


Wake Forest University DegreeWorks Training User Guide Students

Revised August 2015

**WAKE FOREST**
UNIVERSITY

Back to WIN

FAQ


Print

Find Student ID Name Degree Major Classification Last Audit Last Refresh

Worksheets Notes Exceptions GPA Calc Admin

DegreeWorks is the *system of record* used to monitor a student's progress toward his/her degree.

- DegreeWorks will accurately map each student's progress toward the selected degree, major, minor, concentration, and certificate. DegreeWorks should be considered accurate and up-to-date at any point-in-time.
- If you approve an exception/substitution for your student, you must notify the DegreeWorks administrator (degree@wfu.edu) immediately detailing the exception/substitution. You can expect an authorized change to be applied promptly by your DegreeWorks administrator. Once applied, you and your student will see the recorded exception on the student's degree audit.
- If you notice an apparent *inaccuracy* in a student's audit, that too must be communicated to the DegreeWorks administrator (degree@wfu.edu).



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Introduction

Content Intentions

This manual is intended to be used by the students at Wake Forest University. Some of the information and instructions below are similar, if not the same, for all users across the university; however, some of the features and functions are specifically for students. Therefore, it is advised that users find and use their designated manual according to their position at the university. The other manuals and additional information are listed on the DegreeWorks page: <http://registrar.wfu.edu/degreeworks>

What is DegreeWorks?

DegreeWorks is the **system of record** used to monitor a student's progress toward his or her degree. DegreeWorks will accurately map each student's progress toward the selected degree, major, minor, concentration, and/or certificate.

DegreeWorks will replace the Degree Evaluation function provided in students' WIN accounts to view students' audits. DegreeWorks is similar to Degree Evaluation. However, DegreeWorks will provide an easy-to-read worksheet that will help the student see what courses and requirements he or she will still need to complete. In addition, DegreeWorks will present more functions and options for a student to accurately view his or her progress towards his or her program degree, major, minor, concentration, and/or certificate.

What are the Functions provided in DegreeWorks?

Administrators, Advisors and Students will be able to:

- View the academic requirements for the students' major(s) & minor(s)
- Learn the academic requirements for the students' degree program(s) and see how all completed courses apply to degree requirements
- Identify courses needed to complete their program(s)
- View their cumulative grade-point-average (GPA)
- View transfer credit hours earned
- Calculate a GPA based on their performance for the term
- Create What-If (e.g. "What-If" the student wants to change his or her major) audits/evaluation based on current class history
- Estimate how many semesters it will take to graduate

NOTES: If you notice an apparent inaccuracy in the audit, you must communicate to the DegreeWorks administrator (degree@wfu.edu).

The purpose of DegreeWorks is to assist and facilitate academic advising and track a student's progress towards his or her degree program(s) and requirements. It is not intended to replace face-to-face academic advising sessions.

DegreeWorks is not an official academic transcript; it is an official system of records.

DegreeWorks Features & Functions

Definitions & Descriptions by Sections

DegreeWorks TABs

Worksheets (Default Tab) (pg. 13)	This tab will display the student's degree checklist and will offer most features and functions in DegreeWorks. Students will spend most of their time on this page to access information on progress towards a degree, view History Reports, generate What-If scenarios, and Look Ahead possibilities.
Planner	This tab will allow students to plan their academic courses with their advisor for future semester(s). This tab is currently unavailable. It will be available to all users soon.
GPA Calculator (pg. 31)	This tab will provide different options to calculate GPA based on the criteria the student or advisor enters.

Degree Checklist Viewing Format

Student View (Default View) (pg. 14)	Provides general information about the student's complete and incomplete requirements, in progress and pre-registered courses, grouped into logical sections/blocks.
Registration Checklist (pg. 15)	Shows only the student's unfulfilled requirements that are "Still Needed" on the checklist.

Worksheets Buttons

View (pg. 13)	If users want to view a different format of audit, select the option from the degree format drop-down menu and click the View button.
Save as PDF (pg. 13)	This button will allow users to either save or print the audit while retaining the formatting.

Class History (pg. 13)	Provides a listing of all of the courses taken by the student, with grades and credits, grouped by the term taken. It will look similar to an academic transcript, but it is <u>NOT</u> an official transcript.
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Worksheets Features

What If (pg. 24)	Allows users to process speculative degree audits for a student using their current class history if a student wants to change their major, minor and etc.
Look Ahead (pg. 29)	Displays an audit after users enter in projected courses for the following semester(s). The audit will show how the projected courses will be applied to the audit.

GPA Calculator Features

Graduation Calculator (pg. 31)	Use the graduation calculator to determine the average grade required to reach a desired graduation GPA.
Term Calculator (pg. 32)	Use the term calculator to determine the semester GPA based on courses and anticipated grades.
Advice Calculator (pg. 33)	Use the advise calculator to determine the grade and number of credits still required to reach the desired GPA.

Definitions & Descriptions by Alphabetical Order

Advice Calculator (pg. 33)	Use the advise calculator to determine the grade and number of credits still required to reach the desired GPA.
Class History (pg. 13)	Provides a listing of all of the courses taken by the student, with grades and credits, grouped by the term taken. It will look similar to an academic transcript, but it is <u>NOT</u> an official transcript.

