Wake Forest University DegreeWorks **Training User Guide Registrar & OAA**

Revised August 2015

FAQ

Last Refresh

0

Classification Last Audit

- e considered accurate and up-
- Type 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 Degree@Works administrator. Once applied, you and your student will see the recorded exception on the student's degree audit. If you notice an apparent *imacuracy* in a student's audit, that too must be communicated to the Degree@Works administrator (degree@wfu.edu).



WAKE FOREST

Worksheets Notes Exceptions GPA Calc Admin

Degree

Major

14

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Introduction

Content Intentions

This manual is intended to be used by the Office of the University Registrar and the Office of Academic Advising. 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 users in the Office of the University Registrar and the Office of Academic Advising. Even so, a handful of these features and functions are not available for some members in these offices. 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 a student's audit, you must communicate to the DegreeWorks administrator (<u>degree@wfu.edu</u>).

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. 22)	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.
Notes (pg. 47)	This tab will give administrators and advisors the option to view and create notes regarding the student's audit. <u>Keep in mind that</u> <u>students will be able to view these notes</u> and all users will <u>NOT</u> be able to change them. If users need to change, modify, or delete a note, please email <u>degree@wfu.edu</u> .
Exceptions (pg. 52)	This tab will show all the exceptions applied to the student's degree by exception types. These exceptions are monitored and altered by the Office of the University Registrar. Please email degree@wfu.edu for any questions or concerns regarding an exception or multiple exceptions.
GPA Calculator (pg. 53)	This tab will provide different options to calculate GPA based on the criteria the student or advisor enters.
Admin (pg. 56)	This tab will be used by the Office of the University Registrar. It is essentially a report of DegreeWorks usage by all users that are able to access the student or students' accounts.

Degree Checklist Viewing Format

Student View (Default View) (pg. 23)	Provides general information about the student's complete and incomplete requirements, in progress and pre-registered courses, grouped into logical sections/blocks.
Registrar Report (pg. 24)	Displays the same information as the Student View, is used primarily by the Office of the University Registrar.

Graduation Checklist (pg. 24)	Displays a quick checklist of all classes (less detail than the student view) on the student's audit.
Registration Checklist (pg. 25)	Shows only the student's unfulfilled requirements that are "Still Needed" on the checklist.
Diagnostic Report (pg. 26)	Displays the percent completion of each block category. This view is used by the Office of the University Registrar.
Student Data Report (pg. 26)	Contains all the codes associated to the student in Banner.

Worksheets Buttons

View (pg. 22)	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. 22)	This button will allow users to either save or print the audit while retaining the formatting.
Refresh (pg. 22)	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.
Process New (pg. 22)	This button will run a new audit and apply the information that was recently refreshed.
Class History (pg. 22)	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.

Worksheets Features

History (pg. 35)	Users can search and look at old audits by selecting a Format view and a Historic Report date.
What If (pg. 38)	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.
What If History (pg. 42)	The What-If History allows users to access previous What-If audits after they have been executed. When a previous audit is pulled, the What-If History will display of Worksheet checklist page.
Look Ahead (pg. 45)	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. 53)	Use the graduation calculator to determine the average grade required to reach a desired graduation GPA.
Term Calculator (pg. 54)	Use the term calculator to determine the semester GPA based on courses and anticipated grades.
Advice Calculator (pg. 55)	Use the advise calculator to determine the grade and number of credits still required to reach the desired GPA.

Exception Buttons & Features (Must have access to view these features and make exceptions)

Load	If users want to view a different type of exception, select the option from the exception types drop-down menu and click the Load button.
Remove Exception	This is the button to delete or remove a selected exception.
Run New Audit	Click on this button and a new audit will generate based on the addition or removal of exception(s).

Definitions & Descriptions by Alphabetical Order

Admin (pg. 56)	This tab will be used by the Office of the University Registrar. It is essentially a report of DegreeWorks usage by all users that are able to access the student or students' accounts.
Advice Calculator (pg. 55)	Use the advise calculator to determine the grade and number of credits still required to reach the desired GPA.
Class History (pg. 22)	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.
Diagnostic Report (pg. 26)	Displays the percent completion of each block category. This view is used by the Office of the University Registrar.
Exception Types	The drop-down menu displays the different types of exceptions, which are: Force Complete, Substitute, Also Allow, Apply Here and Remove Course and/or Change the Limit.
Exceptions (pg. 52)	This tab will show all the exceptions applied to the student's degree by exception types. These exceptions are monitored and altered by the Office of the University Registrar. Please email <u>degree@wfu.edu</u> for any questions or concerns regarding an exception or multiple exceptions.
GPA Calculator (pg. 53)	This tab will provide different options to calculate GPA base on the criteria the student or advisor enters.

Graduation Calculator (pg. 53)	Use the graduation calculator to determine the average grade required to reach a desired graduation GPA.
Graduation Checklist (pg. 24)	Displays a quick checklist of all classes (less detail than the student view) on the student's audit.
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Load	If users want to view a different type of exception, select the option from the exception types drop-down menu and click the Load button.
Look Ahead (pg. 45)	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.
Notes (pg. 47)	This tab will give administrators and advisors the option to view and create notes regarding the student's audit. <u>Keep in mind that</u> <u>students will be able to view these notes</u> and all users will <u>NOT</u> be able to change them. If users need to change, modify, or delete a note, please email <u>degree@wfu.edu</u> .
Process New (pg. 22)	This button will run a new audit and apply the information that was recently refreshed.
Refresh (pg. 22)	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.
Registrar Report (pg. 24)	Displays the same information as the Student View, is used primarily by the Office of the University Registrar.
Registration Checklist (pg. 25)	Shows only the student's unfulfilled requirements that are "Still Needed" on the checklist.

