

DEGREE WORKS QUICK REFERENCE GUIDE



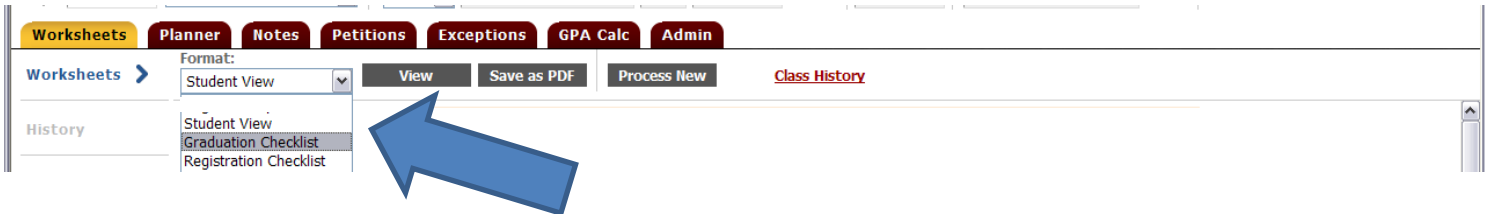
- I. Log In
 - a. User ID: Same as used for Wingspan Login
 - b. Password: Same as used for Wingspan Login

Once Logged In, Advisees will automatically load (alphabetically) into DegreeWorks and the first audit will appear.

II. Audit Worksheet Views

Once you have selecting the student, the audit should automatically appear. Degree Works offers several different views of a student audit. As a default, you will see the “Student View.”

NOTE: To toggle between the different views, please click on the drop down box and select the appropriate view. Once the view is selected, please click on the “View” button.



a. Student View: Shows all requirements both completed and not completed.

A screenshot of the DegreeWorks Student View audit page. The page shows a list of requirements with checkboxes and 'Still Needed' status. A yellow banner at the top indicates 'Unmet conditions for this set of requirements: 46 Credits needed'. The requirements listed include General Education Requirements, Principles of the Learning Academy, Composition, The Human Experience, Critical Reading, Quantitative Skills, Logic/Language/Semiotics, Math Elective, Foreign Language, and FOREIGN LANGUAGE PROFICIENCY. The page also shows 'Catalog Year: 2010-2011', 'Minimum Credits Required: 46', and 'Credits Applied: 0'.

Requirement	Status	Details
Unmet conditions for this set of requirements:	Still Needed	46 Credits needed
General Education Requirements	Still Needed	Education Programs require a 2.75 GPA. Exercise Science and Family and Consumer Science programs require a 2.25 GPA. All other programs require a 2.0 GPA.
Principles of the Learning Academy	Still Needed	1 Class in ACAD 101 or 101H
Composition	Still Needed	1 Class in WRIT 101 or 101H
The Human Experience, Who am I	Still Needed	1 Class in HMPX 102 or 102H or 102 or 102
Critical Reading, Thinking & Writing	Still Needed	1 Class in CRTW 201 or 201H
Quantitative Skills	Still Needed	Select 3 credits from the Quantitative Skills Area. You currently have 0, you still need 1 more credits.
Logic/Language/Semiotics	Still Needed	Choose from 2 of the following:
Math Elective	Still Needed	(1 Class in MATH 101:599) and
Foreign Language	Still Needed	(1 Class in FREN 101:593 or GERM 101:580 or ITAL 101 or 102 or JAPN 101 or 102 or LATN 101 or 102 or 201 or SPAN 101:595)
FOREIGN LANGUAGE PROFICIENCY	Still Needed	Choose from 1 of the following:
Foreign Language at 102 level or above	Still Needed	(Select 1 Foreign Language Course at 102 level or above. You currently have 0, you still need 1 more class.) or
Biblical Greek I & II	Still Needed	(6 Credits in RELG 450) or

b. Registration Checklist: Shows only what requirements that need to be completed.