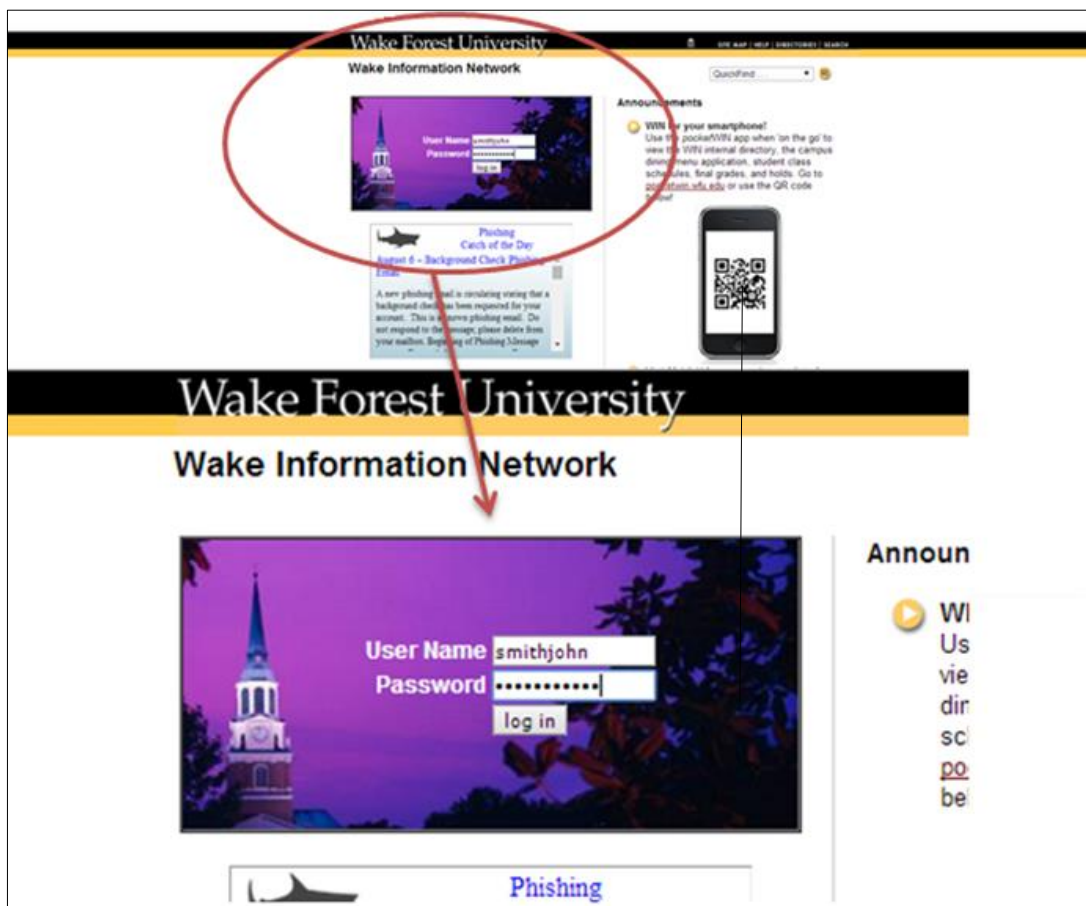
GPA Calculator (pg. 31)	This tab will provide different options to calculate GPA base on the criteria the student or advisor enters.
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View (pg. 13)	If users want to view a different format of audit, select the option from the degree format drop-down menu and click the View button.
What If (pg. 24)	Allows users to process speculative degree audits for a student using their current class history if a student wants to change their major, minor and etc.

Worksheets (Default Tab) (pg. 13)	This tab will display the student's degree checklist and will offer most features and functions in DegreeWorks. Users will spend most of their time on this page to access information on progress towards a degree, view History Reports, generate What-If scenarios, and Look Ahead possibilities.
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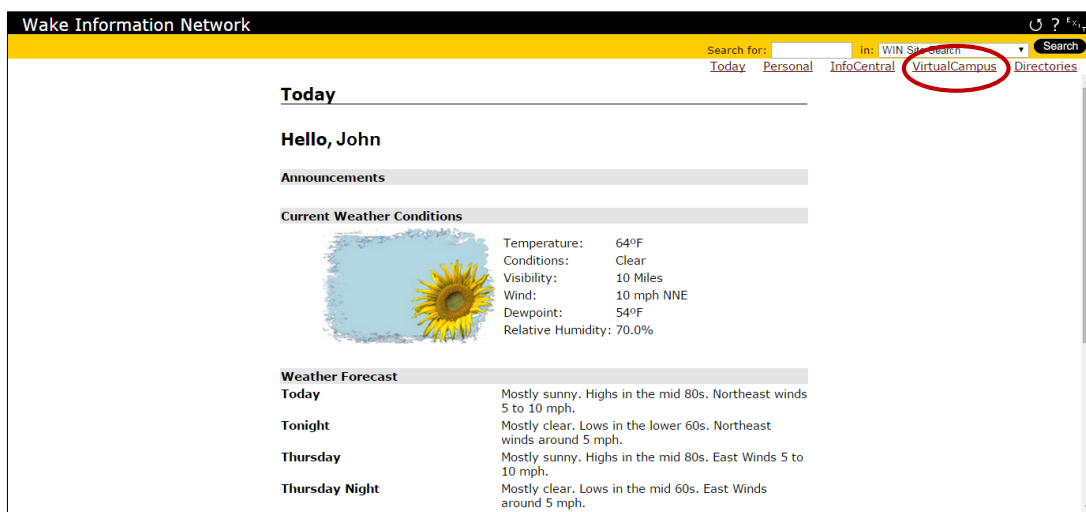
Access to DegreeWorks

Log-In

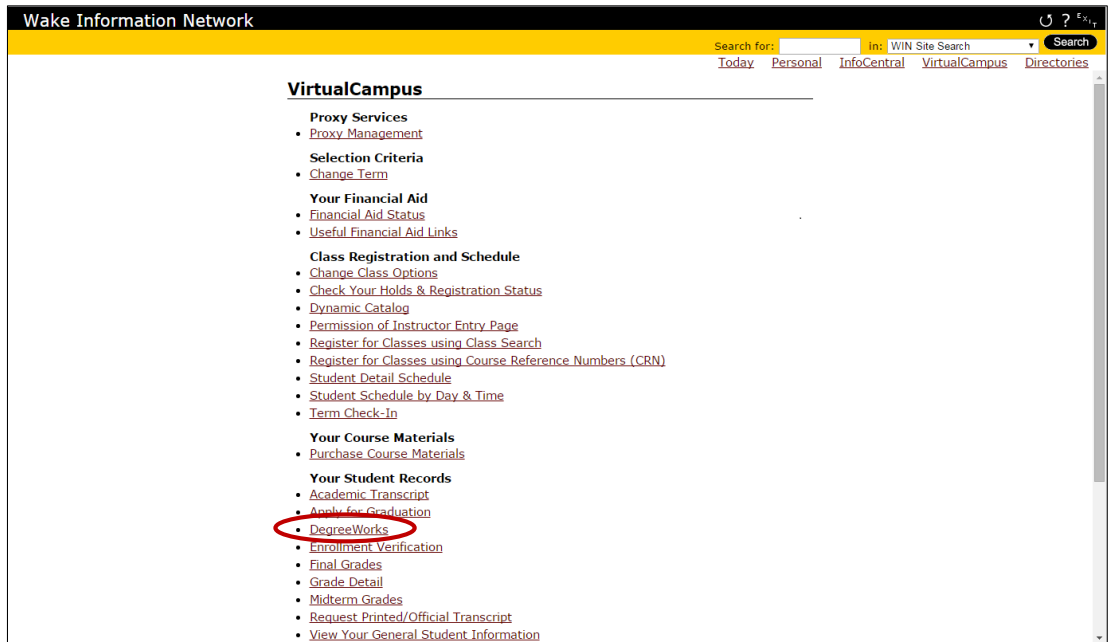
1. Go to <http://win.wfu.edu> and log-in to your **WIN** account



2. Click on **Virtual Campus** in the upper right-hand corner



3. Scroll down and click on **DegreeWorks**



4. Select the current semester **Term** if asked and click **Submit**

Select Term

Select the Term for processing then press the Submit Term button.

