

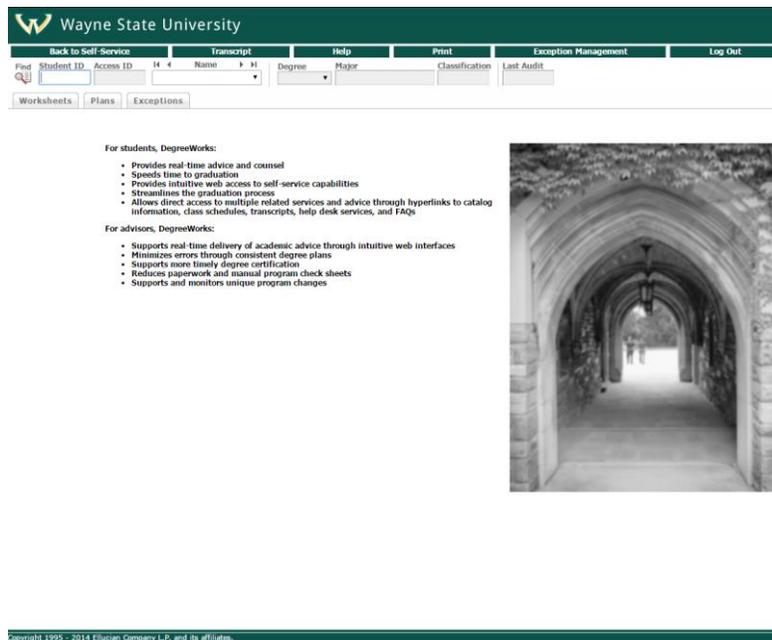
# Signing on to DegreeWorks and Searching for Students

- To access Degree Works, you will sign into Academica using your Access ID and password.
- Click on Faculty Instructional Resources (in Academica). Then click on Degree Works Advising.



- Degree Works will launch in a new tab.

This is the Degree Works Home Screen.



## Note:

Degree Works is running off of live Banner Data. When grades post, or registration activity occurs, it will appear immediately in Degree Works.

Easiest way to find a student!

You can type either the AccessID or the BannerID in the StudentID box, then press enter.

<b>Student ID</b>	<b>Access ID</b>	<b>Student ID</b>
ax8790		003795196

It will search for the student and display both IDs in the appropriate box.

<b>Student ID</b>	<b>Access ID</b>
003795196	AX8790

### Searching for Students:

This is a limited search, and should not be used as a substitute for reporting through STARS.

- Options for searching
  - Type 9 digit **Banner ID** in **Student ID field** then hit **Enter**
  - Click the magnifying glass to conduct a search
    - There are many parameters available to search, including First Name, Last Name, Degree, Major, Minor, Concentration. It's suggested (at the UG level) to limit your selections as much as possible, perhaps choosing freshman, sophomore, Junior, Senior. Click the SEARCH button when all the parameters are entered.
  - You may use the wildcard symbol ("@") when typing in the student ID number or last/first name fields. This will return any results that begin with those letters or numbers.

The screenshot shows a web browser window titled "Ellucian Degree Works - Wayne State University Degree Works Test Find Students - Google Chrome". The URL is "https://dgtapp1.cctest.wayne.edu/IRISLink.cgi". The main heading is "Find Students" with a magnifying glass icon. Below the heading are three input fields: "Student ID", "First Name", and "Last Name". The "Student ID" field is highlighted with a blue box. Below these fields are several dropdown menus for search criteria: Degree (All Degree Codes), Classification (All Classification Codes), Major (All Major Codes), Minor (All Minor Codes), Concentration (All Concentration Codes), Cohort (No Cohort selected), Department (All Departments), and Sport (No Sport selected). There is a "Chosen Repeatable Search Criteria" section with a yellow background and a "Remove" button. At the bottom left are "Search" and "Clear" buttons. At the bottom right are "Check All" and "Uncheck All" buttons. A footer bar contains the text "Student Search: Enter your criteria and click 'Search' to find students." and a table with columns: Student ID, Name, Degree, Major, and Classification. At the very bottom are "OK" and "Cancel" buttons.

Sample search:

- Sophomore
- Seeking BS in Business Administration
- Major in Accounting
- Note: This search does not validate against curriculum rules, which means you could conduct a search for Bachelor of Science in Criminal Justice with a major in Accounting, or Elementary Education. No students would be returned.

- An error message may appear indicating that more than 200 students were found, and to limit your search. Select the **Check All** button at lower right, **then click OK**. All students will now appear in the drop down, and you can cycle through using arrows on either side of the word “Name” or selecting individual students in the drop down.

Pipeline			Help		
Find	Student ID	Name	Degree	Major	Classification
	003806267	Onions, Laverne	BSBA	Accounting	Junior

- To revise your search, you may need to click on the items listed in the “Repeatable Search Criteria” box and hit the “Remove” button.
- You may use the wildcard symbol (“@”) when typing in the student ID number or last/first name fields. This will return any results that begin with those letters or numbers.

# Degree Works Components Within the Degree Audit Worksheet

OBJECTIVE: To go through the components that make up a Degree Works degree audit.

- Headers
- Formats of the different worksheets
- Blocks that make up the worksheets

## AUDIT HEADER:

The screenshot shows a header bar with the following elements:
 

- Student ID:** A blue dropdown menu with a downward arrow.
- Name:** A text input field with navigation arrows (back, forward) on either side.
- Degree:** A dropdown menu showing "BA" with a downward arrow.
- Major:** A text input field showing "Classics".
- Classification:** A text input field showing "Senior".
- Last Audit:** A text input field showing "Today".

Student ID	Displays the student Banner ID number.
Name	The student's full name will display here.
Degree	The student's current degree program will display here.
Major	The student's current major will display here. If the student has a second major, only the primary (first) major will display.
Classification	The student level will be displayed here (freshman, sophomore, etc.)
Last Audit	Displays the last date the audit was refreshed. Audits are refreshed any time an activity occurs, like registration, grading, etc.

