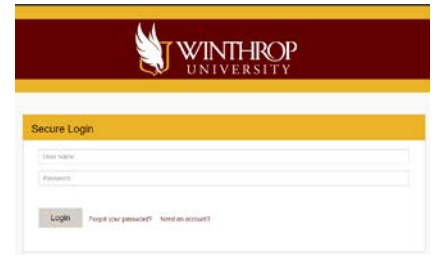


# DEGREE WORKS QUICK REFERENCE GUIDE

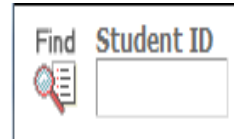
## I. Log In

- 1.) User ID: Same as used for Wingspan Login
- 2.) Password: Same as used for Wingspan Login



## II. Finding a Student

You can locate a student by one of the following ways:



- a. **Find:** Click on the Find button located at the top left corner of the page.
  - i. A window should automatically appear that contains search criteria
  - ii. All students that meet the indicated criteria will appear in the lower half of the same window.
  - iii. Click on the “Uncheck All” button and then click in the box next to the student you are seeking then press enter or Click the “OK” box.

**Find Students**

<b>Degree</b> Bachelor of Arts	<b>Major</b> All Major Codes	<b>Sport</b> No Sport selected
<b>Level</b> All Level Codes	<b>Minor</b> All Minor Codes	<b>Academic Standing</b> All Academic Standings
<b>Winthrop Class Level</b> All Winthrop Class LevelCodes	<b>College</b> All College Codes	<b>Student Attribute</b> No Attribute selected
<b>Catalog Year</b> All Catalog Year values	<b>Concentration</b> All Concentration Codes	

Chosen Repeatable Search Criteria

Search
Clear
Remove

**Students Found: 20**

ID	Name ▲	Degree	Major	Level	Winthrop Class Level
<input checked="" type="checkbox"/> W10:	Ad	BA	English	UG	Senior
<input checked="" type="checkbox"/> W10:	Ba	BA	Mathematics	UG	Sophomore
<input checked="" type="checkbox"/> W10:	Be	BA	Philosophy and Religion	UG	Sophomore
<input checked="" type="checkbox"/> W10:	Da	BA	Mathematics	UG	Senior

OK
Cancel

Check All
Uncheck All

- b. **Search:** Type in the Student’s ID number in the Search Box and press enter
  - i. Student ID: Wxxxxxxxx (Capital “W” and Eight Digit Winthrop ID Number)

**Degree Works**

Exception Management		Template Management			Change Password		Print		
Find	Student ID W3	Name ..	Degree MAT	Major Secondary: Social Studie	Level GR	Winthrop Class Level Graduate De	Last Audit Today	Last Refresh Today at 2:19 pm	🔄

### III. Audit Worksheet Views

Once you have selected 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.

The screenshot shows the Degree Works interface with the 'Student View' dropdown menu open. The menu options include Student View, Registrar Report, Student View (highlighted), Graduation Checklist, Registration Checklist, Diagnostics Report, and Student Data Report. A 'View' button is visible next to the dropdown. The main content area shows the 'Winthrop University Degree Audit' header.

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

The screenshot shows the Degree Works interface with the 'Registration Checklist' view selected. The audit details for 'Bachelor of Science' are displayed, including unmet conditions and requirements. The 'Unmet conditions for this set of requirements: 9.5 Credits needed' section lists several items, some of which are checked (Steps Towards Graduation, 2.0 GPA Requirement Met) and some are not (General Education Requirements Area I, General Education Requirements Area II, Major Requirements, Hours above 299, Minimum Hour Requirement for Degree, Cultural Events Requirement Not Met). The 'Still Needed' section provides links to relevant sections for each unmet requirement.

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

The screenshot shows the Degree Works interface with the 'Registration Checklist' view selected. The audit details for 'Bachelor of Science' are displayed, including unmet conditions and requirements. The 'Unmet conditions for this set of requirements: 9.5 Credits needed' section lists several items, some of which are checked (Steps Towards Graduation, 2.0 GPA Requirement Met) and some are not (General Education Requirements Area I, General Education Requirements Area II, Major Requirements, Hours above 299, Minimum Hour Requirement for Degree, Cultural Events Requirement Not Met). The 'Still Needed' section provides links to relevant sections for each unmet requirement.

- 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.

