DegreeWorks

What is Degree Works?

“DegreeWorks” is a computerized degree audit program and academic advising tool designed to assist you and advisors in reviewing your degree progress. A Web-based program, DegreeWorks re-organizes your transcript chronologically and categorically, easily identifying courses you have completed and what courses you still need in order to fulfill your degree requirements. Currently, only students registered in The James F. Dicke College of Business Administration, The Smull College of Engineering, or The Rudolph H. Raabe College of Pharmacy during the 2011-2012 catalog year are able to utilize this tool. Once the test timeframe has passed, DegreeWorks will be released to other areas of campus. Our timeframe is set for The Getty College of Arts and Sciences to be live by August 2014. This is a tentative timeline.

What are the benefits in using DegreeWorks?

DegreeWorks will help you:

- Determine what requirements you need to fulfill in order to complete your degree.
- Identify what requirements you have completed in the ONU General Education requirements, your specific College General Education requirements, and your major, minor and/or concentration area requirements.
- View individual course grades, cumulative grade-point average (GPA), and major average.
- Determine which courses you have taken or transferred, and which ones count as electives.
- View transfer credits, waivers, and exemptions applied toward your degree.
- See how your coursework could be applied toward another major, minor, or concentration using the What If option.
- Project grade performance using the GPA Term calculator.
- Confirm your academic standing.
- Determine whether there are holds on your record.
- Estimate how many semesters it will take you to graduate.
- Learn the prerequisites and co-requisites for courses by clicking on the course numbers.

How do I access DegreeWorks?

2. On the ‘Information for you’ dropdown, select ‘Current Student’.

3. Click on the Self Service Banner link.

4. Log in if needed and select student services.

How is the DegreeWorks degree audit organized?

The audit appears in categorical sections:

**Student biographical information**: Information about the student that is independent of degree choice. You and your advisor may use this information to determine obstacles to registration, eligibility for certain sections and possibility of academic standing difficulties.

**Other information**: Degree selection and catalog year are entered to identify which degree requirements you should follow.

**Summary List of Degree Requirements**: At the beginning of the audit, all of the requirements are listed in a single section. As requirements are fulfilled, the boxes next to each requirement are checked off.
**ONU General Education Requirements**: These requirements are university-wide, but may vary depending on your degree and/or major.

**College specific General Education Requirements**: These requirements are college and degree specific.

**Major, Minor, and Concentrations**: Each major, minor and concentration will be displayed in a block indicating the program requirements, the courses that may be used to fulfill them, and/or the courses you have already taken to complete the requirements. The orange bar which displays the major, minor, or concentration, also includes the year of the catalog in use when you first entered the college (this determines the degree requirements to be followed in order to graduate), your GPA for the major, minor, or concentration as well as the credits already applied.

**Fall-through**: Contains all the courses you have taken that do not fulfill defined degree requirements. These courses may not be eligible for Federal and State Financial Aid.

**Insufficient**: Lists all courses taken with grades that are insufficient to fulfill degree requirements and courses that have been repeated.

**In Progress**: Lists all courses you are currently taking or have registered for in a future semester.

**Who can show me how to use this program effectively?**

Your Academic Department Chair or Advisor will be able to show you how best to utilize this program.

**Can I access DegreeWorks on any computer?**

Yes. Access to DegreeWorks is through the Web. Anywhere you can log in to your Self Service Banner will allow you access to DegreeWorks. Please see page 2 for specific instructions.

**Is my information confidential?**

Yes. Like other processes you use through Self Service Banner, DegreeWorks is accessed through your secure log in. Remember that your advisor, faculty, and selected staff will be able to view the information contained in DegreeWorks.
Who has the ability to access DegreeWorks?

Currently, DegreeWorks is available to undergraduate students in the Colleges of Business, Engineering, and Pharmacy in the catalog year 2011-2012. Advisors, faculty, and selected staff will also have access for the purpose of supporting your progress through your academic career.

Can I email my advisor through DegreeWorks?
Yes. Click on the advisor’s name and the email client will pop up in order for you to send an email. If you are not signed in to your email, it will prompt you to first sign in.

Will I be able to plan for future courses?
DegreeWorks does show you what requirements you still need to fulfill. In the future we anticipate utilizing the Planner section of DegreeWorks. However, this will not be implemented until a later date.
Using the Audit

A DegreeWorks audit is a review of past, current and "planned" coursework that provides information on completed and outstanding requirements necessary to complete a degree/major/minor/concentration.

When can I use my DegreeWorks audit?

Use your DegreeWorks Audit when:

- Reviewing your progress with an academic or major advisor.
- Creating a list of questions to discuss with your advisor.
- Identifying courses that need to be completed.
- Selecting courses that meet your degree requirements.
- Determining a projected graduation date.
- Choosing a major.
- Deciding whether to add a minor.

When should I look at my DegreeWorks degree audit?