## WORKSHEET BAR:

The screenshot shows a worksheet bar with the following elements:
 

- Format:** A dropdown menu currently set to "Student View".
- View:** A button to refresh the data.
- Save as PDF:** A button to save the document as a PDF file.
- Process New:** A button to refresh the data after a programming change.

Format: Student View	This drop down box lists the different types of audits that are available. The student view is the typical type of audit; all available options will be displayed further in this training material.
View	If you want to view a different type of audit, select the option from the drop down and then click the "View" button.
Save as PDF	Will allow you to save the document as a PDF file while retaining the formatting.
Process New	Refreshes the data after a programming change is made.

## FORMAT: Student View

Provides general information about the student's completed and remaining degree requirements, grouped into logical blocks.

### Wayne State University Degree Works

**Student View** AA344tbp as of 03/18/2015 at 13:49

<b>Student</b>	[REDACTED]	<b>Level</b>	Undergraduate
<b>ID</b>	[REDACTED]	<b>Catalog Term</b>	201206
<b>Classification</b>	Senior	<b>Degree</b>	Bachelor of Arts
<b>Advisor</b>		<b>Major</b>	Classics
<b>College</b>	Liberal Arts & Sciences	<b>Minor</b>	History
<b>Overall GPA</b>	2.55	<b>Concentration</b>	Classical Civilization

**Degree Progress**

Requirements  **77%**

<input checked="" type="checkbox"/> <b>Bachelor of Arts</b>	<b>Credits Required:</b> 120 <b>Credits Applied:</b> 93
<input checked="" type="checkbox"/> You meet the minimum GPA requirement	
<input type="checkbox"/> General Education Requirements	Still Needed: See <b>General Education</b> section
<input checked="" type="checkbox"/> Liberal Arts and Sciences	
<input checked="" type="checkbox"/> Foreign Language Proficiency Required for Degree	
<input type="checkbox"/> Major Requirements	Still Needed: See <b>Major in Classics</b> section
<input checked="" type="checkbox"/> <b>General Education</b>	
<input type="checkbox"/> General Education - Competency Requirements	Still Needed: See <b>General Education Competency Requirements</b> section
<input checked="" type="checkbox"/> General Education - Group Requirements	
Many General Education Courses can also satisfy program requirements elsewhere on your audit. Pay close attention to your college, major, minor and other requirements to identify courses that will also satisfy a general education requirement.	
<input checked="" type="checkbox"/> <b>General Education Competency Requirements</b>	
<input type="checkbox"/> Basic Composition (BC)	Still Needed: <b>1</b> Class in <b>ENG 1020</b> or <b>1050</b>
<input type="checkbox"/> Intermediate Composition (IC)	Still Needed: <b>1</b> Class in <b>AFS 2390</b> or <b>ENG 2100</b> or <b>2110</b> or <b>2120</b> or <b>2210</b> or <b>2310</b> or <b>2390</b> or <b>2420</b> or <b>2560</b> or <b>2570</b> or <b>3010</b> or <b>3020</b> or <b>3050</b>
<input type="checkbox"/> Mathematics Competency (MC)	Still Needed:
<input type="checkbox"/> Mathematics Competency (MC)	( <b>1</b> Class in <b>MAT 1000:6999</b> )
<input checked="" type="checkbox"/> Critical Thinking (CT)	<b>PHI 1050</b> (CT)Critcl Thinking A 3 Sp/Su 201
Critical Thinking can also be satisfied by taking an exam.	
<input checked="" type="checkbox"/> Oral Communication (OC)	<b>COM 1010</b> (OC)Oral Cmucn:Basc D 3 Sp/Su 201
Oral Communication can also be satisfied by taking an exam.	
<input checked="" type="checkbox"/> <b>General Education Group Requirements</b>	
<input checked="" type="checkbox"/> American Society & Institutions (AI)	<b>P_S 1030</b> (AI)AMER GVT SYSTEM TRA 3 Sp/Su 201 Satisfied by: <b>PSC388L</b> (AI)AMER SYS OF GOV HON /K/LOCC CNTY COL BATTLE

## STUDENT VIEW: Dual Major

Dual Majors are different than Dual Degrees. Dual Majors refer specifically to students with a second major. These students will not receive two diplomas or two separate degrees. Both majors will fall under the primary degree type.

1. Dual majors fall under the same degree. The majors will display within a single audit in the order they appear in the Majors field on the student's demographic/academic summary area. Only the primary major will appear in the Major section of the audit header.

Level	Undergraduate
Catalog Term	201109
Degree	Bachelor of Science in Business Administration
Majors	Accounting Finance
Minor	
Concentration	

2. Specifically required University GenEd will be listed under each **major block** in the audit. Students who are double majoring will be required to complete the specifically required GenEd for both majors.
3. If there is a Concentration associated with both Majors, they will display following both Majors in the order they appear in the Concentrations field in your demographic/academic summary area.

## STUDENT VIEW: Academic / Demographic Summary

Student View AA344tbo as of 03/18/2015 at 11:44			
Student		Level	Undergraduate
ID		Catalog Term	201406
Classification	Junior	Degree	Non Degree
Advisor	Clexton, Kimberly H	Major	General
College	Liberal Arts & Sciences	Minor	
Overall GPA	3.73	Concentration	

Student	Displays the student's full name.
ID	Displays the student Banner ID number.
Classification	Displays the student's classification (freshman, sophomore, etc.).
Advisor	Displays the student's advisor(s). This will provide the student with the ability to email their advisor(s) directly. See direct email section below.
College	Displays the student's college.
Overall GPA	Displays the student's cumulative GPA. This is their official WSU GPA.
Level	Displays if the student is Undergraduate or Graduate level.
Catalog Term	Display's the student's catalog term.
Degree	Displays the student's current degree. If the student is pursuing more than one degree, only the degree for the audit you are currently viewing will be displayed.
Major(s)	Displays the student's current major(s) with the primary being listed first.
Minor(s)	Displays the student's current minor(s) (if applicable).
Concentration(s)	Displays the student's current concentration(s) (if applicable).

