

Degree Works – Use Degree Works Quick Reference Guide

Navigate the Worksheet

Search for a student.
Expand “Advanced Search” for more options.
Review the selected student’s properties.

Switch the View.

Review the student’s progress toward listed requirements.

See how registered, in-progress, and completed courses impact progress.

View applied Exceptions.

Worksheets

Data refreshed 2/15/2019 12:27 PM

Student ID: LIU000120

Advanced search

Level: Undergraduate Classification: Freshman Major: Anthropology Program: BA Anthropology College: College of Arts & Sciences

gpacreditin property not defined 16 gpacreditsov property not defined 16 ggain property not defined 1.947 gpaov property not defined 1.947

Name: Aaron, Kevin

Degree: Bachelor of Arts

Print or email the worksheet. Click ellipsis for additional options.

- GPA Calculator
- Class History
- Petitions
- Notes

Academic What-if Financial Aid

Retrieve a saved audit.

View historic audit

Format: Student View

Degree progress: 179% / 139%

Overall GPA: 1.947

In-progress classes Preregistered classes Process

Audit date 2/10/2021 6:14 PM

Diagnosics Student data Save audit Delete audit Collapse all

Bachelor of Arts INCOMPLETE

Credits required: 120 Credits applied: 10 Catalog year: 2004-2005 GPA: 1.947

<input type="radio"/> Minimum of 120 Credits Required	Still needed:	A minimum of 120 credits are required for the degree. You currently have 16. You need an additional 104 credits.
<input type="radio"/> Minimum of 40 Credits at Ellucian University	Still needed:	A minimum of 40 credits must be taken at Ellucian University. You currently have 16 credits taken at Ellucian University. You need an additional 24 credits at Ellucian University.
<input type="radio"/> 27 of Last 20 Credits Taken at Ellucian University.	Still needed:	A minimum of 27 of your last 30 credits must be taken at Ellucian University.
<input type="radio"/> A minimum of 40 Credits in Courses Numbered 300 or Higher.	Still needed:	A minimum of 40 credits in courses number 300 or higher is required for the degree. You currently have 0 credits in courses numbered 300 or higher. You need 40 more credits.
<input type="radio"/> Minimum 2.0 Cumulative GPA Requirement	Still needed:	Your cumulative GPA is below 2.0. See your advisor to discuss strategies for raising your cumulative GPA.
<input type="radio"/> General Education Requirements	Still needed:	See General Education section
<input type="radio"/> Major Requirements	Still needed:	See Major in Anthropology section
<input type="radio"/> Courses in Residency	Still needed:	See Courses in Residency section
<input type="radio"/> Upper Division Coursework	Still needed:	See Upper Division Coursework section

In-progress

Credits applied: 10 Classes applied: 3

Course	Title	Grade	Credits	Term
ANTH 103	Human Evolution	REG	(3)	Spring 2019
ECON 100	Principles of Economics	REG	(3)	Spring 2019
WRIT 101	Expository Writing	REG	(4)	Spring 2019

Over The Limit

Credits applied: 3 Classes applied: 1

Course	Title	Reason	Grade	Credits	Term
ECON 100	Principles of Economics	Max of zero classes/credits exceeded	REG	(3)	Spring 2019

Exceptions

Type	Description	Created on	Created by	Block
Force Complete	Apply ENGL 200	02/10/2021	Manager, Degree Works	General Education

Legend

● Complete
 ● Not complete
 ● Complete except for classes in-progress
 ● Nearly complete - see advisor
 ● Prerequisite
 @ Any course number

Click a section to view its requirements.

Use the Legend to decipher requirement statuses.

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Use Notes

1. From a student's worksheet, click the ellipsis (located to the right of the **Print** and **Email** icons).

Worksheets

Data refreshed 2/15/2019 12:27 PM

Student ID: LIU000120 Name: Aaron, Kevin Degree: Bachelor of Arts

Advanced search

Level: Undergraduate Classification: Freshman Major: Anthropology Program: BA Anthropology College: College of Arts & Sciences

gpacreditsin property not defined 16 gpacreditsov property not defined 16 gpain property not defined 1.947 gpaov property not defined 1.947

Menu items: GPA Calculator, Class History, Petitions, **Notes**

2. Click the **Add a new note** button.

Notes

There are no notes for this student.

Add a new note

3. Select a predefined note from the dropdown, or add a custom note in the **Description**.

Decide whether to make the note visible to the student, and **Save**.

Add a new note

Predefined notes

Add description

Not available to student

Save note Cancel

Add Exceptions

- Under the **Exceptions** tab, select the student. In the appropriate block, select the requirement needing an exception by clicking its + sign.