Remove Exception	This is the button to delete or remove a selected exception.
Run New Audit	Click on this button and a new audit will generate based on the addition or removal of exception(s).
Save as PDF (pg. 22)	This button will allow users to either save or print the audit while retaining the formatting.
Student Data Report (pg. 26)	Contains all the codes associated to the student in Banner.
Student View (Default View) (pg. 23)	Provides general information about the student's complete and incomplete requirements, in progress and pre-registered courses, grouped into logical sections/blocks.
Term Calculator (pg. 54)	Use the term calculator to determine the semester GPA based on courses and anticipated grades.
View (pg. 22)	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. 38)	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.
What If History (pg. 42)	The What-If History allows users to access previous What-If audits after they have been executed. When a previous audit is pulled, the What-If History will display of Worksheet checklist page.
Worksheets (Default Tab) (pg. 22)	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.

Access to DegreeWorks



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

You will automatically access the DegreeWorks homepage

Select Term			
Select the Term for processing then	press the Submit Term button.		
Select a Term: Fall 2015			
101 2015			



Toolbars

Navigation Toolbar

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

Audit Toolbar

Find	Student ID	14 4	Name	► ►	Degree	Major	Classification	Last Audit	Last Refresh		-10
Q.				~	~					O	1

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 and selected, the drop-down will display all the students selected. Users can jump from audit to audit by clicking on the arrows above (If f 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.
Notes	This will direct users to the Notes tab. Notes will give users, including administrators and advisors, the option to view and create notes regarding the student's audit. Keep in mind that students will be able to view these notes and all users will NOT be able to change them. If users need to change, modify, or delete a note, please email degree@wfu.edu.

Search for Student(s)

Search by ID Numbers

If the student's ID number is known, enter in that ID number any time in the **Student ID** field on the homepage and/or in the **Find Students** search page.

By Student ID



By Find Students

Enter in Student ID number. Click on Search and the student's name should appear on the bottom of the page. Click OK at the bottom of the search page if you want to view this student's audit.	Find Etudent ID It Name Image: Contract of the second	Begree Major Major Major S Student ID First Name V Chosen Repeatable Search C	Classification Last Audit Last Name	Last Refresh	Ove
	Student Search: Enter your criteria Student ID Name	a and click "Search" to find students	egree Major	Check All	Classification Uncheck All

Search by Name

To search for a student by his or her name, enter in the student's name in the Find Students search page.

Notes:

- The First and Last Name fields are not case sensitive.
- Typing in the first letters of a first or last name will produce a list of all names starting with those letters.
- Wild cards (@) can be used in any of these fields. Entering "@west@" in the Last Name field will produce a list of all students whose last names contain the letters "WEST".

Find Student ID I Name ►	Degree	lajor	Classification	Last Audit	Last Refresh	()
						•
Find					1	
📲 Find Students	Student ID	First Name	Last Name	_		
Degree		Majo				
All Degree Codes	~		и Лаjor Codes		~	
Classification		Mino	or in the second se			
All Classification Codes	~	All N	Ainor Codes		~	
			Concentration Co	des	~	
		Prog	ram			
		All F	Program Codes		~	
	Chosen Repeatabl	e Search Criteria				
					Re	emove
Search Clear						
Student Search: Enter your criteria a	nd click "Search" to f	ind students.				
Student ID Name		Degree	Major			Classification
					000000000000000000000000000000000000000	
OK					Check Al	Uncheck All
	Find Student ID Find Student Students Degree All Degree Codes Classification All Classification Codes Search Clear Student Search: Enter your criteria a Student ID Name	Find Student ID Find Students Student ID Degree All Degree Codes Classification All Classification Codes Chosen Repeatable Search Clear Student Search: Enter your criteria and click "Search" to feed to fee	Find Find Find Student ID First Name Pegree Major Pegree Major Pegree Major Pegree Major Pegree Major Pegree Major Pegree Major Pegree Major Pegree Major Pegree Major Pegree Major Pegree Major Pegree Major Pegree Major Pegree Major Pegree Major Pegree Pegree Pegree Major Pegree Pegree Pegree Pegree Pegree Pegree Pegree Pegree <	Find Rudent ID IV Name Pajor Classification Image: Find Student ID First Name Last Name Degree Major All Major Codes All Degree Codes Image: All Major All Major All Classification All Minor Codes Minor All Classification Codes Image: All Minor Codes Concentration All Classification Codes Image: Classification Codes Concentration Codes Search Clear Closen Repeatable Search Criteria Search Clear Clear Student ID Name Degree Major Degree Major Student ID Name Degree OK Cancel Cancel	Find Name Pegree Major Classification All Degree Major All Major Codes Minor All Classification All Classification Codes Program All Concentration Codes Program All Concentration Codes Program All Concentration Codes Chosen Repeatable Search Criteria Search Clear Student ID Name Degree Major All Major Codes Other All Concentration All Concentration Codes Chosen Repeatable Search Criteria Search Student Search: Enter your criteria and click "Search" to find students.	Find Student ID It name Find Students Student ID First Name Last Name Degree All Major All Major Codes All Consentration All Consentration Codes Chosen Repeatable Search Criteria Student ID Name Student ID Name Chosen Repeatable Search Criteria Student ID Student ID Name Violation Codes

Search by Degree Program, Major, Minors, Concentrations & Certificates

To search for a student or students by their Degree Program, Major, Minors, Concentrations or Certificates, choose all options that applies in the **Find Students** search page.