Select a Term: Fall 2015

Submit

You will automatically Access your DegreeWorks page

WAKE FOREST UNIVERSITY

Back to WIN | FAQ | Print

Student ID: 06000000 | Name: Johnson, Jane Michelle | Degree: BA | Major: Art History | Classification: Senior | Last Audit: Today | Last Refresh: Today at 9:15 am

Worksheets | Planner | GPA Calc

What If | Format: Student View | View | Save as PDF | Class History

Look Ahead

Legend

- Complete
- Complete except for classes in-progress
- Nearly Complete - see Advisor
- Not Complete
- (T) Transfer Class
- Any course number

DegreeWorks

Student View A0000E4M as of 08/17/2015 at 00:07

Student	Johnson, Jane Michelle	Level	Undergraduate
ID	06000000	Degree	Bachelor of Arts
Gender	F	College	School of Arts & Sciences
Classification	Senior	Majors	Art History History
Advisors	O'Neill, Mona E Lerner, Jeffrey D	Minor	
Cumulative GPA	3.800	Concentration	No Concentration Listed
Hours Completed	101	Certificates	
Alternate PIN		Applied For Graduation	
Admit Term	201280	Expected Grad Date	16-MAY-16

Bachelor of Arts

Catalog Year: 2012-2013 | Hours Required: 120
GPA: 3.800 | Hours Applied: 113

- Minimum 2.0 Cumulative GPA
- 60 Hours in Residence at WFU
- Minimum Hours Required to Complete Degree

Still Needed: You have 113 total hours (including in-progress); a total of 120 hours is required

Core: Basic Requirements (2012-2013)

Catalog Year: 2012-2013
GPA: 3.800

BASIC REQUIREMENTS

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Toolbars

Navigation Toolbar


Back to WIN	FAQ	Print
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Back to WIN	This will go back to WIN.
FAQ	This will directly go to a FAQ webpage.
Print	This will allow the user to print the current page.

Audit Toolbar

Student ID	⏪ ⏩	Name	⏪ ⏩	Degree	Major	Classification	Last Audit	Last Refresh	ⓘ
<input type="text"/>		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Find	Unless student ID is known, the find button will be used to search for student(s).
Student ID	Here, users can enter a student's Banner ID and bring up their audit.
Name	Student's name will be displayed here. If multiple students are selected, the drop-down will display all the students selected. Users can jump from audit to audit by clicking on the arrows above (⏪ ⏩ Name ⏪ ⏩)
Degree	Current student's degree will be displayed here, unless the student has not yet declare his or her major (College Only). The drop-down can be used to switch between primary and secondary degrees if applicable.
Major	Student's current and first major will be displayed here.

Classification	Student's classification will be displayed here (Freshman, Sophomore, Junior, Senior and etc.)
Last Audit	Displays the last date an audit was performed for the current student within DegreeWorks
Last Refresh	Displays the last date and time the audit was refreshed from the Banner system.
Refresh 	Bring in new data into DegreeWorks from Banner. This is important if a student is waiting for a change to be made to their degree audit.

Worksheets

What is Worksheets?

This tab will display the student's audit. It will show the degree checklist and will offer most features and functions in DegreeWorks. Users will spend most of their time on this page to access information on progress towards a degree, view History Reports, generate What-If scenarios, and Look Ahead possibilities.

WAKE FOREST UNIVERSITY

Back to WIN | FAQ | Print

Student ID: 06000000 | Name: Johnson, Jane Michelle | Degree: BA | Major: Art History | Classification: Senior | Last Audit: Today | Last Refresh: Today at 9:15 am

Worksheets | Planner | GPA Calc

Format: Student View | View | Save as PDF | Class History

DegreeWorks

Student View A0000E4M as of 08/17/2015 at 00:07

Student	Johnson, Jane Michelle	Level	Undergraduate
ID	06000000	Degree	Bachelor of Arts
Gender	F	College	School of Arts & Sciences
Classification	Senior	Majors	Art History History
Advisors	O'Neill, Morna E Lerner, Jeffrey D	Minor	
Cumulative GPA	3.800	Concentration	No Concentration Listed
Hours Completed	101	Certificates	
Alternate PIN		Applied For Graduation	
Admit Term	201280	Expected Grad Date	16-MAY-16

Bachelor of Arts Catalog Year: 2012-2013 Hours Required: 120
GPA: 3.800 Hours Applied: 113

- ☒ Minimum 2.0 Cumulative GPA
- ☒ 60 Hours in Residence at WFU
- ☐ Minimum Hours Required to Complete Degree

Still Needed: You have 113 total hours (including in-progress); a total of 120 hours is required

Core: Basic Requirements (2012-2013) Catalog Year: 2012-2013
GPA: 3.800

☒ BASIC REQUIREMENTS

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Worksheets Buttons

Format: Student View | View | Save as PDF | Class History

View	If users want to view a different format of audit, select the option from the degree format drop-down menu and click the View button.
Save as PDF	This button will allow users to either save or print the audit while retaining the formatting.

Class History	Provides a listing of all of the courses taken by the student, with grades and credits, grouped by the term taken. It will look similar to an academic transcript, but it is <u>NOT</u> an official transcript.
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Format Types

Student View

The **Student View** is the default worksheet format type. It provides general information about the student's complete and incomplete requirements, in progress and pre-registered courses, grouped into logical sections/blocks.