Exceptions

Data refreshed 2/15/2019 12:27 PM

Student ID: LIU000120 Name: Aaron, Kevin Degree: Bachelor of Arts

Advanced search

Level Undergraduate Classification Freshman Major Anthropology Program BA Anthropology College College of Arts & Sciences

gpacreditsin property not defined: 16 gpacreditsov property not defined: 16 gpain property not defined: 1,947 gpavv property not defined: 1,947

Major in Anthropology **INCOMPLETE**

Credits required: 33 Credits applied: 3 Catalog years: 2004-2005 GPA: 0.000

INTRODUCTORY COURSES

+ Human Ecology ANTH 103 (IP)

+ Introduction to Archaeology Still needed: 1 Class in ANTH 127

- Select, describe, and add the exception type.

Add Exception

Exception for: Introduction to Archaeology

Exception type: Also Allow (Allows an alternative course to satisfy the course rule.)

Description *: Apply Here (Allows an alternative course to satisfy the course or group rule, regardless of qualifier restrictions.)

Details: Force Complete (Allows an alternative course to satisfy the rule, regardless of qualifier restrictions.)

Remove Course and/or Change the Limit (Removes a course from a rule or changes qualifier limits)

Substitute (Substitutes an alternative course for a course in the rule.)

Add exception Cancel

- The **Worksheet** and **Exceptions** tabs list all of the student's applied exceptions.

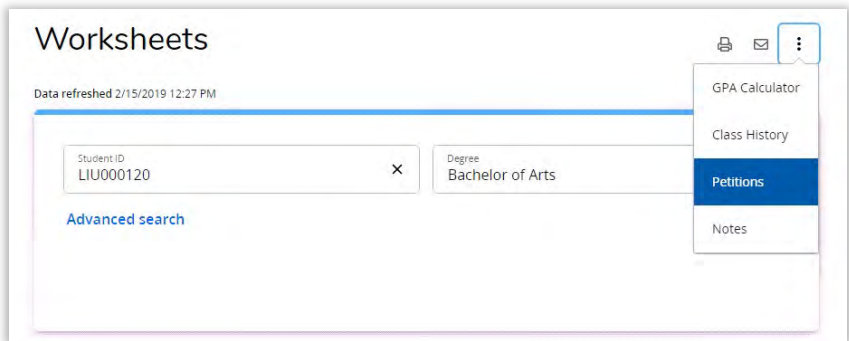
Exceptions

Type	Description	Created on	Created by	Block	Enforced	
<input type="checkbox"/>	Force Complete	Apply ENGL 200	02/10/2021	Manager, Degree Works	General Education	Yes

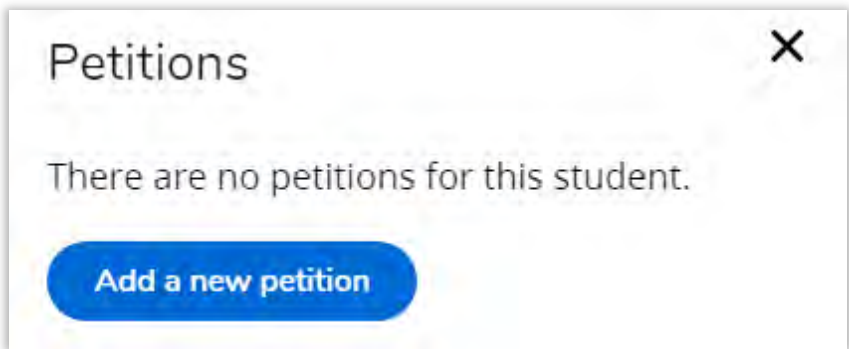
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Use Petitions

1. From a student's **Worksheet**, click the ellipsis and select **Petitions**.



2. Click the **Add a new petition** button..



3. Describe and **Save** the petition.



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Select a View

Select a
Worksheet
View

Worksheets

Data refreshed 2/15/2019 12:27 PM

Student ID: LIU000120 Name: Aaron, Kevin Degree: Bachelor of Arts

Advanced search

Level: Undergraduate Classification: Freshman Major: Anthropology Program: BA Anthropology College: College of Arts & Sciences

gpacreditsin property not defined: 16 gpacreditsov property not defined: 16 gpain property not defined: 1.947 gpaov property not defined: 1.947