## STUDENT VIEW: Legend

Legend			
✔ Complete	🔄 Complete except for classes in-progress	(T) Transfer Class	: Represents a range of courses
❌ Not Complete	🔄 Nearly complete - see advisor	@ Any course number	

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

**Not Complete:** This symbol will appear beside all requirements within the audit that have not been completed. The row will be highlighted in red and will indicate the course(s) that will complete the requirement.

**Complete Except for Classes In-Progress:** This symbol “~” will appear for requirements where students are currently registered for the class(es) needed to fulfill the requirement. The row will be highlighted in blue and will display the course that will fulfill the requirement once completed, along with the grade “INPR” and the term that they are registered for the course.

**Nearly Complete – See Advisor:** This symbol “≈” will appear when requirements are almost complete, however there’s a component that may not be met. For example, if it’s the last course of a set of four, but the minimum GPA for the four classes is a 2.00, and the student currently has a 1.97 within the three graded courses, the requirement may not complete if the student only receives a C in the fourth course.

**(T)Transfer Class:** This symbol will appear beside all requirements that have been satisfied by a course transferred by another institution, along with the grade and term the course was taken.

**@:** Degree Works Wild Card. The “@” symbol represents all classes when used as a prefix, and can also be used to represent all course numbers when it follows the course alpha. When the “@” symbol precedes a range of numbers, any course within that number range will fulfill the requirement (@ 3000:5999).

## STUDENT VIEW: Blocks

Using the Wayne State University Bulletin as a guide, the blocks within the Student View audit present all applicable requirements for a degree, General Education, School/College, declared area(s)/majors(s), minor(s) and/or concentration(s). In the block header, the **Catalog Term** is displayed. This view will also give you information on what courses will meet unfulfilled requirements. Click on the **“See...”** link to jump to that area of the Student view audit.

- **Degree Block:** Lists all of the blocks that are required to complete a degree. The GPA that displays in the header bar of the Degree Block does not include any course that will not count toward the required 120+ hours for graduation (remedial, above the limit, transfer, etc.).

Bachelor of Arts		Credits Required: 120	Credits Applied: 121
<input checked="" type="checkbox"/> You meet the minimum GPA requirement			
<input type="checkbox"/> General Education Requirements		Still Needed: See <a href="#">General Education</a> section	
<input checked="" type="checkbox"/> Liberal Arts and Sciences			
<input checked="" type="checkbox"/> Foreign Language Proficiency Required for Degree			
<input type="checkbox"/> Major Requirements		Still Needed: See <a href="#">Major in Classics</a> section	

- **General Education Group Blocks:** List all of the general education group requirements for a degree. Note: students should select courses for these blocks in conjunction with additional School/College requirements and in consultation with their advisor and Bulletin to avoid unnecessary courses.

General Education Competency Requirements					
<input type="checkbox"/> Basic Composition (BC)	Still Needed: 1 Class in <b>ENG 1020</b> or 1050				
<input type="checkbox"/> Intermediate Composition (IC)	Still Needed: 1 Class in <b>AFS 2390</b> or <b>ENG 2100</b> or 2110 or 2120 or 2210 or 2310 or 2390 or 2420 or 2560 or 2570 or 3010 or 3020 or 3050				
<input type="checkbox"/> Mathematics Competency (MC)	Still Needed:				
<input type="checkbox"/> Mathematics Competency (MC)	( 1 Class in <b>MAT 1000:6999</b> )				
<input checked="" type="checkbox"/> Critical Thinking (CT)	<b>PHI 1050</b>	(CT)Critcl Thinking	A	3	Sp/Su 2012
Critical Thinking can also be satisfied by taking an exam.					
<input checked="" type="checkbox"/> Oral Communication (OC)	<b>COM 1010</b>	(OC)Oral Cmuon:Bas	D	3	Sp/Su 2014
Oral Communication can also be satisfied by taking an exam.					
General Education Group Requirements					
<input checked="" type="checkbox"/> American Society & Institutions (AI)	<b>P_S 1030</b>	(AI)AMER GVT SYSTEM	TRA	3	Sp/Su 2012
Satisfied by POSC200H - (AI) AMER SYS OF GOV-HON - KELLOGG CMTY COLL-BATTLE CRE					
<input checked="" type="checkbox"/> Historical Studies (HS)	<b>HIS 1710</b>	(HS)Hist: Modrn East Asia	B	3	Winter 2014
<input checked="" type="checkbox"/> Life Science (LS)	<b>BIO 1030</b>	(LS)Biol Today	B+	3	Winter 2013
<input checked="" type="checkbox"/> Physical Science (PS)	<b>AST 2010</b>	(PS)Descriptive Ast	C+	4	Winter 2014
Laboratory Requirement Satisfied by <b>PHY 1020</b>					
<input checked="" type="checkbox"/> Philosophy and Letters (PL)	<b>PHI 1010</b>	(PL)INT:PHILS SYSTS	TRA	3	Sp/Su 2012
Satisfied by PHIL201 - (PL) INTRO PHILOSOPHY - KELLOGG CMTY COLL-BATTLE CREEK					
<input checked="" type="checkbox"/> Social Science (SS)	<b>ECO 2010</b>	(SS)PRNC:MICROECON	TRB	3	Sp/Su 2012
Satisfied by ECON202 - (SS) PRIN ECONOMICS-MICRO - KELLOGG CMTY COLL-BATTLE CRE					
<input checked="" type="checkbox"/> Visual & Performing Arts (VP)	<b>A_H 1130</b>	(VP) Arts:Global Africa	D-	3	Fall 2012
<input checked="" type="checkbox"/> Foreign Culture (FC)	Many degrees require proficiency in a Foreign Language which also satisfies Foreign Culture. If there is an area below entitled (Foreign Language Proficiency Required for Degree), this will also satisfy Foreign Culture (FC)				
<input checked="" type="checkbox"/> Foreign Language Proficiency	<b>LAT 2010</b>	(FC)Intermed Latin	A-	4	Fall 2013

- **School/College Block:** This block includes courses that are specifically required for certain Schools/Colleges/Degrees and will appear in the body of the audit underneath the General Education Group Requirements block. They will be named for the specific School/College (ex. Liberal Arts and Sciences).