Worksheets > **Registration Checklist** View Save as PDF Process New Class History

History
 Still Needed: See General Education Requirements section
 Still Needed: See Major in Biology BS section
 Still Needed: See Minimum 42 Credits in Biology Requirement section

What If
 Still Needed: See Hours Above .299 section
 Still Needed: See Minimum Required Degree Hours section

Look Ahead
 General Education Requirements

Financial Aid
 Still Needed: 1 Class in **ACAD 101** or **101H**
 Still Needed: 1 Class in **WRIT 101** or **101H**
 Still Needed: 1 Class in **HMPX 102** or **102H** or **102** or **102**
 Still Needed: 1 Class in **CRTW 201** or **201H**

Aid History
 Still Needed: Select 3 credits from the Quantitative Skills Area. You currently have 0, you still need 1 more credits.
 Still Needed: Choose from 2 of the following:
 (1 Class in **MATH 101:599**) and
 (1 Class in **FREN 101:593** or **GERM 101:580** or **ITAL 101** or **102** or **JAPN 101** or **102** or **LATN 101** or **102** or **201** or **SPAN 101:595**)

Athletic Eligibility
 Still Needed: Choose from 1 of the following:
 (Select 1 Foreign Language Course at 102 level or above. You currently have 0, you still need 1 more class.) or
 (6 Credits in **RELG 450**) or
 (2 Classes in **LATN 101** or **RELG 450**)

Athletic Eligibility History
 Still Needed: Select 3 credits from the Oral Communication Area. You currently have 0, you still need 3 more credits.
 Still Needed: Choose from 1 of the following:
 (Select 3 credits from the Technology Requirement Area. You currently have 0, you still need 3 more credits.) or
 (2 Classes in **BIOL 300** and **480**) or
 (2 Classes in **BIOL 300** and **480H**) or
 (3 Credits in **CSCI 101** or **101@** including **CSCI 101**) or
 (2 Classes in **CSCI 207** and **327**) or
 (5 Classes in **CHEM 407** Term < Fall 2011 or **408** Term < Fall 2011 or **409** Term < Fall 2011 or **410** Term < Fall 2011 or **525** Term < Fall 2011 including **CHEM 525** Term < Fall 2011) or
 (2 Classes in **MCOM 205** and **241**) or
 (3 Credits in **CSCI 101**) or
 (1 Class in **ENGL 510** Title = Cyber-Rhetoric) or
 (1 Class in **EDUC 275**)

Still Needed: Select 3 credits from the Global Perspectives Area. You currently have 0, you still need 3 more credits.
 Still Needed: Select 3 credits from the Historical Perspectives Area. You currently have 0, you still need 3 more credits.
 Still Needed: Select 6 credits from the Social Sciences Area. -At Least 2 Designators are Required. You currently have 0, you still need 6 more credits.

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c. Graduation Checklist: Similar to Student View; Only shows the courses and the requirement met but does not include Grades or when courses were completed.

Worksheets **Planner** Notes Petitions Exceptions GPA Calc Admin

Worksheets > **Graduation Checklist** View Save as PDF Process New Class History

History
 2.75 GPA Requirement Met

What If
 General Education Requirements
 Major Requirements

Look Ahead
 Cultural Events Requirement Not Met

Financial Aid
 Blocks included in this block
 General Education Requirements
 Major in Instrumental Music BME

Aid History
 General Education Requirements Catalog Year: 2009-2010 Minimum Credits Required: 46
GPA: 3.300 Credits Applied: 33

Athletic Eligibility
 Principles of the Learning Academy ACAD 101
 Composition-Intr to Academic Discourse WRIT 101 (T)

Athletic Eligibility History
 Critical Reading, Thinking & Writing
 Quantitative Skills MATH 150
 Logic/Language/Semiotics MATH 150, SPCH 201
 Oral Communication SPCH 201
 TECHNOLOGY MUST 121
 The Human Experience, Who am I HMPX 102 (IP)
 Global Perspectives HIST 113 (T)
 Historical Perspectives

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III. Components of the Degree Audit

- a. **Student Information**
- b. **Legend**
- c. **Estimated Degree Progress Bars**
- d. **Degree Requirements**
- e. **General Education Requirements**
- f. **Major Requirements**
- g. **Concentration Requirements (if applicable)**
- h. **Minor Requirements (if applicable)**
- i. **General Electives**
- j. **Withdrawn, Repeated, and Failed Courses**
- k. **In Progress Courses**

IV. WHAT-IF

The What-If feature allows students to view requirements for a different major.

- a. Click on “What If” on the left side of the audit.
 - i. A new window will appear.
- b. Select the appropriate criteria that will be used for the new major by utilizing the drop down boxes.
 - i. Once completed, click on “Process What-If”
 - 1. A new audit will appear utilizing the “What-If” criteria selected.

V. Planner

The Planner will allow for students and advisors to plan future semester coursework.

(See Planner Tutorial:

http://www.winthrop.edu/uploadedFiles/recandreg/WU_DegreeWorks_Planner_Tutorial.pdf)