Academic What-If Financial Aid View historic audit

Format: Student View

Audit date 2/10/2021 6:14 PM

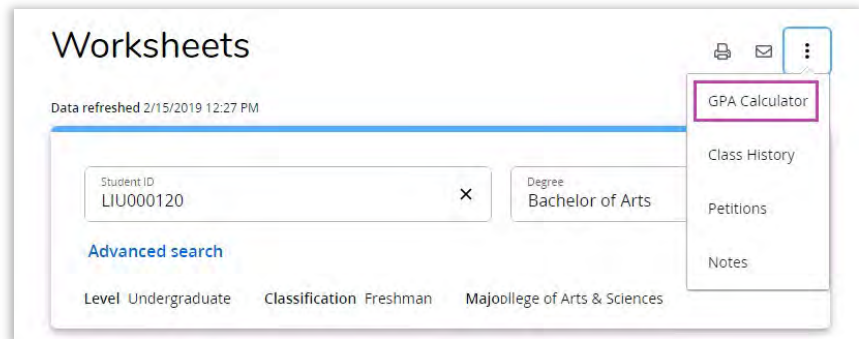
- Matches each block's Scribe code to its Worksheet requirement.
- The default view for reviewing degree progress.
- Displays which courses have fulfilled each requirement
- Displays which courses will fulfill each requirement.

- Registrar Report
- Student View
- Graduation Checklist
- Registration Checklist

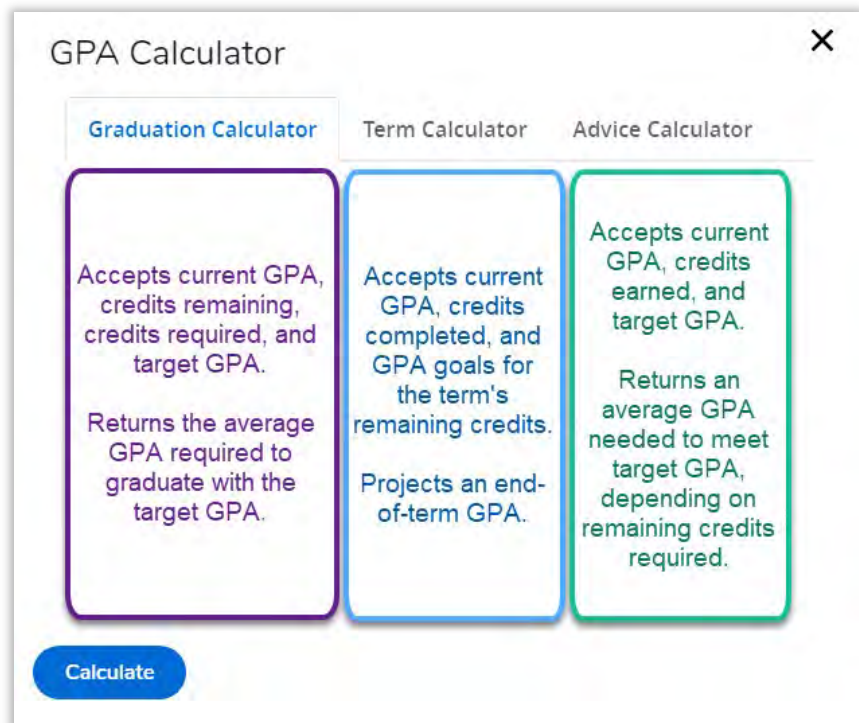
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Select a GPA Calculator

1. From a student's **Worksheet**, click the ellipsis and select **GPA Calculator**.



2. For the selected calculator, enter the parameters and click the **Calculate** button.



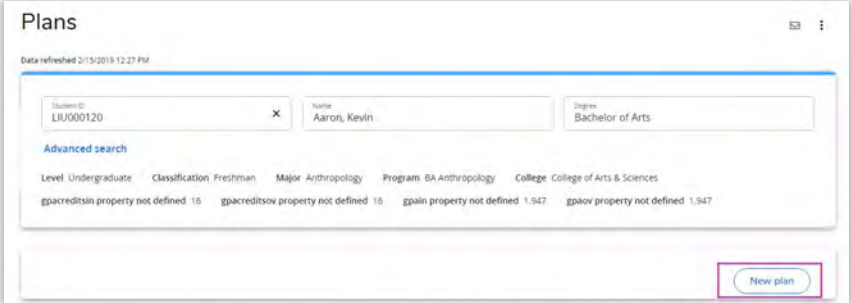
Analyze “What-If” Scenarios

The screenshot shows the 'What-If' analysis interface in Degree Works. It features a navigation bar with 'Academic', 'What-If', and 'Financial Aid' tabs. A 'View historic what-if audit' dropdown is in the top right. The main form is titled 'What-If Analysis' and includes a 'Use current curriculum' checkbox. The 'Program' section has dropdowns for 'Catalog year *' (2018-2019), 'Campus *', 'Level *', 'Degree *' (Bachelor of Science (BS)), and 'College *'. The 'Areas of study' section has dropdowns for 'Major *', 'Concentration', and 'Minor'. The 'Additional areas of study' section has dropdowns for 'Major (0/193)', 'Minor (0/26)', and 'Concentration (0/20)'. The 'Future classes' section has input fields for 'Subject' and 'Number', and an 'Add' button. At the bottom, there are checkboxes for 'In-progress classes' and 'Preregistered classes', and 'Process' and 'Reset' buttons. Three purple callout boxes with numbers 1, 2, and 3 point to the 'What-If' link, the 'Program' dropdowns, and the 'Process' button, respectively.