Choose all criteria options that applies. Click on **Search** and the student's or students' names should appear on the bottom of the page.

If you are searching for a student, make sure the student's name is on the bottom of the page and click **OK** to view the audit.

If you are searching for more than one student, <u>check/</u> <u>uncheck</u> the desired student(s) and click **OK** to view the(ir) audit(s).

Find Student ID IA Name II	Degree Major	Classification Last Audit	Last Refresh	0 😢
🐺 Find Students	Student ID First Name	Last Name		
Degree All Degree Codes ✓ Classification All Classification Codes ✓ Cho	Majo All 1 Minu All 1 Conu All 0 Prog All 1 sen Repeatable Search Criteria	or Major Codes or Minor Codes centration Concentration Codes pram Program Codes	> > > >	
Search Clear	lick "Search" to find students.		Remo	ove
Student ID Name	Degree	Major		Classification
OK Cancel			Check All	Uncheck All

Execute the Search Functions

Once all the option(s) in the **Find Students** search page is selected, click on the **Search** button to search for the student(s). All the student(s) that fall under this (these) category(ies) will fall at the bottom of the search page.

Find Fin	nd Students ^{Studen}	t ID First Name	Last Name		
Degree		м	ajor		
Bachelor of Ar	rs 🗸	A	ll Major Codes	\sim	
Classification		M	inor		
All Classification	n Codes 🗸 🗸	A	ll Minor Codes	~	
		C	oncentration		
		A	Il Concentration Codes	~	
		P	rogram		
		A	II Program Codes	~	
	Chosen Re	peatable Search Criter	ia		
Search C	lear			Remo	ve
ID	Name 🔺	Degree	Major	Classification	^
	All Kim Emilia		Antillinteres	Carrier	
▶ 060000	O All, KIM EMIIY	ВА	Art History	Senior	
☑ 0630000	0 Barie, Abigail Elizabeth	BA	Communication	Senior	~
OK Cance	0 Collins. Jaime Callan I	RA	Art History	Junior Check All	Uncheck All

Select the student or students by using the check boxes on the left-hand column or **Check All** and **Uncheck All** options. Click **OK** to execute the search and to view the audit(s).

I	Stude	nts Found: 24					~
		ID	Name 🔺	Degree	Major	Classification	
	◄	0600000	All, Kim Emily	BA	Art History	Senior	
	◄	06300000	Barie, Abigail Elizabeth	BA	Communication	Senior	J
	∨ OK	06400000 Cancel	Collins. Jaime Callan	BA	Art History	Check All Uncheck Al	

By clicking **OK**, DegreeWorks will direct you to the first student's audit in alphabetical order according to the list of students you have selected in the **Find Students** search page. To navigate from one student's audit to another, use the **arrows** on top of the name or the **drop-down menu** on the audit toolbar.

Find Student ID	II I Name	► H	Degree Major	Classification Last Audit	Last Refresh	- O 🛛
~ ⊊		`	► ►			•

If you want to remove a search criteria option, highlight one of the criteria and click **Remove**. If you want to clear all criteria or start a new search, click **Clear**.

Find Students	tudent ID First Name	Last Name		
Degree Bachelor of Arts		Major All Major Codes	~	
Classification		Minor	-	
All Classification Codes		All Minor Codes	~	
		Concentration		
		All Concentration Codes	~	
		Program		
		All Program Codes	\sim	
Chos	en Repeatable Search Cr	teria		
Search				
Students Found: 24	Dear	Majar	Classification	~
ID Name A	Degi	ее мајог	Classification	
✓ 06000000 All, Kim Emily	BA	Art History	Senior	
☑ 06300000 Barie, Abigail Elizab	eth BA	Communication	Senior	~
O6400000 Collins. Jaime Callar OK Cancel	BA BA	Art History	Iunior Check All Unche	eck All

Common Search Errors

The university will only allow you to search no more than 800 students at a time. If you get this error, please go back to the **Find Student** search page and specify/refine your search.

Message fr	om webpage	<u> </u>
	There are serious performance ramifications inherent in search loading more records into this page than the University has all have only allowed that a maximum of 800 be loaded and your has resulted in finding over that number (1342). We will, of co these 800 records but recommend narrowing your search and again.	ning and owed. We search ourse, load trying
	[ОК

Only valid combinations of criteria options will produce results. If you get a **No Students Found** error, please go back to the **Find Student** search page and edit your search.

Message fro	om webpage
	No students found
	ОК

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.

		Back to WIN			FAQ		Print
inc	Student ID	∢ ∢ Name ► ►I	Degree Major	Classification	ast Audit Last Refresh	- 🔿 🛛	
2	0000000	Johnson, Jane Michelle 🔻	BA Art History 	Senior	Today Today at 9:15 am		
w	orksheets No	tes Exceptions GP	A Calc Admin				
Worksheets Format: View Save on DDC Response New Class History							
	_	Student View	view Save as PDF	Process new C			
Vh	at If						
.00	ok Ahead			Save S	ave this audit with this new description	1	
	Legend			1	DeereeWerke		
	Complete	a 1 1 1 1 1 1 1 1 1 1	1 00/17/0015 1 00 07		Degreeworks		
8	Complete except	Student View A0000E4	4 as of 08/17/2015 at 00:07				
	progress	Student	Jonnson, Jane Michelle		Level	Undergraduate Dashalarasi Astr	
	Nearly Complete	ID	0600000		Degree	Bachelor of Arts	
	- see Advisor	Gender	F		College	School of Arts & Sciences	
	Not Complete	Classification	Senior		Majors	History	
F)	Transfer Class	Advisors	O'Neill, Morna E		Minor		
•	Any course		Lerner, Jeffrey D				
	number	Cumulative GPA	3.800		Concentration	No Concentration Listed	
		Hours Completed	101		Certificates		
		Alternate PIN	201220		Applied For Graduation	1010010	
		Admit Term	201280		Expected Grad Date	10-MAY-10	
						Catalog Ye	ar: 2012-2013 Hours Required: 120
		Bachelor of Arts				GF	PA: 3.800 Hours Applied: 113
		Minimum 2.0 Cumulati	ve GPA				
C 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 Requirer	ments (2012-2013)				Catalog Year: 2012-201
			()				GPA: 3.800

Worksheets Buttons

Format:				
Student View	View	Save as PDF	Process New	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.