✓ Liberal Arts and Sciences					
✓ One Additional Science Class Beyond General Education	PHY 1020	(PS)Conceptual Phys	D+	4	Fall 2013
✓ One Additional Social Science Class Beyond General Education	ECO 2020	(SS)PRNC:MACROECON Satisfied by ECON201 - (SS) PRIN ECONOMICS-MACRO - KELLOGG CMTY COLL-BATTLE CREEK	TRB+	3	Sp/Su 2012
✓ Civilizations and Societies	CLA 2000	Greek Mythology	A	3	Sp/Su 2012

- **Foreign Language Proficiency:** This block includes courses that are specifically required for certain Schools/Colleges/Degrees and will appear in the body of the audit underneath the School/College block.

✓ Foreign Language Proficiency Required for Degree					
✓ Foreign Language Proficiency - Also Satisfies (FC)					
Students must complete a foreign language through the third semester. If language has been studied previously, it is possible to test out of the language altogether, or place beyond the first semester. Placement examination must be completed at WSU.					
✓ Latin	LAT 1010	Elementry Latin 1	B	4	Fall 2012
	LAT 1020	Elementry Latin 2	A	4	Winter 2013
	LAT 2010	(FC)Intermed Latin	A-	4	Fall 2013

- **Major(s):** Lists courses required to complete the major(s). You may see additional blocks such as Core Requirements, Admission Requirements, Co-Requirements, Professional Education Requirements, Concentration Requirements, etc. that are required in addition to these courses.

Major in Classics					GPA: 2.66
✓ Classical Civilization	CLA 1010	(PL)Clascl Civilizatn	A	3	Sp/Su 2012
✓ Greek Mythology	CLA 2000	Greek Mythology	A	3	Sp/Su 2012
□ Concentration Requirements	Still Needed: See Concentration in Classical Civilization section				

- **Concentration(s):** Lists courses required to complete the Concentration within a specific major(s).

Concentration in Classical Civilization						GPA: 3.39
<input checked="" type="checkbox"/>	Third semester in Ancient Greek or Latin	LAT 2010	(FC)Intermed Latin	A-	4	Fall 2013
<input checked="" type="checkbox"/>	Athens and the Ancient Greek World	CLA 3150	Athens & Ancnt Grk World	A	3	Fall 2014
<input type="checkbox"/>	The Golden Age of Rome	Still Needed: 1 Class in CLA 3700				
<input checked="" type="checkbox"/>	Ancient Philosophy	PHI 2100	(PL)Ancient Philosophy	C	3	Fall 2014
<input checked="" type="checkbox"/>	Survey of Greek Literature	CLA 3800	Survey of Greek Lit	B-	3	Winter 2014
<input checked="" type="checkbox"/>	Survey of Latin Literature	CLA 3825	Survey of Lat Lit	A	3	Winter 2013
<input type="checkbox"/>	Greek Art and Archaeology	Still Needed: 1 Class in A_H 3240 or 5210 or 5310				
<input type="checkbox"/>	Roman Art and Archaeology	Still Needed: 1 Class in A_H 5270				
<input type="checkbox"/>	Writing Intensive in Classics Major	Still Needed: 1 Class in CLA 5993				
<input checked="" type="checkbox"/>	Elective Credit	CLA 3190	Tpcs on Women in Antqty	B+	3	Winter 2013
		HIS 5340	Ancient Rome	A	3	Sp/Su 2014

- **Minor:** Lists all courses required to complete a minor (if applicable).

Minor in History						GPA: 4.00	Credits Required: 18
						Credits Applied: 9	
<b>Unmet conditions for this set of requirements:</b> 18 credits are required. You currently have 9, you still need 9 more credits.							
<input type="checkbox"/>	Elective Credits in History	HIS 2040	U S TO 1877	TRB+	3	Sp/Su 2012	
		Satisfied by HIST103 - AMERICAN FOUNDATIONS - KELLOGG CMTY COLL-BATTLE CREEK					
		HIS 5330	Ancient Greece	A	3	Sp/Su 2012	
		HIS 5395	Social Hist:Roman Empire	A	3	Sp/Su 2013	
Still Needed: 9 Credits in HIS @ <u>additionally you need a minimum of 8 Credits from HIS 3000:5999</u>							

## STUDENT VIEW: Optional Blocks

These blocks will not always appear within the audit. They will only display if the student has courses/requirements which meet the parameters for each individual block. For example, if the student is not enrolled, the audit will not display the In-Progress block.

*Common Optional Blocks:*

- **In-Progress:** The courses that the student is currently registered for are listed here in addition to displaying where they fit throughout the audit.

In-progress			Credits Applied: 16	Classes Applied: 5	
COM 1010	(OC)Oral Cmun:Bas		INPR	3	Winter 2015
ENG 3010	(IC)Intmedt Writng		INPR	3	Winter 2015
MAT 1800	Elem Functions		INPR	4	Winter 2015
MAT 1990	Precalculus Wrkshop		INPR	2	Winter 2015
P_S 1010	(AI)Americ Gvrnmnt-Honors		INPR	4	Winter 2015

- **Electives:** These are courses that count towards the total required number of hours, but do not fill a specific degree requirement.

