

## Directions For Using Degree Works Edit Requests

The Degree Works Edit Request can be accessed at the following link:

[https://winthrop.qualtrics.com/jfe/form/SV\\_bNt96PhAJcEL4Mt](https://winthrop.qualtrics.com/jfe/form/SV_bNt96PhAJcEL4Mt)

**\*REMINDER\*** This form is NOT to be used for requests for individual substitutions or petitions.

### 1. Log in with your Winthrop Username and Password



The screenshot shows a login form for Winthrop University. At the top is the university's logo, which features a white eagle head inside a gold shield on a dark red background, followed by the text "WINTHROP UNIVERSITY" in white serif font. Below the logo, the title "Degree Works Edit Request" is centered, with a note underneath: "This form is NOT to be used for requests for individual substitutions or petitions." The form prompts the user to "Please log in." and includes two input fields: "Username" with the placeholder text "username" and "Password" with a masked field of seven dots. A dark red "Submit" button is located in the bottom right corner of the form area.

### 2. Please complete the following information:

#### Contact Information

Last Name	<input type="text" value="Smith"/>
First Name	<input type="text" value="John"/>
Email	<input type="text" value="smithj@winthrop.edu"/>
Phone	<input type="text" value="803-323-0000"/>

#### College

- Arts and Sciences
- Business Administration
- Education
- Visual and Performing Arts
- University College
- Other

## Directions For Using Degree Works Edit Requests

- 3. There are three types of edits/requests:**
  - a. Correction: Catalog requirements are incorrect and need to be adjusted on Degree Works.**
  - b. Addition: Catalog requirements are missing from Degree Works.**
  - c. Deletion: Catalog requirements are incorrect and need to be deleted from Degree Works.**

Department

Student Services

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Are you faculty or staff?

- Faculty
- Staff
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Type of Edit/Request

- Correction
- Addition
- Deletion

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- 4. Describe the nature of the editing request. If there's not a good selection available, feel free to make a comment inside the "Other" section.**

Description of Edit/Request

- Typo(s)
- Missing program requirement(s)
- Missing allowable course(s)
- Credit hour discrepancies
- Application of program requirement is incorrect
- Blanket Petition/Substitution (attach approved blanket petition at the bottom of the page)
- Add student to Degree Works
- Other (this does not include requests for individual substitutions or petitions)

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Undergraduate or Graduate Catalog?

- Undergraduate
- Graduate

- 5. Where are you seeing this issue on Degree Works? (For instance, if there's an issue found in the student's concentration block, you should list the title of the concentration block here).**

Title of Block

**Art - Dual Discipline Emphasis**

INCOMPLETE

Credits required: 81    Credits applied: 51    Catalog year: 2022-2023    GPA: 3.961

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### 6. Continue to fill out the information:

- a. If you notice an error for specific catalog year(s), select an option from the list provided.
- b. For the “Example Student(s)” section, include the name and Winthrop ID of the student of which you found an error. This helps the team get a better understanding of your editing request.

Catalog Years to Apply Change(s)

- 2024-2025
- 2023-2024
- 2022-2023
- 2021-2022
- 2020-2021
- 2019-2020
- 2018-2019
- 2017-2018
- Prior to 2017-2018
- All Catalogs

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Example Student(s) - Please include full name and Winthrop ID

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### 7. Continue to fill out the information:

- a. **Feel free to provide any information that you deem necessary in solving the problem.**
- b. **Blanket petitions, screenshots of the issue on Degree Works, etc. can be uploaded here as well.**
- c. **Make sure to hit the “Submit” button to submit your Degree Works Edit Request.**

Additional Information (please be as descriptive as possible to ensure that we understand your request)

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Please attach any associated files or supporting documentation here

Drop files or click here to upload

Submit

## Directions For Using Degree Works Edit Requests

- 8. If you see this screen, this means that you have successfully submitted your Degree Works Edit Request.**
  - a. Once the edit is complete, or if the team has any questions/concerns, you will be contacted via email.**