Process New	This button will run a new audit and apply the information that was recently refreshed.
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.

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.

Ø		E FOREST E R S I T Y							
		Back to WIN		FAQ			Print		
Fin	d Student ID	I∢ ♦ Name ► ►	Degree Major	Classification Last Audit	Last Refresh	D 😿			
9	06000000	Johnson, Jane Michelle 🔻	BA Art History 	Senior Today	Today at 11:02 am	9			
W	orksheets	lotes Exceptions GF	A Calc Admin						
w	orksheets 💙	Format:	View Save as BDE	Drococe Now Clace Histor					
Hi	story	Student View	VIEW Save as FUI		L				
W	hat If								i i
Lo	ok Ahead			Save Save this au	dit with this new description				
	Legend								
	Complete			Degr	eeWorks				-1
	Complete except	Student View A0000Ell	as of 08/17/2015 at 00:18 at 00:18						
	for classes in- progress	Student	Johnson, Jane Michelle		Level	Undergraduate			41
	Nearly Complete	ID	06000000		Degree	Bachelor of Arts			41
	- see Advisor	Gender	F		College	School of Arts & Sciences			4
	Not Complete	Classification	Senior		Majors	Art History History			1
(T)	Transfer Class		O'Neill, Morna E			(instany			i I
0	Any course	Advisors	Lerner, Jeffrey D		Minor				4
-	number	Cumulative GPA	3.800		Concentration	No Concentration Listed			1.
		Hours Completed	101		Certificates				
		Alternate PIN			Applied For Graduation				
		Admit Term	201280		Expected Grad Date	16-MAY-16			
		Bachelor of Arts				Catalog Year GPA	2012-2013 3.800	Hours Required: 120 Hours Applied: 59	
		Minimum 2.0 Cumulat	ive GPA						
		60 Hours in Residence	at WFU						
		Minimum Hours Requi	red to Complete Degree	Still Needed: Y	ou have 113 total hours (including in-	progress); a total of 120 hours is re	quired		
		Core: Basic Require	ments (2012-2013)				C	atalog Year: 2012-2013 GPA: 3.625	
		BASIC REQUIREMENTS	S	CDU 212	Fue French & Frencenhaue M			0-1-2014	
		Select One 200-Leve	el Language Course minar	FKH 212 EVS 100	National Identity Formation:	voun R	3	Spring 2014 Fall 2012	
				ENG 111	Writing Seminar	AP	4	Summer II 20	
		Select writing Semi	nar	Satisfied by	ENG111 - Writing Semina	r - Advanced Placement Credit			
		Select HES 100		HES 100	Lifestyles and Health	А	1	Spring 2013	
		Select HES 101 or H	ES 112	HES 101	Exercise for Health	А	1	Fall 2014	
		Core: Divisional Red	quirements (2012-2013)				С	atalog Year: 2012-2013 GPA: 3.667	
		DIVISION I. THE HUM	ANITIES: HISTORY, RELIGION, PH	ILOSOPHY					
		Select 2 Courses fro	m Different Departments	REL 101	Introduction to Religion	A-	3	Fall 2012	-
Сору	right 1995 - 2014 E	Ilucian Company L.P. and its affi	liates.						

Registrar Report

The **Registrar Report** format will be used primarily by the Office of the University Registrar. Displays the same information as the Student View with additional details from Scribe, DegreeWork's coding tools. This view may be helpful for other users outside of the Office of the University Registrar if users understand the coding language.



Graduation Checklist

The **Graduation Checklist** format displays a quick checklist of all classes (less detail than the student view) on the student's audit. It displays the same filled and unfilled requirements as the Student View without displaying the grades, credits or terms.

