to email student directly (Email instructions on page 34).</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>Displays student’s ID.</td>
</tr>
<tr>
<td>Gender</td>
<td>Displays student’s reported gender.</td>
</tr>
<tr>
<td>Classification</td>
<td>Displays student’s class level (Freshman, Sophomore, Junior, Senior and etc.).</td>
</tr>
<tr>
<td>Advisors</td>
<td>Displays all students’ advisor(s) (primary advisor is listed first). Provides the ability to email advisors directly.</td>
</tr>
<tr>
<td>------------------</td>
<td>---------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Cumulative GPA</td>
<td>Displays student’s cumulative GPA extracted from Banner.</td>
</tr>
<tr>
<td>Hours Completed</td>
<td>Displays student’s credit hours completed.</td>
</tr>
<tr>
<td>Alternate PIN</td>
<td>Displays student’s PIN number for registration when he/she has been advised.</td>
</tr>
<tr>
<td>Admit Term</td>
<td>Displays student’s term in which he/she was admitted.</td>
</tr>
<tr>
<td>Level</td>
<td>Displays student’s level (Undergraduate, Graduate and etc.)</td>
</tr>
<tr>
<td>Degree</td>
<td>Displays student’s degree based on student’s level (Bachelor of Arts, Bachelor of Science, Master of Arts, Doctor of Philosophy and etc.)</td>
</tr>
<tr>
<td>College</td>
<td>Displays student’s school/campus (School of Arts and Science, School of Business, Law School and etc.)</td>
</tr>
<tr>
<td>Major(s)</td>
<td>Displays student’s major(s). If the student has multiple majors, the first is the primary major.</td>
</tr>
<tr>
<td>Minor(s)</td>
<td>Displays student’s minor(s). If the student has multiple minors, the first is the primary minor.</td>
</tr>
<tr>
<td>Concentration(s)</td>
<td>Displays student’s concentration(s).</td>
</tr>
<tr>
<td>Certificate(s)</td>
<td>Displays student’s certificate(s).</td>
</tr>
</tbody>
</table>
Apply for Graduation | Displays when the student completed his/her application for graduation ([http://registrar.wfu.edu/academic/graduation-information/](http://registrar.wfu.edu/academic/graduation-information/)).

Expected Grad Date | Displays student’s expected graduation date based on admitted term.

Legend

The legend contains all of the unique symbols that are important for interpreting the DegreeWorks audit.

**Complete** – This symbol will appear besides all requirements that have been completed within the audit. The row will be highlighted light yellow and will display the course(s) that fulfilled the requirement along with the grade and term in which the course was taken. Once all requirements are completed, the gold block category will be checked with a complete symbol indicated that the block has been completed.

**Complete except for classes in-progress** - This symbol will appear for requirements where the courses needed to fulfill the requirement are currently being taken or are registered to be taken for a future term. The row will be highlighted light blue and will display (REG) in the grade section.
Nearly Complete—see Advisor - This symbol will appear when all the course requirements have been met, but there are additional requirements that have not. Example minimum grade, minimum GPA, and etc.

Not Complete - This symbol will appear beside all requirements that have not yet been completed. The row will be highlighted in pink and will also indicate the course(s) that will be required to complete the requirement.

Transfer Class – The “T” symbol will be followed by a letter grade in the grade column. This indicates that the requirement is satisfied by a transfer credit course. The course and university will be displayed below the requirement. In this example, the student completed the requirement with a transfer credit course from Virginia Tech and received an A in the course.

Any Course Number - The “@” symbol in DegreeWorks works as a wildcard. This means that it represents all classes when used as a prefix, and can also be used to represent all course numbers. When a course prefix is followed by the @ symbol (CHM @) this means any course number for that prefix can be used to fulfill the requirement. In this example, the student can take any political science (POL) course in the department to fulfill the requirement.
## Other Key Symbols

**Asterisk** * - Courses with Asterisk indicate that there is a prerequisite course for that course. Click on the course and DegreeWorks will display a note with the course description and prerequisite(s).

**Except** - Course(s) following the word “Except” are course(s) that do not fulfill the requirement.

**Colons** : - Course numbers with a colon in between represents a range. For example, if the requirement asks for 1 Class in ART 103:105, then ART 103, 104 and 105 will fulfill the requirement.

### Requirements

Each section in a DegreeWorks audit is called a “Block”. Each block header will contain a title for the block and will also display specific course information for that block such as credits applied and classes applied. Like individual requirements, the block header will also contain a symbol stating the status of all requirements within the block.

#### Block Types (The majority applies only to the College)

- **Program Degree** - The program degree will appear in the first block when and once the student declares a major (undergraduate only). The program degree will automatically appear for all graduate programs. The program degree will vary based on the major (e.g. Bachelor of Arts, Bachelor of Science, Master of Arts, Doctor of Philosophy and etc.). If the student has not declare a major, the block will indicate the student has not yet declare a program degree.
- **Core: Basic Requirements** - The core requirements are applied to all students in the college (undergraduate only). These specific basic requirements are listed below the block.