**Degree Works**

Exception Management | Template Management | Change Password | Print | Log Out

Find Studer: [Name] | Degree: BS | Major: Business Administration | Level: UG | Winthrop Class Level: Senior | Last Audit: Today | Last Refresh: Today at 3:26 pm

Worksheets | Plans | Notes | Petitions | Exceptions | GPA Calc | Admin

Worksheets: Graduation Checklist | View | Save as PDF | Process New | Class History

Requirement	Course(s)	Catalog Year	GPA
<input type="checkbox"/> Graduation Status		2019-2020	0.000
<input type="checkbox"/> Graduation Status: May 2021 Application Filed			
<input checked="" type="checkbox"/> General Education Area I		2019-2020	3.538
<input checked="" type="checkbox"/> ACAD 101 not required for Transfer Student			
<input checked="" type="checkbox"/> Composition	WRIT 101 (T)		
<input checked="" type="checkbox"/> The Human Experience	HMPX 102		
<input checked="" type="checkbox"/> Critical Reading, Thinking and Writing	CRTW 201		
<input checked="" type="checkbox"/> Oral Communications	SPCH 201 (T)		
<input checked="" type="checkbox"/> Technology (Met in Major)	CSCI 101 (T), CSCI 101B (T), CSCI 101C (T), CSCI 101D		
<input checked="" type="checkbox"/> Intensive Writing	MGMT 365 (IP)		
<input checked="" type="checkbox"/> Constitution Requirement	HIST 211 (T)		
<input checked="" type="checkbox"/> Physical Activity	PESH 101 (IP)		
<input checked="" type="checkbox"/> General Education Area II		2019-2020	4.000
<input checked="" type="checkbox"/> Global Perspectives	RELG 300 (IP)		
<input checked="" type="checkbox"/> Historical Perspectives	HIST 211 (T)		
<input checked="" type="checkbox"/> Social Sciences (Partially Met in Major)			

#### IV. Components of the Degree Audit

- Student Information**
- Legend**
- Estimated Degree Progress Bars**
- Degree Requirements**
- General Education Requirements**
- Major Requirements**
- Concentration Requirements (if applicable)**
- Minor Requirements (if applicable)**
- General Electives**
- Withdrawn, Repeated, and Failed Courses**
- In Progress Courses**

V. "What If" Scenarios for Students planning to change the major or add a minor

- Click on the "What If" option located on the left side of the worksheet
- Select the criteria for the intended major.
- Click the "Process What If" button located at the top of the page

- A new audit worksheet should appear with the criteria as indicated.

Requirement	Course	Prerequisites	Grade	Credits	Term
<input checked="" type="checkbox"/> Bus. Law & Ethics, Legal and Ethical Environment of Business	BADM 250	Legal & Ethical Envir of Bus	B	3	Spring 2020
<input type="checkbox"/> Principles of Finance	Still Needed: 1 Class in FINC 311				
<input type="checkbox"/> Principles of Marketing	Still Needed: 1 Class in MKTG 380				
<input checked="" type="checkbox"/> Management and Leadership	MGMT 321	Management and Leadership	NR	(3)	Fall 2020
<input type="checkbox"/> Sustainable Operations	Still Needed: 1 Class in MGMT 326				
<input type="checkbox"/> Information Systems or Business Information Systems	Still Needed: 1 Class in MGMT 341 or 220				
<input checked="" type="checkbox"/> Business Communication	MGMT 365	Business Comm and Prof Devel	NR	(3)	Fall 2020
<input type="checkbox"/> Business Policy	Still Needed: 1 Class in MGMT 480				
<input type="checkbox"/> BUSINESS CONCENTRATION (C- or better required for each course)	Still Needed: See Concentration in Marketing BADM section				
<b>Concentration in Marketing BADM</b>					
				Catalog Year:	2018-2019
				GPA:	0.000
				Credits Required:	18
				Credits Applied:	0
Unmet conditions for this set of requirements: 18 Credits needed					
<input type="checkbox"/> Consumer Behavior	Still Needed: 1 Class in MKTG 381				
<input type="checkbox"/> Promotion Management & Digital Marketing	Still Needed: 1 Class in MKTG 387				
<input type="checkbox"/> Marketing Research	Still Needed: 1 Class in MKTG 385				
<input type="checkbox"/> Marketing Strategy	Still Needed: 1 Class in MKTG 489				
<input type="checkbox"/> Marketing Electives	Still Needed: 1 Class in MKTG 483 or 485 or 581				
<input type="checkbox"/> Additional Elective Course	Still Needed: 1 Class in BADM 561 or VCOM 354 or OMTM 310				