Wake Forest University | DegreeWorks | Training User Guide | Registrar and OAA

		E FOREST							
		Back to WIN	1		EAO			Print	
Fin	d Student ID		Degree Major	Classification	Last Audit ↓ I	ast Refresh	~	Fille	
Q	06000000	Johnson, Jane Michelle 🔻	BA Art History	Senior	Today	Today at 11:02 am	0		
W	Worksheets Notes Exceptions GPA Calc Admin								
Wo	rksheets	Formati	View Save as PDF	Process New C	lass History				
His	story	Graduation Checklist •							
W	at If								
Lo	ok Ahead			Save S	ave this audit wit	th this new description			
	Legend				Desweek	Vanka			
	Complete				Degreev	VOFKS			
	Complete except	Graduation Checklist	A0000E4M as of 08/17/2015 at 00	:07	_				
	progress	Student	Johnson, Jane Michelle		Le	vel	Undergraduate		
	Nearly Complete	ID	0600000		De	gree	Bachelor of Arts		
	- see Advisor	Gender	F		Co	llege	School of Arts & Sciences		
	Not Complete	Classification	Senior		Ma	ijors	Art History History		
(T) @	Transfer Class	Advisors	O'Neill, Morna E Lerner, Jeffrey D		Mi	nor			
-	number	Cumulative GPA	3.800		Со	ncentration	No Concentration Listed		
		Hours Completed	101		Ce	rtificates			
		Alternate PIN			Ар	plied For Graduation			
		Admit Term	201280		Ex	pected Grad Date	16-MAY-16		
		Bachelor of Arts					Catalog Ye GP	ar: 2012-2013 Hours Required: 120 A: 3.800 Hours Applied: 113	
		🗹 Minimum 2.0 Cumulati	ive GPA						
		60 Hours in Residence	at WFU						
		Minimum Hours Require	red to Complete Degree	Still	Needed: You have	ve 113 total hours (includin	g in-progress); a total of 120 hours is	required	
		Blocks included in this b Core: Basic Requiremen Core: Divisional Requir Cultural Diversity Requ Quantitative Reasoning Art History Major (2011 History Major 13-15	lock hts (2012-2013) ements (2012-2013) iirement 12-13 g Requirement 12-13 1-2014)						
		Core: Basic Require	ments (2012-2013)					Catalog Year: 2012-2013 GPA: 3.625	
		Select One 200-Level I	Language Course	FRH	212				
	114005 0000	Select First Vear Semin	lar	EVS	100				
Copyr	ignt 1995 - 2014	Ellucian Company L.P. and its affil	liates.						

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.

	WAKE FOREST								
		Back to WIN	FAQ	Print					
Find	Student ID	(∢ Name) > P Degree Major	Classification Last Audit Last Refresh						
	0600000	Johnson, Jane Michelle 🔻 🛛 BA 🔻 Art History	Senior Today Today at 11:02 am						
W	orksheets N	exceptions GPA Calc Admin							
Wo	rksheets 💦 🔪	Format:	Descars New Class History						
His	tory	Registration Checklist View Save as PDF	Process New Class History						
Wh	at If		DegreeWorks						
Loo	ok Ahead	Bachelor of Arts		Catalog Year: 2012-2013					
	Legend								
	Complete	✓ Core: Basic Requirements (2012-2013)							
	Complete except for classes in- progress	Core: Divisional Requirements (2012-2013)							
	Nearly Complete - see Advisor	Still Needed: in							
	Not Complete	Cultural Diversity Requirement 12-13							
(т)	Transfer Class	Quantitative Reasoning Requirement 12-13		Catalog Year: 2012-2013 GPA: 0.000					
e	number	■ 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 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								
		Catalog Year: 2013-2014 Hours Required: 27 GPA: 3.727 Hours Applied: 28							
Copyri	ght 1995 - 2014 E	lucian Company L.P. and its affiliates.							

Diagnostics Report

The **Diagnostics Report** will be used by the Office of the University Registrar. It will display the percent completion of each block category. This view is very hard to read; therefore, it is suggested that users use other viewing formats.



Student Data Report

The **Student Data Report** is will be used by the Office of the University Registrar. It contains all the codes associated to the student in Banner. This will not be useful for analyzing audits or advising. It will not be useful outside of the Office of the University Registrar.

Student Header Information

V UNIV	Back to WIN			EAO				Print	
Find Student ID	If I Name II	Degree Major	Classification	Last Audit	Last Refresh	0			
0600000	Johnson, Jane Michelle 🔻	BA • Art History	Senior	Today	Today at 11:02 am	Q			
Worksheets	lotes Exceptions G	PA Calc Admin							
Worksheets >	Format:	View Save as PDF	Process New	Class History					
History	Student View								
What If									Î
Look Ahead			Save	Save this aud	t with this new description				
Complete				Degre	oWorks				
Complete except	Student View A0000E	EL as of 08/17/2015 at 00:18							
for classes in-	Student	Johnson, Jane Michelle			Level		Undergraduate		
Program	ID	06000000			Degree		Bachelor of Arts		
 see Advisor 	Gender	F			College		School of Arts & Sciences		
Not Complete	Classification	Senior			Majors		Art History History		
(T) Transfer Class	Advisors	O'Neill, Morna E Lerner, Jeffrey D			Minor				
number	Cumulative GPA	3.800			Concentration		No Concentration Listed		
	Hours Completed	101			Certificates				
	Alternate PIN				Applied For Graduation				
	Admit Term	201280	280		Expected Grad Date		16-MAY-16		
	B. Dashalan of Arts						Catalog Year:	2012-2013 Hours Required	i: 120
-	Bachelor of Arts						GPA:	3.800 Hours Applied	i: 59
Graduation Ch	ecklist A0000E4M as o	of 08/17/2015 at 00:07							
Student	Johnson, Ja	ane Michelle		L	evel		Undergraduate		
ID	06000000			D	egree		Bachelor of Arts		
Gender	F			0	ollege		School of Arts & Science	25	
Classification Senior			Majors			Art History History			
Advisors O'Neill, Morna E Lerner, Jeffrey D			Minor						
Cumulative GP/	A 3.800			0	oncentration		No Concentration Listed		
Hours Complete	ed 101			0	ertificates				
Alternate PIN				A	pplied For Graduation				
Admit Term	201280			Ð	pected 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 34).
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 (<u>http://registrar.wfu.edu/academic/graduation-information/</u>).
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.



<u>Complete</u> – 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.