- **Core: Divisional Requirements** - The core requirements are applied to all students in the college (undergraduate only). These specific divisional requirements are listed below the block.

- **Cultural Diversity Requirement** - The cultural diversity requirements are applied to all students in the college (undergraduate only).

- **Qualitative Reasoning Requirement** - The qualitative reasoning requirements are applied to all students in the college (undergraduate only).

- **Major** - The major block will appear when the student has selected a major (undergraduate only). If the student has multiple majors, the first major block listed is his or her first major. The specific major requirements will be listed below the block.

- **Minor** - The minor block will appear when the student has selected a minor (undergraduate only). If the student has multiple minors, the first minor block listed is his or her first minor. The specific minor requirements will be listed below the block.

- **Concentration/Certificate** - The concentration/certificate block will appear when the student has selected a concentration/certificate (undergraduate only). If the student has multiple concentrations/certificates, the first block listed is his or her first concentration/certificate. The specific concentration/certificate requirements will be listed below the block.
Other Block Types

- **Fall-Through/General Electives** - Any course that does not fulfill a specific requirement will show up here. These credit hours will count toward graduation, but are not applied elsewhere. Prerequisites courses are an example. In addition, this is a great place to look for areas the student could pick-up an additional major, minor, program, concentration or certificate.

- **Insufficient** - Courses in which a student does not earn the minimum required grade, in which a student received a non-reported grade (NR) or in which the student audited (AU) the course (rather than taking it for credit) will be displayed here.

- **In-Progress** - The course(s) the student is currently enrolled in are listed here for the current or upcoming semester, in addition to displaying where they fit throughout the audit.

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

- **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.

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Direct Email

DegreeWorks provides the capability to email a student and/or advisor(s) directly within the audit.

Staff, Administrators, and Advisors Emailing the Student

Staff, administrators, and advisors can email the student regarding his or her audit by clicking on his or her name in the Student Header Information and an email pop-up window will appear.

Student Emailing the Advisor(s)

Student can email his or her advisor(s) regarding his or her audit by clicking on the advisor(s) name in the Student Header Information and an email pop-up window will appear.
History

Users have the ability to search for old audits. If users had ran multiple audits during the year, the users can search for these old audit. The History function is located under the Worksheets TAB on the left-hand column. This may be useful to compare audits from semester to semester to see how courses are/were being applied to the requirements.
How to Run a History Audit

1. To run a history audit, click on **History** on the left-hand column.
2. Select a **Format Type** to which you would like to view the history audit.

3. Then select a **Historic Report Date** if applicable.

4. Click on **View** to view the History Audit.

   Click on **Delete** to delete the History Audit.

   Click on **Save as PDF** to save the History Audit as a PDF.

An audit will appear which it will be very similar to the Worksheets view.
What-If Audit

Students, who plan on changing their degree program (e.g. BA to BS or vice versa), changing or adding a major, changing or adding a minor, and changing or adding a concentration, can access the What-If audit. The What-If audit can be found under the worksheets tab, on the left menu; it is designed to offer students an opportunity to view how proposed changes can affect their path towards graduation.
How to Run a What-If Audit

Select a combination within three categories:

1. Select your primary area(s) of study

   Here, users can change the students’ primary degree program, major, minor or concentration/certificate (optional). Please select the following:

   1) Select a Catalog Year (Select the most recent Catalog Year is advised in the event that the program has changed from year to year.)
   2) Select a Program Degree. Note that some majors have multiple programs (BA, BS, MS, etc). Once the Program Degree has been selected, the Level, Degree, and Major will automatically be selected.
   3) Select a Concentration/Certificate (optional). Note that Concentration(s)/Certificate(s) can only apply if the major offers that Concentration/Certificate.
   4) Select a Minor (optional).
2. Select your additional area of study

Here, users can add additional degree program, major, minor or concentration/certificate (optional). This will apply to students who would like to double major, double minor and/or have multiple concentrations/certificates. Please select the following:

1) Select a Program for Additional Area (optional). Note that for an addition major to double major, select the additional Program Degree here. If users do not want to double major, select the same Program Degree as the Primary Area of Study category.

2) Select a Concentration/Certificate (optional). Note that Concentration(s)/Certificate(s) can only apply if the major offers that Concentration/Certificate.

3) Select a Minor (optional). Note, for a double minor, please select a different minor from the Primary Area of Study category.

4) Click on the Add button once all are selected.

5) Remove any Area of Study by clicking on the Remove button if needed.
3. Choose your future classes

Here, users can add course(s) the student is planning to register for in the future and see how these course(s) can apply to What-If Audit (optional). Please enter the following:

1) Enter the subject and number of the course (e.g. CHM 111) in the field. Click **Add Course** to add that course.
2) To remove any of the considered course(s) that are added, click on the course to highlight the course and click on **Remove Course**.
Execute the What-If Audit

To execute the What-If Audit, click on the Process What-If button.

The Student View on the worksheet will appear with the criteria chosen from the What-If audits.