WAKE FOREST UNIVERSITY

Back to WIN | FAQ | Print

Student ID: 06000000 | Name: Johnson, Jane Michelle | Degree: BA | Major: Art History | Classification: Senior | Last Audit: Today | Last Refresh: Today at 11:02 am

Worksheets | Planner | GPA Calc | **Format: Student View** | View | Save as PDF | Class History

DegreeWorks

Student View A0000EIL as of 08/17/2015 at 00:18

Student	Johnson, Jane Michelle	Level	Undergraduate
ID	06000000	Degree	Bachelor of Arts
Gender	F	College	School of Arts & Sciences
Classification	Senior	Majors	Art History History
Advisors	O'Neill, Morna E Lerner, Jeffrey D	Minor	
Cumulative GPA	3.800	Concentration	No Concentration Listed
Hours Completed	101	Certificates	
Alternate PIN		Applied For Graduation	
Admit Term	201280	Expected Grad Date	16-MAY-16

Bachelor of Arts Catalog Year: 2012-2013 Hours Required: 120
GPA: 3.800 Hours Applied: 59

☒ Minimum 2.0 Cumulative GPA
☒ 60 Hours in Residence at WFU
☐ Minimum Hours Required to Complete Degree Still Needed: You have 113 total hours (including in-progress); a total of 120 hours is required

Core: Basic Requirements (2012-2013) Catalog Year: 2012-2013 GPA: 3.625

BASIC REQUIREMENTS

<input checked="" type="checkbox"/> Select One 200-Level Language Course	FRH 212	Exp French & Francophone World	B	3	Spring 2014
<input checked="" type="checkbox"/> Select First Year Seminar	FYS 100	National Identity Formation:	A	3	Fall 2012
<input checked="" type="checkbox"/> Select Writing Seminar	ENG 111	Writing Seminar	AP	4	Summer II 20
<input checked="" type="checkbox"/> Select HES 100	HES 100	Lifestyles and Health	A	1	Spring 2013
<input checked="" type="checkbox"/> Select HES 101 or HES 112	HES 101	Exercise for Health	A	1	Fall 2014

Core: Divisional Requirements (2012-2013) Catalog Year: 2012-2013 GPA: 3.667

DIVISION I. THE HUMANITIES: HISTORY, RELIGION, PHILOSOPHY

<input checked="" type="checkbox"/> Select 2 Courses from Different Departments	REL 101	Introduction to Religion	A-	3	Fall 2012
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Registration Checklist

The **Registration Checklist** shows only the unfulfilled requirements that are "Still Needed" on the checklist. It does not provide any detailed explanations of requirements that may be found in the Student View.

The screenshot shows the DegreeWorks Student View interface. At the top, the Wake Forest University logo is on the left, and navigation links like 'Back to WIN', 'FAQ', and 'Print' are on the right. Below these are fields for Student ID (06000000), Name (Johnson, Jane Michelle), Degree (BA), Major (Art History), Classification (Senior), Last Audit (Today), and Last Refresh (Today at 11:02 am). A 'Student View' dropdown menu is highlighted with a red box. Below the navigation bar, the 'DegreeWorks' section displays a list of requirements. A legend on the left indicates the status of each requirement: Complete (green checkmark), Complete except for classes in-progress (blue checkmark), Nearly Complete - see Advisor (blue checkmark), Not Complete (red X), Transfer Class (T), and Any course number (A). The requirements listed are: Bachelor of Arts (Catalog Year: 2012-2013), Core: Basic Requirements (2012-2013) (Complete), Core: Divisional Requirements (2012-2013) (Complete), Cultural Diversity Requirement 12-13 (Complete), Quantitative Reasoning Requirement 12-13 (GPA: 0.000), Art History Major (2011-2014) (GPA: 3.737, Hours Required: 30, Hours Applied: 25), and History Major 13-15 (GPA: 3.727, Hours Required: 27, Hours Applied: 28). The 'Still Needed' section for the Art History Major lists: 1 Class in ART 11@ or 120 or 21@ or 22@ or 239* or 290 or 295, 1 Class in ART 240 or 241 or 244 or 245 or 246 or 249 or 250 or 252 or 253 or 254 or 266 or 396A or 396B, and One NonCourse PORTFOLIO.

Wake Forest University

Back to WIN FAQ Print

Student ID: 06000000 Name: Johnson, Jane Michelle Degree: BA Major: Art History Classification: Senior Last Audit: Today Last Refresh: Today at 11:02 am

Worksheets Planner GPA Calc.

Worksheets Format: Student View View Save as PDF Class History

What If Look Ahead

Legend

- Complete
- Complete except for classes in-progress
- Nearly Complete - see Advisor
- Not Complete
- (T) Transfer Class
- (A) Any course number

DegreeWorks

Bachelor of Arts Catalog Year: 2012-2013

Core: Basic Requirements (2012-2013)

Core: Divisional Requirements (2012-2013)

Still Needed: in

Cultural Diversity Requirement 12-13

Quantitative Reasoning Requirement 12-13 Catalog Year: 2012-2013 GPA: 0.000

Art History Major (2011-2014) Catalog Year: 2013-2014 Hours Required: 30 GPA: 3.737 Hours Applied: 25

Still Needed: 1 Class in ART 11@ or 120 or 21@ or 22@ or 239* or 290 or 295

Still Needed: 1 Class in ART 240 or 241 or 244 or 245 or 246 or 249 or 250 or 252 or 253 or 254 or 266 or 396A or 396B

Still Needed: One NonCourse PORTFOLIO

History Major 13-15 Catalog Year: 2013-2014 Hours Required: 27 GPA: 3.727 Hours Applied: 28

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Student Header Information

Student View A0000E4M as of 08/17/2015 at 00:07

Student	Johnson, Jane Michelle	Level	Undergraduate
ID	06000000	Degree	Bachelor of Arts
Gender	F	College	School of Arts & Sciences
Classification	Senior	Majors	Art History History
Advisors	O'Neill, Morna E Lerner, Jeffrey D	Minor	
Cumulative GPA	3.800	Concentration	No Concentration Listed
Hours Completed	101	Certificates	
Alternate PIN		Applied For Graduation	
Admit Term	201280	Expected Grad Date	16-MAY-16

Bachelor of Arts Catalog Year: 2012-2013 Hours Required: 120
GPA: 3.800 Hours Applied: 113

☒ Minimum 2.0 Cumulative GPA
☒ 60 Hours in Residence at WFU
☐ Minimum Hours Required to Complete Degree

Still Needed: You have 113 total hours (including in-progress); a total of 120 hours is required

Core: Basic Requirements (2012-2013) Catalog Year: 2012-2013
GPA: 3.800

☒ BASIC REQUIREMENTS

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Student View A0000E4M as of 08/17/2015 at 00:07			
Student	Johnson, Jane Michelle	Level	Undergraduate
ID	06000000	Degree	Bachelor of Arts
Gender	F	College	School of Arts & Sciences
Classification	Senior	Majors	Art History History
Advisors	O'Neill, Morna E Lerner, Jeffrey D	Minor	
Cumulative GPA	3.800	Concentration	No Concentration Listed
Hours Completed	101	Certificates	
Alternate PIN		Applied For Graduation	
Admit Term	201280	Expected Grad Date	16-MAY-16

The Student Header Information displays a customized view of a student's program of study.