- Anytime! DegreeWorks is accessible 24 hours a day, 7 days a week from any computer with internet capabilities. Once you’re on the internet, log on to your Self –Service Banner.
- Before meeting with an academic or major advisor, go to the Web and print out your audit.
- Before registration, print out your audit and use it to plan your program for the semester.
- After registration, confirm that the courses selected complete the requirements you still need.
- View your audit after grades are posted.
- Before you file for graduation, review your academic record.

Will I be able to view my entire course history?

DegreeWorks uses the information that is current for your transcript. You will be able to view any courses that have been completed/registered for/ transferred by the date your audit was last refreshed. Typically, data is refreshed nightly. Keep in mind that any transfer work or grade changes that have not been formally submitted and accepted will not appear on your audit.

How is a DegreeWorks degree audit different from a transcript?

DegreeWorks is not your academic transcript nor is it an official notification of completion of degree requirements. Changes made to your official academic record
will take at least 24 hours to be reflected in your DegreeWorks audit report. This progress report does not supersede ONU Catalog and/or amendments passed by the ONU Board of Trustees. Your transcript, however, is your official college record, and it must be requested from the Registrar’s Office by completing a request form via Self-Service Banner or by completing the Transcript Request Form on the Registrar’s website.

**Can I use it to run an Unofficial Transcript?**

Yes, simply click on the “Unofficial Transcript” button at the top, right of your audit.

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**Does the DegreeWorks audit show all my courses even if I have taken them elsewhere?**

Yes, all courses transferred in from other colleges, taken in the military, on permit or in study abroad, or with proper AP credit should show on your degree audit. Certain courses may not be applied to your major if you have exceeded the allowable number of transfer credits.

**Can I see how many classes I have left to fulfill my requirements?**

Yes. DegreeWorks is laid out in block format displaying degree, major, minor, and concentration requirements information. Look for unchecked boxes to identify requirements that you still need to complete.

**Can I register for classes in DegreeWorks?**

No. DegreeWorks is a snapshot of courses in-progress and in academic history. Registration will continue to be handled through the Self Service Banner.

**Can I view course information in DegreeWorks?**

Yes. By clicking on a course in your audit you can view the course description, prerequisites required, and available course sections for the upcoming semester. Course sections do not show location, use the Schedule Catalog Search online for that information.

**Are my grades visible in DegreeWorks?**

Yes. Once grades have been processed at the end of the semester, they are viewable in DegreeWorks following the nightly refresh; however, though grades are viewable
in Self-Service Banner once posted by an instructor, final grades are not available in DegreeWorks until after the final grading period for the University has ended. Courses in-progress are listed with an "IP" grade.

**Can I see a list of all the classes I’ve taken?**

Yes. On the Worksheets tab, click on the History link. Select the Graduation Checklist Format and then click on View for a printable list of courses taken at ONU as well as transfer courses.

**How do I know what classes to take?**

Your audit will outline for you courses still needed to meet degree, major, minor, and/or concentration requirements within each specific block. You may then use this information to discuss your plan with your academic advisor. You can also click on the History link under the worksheet tab and select Registration Checklist and then click View to see what courses are unmet requirements.
**Why isn’t there a checkmark next to a requirement I’ve already completed?**

Your academic advisor is your primary point of contact. If your advisor determines that your audit is incorrect, he/she will contact the Office of the University Registrar for assistance.

**My records shows that my major is still undeclared but I have declared a major. Why doesn’t my major show?**

Your academic advisor is your primary point of contact. If you and your advisor determine that your information is incorrect, you may then check with the Registrar's Office to make sure these changes have been received and processed.

**Where can I see my second major?**

*DegreeWorks* is designed to show a listing of your majors, minors, and concentrations in the Student View audit. Additionally, each major, minor, and/or concentration is broken out into individual requirement blocks within the audit.

**Where can I see my audit for my second degree or second major?**

You can access your second degree or second major (SAC) audit by using the Degree drop down menu at the top of the screen. Students pursuing simultaneous degrees will need to click on the Degree drop-down box at the top of the Student View audit and select your second degree or second major (SAC) in order to view the additional requirements.

**Why isn’t my transfer work meeting a requirement?**

There could be two reasons. First, the course did not meet either the minimum number of credits and/or minimum grade requirement for use in your program of study. Second, all requirements have been met and this course is simply not needed. Please see your Academic Advisor for more information.

**If I withdraw from a class, will that be reflected in my audit?**

Courses from which you have withdrawn will appear in the Insufficient block toward the end of your audit.
My advisor told me that a course I took would be substituted for a requirement. Why doesn’t this information appear in my audit?

You should contact your advisor to resolve any substitution issue. Any waivers, substitutions, or exceptions for major, minor or concentration requirements must be communicated to the Registrar’s Office from your department with proper documentation.

Notes

What are the Notes for?

Your advisor may add notes to your degree audit in order to document academic advising on student records. **Advisors please note: Plan Notes are subject to FERPA. A new audit must be ran after saving a new note.

GPA

What does the Term Calculator show?

The Term Calculator will show you your estimated cumulative GPA after you fill in hypothetical grade information. By default, the system will fill in your current earned credits, GPA and place your in-progress courses in the table.
How do I use the GPA term calculator?