If users would like to save the What-If Audit as a PDF, click on the Save as PDF button.

What-If History

The What-If History allows users to access previous What-If audits after they have been executed. The What-If History feature is only available to some users. When a previous audit is pulled, the What-If History will display of Worksheet checklist page. This feature is located on the left-hand column of the Worksheets TAB.
How to Run a What-If History Audit

1. To run a What-If History audit, click on **What-If History** on the left-hand column.
2. Select a **Format Type** to which you would like to view the What-If History audit.

3. Then select a **Historic Report Date** if applicable.

4. Click on **View** to view the History Audit.

   Click on **Save as PDF** to save the History Audit as a PDF.

   An audit will appear which it will be very similar to the Worksheets view.
Look Ahead

The Look Ahead allows the audit to reflect unregistered classes the student plans to take in the future. As with the What-If, it is important to remember that these audits are not saved, but can be printed and run again. The Look Ahead function is available on both the What-If and on the left-hand column of the Worksheets TAB.

How to Run a Look Ahead Audit

1. Enter a Course by its Subject and Number (e.g. ART 396) and click on Add Course.
2. To remove a course from the considered course(s), highlight the course and click on **Remove Course**.

3. To execute the audit, click on **Process New**. A Student View on the Worksheet will apply these supposed course(s) to the audit.
Notes

The Notes utility allows DegreeWorks users to document academic advising on student records. These Notes are viewable by the student on their audit in the Notes section at the bottom of the Worksheet.

Please be aware that notes entered in DegreeWorks are part of the students educational record and will be disclosed as part of that record when complying with any legal requests for the release of information in that educational record. Notes should be factual and of a nature under public scrutiny.
Add Notes

1. To add a note, click on Add Notes on the left-hand column.
2. Users will be given an option to use the Pre-defined Notes and/or free type the note in the text space.

3. If for whatever reason users need to clear the note, there is a Clear button.

Once the note is finished, click Save Note.
Users will get a confirmation note. Click on Run New Audit to display the note in the View section and on the student's worksheet.

View Notes

To view the note that users just enter, click on View notes and see the note, who entered the note and when did he or she enter the note.
Modify Notes

Users may modify notes by clicking on Modify Notes. Keep in mind that users can only modify their original notes. Users cannot modify other users’ notes.

Delete Notes

Users may delete notes by clicking on Delete Notes. Keep in mind that users can only delete their original notes. Users cannot delete other users’ notes.
Exceptions

This tab will be monitored by the Office of the University Registrar. Some users will not be able to see this tab or have access to this tab on DegreeWorks. If users have any issues with student(s) exception(s), please email degree@wfu.edu and someone will reply to resolve the issue(s).

If you want access or have access, please contact the Office of the University Registrar for questions on how to go about the situation and get step by step instructions.
GPA Calculator

There are three different GPA calculators available in DegreeWorks: Graduation, Term, and Advice Calculators. The calculators, in conjunction with current DegreeWorks functions, can help students in many ways, providing:

- Realistic goal-setting at the beginning of the term or academic career
- Precise calculation of their end-of-term GPA using students' actual academic information
- Accurate mapping of students' paths for achieving honors, avoiding probation, or satisfying personal academic aspirations

Graduation Calculator

This calculator takes the most "unknown" inputs. Many students may not know how many credits are required for their degree, nor the number of credits remaining. In some cases, this calculator will be useful to inform the student that their desired GPA is not possible to achieve (considering their number of credits remaining). In short, this calculator helps students to set long-term general goals.

To run a Graduation Calculator:

1. Enter the number of hours remaining to finish the student's Degree Program.
2. Enter the number of hours required for the Degree Program (it will most likely be 120 hours for most undergraduate programs).
3. Enter the desired GPA the student wants to graduate with.
4. Click on **Calculate** to calculate the GPA.
Term Calculator

This is the most specific calculator. It can be used for goal-setting as well as mapping paths to avoid probation, achieve honors, etc. The student's current classes and credits (if applicable) are preloaded into the form. Users can also add course and credits to the class list. When done entering course information with expected credits and grades, click Calculate. The following screen will produce the new calculated GPA.

To run a Term Calculator:

1. If the student’s courses are displayed in the fields, users do not have to enter any other courses unless the student is planning on changing or modifying their semester schedule. If courses are not enter, please enter these courses in the given fields.
2. Enter the credit hours for each course.
3. Select the grade the student thinks he or she will earn in the class.
4. Click on Calculate to calculate the GPA.
Advice Calculator

This calculator is perhaps the easiest to use. The student need only provide their desired GPA. It is used to figure out how a student can raise/lower their GPA using actual grades as advice. While it is fairly general, it is more specific than the graduation calculator.

To Run an Advice Calculator:

1. Enter in the student’s desired GPA.
2. Click Calculate to calculate the GPA.
Admin

This tab will be used by the Office of the University Registrar. It is essentially a report of DegreeWorks usage by all users that are able to access the student or students’ accounts. If you do not have access to this page, please ignore this TAB.