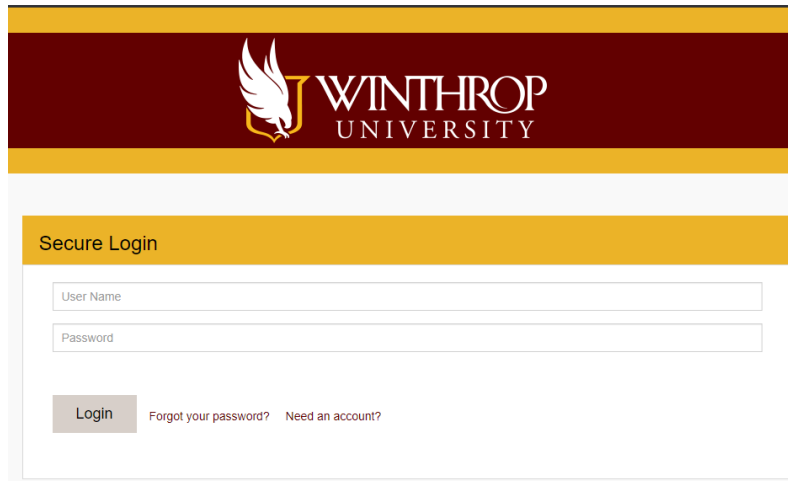


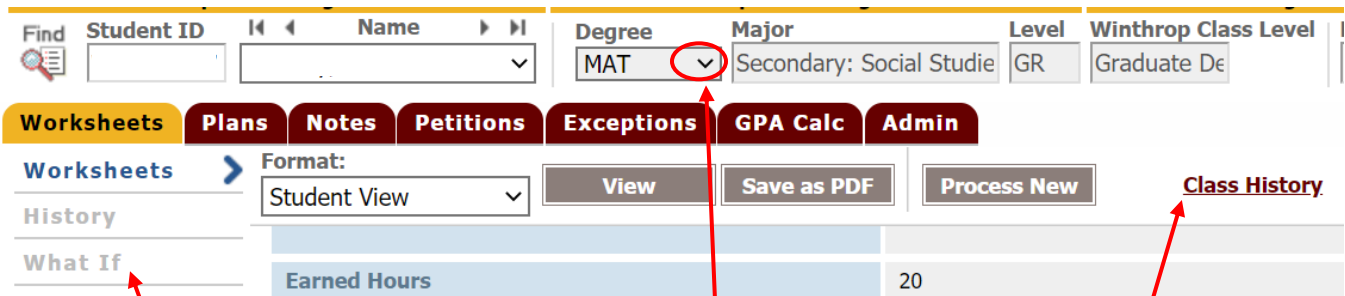
Degree Works Quick Reference Guide

Go to <https://wingspan.winthrop.edu>. Log in using your Winthrop University username and password.



The image shows the Winthrop University logo at the top. Below it is a 'Secure Login' section with two input fields: 'User Name' and 'Password'. There is a 'Login' button and two links: 'Forgot your password?' and 'Need an account?'.

A link for Degree Works can be found under **Student Tools**.

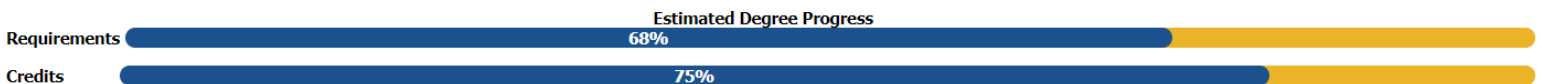


The screenshot shows the Degree Works interface. At the top, there are search fields for 'Student ID', 'Name', 'Degree' (set to 'MAT'), 'Major' (set to 'Secondary: Social Studie'), 'Level' (set to 'GR'), and 'Winthrop Class Level' (set to 'Graduate De'). Below this is a navigation bar with buttons for 'Worksheets', 'Plans', 'Notes', 'Petitions', 'Exceptions', 'GPA Calc', and 'Admin'. Under 'Worksheets', there is a 'Format:' dropdown set to 'Student View', and buttons for 'View', 'Save as PDF', and 'Process New'. A 'Class History' link is visible on the right. A table below shows 'Earned Hours' with a value of '20'. Red arrows point from the 'What If' link, the 'Exceptions' button, and the 'Class History' link to their respective descriptions.

What If shows you what your plan of study would look like if you change catalog years, majors, concentrations, etc.

Click on the arrow to view your other degree program(s), if applicable.

Click on **Class History** to see courses taken in a chronological order.



The **Estimated Degree Progress bar** is a visual approximation of the student's progress toward their degree. It included courses and other milestones that are required by the academic catalog.

<input type="checkbox"/> Master of Arts in Teaching	Catalog Year: 2019-2020	Credits Required: 30
<input checked="" type="checkbox"/> 3.0 GPA Requirement Met		Credits Applied: 30
<input checked="" type="checkbox"/> Admission to Teacher Education Program		
<input type="checkbox"/> Major Requirements	Still Needed: See Major in Secondary Soc Studies Teach MAT section	

The **Degree block** shows an overview of the specific requirements that you need to complete your degree. It includes your minimum GPA requirements, academic standing, major requirements check, minimum hour check, Cultural Events check, catalog, and overall hours required for degree completion.

<input type="checkbox"/> Major in Secondary Soc Studies Teach MAT	Catalog Year: 2019-2020	Credits Required: 33
	GPA: 4.000	Credits Applied: 27

The **major requirement block** will not be checked until everything in the block, including any concentration courses, are completed.

Program requirements are dependent on the student's catalog year.

Legend:

- Course or requirement is complete
- Course or requirement is still needed
- Course is in progress, a satisfactory grade will complete the requirement

In-progress	Credits Applied: 20	Classes Applied: 8
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The **In-progress block** displays courses for which a student is registered in the current or future terms.

Incomplete, Withdrawn, Repeated and Failed Courses			
ARTT 300	Sophomore Portfolio Review	IU	0 Spring 2020

Withdrawn, Repeated, and Failed courses pertain to any course that a student has failed, withdrawn from, or any original attempts at a course that has been retaken. **Incompletes** are courses that have not been completed, for a valid reason, that the instructor reserves the right to raise the grade for if the incomplete work is completed within one year, or an earlier date specified by the instructor.