Electives		Credits Applied: 41	Classes Applied: 14
ACS 2XXX	ACS 2000 LEVEL	TRA	1 Sp/Su 2012
Satisfied by: HUMA200 - HONORS SEMINAR - KELLOGG CMTY COLL-BATTLE CREEK			
A_H 5260	Classical Greek Art	B	3 Winter 2014
B_E 2201	Innovativ Tactid Ldrshp	A	1 Fall 2012
COM 2200	INTERPERSONAL COMMUNICATION	TRC-	3 Sp/Su 2012
Satisfied by: COMM101 - FOUND-INTERPERSONAL COMM - KELLOGG CMTY COLL-BATTLE CREEK			
ELE 3200	LIT FOR CHILDREN	TRB	3 Sp/Su 2012
Satisfied by: LITE213 - CHILDREN'S LITERATURE - KELLOGG CMTY COLL-BATTLE CREEK			
GER 1010	Elem German 1	A-	4 Sp/Su 2013
GER 1020	Elem German 2	C-	4 Sp/Su 2013
GKA 1010	Elementary Anc Greek 1	B	4 Fall 2012
HIS 1XXX	HIS LEVEL 1000	TRA	3 Sp/Su 2012
Satisfied by: HIST151 - (HS) WESTERN CIV: ELY WST WLD - KELLOGG CMTY COLL-BATTLE CREEK			
LFA 1XXX	LFA 1000 LEVEL	TRA	2 Sp/Su 2012
Satisfied by: PEC160 - WELLNESS ACT:TENNIS - KELLOGG CMTY COLL-BATTLE CREEK			
MSC 1XXX	MSC ELECTIVES	TRP	4 Sp/Su 2012
Satisfied by: ARMYDD214 - ARMY HONORABLE DISCHARGE - MILITARY SERVICE CREDIT			
SOC 2000	(SS)UNDST HUMAN SCT	TRC+	3 Sp/Su 2012

- **Not Counted:** These are courses that either exceed the number of allowed repeats, exceed the amount of credits eligible for degree credit, or that are considered developmental, and therefore, will not count as hours towards graduation.

Not Counted		Credits Applied: 8	Classes Applied: 2
ACC 3020	ELEM MNGRL ACC THRY	TRC	4 Fall 2012
Satisfied by: ACCT1090 - Principles of Acct II - MACOMB CMTY COLL			
ISM 2XXX	(CL) ISM LEVEL 2000	TRB-	4 Fall 2012
Satisfied by: ITCS1010 - (CL) COMPUTER/INFO PROC - MACOMB CMTY COLL			

- **Insufficient:** These courses include any incomplete courses, any courses from which the student has withdrawn, any audited course, any course that did not meet a specific grade requirement, or any course the student has failed.

Insufficient		Credits Applied: 0	Classes Applied: 10
A_H 3070	Art&Ardg-Anc Egypt	F	0 Fall 2014
CLA 3050	Cleopatra	F	0 Fall 2014
CLA 3700	Golden Age of Rome	F	0 Fall 2013
CLA 5993	(WI)Wrt-Itsv:Cl Civ	U	0 Fall 2014
CSC 1000	(CL)Intro:Comp Sci	F	0 Sp/Su 2014
GEL 1010	(PS)GEL:Sci Of Erth	WF	0 Winter 2013
GER 2010	(FC)(CD)Intermed German	F	0 Fall 2013
LAT 3210	Latin Poetry	I	0 Fall 2014
MAT 0993	Beginning Algebra	CNC	0 Fall 2012
MAT 1000	(MC)Math in Todays World	WP	0 Sp/Su 2013

## FORMAT: Registration Checklist

*This view is currently only available to advisors.* The Registration Checklist format shows only the unfulfilled requirements on the student's audit. It does not provide any of the detailed explanations of requirements that may be found in the student view. It also does not check hour or GPA requirements.

<input type="checkbox"/> Bachelor of Arts	Catalog Year: Fall 2012
Still Needed: See General Education section	
Still Needed: See Major in Classics section	
<input type="checkbox"/> General Education	Catalog Year: Fall 2012 GPA: 3.51
Still Needed: See General Education Competency Requirements section	
<input type="checkbox"/> General Education Competency Requirements	
Still Needed: 1 Class in AFS 2390 or ENG 2100* or 2110* or 2120* or 2210* or 2310* or 2390* or 2420 or 2560 or 2570* or 3010* or 3020* or 3050*	
<input checked="" type="checkbox"/> General Education Group Requirements	
<input checked="" type="checkbox"/> Liberal Arts and Sciences	
<input checked="" type="checkbox"/> Foreign Language Proficiency Required for Degree	
<input type="checkbox"/> Major in Classics	Catalog Year: Fall 2012 GPA: 3.77
Still Needed: See Concentration in Classical Civilization section	
<input type="checkbox"/> Concentration in Classical Civilization	Catalog Year: Fall 2012 GPA: 4
Still Needed: 1 Class in GKA 2010 or LAT 2010	
Still Needed: 1 Class in CLA 3150	
Still Needed: 1 Class in CLA 3700	
Still Needed: 1 Class in PHI 2100	
Still Needed: 1 Class in CLA 3800	
Still Needed: 1 Class in CLA 3825	
Still Needed: 1 Class in A. H. 2240 or 5210* or 5210*	

## FORMAT: Graduation Checklist

*This view is currently only available to advisors.* The Graduation Checklist format shows both the filled and unfulfilled requirements on the student's audit. However, it does not provide any of the course requirements, grades received, term course was taken, etc., that may be found in the student view.

Graduation Checklist AA344tbu as of 03/18/2015 at 14:14			
Student		Level	Undergraduate
ID		Catalog Term	201209
Classification	Senior	Degree	Bachelor of Arts
Advisor		Major	Classics
College	Liberal Arts & Sciences	Minor	
Overall GPA	3.52	Concentration	Classical Civilization
<input checked="" type="checkbox"/> Bachelor of Arts		Credits Required: 120 C	
<input checked="" type="checkbox"/> You meet the minimum GPA requirement			
<input type="checkbox"/> General Education Requirements			
<input checked="" type="checkbox"/> Liberal Arts and Sciences			
<input checked="" type="checkbox"/> Foreign Language Proficiency Required for Degree			
<input type="checkbox"/> Major Requirements			
<b>Blocks included in this block</b> General Education General Education Competency Requirements General Education Group Requirements Liberal Arts and Sciences Foreign Language Proficiency Required for Degree Major in Classics Concentration in Classical Civilization			
<input type="checkbox"/> General Education			
<input type="checkbox"/> General Education - Competency Requirements			
<input checked="" type="checkbox"/> General Education - Group Requirements			
<b>Blocks included in this block</b> General Education Competency Requirements General Education Group Requirements			
<input type="checkbox"/> General Education Competency Requirements			
<input checked="" type="checkbox"/> Basic Composition (BC)		ENG 1020 (IP)	
<input type="checkbox"/> Intermediate Composition (IC)			
<input checked="" type="checkbox"/> Mathematics Competency (MC)			
		MAT 1000	
<input checked="" type="checkbox"/> Critical Thinking (CT)		PHI 1050	
<input checked="" type="checkbox"/> Oral Communication (OC)		COM 1010 (IP)	
<input checked="" type="checkbox"/> General Education Group Requirements			
<input checked="" type="checkbox"/> American Society & Institutions (AI)		P_S 1010	
<input checked="" type="checkbox"/> Historical Studies (HS)		HIS 1000	
<input checked="" type="checkbox"/> Life Science (LS)		PSY 1020 (T)	
<input checked="" type="checkbox"/> Physical Science (PS)		GEL 1010	

