DegreeWorks
Guide for Students
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The Basics

What is DegreeWorks?
Accessing DegreeWorks
DegreeWorks is an online check sheet for students and their advisors to review and monitor progress toward degree completion. It organizes academic coursework into blocks of requirements to help you easily identify courses you have completed and what courses you still need in order to complete your degree.
To access DegreeWorks:
1. Log on to your MIX account using your MyID username and password
2. Click on the STAR tab
3. Scroll down to the Resources heading and click the link to DegreeWorks
Audits

What is an audit?
Audit organization
A DegreeWorks audit is an online version of a check sheet. It provides a review of past, current and planned coursework as well as information about completed and outstanding requirements.

Audits are organized by blocks. The blocks show what requirements are needed for a specific degree, major, minor, area of emphasis, etc. and help you to see what you need to do in order to fulfill the requirements within each block.
The legend contains all of the unique symbols that are important for interpreting the DegreeWorks audit.

- **Complete** - This symbol will appear beside all requirements that have been completed within the audit. The row will be highlighted light yellow and will display the course(s) that fulfilled the requirements along with the grade and semester in which the course was taken.

- **Not Complete** - This symbol will appear beside all requirements that have not yet been completed. The row will be highlighted light pink and will display the course or courses that can be used to complete the requirement.

- **Complete except for classes in-progress** - This symbol will appear beside course currently in progress and any blocks which will be completed after a course in progress is fulfilled. The row will be highlighted light blue and an “IP” will be displayed in the grade section.

- **Nearly Complete** - see advisor - this symbol indicates that there is an issue of some sort. There are a few instances in particular that get flagged by a double tilde: If all of the requirements in a block have been completed but a minimum GPA has not been met, if all of the requirements in a block have been completed but a minimum number of hours has not been met. If you see a double tilde in your audit, please see your advisor.

- **Any course number** - The “@” symbol in DegreeWorks works as a wildcard. It may be used after a subject code (ex. BIOL @) to mean any course in that subject, by itself (ex. @ @) to mean any course, or with a number (ex. @ 3@ or 4@) to mean any course in the 300 or 400 level.

- ***” next to a course number indicates that there is a prerequisite for that course. If available, when you click on the link for that course, the prerequisite is listed above the section schedule.**
Block headers will contain a title for the block and the block GPA. Like individual requirements within each block, the block header will contain a symbol stating the status of all the requirements within the block.

<table>
<thead>
<tr>
<th>Student View</th>
<th>AE12568 as of 08/01/2012 at 10:04</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>ID</td>
<td>700</td>
</tr>
<tr>
<td>Classification</td>
<td>Senior</td>
</tr>
<tr>
<td>Overall GPA</td>
<td>3.534</td>
</tr>
<tr>
<td>Holds</td>
<td>View Holds</td>
</tr>
</tbody>
</table>

### Degree in Bachelor of Arts

- ✔ You meet the minimum 2.0 GPA requirement.
- ✔ General Education Curriculum
  - ✔ University Writing Course Requirement
  - ✔ University Capstone Course Requirement
  - ✔ Foreign Language Requirement
  - ✔ Major Requirements
  - ✔ Biology Block Requirements
  - ✔ Biology Electives
  - ✔ Biology Major GPA Block

### General Education Curriculum

Unmet conditions for this set of requirements:

- ✔ GEC 1 - Communication
  - ✔ Composition/Rhetoric/Writing Group
  - ✔ Composition and Rhetoric

- ✔ GEC 2A - Mathematics
- ✔ GEC 2B - Natural or Physical Science
- ✔ GEC 2A, B, or C - Additional Math/Science

GPA for this block: 3.534

## Additional Information

- GPA: 3.743
- Credits Required: 128
- Credits Applied: 104

For more information, please see the GEC Web page (http://registrar.wvu.edu/cis/download/136211) for more information about how DegreeWorks places courses into GEC objectives.
Student Information Block

The first section of the audit, the Student Information Block, contains key elements of your student record, such as classification, GPA, Degree, College, Major, and Minor. From this header, you can also view any holds on your account by clicking the View Holds link.

If any information is listed incorrectly in this block, please see your advisor. If any information needs to be updated, he or she will need to submit an Academic Status Update form to the Office of the University Registrar.

Degree Block

This is the main block which serves as a summary of all blocks within the audit and lists each group of requirements you will need to satisfy in order to complete your degree. The block will not have the “Complete” symbol until all other blocks have been completed.

The top right corner of the block displays the total credits required to graduate, total credits you have applied towards graduation, current GPA, and Academic Year.
The GEC block lists the General Education Curriculum required for all students and tracks which objectives are completed, in progress, or still needed.