🗹 Cor	e: Basic Requirements (2012-2013)				Catalo	g Year:	2012-2013
	C DEQUIDEMENTS					GPA:	3.625
Se Se	ect One 200-Level Language Course	FRH 212	Exp French & Francophone World	в	3	Spring 2	2014
Se	lect First Year Seminar	FYS 100	National Identity Formation:	A	3	Fall 201	2
V Se	lect Writing Seminar	ENG 111 Satisfied by	Writing Seminar ENG111 - Writing Seminar - Advanced Placement Cred	AP	4	Summer	Ш 20
🗸 Se	lect HES 100	HES 100	Lifestyles and Health	А	1	Spring 2	2013
🗾 🗹 Se	lect HES 101 or HES 112	HES 101	Exercise for Health	А	1	Fall 201	4

<u>Complete except for classes in-progress</u> - 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.



<u>Nearly Complete-see Advisor</u> - 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.



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
	ION I. THE HUMANITIES: HISTORY, RELIGION, PHILOSOPHY		
🗌 Sel	ect 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
	ION II. LITERATURES		
🗖 Sel	ect 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 Except ENG 306* or 307* or 386* or 380* or 390*
	ION III. FINE ARTS: ART, DANCE, MUSIC, THEATER		
🗌 Sel	ect 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 131:32 or 134 or 140 or 181° or 182° or 183° or 203 or 205 or 207 or 208 or 299 or 210 or 214 or 219 or 231 or 232 or 234 or 240° or 240 or 240° or 240° or 240° or 240° or 230° or 235 or 250° or 236 or 250° o

<u>**Transfer Class**</u> – 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

<u>Any Course Number</u> - 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+ B+	3 3	Fall 2013 Fall 2014
	Still Needed:	12 Hours in POL @			

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 Except ENG 306* or 307* or 386* or 388* or 390*
DIVISION III. FINE ARTS: ART, DANCE, MUSIC, THEATER		
Select 1 Course	Still Needed:	$ \begin{array}{l} \textbf{L} (3ss in ~ABT~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; 251~or~255; 254~or~258; 256~or~284; 266~or~288~or~MUS~101~or~109~or~131; 132~or~134~or~140~or~181"~or~182"~or~185~or~203"~or~203~or~207~or~208~or~209"~or~210~or~214~or~219~or~231 ~or~232~or~234~or~240~or~240"~or~214~or~214~or~219~or~231 ~or~232~or~234~or~240"~or~250"~or~251"~or~251"~or~255~or~259"~or~265~or~265~or~260~or~310~or~311~or~344"~or~DEC~200~or~203~or~203"~or~251"~or~251"~or~251"~or~255~or~259"~or~265~or~265~or~260~or~310~or~311~or~344"~or~DEC~200~or~203~or~M0~393 \end{array} $

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:

• <u>Core: Basic Requirements</u> - 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:
Core: Divisional Requirements - The core requirements students in the college (undergraduate only). These spectrequirements are listed below the block.	s are applied to cific divisional	o all
Core: Divisional Requirements		Catalog Year: GPA:
<u>Cultural Diversity Requirement</u> - The cultural diversity r applied to all students in the college (undergraduate only)	equirements a).	re
Cultural Diversity Requirement		Catalog Year: GPA:
Cultural Diversity Requirement Qualitative Reasoning Requirement - The qualitative reprint requirements are applied to all students in the college (units)	easoning idergraduate o	Catalog Year: GPA: NIY).
Cultural Diversity Requirement Qualitative Reasoning Requirement - The qualitative reasoning requirements are applied to all students in the college (un guantitative Reasoning Requirement) Quantitative Reasoning Requirement	easoning Idergraduate o	Catalog Year: GPA: NIY). Catalog Year: GPA:
Cultural Diversity Requirement Qualitative Reasoning Requirement requirements are applied to all students in the college (un Quantitative Reasoning Requirement Quantitative Reasoning Requirement Major The major block will appear when the student has (undergraduate only). If the student has multiple majors, listed is his or her first major. The specific major requirement below the block.	easoning ndergraduate o s selected a ma the first major nents will be lis	Catalog Year: GPA: nly). Catalog Year: GPA: ajor block sted

 <u>Minor</u> - 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.



 <u>Concentration/Certificate</u> - 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