Student	Displays student's Last and First name. Provides the ability to email student directly (Email instructions on page 23).
ID	Displays student's ID.
Gender	Displays student's reported gender.

Classification	Displays student's class level (Freshman, Sophomore, Junior, Senior and etc.).
Advisors	Displays all students' advisor(s) (primary advisor is listed first). Provides the ability to email advisors directly.
Cumulative GPA	Displays student's cumulative GPA extracted from Banner.
Hours Completed	Displays student's credit hours completed.
Alternate PIN	Displays student's PIN number for registration when he/she has been advised.
Admit Term	Displays student's term in which he/she was admitted.
Level	Displays student's level (Undergraduate, Graduate and etc.)
Degree	Displays student's degree based on student's level (Bachelor of Arts, Bachelor of Science, Master of Arts, Doctor of Philosophy and etc.)
College	Displays student's school/campus (School of Arts and Science, School of Business, Law School and etc.)
Major(s)	Displays student's major(s). If the student has multiple majors, the first is the primary major.
Minor(s)	Displays student's minor(s). If the student has multiple minors, the first is the primary minor.
Concentration(s)	Displays student's concentration(s).








Certificate(s)	Displays student's certificate(s).
Apply for Graduation	Displays when the student completed his/her application for graduation (http://registrar.wfu.edu/academic/graduation-information/).
Expected Grad Date	Displays student's expected graduation date based on admitted term.

Legend

The legend contains all of the unique symbols that are important for interpreting the DegreeWorks audit.

Legend	
	Complete
	Complete except for classes in-progress
	Nearly Complete - see Advisor
	Not Complete
(T)	Transfer Class
@	Any course number

Complete – This symbol will appear besides 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 requirement along with the grade and term in which the course was taken. Once all requirements are completed, the gold block category will be checked with a complete symbol indicated that the block has been completed.

 Core: Basic Requirements (2012-2013)						Catalog Year: 2012-2013
 BASIC REQUIREMENTS						GPA: 3.625
	Select One 200-Level Language Course	FRH 212	Exp French & Francophone World	B	3	Spring 2014
	Select First Year Seminar	FYS 100	National Identity Formation:	A	3	Fall 2012
	Select Writing Seminar	ENG 111	Writing Seminar	AP	4	Summer II 20
	Select HES 100	Satisfied by	ENG111 - Writing Seminar - Advanced Placement Credit			
	Select HES 101 or HES 112	HES 100	Lifestyles and Health	A	1	Spring 2013
		HES 101	Exercise for Health	A	1	Fall 2014

Complete except for classes in-progress - This symbol will appear for requirements where the courses needed to fulfill the requirement are currently being taken or are registered to be taken for a future term. The row will be highlighted light blue and will display (REG) in the grade section.

Core: Basic Requirements (2014-2015)					Catalog Year:	2014-2015
BASIC REQUIREMENTS					GPA:	3.520
Select One 200-Level Language Course	FRH 212	Exp French & Francophone World	REG	(3)	Fall 2015	

Nearly Complete-see Advisor - This symbol will appear when all the course requirements have been met, but there are additional requirements that have not. Example minimum grade, minimum GPA, and etc.

Chemistry Minor (2013-2016)					Catalog Year:	2013-2014	Hours Required:	19
					GPA:	1.687	Hours Applied:	19

Not Complete - This symbol will appear beside all requirements that have not yet been completed. The row will be highlighted in pink and will also indicate the course(s) that will be required to complete the requirement.

■ Core: Divisional Requirements (2015-2016)			Catalog Year:	2015-2016
			GPA:	0.000
<input type="checkbox"/> DIVISION I. THE HUMANITIES: HISTORY, RELIGION, PHILOSOPHY				
<input type="checkbox"/> Select 2 Courses from Different Departments	Still Needed:	2 Classes in REL 101 or 102 or 103 or 104 or 105 or 106 or 107 or 108 or 109 or 110 or 111 or 113 or HST 101:113 or 119:120 or PHI 111:116 or 160:161 or 163:165 or 220:221		
<input type="checkbox"/> DIVISION II. LITERATURES				
<input type="checkbox"/> Select 1 Course	Still Needed:	1 Class in ENG 150:190 or 265:266 or 275* or 301:396 or ARB 250 or CLA 255 or 259 or 261 or 263:264 or 272 or EAL 219 or 221:222 or GES 337:338 or 340:341 or 350 or 390 or 394 or 396:397 or RUS 341 or HMN 213:219 or 220:223 or 340:341 or 391 or 394:395 or 398 or HON 265 or 393 <u>Except</u> ENG 306* or 307* or 386* or 388* or 390*		
<input type="checkbox"/> DIVISION III. FINE ARTS: ART, DANCE, MUSIC, THEATER				
<input type="checkbox"/> Select 1 Course	Still Needed:	1 Class in ART 103:105 or 110@ or 111:120 or 199 or 203:208 or 231:235 or 240:241 or 244:246 or 249 or 250 or 252:254 or 258:261 or 266:276 or 281:282 or 284:286 or 288 or MUS 101 or 109 or 131:132 or 134 or 140 or 181* or 182* or 183* or 185 or 203* or 205 or 207 or 208 or 209* or 210 or 214 or 219 or 231* or 232 or 234 or 240* or 284A or 284B or 284C or 284D or 284E or 284F or THE 110 or 150 or 240* or 245* or 246* or 250* or 251* or 252* or 255 or 259* or 265 or 266 or 310 or 311 or 344* or DCE 202 or 203 or HON 393		

Transfer Class – The “T” symbol will be followed by a letter grade in the grade column. This indicates that the requirement is satisfied by a transfer credit course. The course and university will be displayed below the requirement. In this example, the student completed the requirement with a transfer credit course from Virginia Tech and received an A in the course.

Select Writing Seminar	WRI 111 Satisfied by	Writing Seminar ENGL1106 - First-Year Writing - Virginia Tech	TA	3	Spring 2014
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Any Course Number - The “@” symbol in DegreeWorks works as a wildcard. This means that it represents all classes when used as a prefix, and can also be used to represent all course numbers. When a course prefix is followed by the @ symbol (CHM @) this means any course number for that prefix can be used to fulfill the requirement. In this example, the student can take any political science (POL) course in the department to fulfill the requirement.