If you have questions about how DegreeWorks is sorting your GEC courses please visit: http://registrar.wvu.edu/r/download/136211

You can view classes that will satisfy specific requirements by visiting http://registrar.wvu.edu/current_students/general_education_curriculum or by clicking the link "Click here to see classes that meet this requirement"
This block shows the major requirements for your degree.

If your major is listed incorrectly in this block, please see your advisor to have your major updated. Your advisor will need to submit an Academic Status Update form to the Office of the University Registrar.

If everything within your Major block is checked off, but your Major block is not satisfied, there is either a minimum GPA requirement or an overall number of hours requirement that has not been met. Please see your advisor.

### Major in Athletic Coaching Education

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course</th>
<th>Grade</th>
<th>Term</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coaching Education Administration</td>
<td>ACE 330</td>
<td>C-</td>
<td>Spring 2011</td>
<td>Still Needed: 2 Classes in ACE 103 or 293A or 359 or 361 or 364 or 365 or 369*</td>
</tr>
<tr>
<td>Techniques of Coaching</td>
<td>ACE 362</td>
<td>A</td>
<td>Fall 2010</td>
<td>Still Needed: 1 Class in ACE 368</td>
</tr>
<tr>
<td>Sport Movement Analysis</td>
<td></td>
<td></td>
<td></td>
<td>Still Needed: 1 Class in ACE 450</td>
</tr>
<tr>
<td>Career Planning in Sport</td>
<td></td>
<td></td>
<td></td>
<td>Still Needed: 12 Credits in ACE 491</td>
</tr>
<tr>
<td>Professional Field Experience</td>
<td></td>
<td></td>
<td></td>
<td>Still Needed: 1 Class in EXPH 364</td>
</tr>
<tr>
<td>Kinesiology</td>
<td></td>
<td></td>
<td></td>
<td>Still Needed: 1 Class in SM 426</td>
</tr>
<tr>
<td>Exercise Physiology</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intro to Human Nutrition</td>
<td>HHAF 171</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weight Training or Conditioning</td>
<td>PE 165</td>
<td>A+</td>
<td>Fall 2010</td>
<td></td>
</tr>
<tr>
<td>PE Activity Course</td>
<td>PE 103</td>
<td>A</td>
<td>Fall 2011</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PE 104</td>
<td>A</td>
<td>Fall 2009</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PE 157</td>
<td>A</td>
<td>Spring 2010</td>
<td></td>
</tr>
</tbody>
</table>
The Fallthrough block is a block for courses that are not being used to satisfy any other requirements in your audit. These courses count towards your total number of degree hours and GPA. If your degree program does not have an “Electives Requirement” the courses in the Fallthrough act as electives.

This block shows classes that you have withdrawn from, failed or courses that were taken more than once but were not repeatable for credit. Passing grades that are listed as 0 credit hours will also show up in this block. Please see your advisor to be sure that your course was supposed to be taken for 0 credit hours.
The In Progress block lists all of the courses a student is currently registered for, including the current and all future terms.

There are a number of other blocks that may be shown on your DegreeWorks audit depending on your individual program of study, major, minor, Area of Emphasis, etc.
Features & Tabs

Worksheets
What If
Planner
Notes
GPA Calculator
<table>
<thead>
<tr>
<th>Student ID</th>
<th>Name</th>
<th>Degree</th>
<th>Major</th>
<th>Level</th>
<th>Classification</th>
<th>Last Audit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>BSN</td>
<td>Nursing</td>
<td>UG</td>
<td>N3</td>
<td>09/10/2012</td>
</tr>
</tbody>
</table>

**Worksheets**

- Planner
- Notes
- GPA Calc

**Worksheets**

- Student View
- Format:

**What If**

- Concepts: Nursing
  - NSG 221
  - Concepts: Nursing 1
  - A 3 Fall 2010
- NSG 241
  - Concepts: Nursing 2
  - A 3 Spring 2011

**Look Ahead**

- Nursing Interventions
  - NSG 225
    - Nursing Interventions 1
    - A 3 Fall 2010
- NSG 245
  - Nursing Interventions 2
  - A 3 Spring 2011
This is the tab for the degree audit.

The planner feature can be used to create a plan for degree completion and check the plan to make sure that the courses you plan to take will fulfill your degree requirements.

1. To begin utilizing the Planner, click the Planner tab.
2. A view of your Degree Audit is displayed on the left and a blank plan is displayed on the right.
3. Give your plan a name in the Description field. Since you can save more than one plan, be sure to give your plan a unique description.