## Degree Works What If and Look Ahead Audits

Using these tools students and advisers alike will be able to see how a student's credits will fit into a degree plan for majors other than what they are currently enrolled in.

### OBJECTIVES:

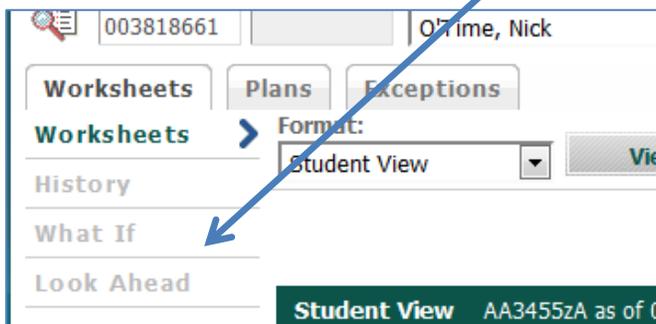
- To learn about the 2 other Audit types
- To learn the procedures for Running What If and Look Ahead Audits
- To learn how to remove Exceptions

### AUDIT TYPES GLOSSARY:

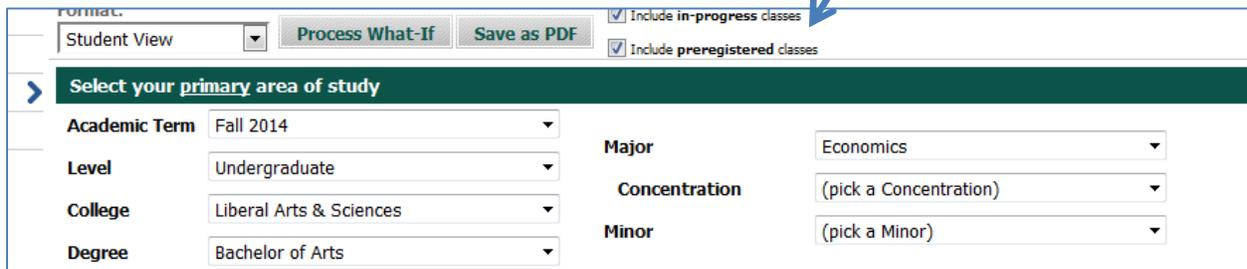
- What If Audit: The student's currently completed and in progress courses used in a different major.
- Look Ahead Audit: Allows the student to input classes they are considering taking and see how they will fit into their current major.

### PERFORMING WHAT IF AUDIT:

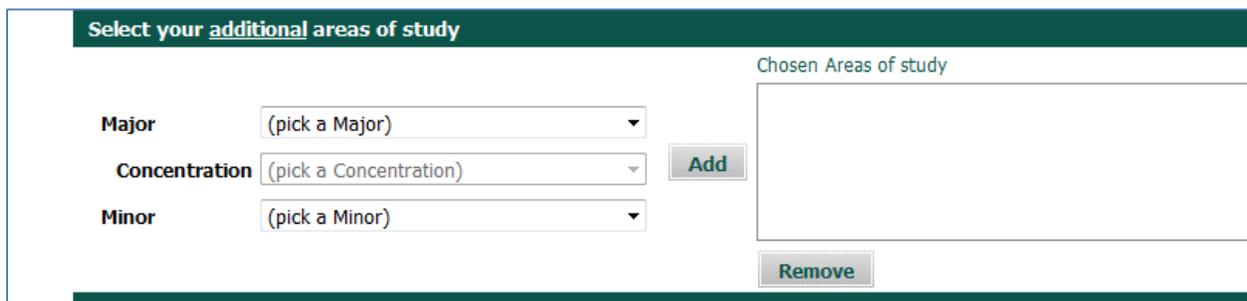
1. Start by making sure you are on the Worksheets Tab for the student
2. Under the tab you will see What If and Look Ahead
3. Click on the Audit that you want to see



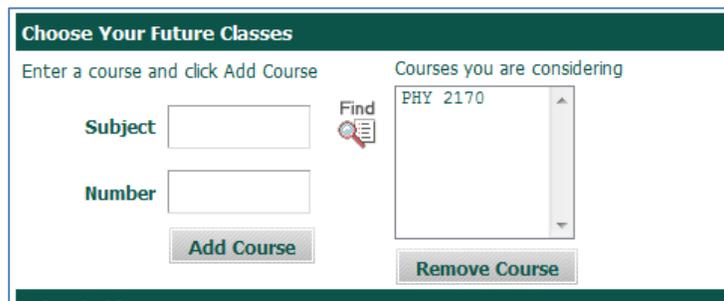
4. Use the drop down menus to select the College, Degree, Major, Concentration, Minor that you are interested in investigating as appropriate,
  - a. Check or uncheck the Include in-progress classes
  - b. Check or uncheck the Include preregistered classes boxes



5. You can also select additional areas of study (2<sup>nd</sup> major)



6. You can also add in courses that you plan to take, or are considering taking



7. Click on **Process What-If** button near the top of the page
8. You will then see the degree audit for the student with the selected criteria – you can view, and save this document as a PDF for reference

## PERFORMING LOOK AHEAD AUDIT:

1. From under the Worksheets tab, click on Look Ahead
2. Enter the course Subject and Number, then click Add Course button
3. You can enter multiple classes and the full list will appear on the right side of the screen

Format: Student View   Include in-progress classes  Include preregistered classes

**Look Ahead**

To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.