Political Science Courses	POL 116 POL 252	International Politics Top Intl Human Rights	B+	3	Fall 2013
	Still Needed:	12 Hours in POL @	B+	3	Fall 2014

Other Key Symbols

■ Core: Divisional Requirements (2015-2016)		Catalog Year: 2015-2016
		GPA: 0.000
□ DIVISION I. THE HUMANITIES: HISTORY, RELIGION, PHILOSOPHY		
□ Select 2 Courses from Different Departments	Still Needed:	2 Classes in REL 101 or 102 or 103 or 104 or 105 or 106 or 107 or 108 or 109 or 110 or 111 or 113 or HST 101:113 or 119:120 or PHI 111:116 or 160:161 or 163:165 or 220:221
□ DIVISION II. LITERATURES		
□ Select 1 Course	Still Needed:	1 Class in ENG 150:190 or 265:266 or 275* or 301:396 or ARB 250 or CLA 255 or 259 or 261 or 263:264 or 272 or EAL 219 or 221:222 or GES 337:338 or 340:341 or 350 or 390 or 394 or 396:397 or RUS 341 or HMN 213:219 or 220:223 or 340:341 or 391 or 394:395 or 398 or HON 265 or 393 <u>Except</u> ENG 306* or 307* or 386* or 388* or 390*
□ DIVISION III. FINE ARTS: ART, DANCE, MUSIC, THEATER		
□ Select 1 Course	Still Needed:	1 Class in ART 103:105 or 110@ or 111:120 or 199 or 203:208 or 231:235 or 240:241 or 244:246 or 249 or 250 or 252:254 or 258:261 or 266:276 or 281:282 or 284:286 or 288 or MUS 101 or 109 or 131:132 or 134 or 140 or 181* or 182* or 183* or 185 or 203* or 205 or 207 or 208 or 209* or 210 or 214 or 219 or 231* or 232 or 234 or 240* or 284A or 284B or 284C or 284D or 284E or 284F or THE 110 or 150 or 240* or 245* or 246* or 250* or 251* or 252* or 255 or 259* or 265 or 266 or 310 or 311 or 344* or DCE 202 or 203 or HON 393

Asterisk * - Courses with Asterisk indicate that there is a prerequisite course for that course. Click on the course and DegreeWorks will display a note with the course description and prerequisite(s).

Except - Course(s) following the word “Except” are course(s) that do not fulfill the requirement.

Colons : - Course numbers with a colon in between represents a range. For example, if the requirement asks for **1 Class in ART 103:105**, then **ART 103, 104** and **105** will fulfill the requirement.

Requirements

Each section in a DegreeWorks audit is called a “Block”. Each block header will contain a title for the block and will also display specific course information for that block such as credits applied and classes applied. Like individual requirements, the block header will also contain a symbol stating the status of all requirements within the block.

Block Types (The majority applies only to the College)

- **Program Degree** - The program degree will appear in the first block when and once the student declares a major (undergraduate only). The program degree will automatically appear for all graduate programs. The program degree will vary based on the major (e.g. Bachelor of Arts, Bachelor of Science, Master of Arts, Doctor of Philosophy and etc.). If the student has not declare a major, the block will indicate the student has not yet declare a program degree.

■ Bachelor of Arts	Catalog Year: GPA:	Hours Required: Hours Applied:
■ Undeclared Degree	Catalog Year: GPA:	Hours Required: Hours Applied:

- **Core: Basic Requirements** - The core requirements are applied to all students in the college (undergraduate only). These specific basic requirements are listed below the block.

■ Core: Basic Requirements	Catalog Year: GPA:
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- **Core: Divisional Requirements** - The core requirements are applied to all students in the college (undergraduate only). These specific divisional requirements are listed below the block.

■ Core: Divisional Requirements	Catalog Year: GPA:
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- **Cultural Diversity Requirement** - The cultural diversity requirements are applied to all students in the college (undergraduate only).

■ Cultural Diversity Requirement	Catalog Year: GPA:
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- **Qualitative Reasoning Requirement** - The qualitative reasoning requirements are applied to all students in the college (undergraduate only).

■ Quantitative Reasoning Requirement	Catalog Year: GPA:
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- **Major** - The major block will appear when the student has selected a major (undergraduate only). If the student has multiple majors, the first major block listed is his or her first major. The specific major requirements will be listed below the block.

■ _____ Major	Catalog Year: GPA:	Hours Required: Hours Applied:
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- **Minor** - The minor block will appear when the student has selected a minor (undergraduate only). If the student has multiple minors, the first minor block listed is his or her first minor. The specific minor requirements will be listed below the block.

■ _____ Minor	Catalog Year: GPA:	Hours Required: Hours Applied:
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- **Concentration/Certificate** - The concentration/certificate block will appear when the student has selected a concentration/certificate (undergraduate only). If the student has multiple concentrations/certificates, the first block listed is his or her first concentration/certificate. The specific concentration/certificate requirements will be listed below the block.

■ _____ Concentraion	Catalog Year: GPA:	Hours Required: Hours Applied:
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Other Block Types

- **Fall-Through/General Electives** - Any course that does not fulfill a specific requirement will show up here. These credit hours will count toward graduation, but are not applied elsewhere. Prerequisites courses are an example. In addition, this is a great place to look for areas the student could pick-up an additional major, minor, program, concentration or certificate.

General Electives	Hours Applied:	Classes Applied:
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- **Insufficient** - Courses in which a student does not earn the minimum required grade, in which a student received a non-reported grade (NR) or in which the student audited (AU) the course (rather than taking it for credit) will be displayed here.

Insufficient	Hours Applied:	Classes Applied:
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- **In-Progress** - The course(s) the student is currently enrolled in are listed here for the current or upcoming semester, in addition to displaying where they fit throughout the audit.

In-progress	Hours Applied:	Classes Applied:
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- **Exceptions** - Any exceptions granted to the student are referenced both where the exception is applied and here.

Exceptions					
Type	Description	Date	Who	Block	Enforced

- **Disclaimer** - This language will show at the bottom of most screens and is intended to counsel users of the limits of the information presented here and the sources that can provide official confirmation.

Disclaimer You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree audit report, your official degree/certificate completion status, or to obtain a copy of your academic transcript.					
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Direct Email

DegreeWorks provides the capability to email a student and/or advisor(s) directly within the audit.