Other Block Types

• <u>Fall-Through/General Electives</u> - 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
```

In-progress

- <u>Insufficient</u> 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.
- <u>In-Progress</u> 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.
- **Exceptions** Any exceptions granted to the student are referenced both where the exception is applied and here.
- **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.

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.

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	AUUUUE4M as of 08/17/2015 at 00:07		
Student	Johnson, Jane Michelle	Level	Undergraduate
ID	0600000	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

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	0600000	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		

<u>History</u>

Users have the ability to search for old audits. If users had ran multiple audits during the year, the users can search for these old audit. The History function is located under the Worksheets TAB on the left-hand column. This may be useful to compare audits from semester to see how courses are/were being applied to the requirements.

WAKE FOREST		
Back to WIN	FAQ	Print
Find Student ID H 4 Name H Degree Major 06000000 Johnson, Jane Michelle BA Art History	Classification Last Audit Last Refresh Senior Today at 11:02 am	
Worksheets Notes Exceptions GPA Calc Admin Worksheets Format: Historic Report:	Terrane (1997)	
History Student View O8/20/2015 11:02 UG/000000	View Delete Save as PDF	
What If History - Introduction Page		
Look Ahead Choose a report format and an historic report and click View		
Complete		
Complete except for classes in- progress		
Nearly Complete - see Advisor		
Not Complete		
(T) Transfer Class		
Any course number		
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How to Run a History Audit





An audit will	
appear which	it
will be very	
similar to the	
Worksheets	
view.	

		Back to WIN			FAQ		Print		
-ind	Student ID 06000000	l4 4 Name ▶ ▶I Johnson, Jane Michelle ▼	Degree Major BA T Art History	Classification Last A Senior Today	Idit Last Refresh	0 😢			
					,				
we	orksneets No	Format:	GPA Calc Admin Historic Report:						
wo	rksneets	Graduation Checklist 🔻	08/20/2015 11:02 UG/000000 •	View Delete	Save as PDF				
HIS	story /								
wn	at IT								
	Legend			Save Save th	is audit with this new description				
2	Complete			D	egreeWorks				
	Complete excent	Graduation Checklist	A0000E4M as of 08/17/2015 at 00:0	7					
	for classes in-	Student	Johnson, Jane Michelle		Level	Undergraduate			
_	progress	ID	0600000		Degree	Bachelor of Arts			
2	 see Advisor 	Gender	F		College	School of Arts & Sciences			
	Not Complete	Classification	Senior		Majors	Art History History			
T)	Transfer Class	Advisors	O'Neill, Morna E Lerner, Jeffrey D		Minor				
	number	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 Yea	2012-2013	Hours Required:	
		Minimum 2.0 Cumu	lative GPA			GP4	. 3.800	Hours Applied:	1
		60 Hours in Resider	ice at WFU						
		Minimum Hours Rec	juired to Complete Degree	Still Needeo	: You have 113 total hours (including	in-progress); a total of 120 hours is r	equired		
		Blocks included in thi	s block						
		Core: Basic Requirer Core: Divisional Req	nents (2012-2013) uirements (2012-2013) aquiement 12-12						

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.

Ø	WAKE FOREST									
Back to WIN FAG						FAQ			Print	
Fin	d Student ID 06000000	I I Name Johnson, Jane Michelle	Pl Degree ■ BA	Major ▼ Art History	Classification Senior	Last Audit Last 08/19/2015 To	t Refresh day at 9:46 am	()) 🧭		
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	for classes in-	Degree	(pick a Degree) •		Minor	(pl	ck a Minor)	T	
	progress	Select your addition	nal areas of st	ıdy						
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@	Any course	Concentration		(pick a Concentration)	•	Auu				
	number	Minor		(pick a Minor)	۲				~	
							Remove			
		Choose Your Futur	e Classes							
		Enter a course and click	Add Course	Courses you are considering						
		Subject		^						
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		100		-						
				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' <u>primary</u> 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.)
- 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.
- 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).

Ø		E FOREST								
		Back to V	WIN			FAQ			Print	
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Wh	at If 🔰	Select your prim	ary area of stud	y						
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	Complete	Lovol	(pick a Level)		•	Concentr	ation	(pick a Concentration)	•	
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	progress	Degree	(pick a Degre	e)	•					
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Select your prin	nary area of study				
Catalog Year	2011-2012	•	Marian	(-i-l M-i)	
Program	(pick a Program)	•	Major	(pick a Major)	•
Level	(pick a Level)	¥	Miner	(pick a Minor)	
Degree	(pick a Degree)	T	Millor	(pick a Minor)	•

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:

- 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.
- 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.

Ø		E FOREST							
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	Legend	Program	(pick a Program	n) 🔻		Major		(pick a Major)	T
~	Complete	Level	(pick a Level)	· · · · · · · · · · · · · · · · · · ·		Concentr	ation	(pick a Concentration)	T
	Complete except for classes in-	Degree	(nick a Degree			Minor		(pick a Minor)	¥
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C	oncentration		(pick a C	oncentration)	•	\sim \sim			
M	linor		(pick a M	inor)	۲	>		<u> </u>	-
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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**.

Ø	WAK	E FOREST							
		Back to WIN			EAO			Print	
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Lo	ok Ahead	Catalog Year 2011-201	2 *		Maina		(nisk a Maine)	-	
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(т)	Transfer Class	Major	(pick a Major)	٣	Add				
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Execute the What-If Audit

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

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What If 📏	Select your primary	area of study	
Look Ahead	Catalog Year	2011-2012	T
Legend Complete	Program	(pick a Program)	v
Complete except for classes in-	Level	(pick a Level)	• •

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.

WAKE FOREST		
Back to WIN		
Find Student ID I Name I Image: Object of the state	Classification Senior	Last A 08/19
Worksheets Format: History Student View Process What-If Save as PDF		

What-If History

The What-If History allows users to access previous What-If audits after they have been executed. The What-If History feature is only available to some users. When a previous audit is pulled, the What-If History will display of Worksheet checklist page. This feature is located on the left-hand column of the Worksheets TAB.

Ø		E FOREST							
		Back to WIN			FAQ			Print	
Fin	6 Student ID 06000000	I4 4 Name ▶ ▶I Johnson, Jane Michelle ▼	Degree Major BA Art History	Classification Senior	Last Audit Today	Last Refresh Today at 9:15 am) 💌		
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LO	ok Anead	Student	Johnson, Jane Michelle			Level	Undergraduate		
	Complete	ID	06000000			Degree	Bachelor of Arts		
		Gender	F			College	School of Arts & Sciences		
	Complete except for classes in- progress	Classification	Senior			Majors	Art History History		
	Nearly Complete - see Advisor	Advisors	O'Neill, Morna E Lerner, Jeffrey D			Minor			
	Not Complete	Cumulative GPA	3.800			Concentration	No Concentration Listed		