1. From a student’s **Worksheet**, select the **What-If** link.
2. Change the program variables as desired.
3. Click the **Process** button to generate the **What-If** analysis.

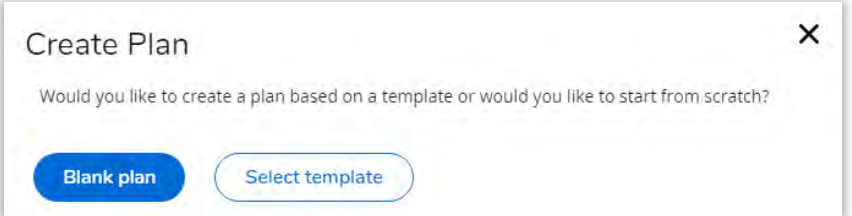
Construct a Student Plan

1. From the **Plans** tab, select a student and click the **New Plan** button..



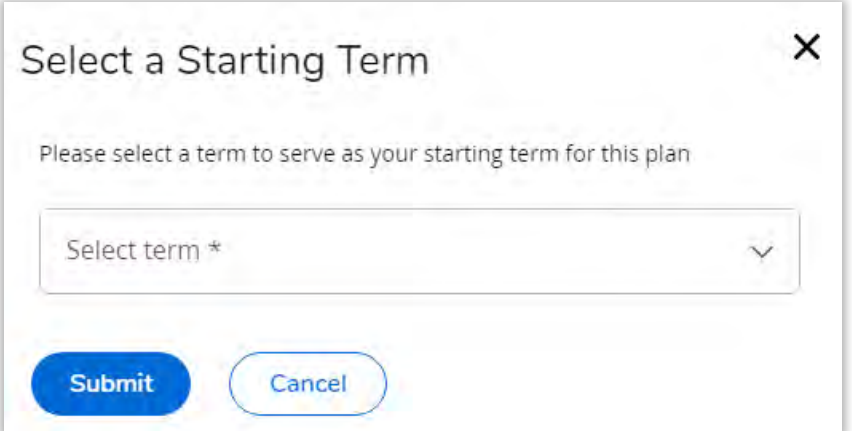
The screenshot shows the 'Plans' interface. At the top, it says 'Plans' and 'Data refreshed 2/13/2019 12:27 PM'. Below this is a search bar with three fields: 'Student ID' (LU000120), 'Name' (Aaron, Kevin), and 'Degree' (Bachelor of Arts). There is an 'Advanced search' link. Below the search bar, there are several filters: 'Level Undergraduate', 'Classification Freshman', 'Major Anthropology', 'Program BA Anthropology', and 'College College of Arts & Sciences'. At the bottom right, there is a 'New plan' button highlighted with a red box.

2. Create a **Blank Plan** or **Select a Template**.



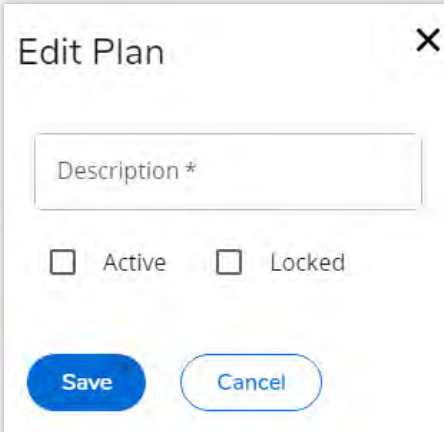
The screenshot shows the 'Create Plan' dialog box. It has a title bar with a close button (X). The main text asks: 'Would you like to create a plan based on a template or would you like to start from scratch?'. Below the text are two buttons: 'Blank plan' and 'Select template'.

3. Select the plan's **Starting Term**.



The screenshot shows the 'Select a Starting Term' dialog box. It has a title bar with a close button (X). The main text asks: 'Please select a term to serve as your starting term for this plan'. Below the text is a dropdown menu with the text 'Select term *'. At the bottom are two buttons: 'Submit' and 'Cancel'.

4. Describe and Save the plan.



The screenshot shows the 'Edit Plan' dialog box. It has a title bar with a close button (X). The main text is 'Description *' followed by a text input field. Below the input field are two checkboxes: 'Active' and 'Locked'. At the bottom are two buttons: 'Save' and 'Cancel'.

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5. Build the plan.