Staff, Administrators, and Advisors Emailing the Student

Staff, administrators, and advisors can email the student regarding his or her audit by clicking on his or her name in the **Student Header Information** and an email pop-up window will appear.

Graduation Checklist A0000E4M as of 08/17/2015 at 00:07			
Student	Johnson, Jane Michelle	Level	Undergraduate
ID	06000000	Degree	Bachelor of Arts
Gender	F	College	School of Arts & Sciences
Classification	Senior	Majors	Art History History
Advisors	O'Neill, Morna E Lerner, Jeffrey D	Minor	
Cumulative GPA	3.800	Concentration	No Concentration Listed
Hours Completed	101	Certificates	
Alternate PIN		Applied For Graduation	
Admit Term	201280	Expected Grad Date	16-MAY-16

Student	Johnson, Jane Michelle
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Student Emailing the Advisor(s)

Student can email his or her advisor(s) regarding his or her audit by clicking on the advisor(s) name in the **Student Header Information** and an email pop-up window will appear.

Graduation Checklist A0000E4M as of 08/17/2015 at 00:07			
Student	Johnson, Jane Michelle	Level	Undergraduate
ID	06000000	Degree	Bachelor of Arts
Gender	F	College	School of Arts & Sciences
Classification	Senior	Majors	Art History History
Advisors	O'Neill, Morna E Lerner, Jeffrey D	Minor	
Cumulative GPA	3.800	Concentration	No Concentration Listed
Hours Completed	101	Certificates	
Alternate PIN		Applied For Graduation	
Admit Term	201280	Expected Grad Date	16-MAY-16

Advisors	O'Neill, Morna E Lerner, Jeffrey D
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What-If Audit

Students, who plan on changing their degree program (e.g. BA to BS or vice versa), changing or adding a major, changing or adding a minor, and changing or adding a concentration, can access the What-If audit. The What-If audit can be found under the worksheets TAB, on the left menu; it is designed to offer students an opportunity to view how proposed changes can affect their path towards graduation.

WAKE FOREST UNIVERSITY

Back to WIN | FAQ | Print

Student ID: 06000000 | Name: Johnson, Jane Michelle | Degree: BA | Major: Art History | Classification: Senior | Last Audit: Today | Last Refresh: Today at 9:15 am

Worksheets | Planner | GPA Calc

What If | Format: Student View | Process What-If | Save as PDF

Select your primary area of study

Catalog Year: 2010-2011 | Major: (pick a Major) | Program: (pick a Program) | Concentration: (pick a Concentration) | Level: (pick a Level) | Minor: (pick a Minor) | Degree: (pick a Degree)

Select your additional areas of study

Program for additional areas: (pick a Program) | Major: (pick a Major) | Concentration: (pick a Concentration) | Minor: (pick a Minor)

Chosen Areas of study: [List Box] | Add | Remove

Choose Your Future Classes

Enter a course and click Add Course | Courses you are considering

Subject: [Text Box] | Number: [Text Box] | Add Course | Remove Course

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How to Run a What-If Audit

Select a combination within three categories:

1. Select your primary area(s) of study

Here, users can change the students' primary degree program, major, minor or concentration/certificate (optional). Please select the following:

- 1) Select a Catalog Year (Select the most recent Catalog Year is advised in the event that the program has changed from year to year.)
- 2) Select a Program Degree. Note that some majors have multiple programs (BA, BS, MS, etc). Once the Program Degree has been selected, the Level, Degree, and Major will automatically be selected.
- 3) Select a Concentration/Certificate (optional). Note that Concentration(s)/Certificate(s) can only apply if the major offers that Concentration/Certificate.
- 4) Select a Minor (optional).

The screenshot shows the 'What If' audit interface for a student named Jane Michelle Johnson. The 'Select your primary area of study' section is highlighted with a red box. It contains dropdown menus for Catalog Year (2010-2011), Program (pick a Program), Level (pick a Level), Degree (pick a Degree), Major (pick a Major), Concentration (pick a Concentration), and Minor (pick a Minor). Below this is the 'Select your additional areas of study' section, which includes dropdowns for Program, Major, Concentration, and Minor, and a list of 'Chosen Areas of study'. At the bottom is the 'Choose Your Future Classes' section, which includes a text input for 'Enter a course and click Add Course' and a list of 'Courses you are considering'.

This is a zoomed-in view of the 'Select your primary area of study' section. The dropdown menus for Catalog Year (2011-2012), Program (pick a Program), Level (pick a Level), Degree (pick a Degree), Major (pick a Major), Concentration (pick a Concentration), and Minor (pick a Minor) are all circled in red.

2. Select your additional area of study

Here, users can add additional degree program, major, minor or concentration/certificate (optional). This will apply to students who would like to double major, double minor and/or have multiple concentrations/certificates. Please select the following:

- 1) Select a Program for Additional Area (optional). Note that for an addition major to double major, select the additional Program Degree here. If users do not want to double major, select the same Program Degree as the Primary Area of Study category.
- 2) Select a Concentration/Certificate (optional). Note that Concentration(s)/Certificate(s) can only apply if the major offers that Concentration/Certificate.
- 3) Select a Minor (optional). Note, for a double minor, please select a different minor from the Primary Area of Study category.
- 4) Click on the **Add** button once all are selected.
- 5) Remove any Area of Study by clicking on the **Remove** button if needed.

The screenshot shows the DegreeWorks interface for a student named Jane Michelle Johnson. The 'Select your primary area of study' section is visible, with fields for Catalog Year (2010-2011), Program, Level, Degree, Major, Concentration, and Minor. Below this, the 'Select your additional areas of study' section is highlighted with a red box. It contains dropdown menus for Program for additional areas, Major, Concentration, and Minor, along with 'Add' and 'Remove' buttons. A red arrow points from the 'Add' button to the 'Add Course' button in the 'Choose Your Future Classes' section below.

This close-up screenshot focuses on the 'Select your additional areas of study' section. Red ovals highlight the 'Program for additional areas', 'Major', 'Concentration', and 'Minor' dropdown menus, the 'Add' button, and the 'Remove' button.

3. Choose your future classes

Here, users can add course(s) the student is planning to register for in the future and see how these course(s) can apply to What-If Audit (optional). Please enter the following:

- 1) Enter the subject and number of the course (e.g. CHM 111) in the field. Click **Add Course** to add that course.
- 2) To remove any of the consider course(s) that are added, click on the course to highlight the course and click on **Remove Course**.

