DegreeWorks
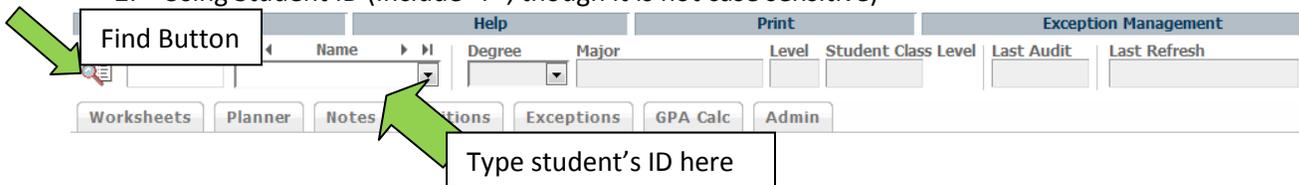## Overview for Advisors

Getting Started

Access DegreeWorks from the Student Information menu in Your Connection
You can look up students two ways:
1. Find button
2. Using Student ID (Include "F", though it is not case sensitive)

Find Button

Type student's ID here

Finding Students

- The find button allows you to search by name or select a group of students.
- You can look up a group of students by degree, class year, major, minor, student type, etc.
- Once you identify the student or students you are interested in, hit enter or click "search".
- If searching for multiple students, a list will appear at the bottom of the Find Students screen. You may check or uncheck this list to identify the specific students you would like to review and then click "ok".

Degree Audit Worksheet

Once you select the student (or students) you are interested in reviewing you will be brought to the Degree Audit Worksheet. At the top of the worksheet, you will see the student's ID, name, Degree, Major, etc. You will also see the date the audit was last generated and the date and time the student's Banner data was last refreshed.
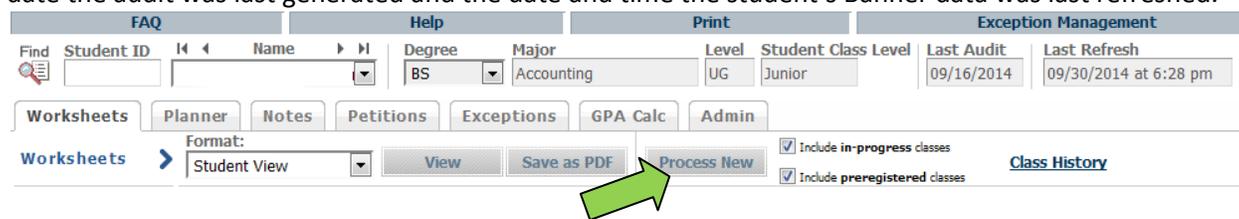
Each time you access a student's worksheet, click "Process New" to generate a new audit.

"Process New"
Student data is updated nightly. It does not immediately refresh each time a student's data changes (registration, grades, transfer credit posting, etc.).

In-Progress and Preregistered Classes
The audit displays (and counts toward total credit hours) in-progress and preregistered courses/credits. To view the student's status based only on completed coursework, uncheck the boxes and click "Process New".

Reading the Audit

Each section of the Degree Works worksheet has a header that identifies the information being reviewed. The following legend is helpful in reviewing the audit.

Legend		
☑ Complete	☐ Complete except for classes in-progress	* Prerequisites Exist
☐ Not Complete	☐ Nearly complete - see advisor	@ Any course number
IP In-Progress		

- If a course requirement is met, you will see a green check box.
- Any requirement with an empty box next to it is not yet complete.
- Courses in-progress are represented with a blue ~ and show "IP" as the grade.
- The @ symbol in Degree Works is used in a variety of ways to represent any course number or prefix.

1 Class in @ @ with Attribute C09 Means 1 class in ANY course prefix and any course number that has the CCC Western Civilization attribute.

Still Needed: 3 Classes in PHIL 3@ or 4@ Means any 3 Philosophy courses at the 300 or 400 level.

- Some requirements are met by any course within a range. For example,

1 Class in @ 115:499 means one class in any subject with a course number between 115 and 499.

Degree Progress Bar

Degree Works helps track the progress of specific program requirements completed as well as overall credits. Since many factors go into how these percentages are determined, use the progress bars as a general guideline on degree progress.

Degree Progress

Requirements	41%
Credits	49%
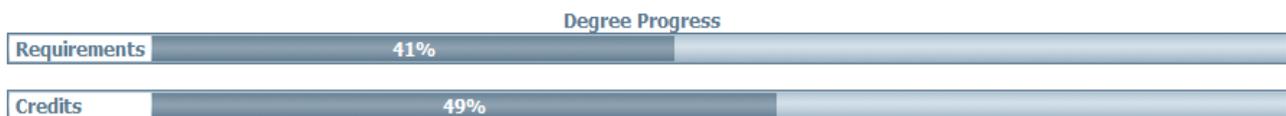
Class History

Use the Class History link at the top like an unofficial transcript. It will display all courses, as well as all transfer coursework, by semester with semester GPA and overall GPA. This is also a great tool to see academic trends and determine students who might be experiencing academic difficulty.

Process New ☑ Include in-progress classes ☑ Include preregistered classes Class History

Additional Features

PDF audit can be saved as a PDF, printed and saved in the departmental advising folder.

Save as PDF Process New ☑ Include in-progress classes ☑ Include preregistered classes Class History
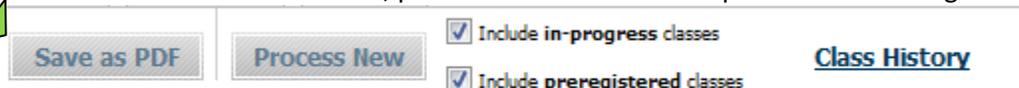
GPA Calculators can be used to help students project their semester GPA and set goals for a desired GPA upon graduation.

Look Ahead allows students to plan for future coursework and see how the courses they are considering registering for will filter into their audit to meet requirements.

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