4. Next, select the Terms you are planning for from the Select Term drop down menus.

- Active Plans: There may only be one Active Plan at a time. The Active Plan should be the one that most closely outlines the student’s intended plan of study.
- Locked: An advisor may lock a plan by checking the Locked check box. A student will not be able to make changes to this plan without first speaking with their advisor.
5. Drag and drop courses into the blank template on the right; or type the course subject and number directly into the plan.

6. For broad requirements like GEC or Free Electives, use a “-” next to the text. Items with a dash next to them act as place holders within the plan.

Example: – GEC or – MATH COURSE

The dash will keep these requirements from being validated against banner; and when the plan is checked against the audit, items with a dash next to them will show up in a Not Counted block.

If you do not put a dash next to place holder items, DegreeWorks will display an error saying “Course is not Offered by Institution” when you try to save your plan.
7. Use the green arrow to display prerequisite, section, and other information about the courses listed for each term.

8. Checking your plan- First click “Check All Terms” and then click “Process New.” This will check the plan you’ve created against your degree audit for accuracy.

9. To Save your plan click “Save Plan.” DegreeWorks will check the plan against WVU’s STAR Banner system. If the information does not match what is offered by WVU, DegreeWorks will display an error message and the course will have a red arrow next to it.

Saving your plan- To view the error, place your cursor over the red arrow. Update the plan to correct the error and click “Save Plan” again.

Selecting a Saved Plan- Use the drop down menu to choose between multiple saved plans.
Notes can appear at the bottom of your audit. They are a convenient way for your advisor to keep track of academic advice, career goals or any other bits of information important to your academic career.

The GPA Calculator is a convenient way to track and plan for your GPA, especially if your department has a minimum GPA requirement.
1. Check the upper right hand corner of your degree block for credits required and credits applied. To find the number of credits remaining subtract the number of credits being applied from the number required, excluding from both all Pass/Fail courses.

2. Fill in the number of credits you have remaining. Put the number of credits your degree requires in the Credits Required space.

3. Fill in your desired GPA and click calculate.

DegreeWorks will give you the GPA you need to average to graduate with your desired GPA.
1. DegreeWorks will list the courses marked In Progress from your audit. If any of the courses listed are inaccurate, you can add or delete them by typing directly into the boxes.

2. Select the grade you anticipate receiving for each course.

3. Click "Calculate."

4. DegreeWorks will give you an estimated GPA for the semester.
1. Fill in the GPA you would like to have
2. Click Calculate.
3. DegreeWorks will tell you how many hours with what grades you will need in order to achieve your desired GPA

To achieve your desired GPA, you need one of the following:

35 Credits at 4.000 (A) grade average
Note: Results that would require you to take more than 150 Credits have been omitted.
The Class History link allows you to view all courses taken organized by semester. It also shows the grade received and credit hours. Class History does not act as an official transcript. For an official transcript, please visit http://registrar.wvu.edu/transcripts

1. Click the Class History link
2. Classes will be displayed in semester order.
The "What If" feature is currently used for two purposes:
- To hypothesize a change in major
- To track progress in a Minor or Area of Emphasis not listed on your audit

If you want to see how far along in your academic career you would be if you changed your major:
1. Select the "What If" function on the left side of the audit screen under the "Worksheets" tab
2. Use the drop down menus to select the degree and major you'd like to change to.
3. Then select the Process What If button.

This will remove the requirement blocks for your current major and apply the requirement blocks for the major you're considering. This is not a permanent swap. Once you go back to your Worksheet, the requirement blocks for your registered major will show up in your audit. If you would like to change your major, please see your advisor. Your advisor will need to submit an Academic Status Update form to the Office of the University Registrar.
If your Minor or Area of Emphasis does not appear in your audit, you can use the "What If" function to manually apply the requirement blocks to your audit. When using the "What If" to track progress toward a Minor or Area of Emphasis, be sure to select the:

- Degree you are pursuing
- Academic year
- Major
- Minor and/or Area of Emphasis.

Then select the Process What If button.

This will apply a Minor or Area of Emphasis block to your audit. If you would like to declare your minor and/or area of emphasis, please see your academic advisor. Your advisor will need to submit an Academic Status Update form to the Office of the University Registrar.

**If you do not select a Degree, Academic year and/or Major the resulting audit will not be accurate.**
View- this allows you to change the format of your audit. There are 3 available views:

- Student View allows all of your requirements satisfied and unsatisfied
- Graduation Check List shows a concise list of the requirements that have been satisfied
- Registration Check List shows a concise list of the courses that need to be taken.

To change the view, use the drop down menu under “Format” just to the left of the view button. Select the view you would like to see, then click on the View button.