

DEGREEWORKS

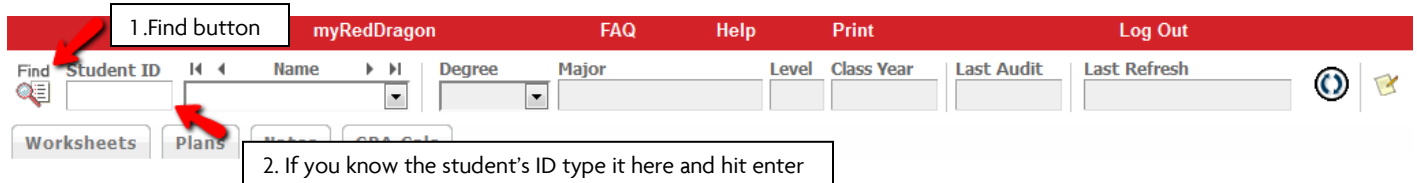
Overview for Advisors

Getting Started

Access Degree Works on the Academics tab in myRedDragon

You can look up students two ways:

1. Find button
2. Using Student ID (include "C00", though this is not case sensitive)



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, 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.

"Refresh" and "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.). Advisors can refresh student data using the Refresh icon and then clicking "Process New." Students do not have the ability to refresh and will see changes reflected after the nightly refresh and they process new. You will most often "Process New" and only need to "Refresh" if a change to student information has occurred that you would like to see immediately reflected.

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

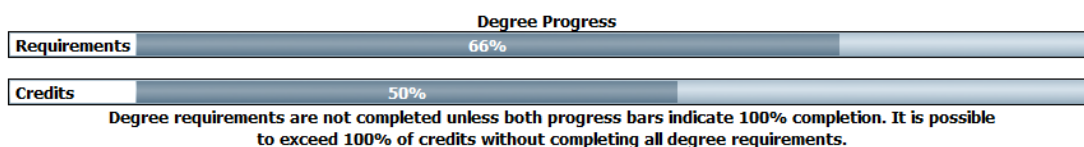
Each section of the Degree Works worksheet has a header that identifies the information being reviewed. The following legend is helpful in reviewing the audit:

Legend		
<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Complete except for classes in-progress	T Transfer Class
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Nearly complete - see advisor	@ Any Course Number OR Subject
WV Waived Requirement	M Met Requirement	* Prerequisites Exist

- 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.
- Transfer coursework is represented with a “T” grade and the source of the credit is below the course.
- The @ symbol in Degree Works is used in a variety of ways to represent any course number or prefix.
 - Credits in **BIO @** Means any course with a Biology course prefix.
 - **Still Needed: 6 to 99 Credits in @ @ with Attribute WRIT** Means any course prefix and any course number that has the Writing Intensive course attribute.
- Some requirements are met by any course within a range. For example, **18 Credits in ATH 300:499 or ATS 300:499** means any Art History (ATH) or Art Studio (ATS) course with course numbers between 300 and 499 (all upper-division).

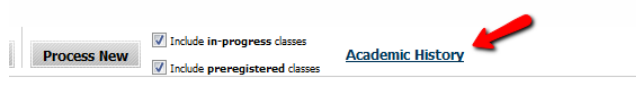
Degree Progress Bar

Degree Works helps track the percentage of specific program requirements completed as well as overall credits. Since many factors go in to how these percentages are determined, use the progress bars as a general guideline on degree progress. Both bars will not show 100% until all final courses are complete – and final grades posted!



Academic History

Use the **Academic 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.



Additional Features

You can leave **Notes** and information for your advisee and other advisors (associate deans) to view. The notes become part of the student’s academic record. You can choose from the prepopulated notes or type your note in the text field.

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.

Questions

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