m	Transfer Class	Hours Completed	101			Certificates			
		Alternate PIN				Applied For Graduation			
0	Any course number	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 Cumulativ	ve GPA						
		60 Hours in Residence	at WFU		and the second	- here and here here the state of the	and the second se		
		Minimum Hours Require	ed to Complete Degree	St	III Needed: You	u have 113 total hours (including in-	progress); a total of 120 hours is req	uned	
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How to Run a What-If History Audit

1. To run a What-	WAKE FOREST		
If History audit,	Back to WIN	FAQ	Print
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ID

Gender

Advisors

Classification

Cumulative GPA

Hours Completed

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

Blocks included in this block Core: Basic Requirements (2012-2013) Core: Divisional Requirements (2012-2013) Cultural Diversity Requirement 12-13 an Comeany LP, and its affiliates.

Alternate PIN

Admit Term

Nearly Con

Not Complete

(T) Transfer Class

@ Any course number

06000000

O'Neill, Morna E Lerner, Jeffrey D

F

Senior

3.800

101

201280

- 2. Select a **Format Type** to which you would like to view the What-If History audit.
- Then select a Historic Report Date if applicable.
- 4. Click on **View** to view the History Audit.

Click on **Save as PDF** to save the History Audit as a PDF.

An audit will appear which it will be very similar to the Worksheets view.

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Degree

College

Majors

Minor

Concentration

Applied For Graduation

Expected Grad Date

Certificates

Bachelor of Arts

School of Arts & Sciences Art History History

No Concentration Listed

16-MAY-16

ed: You have 113 total hours (including in-progress); a total of 120 hours is req

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.

WAKE FOREST							
Back to WIN	FAQ		Print				
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Legend Use the form below to enter the Sub	ject code and Number of each anticipated course. Durses, click on the Process New button						
Complete	Courses you are considering						
Enter a course and crick Add Course	A A						
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number	Remove Course						
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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.

Wo	orksheets	Format: Student View
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wh	at If	Look Ahead
Lo	ok 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.
	Legend	Once you have created your list of courses, click on the Process New button.
	Complete	Enter a course and click Add Course Courses you are considering
	Complete except	Subject A
	progress	Number
	Nearly Complete	Add Course
	SCC AUTION	
	Not Complete	
(т)	Transfer Class	•
@	Any course number	Remove Course

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

Wo	orksheets	Format: Student View
Wh	story	Look Ahead
Lo	ok 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.
	Complete	Enter a course and click Add Course Courses you are considering
	Complete except for classes in- progress	Subject Number
	Nearly Complete - see Advisor	Add Course
	Not Complete	
(T)	Transfer Class	•
@	Any course number	Remove Course

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

Wo	rksheets	Format: Studget View Process New
His	story	
wh	at If	Look Ahead
Lo	ok 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.
	Legend	Once you have created your list of courses, click on the Process New button.
	Complete	Enter a course and click Add Course Courses you are considering
	Complete except for classes in-	Subject
	progress	Number
	Nearly Complete - see Advisor	Add Course
	Not Complete	
(т)	Transfer Class	
@	Any course number	Remove Course

<u>Notes</u>

The Notes utility allows DegreeWorks users to document academic advising on student records. These Notes are viewable by the student on their audit in the Notes section at the bottom of the Worksheet.

Please be aware that notes entered in DegreeWorks are part of the students educational record and will be disclosed as part of that record when complying with any legal requests for the release of information in that educational record. Notes should be factual and of a nature under public scrutiny.



Add Notes

1. To add a note, click on Add Notes on the left-hand column.



2.	Users will be	WAKE I	FOREST						
	given an option	UNIVER	Back to WIN			FAQ			Print
	to use the Pre-	Find Student ID H	Name ► ► Degr nson, Jane Michelle ▼ BA	ee Major • Art History	Classification Senior	Last Audit Today	Last Refresh Today at 11:02 am	0	
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	the note in the	Delete Notes	Add New Note Enter your note and click the S	Save Note button					
	text space.		Choose a predefined note from the	ne list below		۲			
					h				
			Save Note Clear						
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3. If for whatever reason users need to clear the note, there is a Clear button.

Once the note is finished, click Save Note.

	Back to WIN		FAQ		Print
ind Student ID H 4	Name ▶ H Degree Major on, Jane Michelle ▼ BA ▼ Art History	Classification Senior	Last Audit Last Refr Today Today at	t 11:02 am	
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Users will get a confirmation note. Click on Run New Audit to display the note in the View section and on the student's worksheet.



View Notes

To view the note that users just enter, click on View notes and see the note, who entered the note and when did he or she enter the note.



Modify Notes

Users may modify notes by clicking on Modify Notes. Keep in mind that users can only modify their original notes. Users cannot modify other users' notes.



Delete Notes

Users may delete notes by clicking on Delete Notes. Keep in mind that users can only delete their original notes. Users cannot delete other users' notes.

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Exceptions

This tab will be monitored by the Office of the University Registrar. Some users will not be able to see this tab or have access to this tab on DegreeWorks. If users have any issues with student(s) exception(s), please email <u>degree@wfu.edu</u> and someone will replay to resolve the issue(s).

If you want access or have access, please contact the Office of the University Registrar for questions on how to go about the situation and get step by step instructions.

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

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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:

- 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).
- Enter the desired GPA the student wants to graduate with.
- 4. Click on **Calculate** to calculate the GPA.

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Graduation Calculator		
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Advice	Current GPA	3.800
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	Desired GPA	
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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:

- 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.

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	ANT 305 3	A [4.000] V
	ART 394 3	A [4.000] V
	Class 5	A [4.000] V
	Class 6	A [4.000] V
	Class 7	A [4.000] V
	Class 8	A [4.000] V
	Class 9	A [4.000] V
	Class 10	A [4.000] V

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.

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<u>Admin</u>

This tab will be used by the Office of the University Registrar. It is essentially a report of DegreeWorks usage by all users that are able to access the student or students' accounts. If you do not have access to this page, please ignore this TAB.