Enter a course and click Add Course

Subject

Number

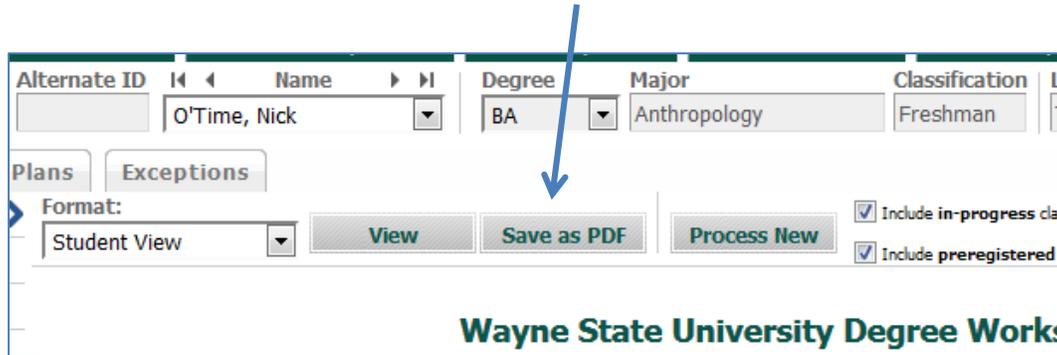
Courses you are considering

- HIS 1300
- BIO 1500

4. When all classes have been added click on **Process New** button to run the audit
5. You will then see the degree audit for the student with the classes added in as In Progress (wavy Blue line) – you can view and save this document as a PDF for reference

## Degree Works: Saving an audit as a PDF

- While on the student's worksheet click on the **Save as PDF** button



The screenshot shows the Wayne State University Degree Works interface. At the top, there are fields for 'Alternate ID', 'Name' (O'Time, Nick), 'Degree' (BA), 'Major' (Anthropology), and 'Classification' (Freshman). Below these fields are tabs for 'Plans' and 'Exceptions'. Under the 'Plans' tab, there is a 'Format:' dropdown menu set to 'Student View', and three buttons: 'View', 'Save as PDF', and 'Process New'. To the right of these buttons are two checked checkboxes: 'Include in-progress classes' and 'Include preregistered classes'. A blue arrow points to the 'Save as PDF' button. At the bottom of the interface, the text 'Wayne State University Degree Works' is displayed.

- This will pop up another screen with the student's degree audit in PDF form
- Use your computer's settings to then save this document to your desktop, or place of your choosing as a PDF. You may need to "Download" the PDF first, then open it in a different viewer, and then save it from there. Each computer/ browser has different settings.

# Degree Works Exceptions

Degree Works gives advisers and others in your department access to make exceptions to students' degree audits.

Please be aware that this **does not** change any policy or procedure that is already in place, you would still need to get the appropriate approval for changes. It only allows you to make the changes yourself rather than contacting [degreeaudit@wayne.edu](mailto:degreeaudit@wayne.edu).

All notes need to continue to be made in **STARS**.

All exceptions will be monitored by the Office of the Registrar to ensure curricular integrity and accuracy and to note any patterns of making exceptions. When patterns are found the Degree Audit office will contact the department to see if an adjustment needs to be made to the program template.

Exceptions will remain for a student with terms of absence, but will disappear if the student changes his/her program.

## OBJECTIVES:

- To learn about the 4 Exception types
- To learn the procedures for using Exceptions in Degree Works
- To learn how to remove Exceptions

## EXCEPTION TYPES GLOSSARY:

**FORCE COMPLETE** – What we currently refer to as a Waiver. The student no longer needs to do anything to complete this requirement.

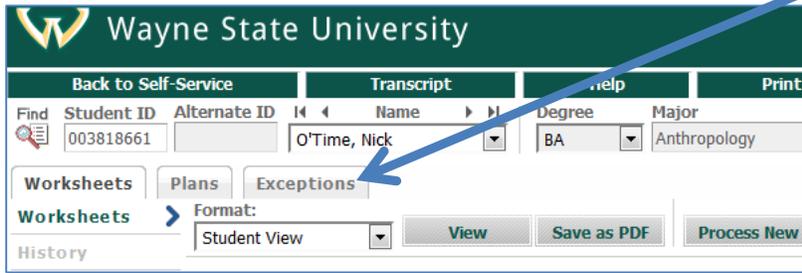
**SUBSTITUTE** – When a previously (or in progress) course that is not specifically on the student's audit is being used to complete a requirement. Used as a 1 for 1 substitution.

**ALSO ALLOW** – When you want to add in another possible option of a course outside of range. For example, if the requirement is 10 credits in BIO 2000:6999, and you want to allow BIO 1XXX to count within this requirement.

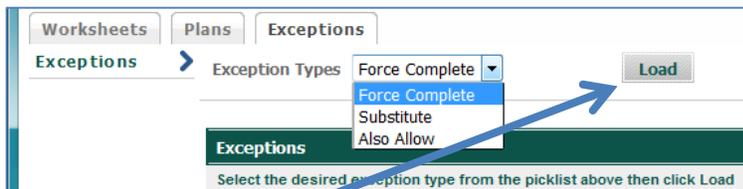
**APPLY HERE** – This is used when a course should be applied to a specific course rule, despite all else. (It may not meet the minimum grade, or the minimum credit threshold, etc. **This is a POWERFUL exception, and will lock a class to a requirement always, despite it possible fitting better somewhere else.**

PERFORMING EXCEPTIONS:

9. To perform an exception for a student you will need to click on the “Exceptions” tab located at the top of the audit.



10. Use the drop down menu to select the type of Exception you want to perform.



11. Then click the LOAD button to display the Exception input fields.

## 12. FORCE COMPLETE: The Waiver

- a. Leave the description blank – it will be system generated

**Force Complete a rule or qualifier**

Description  

- b. Click on the radio button of the item you want to Force Complete

<input checked="" type="radio"/> Historical Studies (HS)	<input type="checkbox"/> Still Needed:	1 Class in <b>ANT</b> GKM 3590 or 1600 or 1610 HON 4250 or
<input type="radio"/> Life Science (LS)	<input checked="" type="checkbox"/> PSY 1020 (T)	
<input type="radio"/> Physical Science (PS)	<input type="checkbox"/> Still Needed:	1 Class in <b>AST</b> GEL 1010 or I 2435*

- c. Click on **Add Exception** button
- d. You will get a message box pop up that says “The description field was left blank...” **Click OK**
- e. You will get a message box pop up that says “Your exception has been added to the database successfully.” **Click OK.** You can **Run New Audit** to see the Exception in place

<input type="radio"/> Historical Studies (HS)	<input checked="" type="checkbox"/>	<input type="radio"/> Force Complete : Force complete this requirement
<input type="radio"/> Life Science (LS)	<input checked="" type="checkbox"/> PSY 1020 (T)	
<input type="radio"/> Physical Science (PS)	<input type="checkbox"/> Still Needed:	1 Class in <b>AST</b> 2010 or <b>CHM</b> 1000 or 10 GEL 1010 or <b>HON</b> 4230 or <b>PHY</b> 1020 or

SWA 2010 or UKR 2010 or 3410



**13. SUBSTITUTE: Allow previously completed or in progress course.**

**Substitute one class for another**

Replace **Subject**  **Number**  With **Subject**  **Number**

With

Description   **Add Exception**

- Enter **Subject** and **Number** of the course that you **want to replace**, then
- Enter **Subject** and **Number** of the **substituted course**
- Do not use the fields in the “With” line
- Click the radio button of the rule you want to adjust

<input type="radio"/> World Cultures	<input type="checkbox"/> Still Needed: 1 Class in ANT 3100
<input checked="" type="radio"/> Lost Cities and Ancient Civilizations	<input type="checkbox"/> Still Needed: 1 Class in ANT 3200
<input type="radio"/> Language and Culture	<input type="checkbox"/> Still Needed: 1 Class in ANT 3310

- Leave the description blank – it will be system generated
- Click on **Add Exception** button
- You will get a message box pop up that says “The description field was left blank...” **Click OK**
- You will get a message box pop up that says “Your exception has been added to the database successfully.” **Click OK**. You can **Run New Audit** to see the Exception in place.

<input type="radio"/> Lost Cities and Ancient Civilizations	<input type="checkbox"/> Still Needed: 1 Class in <b>CHM 1250</b>
Exception: <input checked="" type="radio"/> Substitution : Replace ant 3200 with chm 1250	
<input type="radio"/> Language and Culture	<input type="checkbox"/> Still Needed: 1 Class in ANT 3310
<input type="radio"/> Methods in Anthropology	<input type="checkbox"/> Still Needed: 1 Class in ANT 5210

**14. ALSO ALLOW: Allow for individual course to be used when out of range of requirement.**

- a. Enter the **Subject** and **Number** of the course you want to allow

**Also Allow a class to meet a requirement**

Allow Subject  Number

With

Description

GLOBAL EXCEPTION - applies to all requirements

Degree in Bachelor in Arts

- b. Do not use the “With” line

- c. Click on the radio button of the item you want to add the course to

**HON 4250 or LAS 1900 or N\_E 20**

Life Science (LS)  PSY 1020 (T)

Physical Science (PS)  Still Needed: 1 Class in AST 2010 or CHM 1000  
GEL 1010 or HON 4230 or PHY 10  
2175\* or 3100

Laboratory required with PS or LS class  ShareWith(THISBLOCK)

BIO 1050 for 4 credits (with lab)

- d. Click on **Add Exception** button

- e. You will get a message box pop up that says “The description field was left blank...” **Click OK**

- f. You will get a message box pop up that says “Your exception has been added to the database successfully.” **Click OK**. You can **Run New Audit** to see the Exception in place

<input type="checkbox"/> 11 credits in Biology electives	PHA 3010 SURVEY OF PHARM PRACT	B	1	Winter 2001
Still Needed: 10 Credits in BIO 3000:6999				
Exception By: Wolfs, Christopher Frank Victor		On: 04/03/2015		Also Allow : Allow PHA 3010 to apply here.

**15. APPLY HERE: Force a course to apply for a rule, despite all else. (It may not meet the minimum grade for the major, or for the degree, etc.) This should be used minimally, as it forces the class on a rule where it may not be the best fit within the audit.**

In the below example, the required minimum grade is C, but the student has a C- in his THR 1010 class.

- a. Enter the **Subject** and **Number** of the course you want to allow

- b. Do not use the “With” line  
 c. Click on the radio button of the item you want to force the course on.

- d. Click on **Add Exception** button  
 e. You will get a message box pop up that says “The description field was left blank...” **Click OK**  
 f. You will get a message box pop up that says “Your exception has been added to the database successfully.” **Click OK**. You can **Run New Audit** to see the exception in place.

<input checked="" type="checkbox"/> Cognate Requirements	MUH 1370 (VP)Apcn:Bngng-Prsnt	B+	3	Fall 2014
	THR 1010 (VP)Intro to Theatre	C-	3	Winter 2015
Exception By: Wolfs, Christopher Frank Victor On: 05/15/2015 Apply Here : <a href="#">Apply THR 1010 here.</a>				

**16. REMOVING EXCEPTIONS:**

- a. Click on the Exceptions tab  
 b. Click on the radio button of the Exception you want to remove

All Exceptions are also listed at the very bottom of the page, and you can select from there

- c. Click the Remove Exception Button at the top of the page  
 d. You will get a message that says “Your exception has been removed from the database successfully.” Click OK. You can **Run New Audit** to see the Exception has been removed