Select the GPA Calculator tab located just below your Major. Fill in anticipated grade for the corresponding courses. Click the calculate button. The system will generate the anticipated GPA if those grades become the final grades received in the courses.

Where can I find my major GPA?

Your major GPA is a calculated GPA based on coursework used to fulfill major requirements. This GPA will appear within the major block requirements of your audit. Additionally, depending upon your college, the major GPA may also include courses that potentially could have been used within the major block but were not needed to fulfill specific requirements.

Is this calculated GPA guaranteed?

No. This is an estimate only.

Graduation

If all the boxes are checked, does that mean I’m graduating?

Not necessarily. If you have applied to graduate, your academic division will perform a preliminary audit of your coursework prior to the add/drop period of your final semester and a final audit after all final grades have been submitted to determine if you are eligible to graduate. Missing requirements will be communicated to you by your academic division.
Do I automatically graduate if everything is checked off?

In order to graduate, an undergraduate student is required to submit a formal application for graduation to the Office of the Registrar. Applications for graduation should be submitted two semesters in advance of the anticipated term of graduation but must be submitted before the completion of the advance registration period for the semester of planned graduation. The application can be found on the Registrar’s website under Graduation information.
Using What If

What is the What If feature?

The What If function allows you to hypothetically change your major, minor, or concentration. The What If audit will show you what coursework is required for the new major, minor, or concentration, what courses you have taken that satisfy requirements, and what courses are still left for you to take.

How do I use “What If” planning?

To view how your courses count in a different major, you must:

- Click on the "What If" button.
- Select the degree you are considering. This will populate into the Chosen Areas of Study box.
- Select the catalog year that matches the year you will select that major.
- Select additional majors, minors and/or concentrations.
- Click Process What If
- Review carefully how your courses would count in this new major.
- If you want to review a different set of criteria, highlight the information in the Chosen Areas of Study box you wish to change and hit the Remove button.
- You can utilize the Choose Your Future Classes section to determine to enter classes you will be taking to help determine how they may fit into the different area of study you are considering. Enter the Subject code, Course number and select Add Course. Course can be changed by using the Remove Course button.
NOTE: Be sure to discuss this new major with your department advisor. Decide if you want to change or add criteria and follow ONU procedures to change or add a major, minor, or concentration.

**If I use the What If feature, does that mean I have changed my major?**

No. The What If function is for information purposes only. You will see the header What If Audit displayed at the top of the audit whenever an audit is run on a What If scenario.

**I’m thinking of changing my major/minor/concentration. Will I be able to see how my current classes fit into my What If major/minor/concentration?**

Yes. The What If function will perform an audit based on the hypothetical major/minor/concentration and will show how your completed, current, and planned coursework meets the requirements of the hypothetical major/minor/concentration.

**Can my advisor see my What If scenario?**

Since What If scenarios are not stored on DegreeWorks, your advisor can only see your results. However, it is recommended that you and your advisor work through a What If procedure together.

**Can I see multiple What If scenarios on the same screen?**

Yes. DegreeWorks will allow you to select more than one major at a time, or to select multiple major(s), minor(s) and concentration(s).

**Can I save a What If scenario?**

No. What If plans are not saved on DegreeWorks. You would need to run a new What If scenario next time you log in to see it again.

**Can I print a What If scenario?**

Yes. If you want to share it with your advisor at a later date, you should print your What If scenario.
If I like what I see in a What If scenario, how do I initiate the changes?

Always speak with your advisor first. After consulting with your advisor, you may change your academic program using the correct form from the Registrar’s website located under the Change to Major/Minor tab.
**Trouble shooting**

**Why am I receiving an error when I run a What If scenario?**

The What If tool requires that you make a selection in the “Major” field. Failure to select a major will result in an error.

**Why do I receive a blank window when I click the “Save as PDF” button?**

A DegreeWorks audit contains a large amount of information and because of this, it will take 15-20 seconds for the PDF to generate. If after 20 seconds your PDF fails to load, please contact the Office of the Registrar.

**What do I do if my audit information is incorrect?**

You should consult your academic advisor for a review of your audit. Any exception to major, minor, or concentration requirements should be discussed with your major/minor advisor or academic department personnel.

**Why isn’t my information up-to-date?**

There could be several reasons. One is that DegreeWorks may not have refreshed since a change was made (the information is refreshed nightly). Second, there could be some paperwork that needs to be completed. For example, if you have completed transfer courses, it is possible that the University has not received an official transcript or the coursework is pending departmental review. Check with the Office of the Registrar if your transcript or audit does not reflect transfer work you have completed.

**How can I update my information?**

You cannot update course information in DegreeWorks. To change your major/minor/concentration and after consulting with your advisor, you may change your academic program using the correct form from the Registrar’s website located under the Change to Major/Minor tab.

**I changed my advisor, so why is my previous advisor showing instead of my new one?**

Check with the Academic Department office to ensure they have received the corrected information.
If I have additional questions about DegreeWorks, whom do I contact?

If your appropriate Academic Department has been unsuccessful in answering your DegreeWorks questions, please contact the Registrar’s Office.