The screenshot shows the 'What If' audit tool interface. The 'Choose Your Future Classes' section is highlighted with a red box. It contains the following elements:

- Enter a course and click Add Course:**
 - Subject:
 - Number:
 - Add Course:
- Courses you are considering:**
 - A list box containing 'CHM 111'.
 - Remove Course:

A red arrow points from the 'Choose Your Future Classes' section to a larger, detailed view of the same section below.

This is a detailed view of the 'Choose Your Future Classes' section. It highlights the following elements:

- Subject and Number input fields:** A red box highlights the 'Subject' and 'Number' input fields.
- Add Course button:** The 'Add Course' button is circled in red.
- Courses you are considering list box:** A red box highlights the list box containing 'CHM 111'.
- Remove Course button:** The 'Remove Course' button is circled in red.

Execute the What-If Audit

To execute the What-If Audit, click on the **Process What-If** button.

The screenshot shows the Wake Forest University DegreeWorks interface. At the top is the university logo and name. Below it is a navigation bar with a 'Back to WIN' button. The main area contains a form for student information: Student ID (06000000), Name (Johnson, Jane Michelle), Degree (BA), Major (Art History), and Classification (Senior). Below this are tabs for 'Worksheets', 'Planner', and 'GPA Calc'. Under 'Worksheets', there is a 'Format:' dropdown set to 'Student View' and a 'Process What-If' button circled in red. To the right of the 'Process What-If' button is a 'Save as PDF' button. Below the 'Format:' dropdown is a section titled 'Select your primary area of study' with dropdowns for 'Catalog Year' (2010-2011), 'Program' (pick a Program), and 'Level' (pick a Level). On the left side, there is a 'Legend' section with a green checkmark for 'Complete' and a blue checkmark for 'Complete except for classes in-'.

The Student View on the worksheet will appear with the criteria chosen from the What-If audits.

If users would like to save the What-If Audit as a PDF, click on the **Save as PDF** button.

This screenshot is identical to the one above, showing the same Wake Forest University DegreeWorks interface. The 'Process What-If' button is still circled in red. In this version, the 'Save as PDF' button is also circled in red, indicating the next step in the process.

Look Ahead

The Look Ahead allows the audit to reflect unregistered classes the student plans to take in the future. As with the What-If, it is important to remember that these audits are not saved, but can be printed and run again. The Look Ahead function is available on both the What-If and on the left-hand column of the Worksheets TAB.

How to Run a Look Ahead Audit

1. Enter a Course by its Subject and Number (e.g. ART 396) and click on **Add Course**.

- To remove a course from the considered course(s), highlight the course and click on **Remove Course**.

The screenshot shows the 'Look Ahead' section of the DegreeWorks interface. On the left is a 'Legend' with various status icons. The main area has a 'Student View' dropdown and a 'Process New' button. Below this is a 'Look Ahead' header with instructions. A form allows entering a 'Subject' and 'Number' with an 'Add Course' button. To the right is a list of 'Courses you are considering'. At the bottom of this list is a 'Remove Course' button, which is circled in red in the original image.

- To execute the audit, click on **Process New**. A Student View on the Worksheet will apply these supposed course(s) to the audit.

This screenshot is similar to the previous one, showing the 'Look Ahead' section. However, in this image, the 'Process New' button at the top is circled in red. The 'Remove Course' button at the bottom of the course list is also visible but not circled.

GPA Calculator

There are three different GPA calculators available in DegreeWorks: Graduation, Term, and Advice Calculators. The calculators, in conjunction with current DegreeWorks functions, can help students in many ways, providing:

- Realistic goal-setting at the beginning of the term or academic career
- Precise calculation of their end-of-term GPA using students' actual academic information
- Accurate mapping of students' paths for achieving honors, avoiding probation, or satisfying personal academic aspirations

Graduation Calculator

This calculator takes the most "unknown" inputs. Many students may not know how many credits are required for their degree, nor the number of credits remaining. In some cases, this calculator will be useful to inform the student that their desired GPA is not possible to achieve (considering their number of credits remaining). In short, this calculator helps students to set long-term general goals.

To run a Graduation Calculator:

1. Enter the number of hours remaining to finish the student's Degree Program.
2. Enter the number of hours required for the Degree Program (it will most likely be 120 hours for most undergraduate programs).
3. Enter the desired GPA the student wants to graduate with.
4. Click on **Calculate** to calculate the GPA.

Term Calculator

This is the most specific calculator. It can be used for goal-setting as well as mapping paths to avoid probation, achieve honors, etc. The student's current classes and credits (if applicable) are preloaded into the form. Users can also add course and credits to the class list. When done entering course information with expected credits and grades, click Calculate. The following screen will produce the new calculated GPA.

To run a Term Calculator:

1. If the student's courses are displayed in the fields, users do not have to enter any other courses unless the student is planning on changing or modifying their semester schedule. If courses are not enter, please enter these courses in the given fields.
2. Enter the credit hours for each course.
3. Select the grade the student thinks he or she will earn in the class.
4. Click on **Calculate** to calculate the GPA.

WAKE FOREST UNIVERSITY

Back to WIN

Student ID: 06000000 | Name: Johnson, Jane Michelle | Degree: BA | Major: Art History | Classification: Senior | Last Audit: Today

Worksheets | Planner | GPA Calc

Graduation Calculator

Term Calculator

Advice Calculator

Current GPA: 3.800

Hours Earned So Far: 113

	Hours	Grade
ART 396	3	A [4.000]
HST 229	3	A [4.000]
ANT 305	3	A [4.000]
ART 394	3	A [4.000]
Class 5		A [4.000]
Class 6		A [4.000]
Class 7		A [4.000]
Class 8		A [4.000]
Class 9		A [4.000]
Class 10		A [4.000]

Calculate

Advice Calculator

This calculator is perhaps the easiest to use. The student need only provide their desired GPA. It is used to figure out how a student can raise/lower their GPA using actual grades as advice. While it is fairly general, it is more specific than the graduation calculator.

To Run an Advice Calculator:

1. Enter in the student's desired GPA.
2. Click Calculate to calculate the GPA.

WAKE FOREST UNIVERSITY

Back to WIN

Student ID	Name	Degree	Major	Classification	Last
06000000	Johnson, Jane Michelle	BA	Art History	Senior	To

Worksheets Planner GPA Calc

Graduation Calculator

Term Calculator

Advice Calculator >

Current GPA	3.800
Graded hours Completed	7
Desired GPA	

Calculate