


Wake Forest University DegreeWorks Training User Guide Administrators & Advisors

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 Administrators and Advisors 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 Administrators and Advisors. Even so, a handful of these features and functions are not available among these members. 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 (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. 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 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 degree@wfu.edu .
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.
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.
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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.

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.

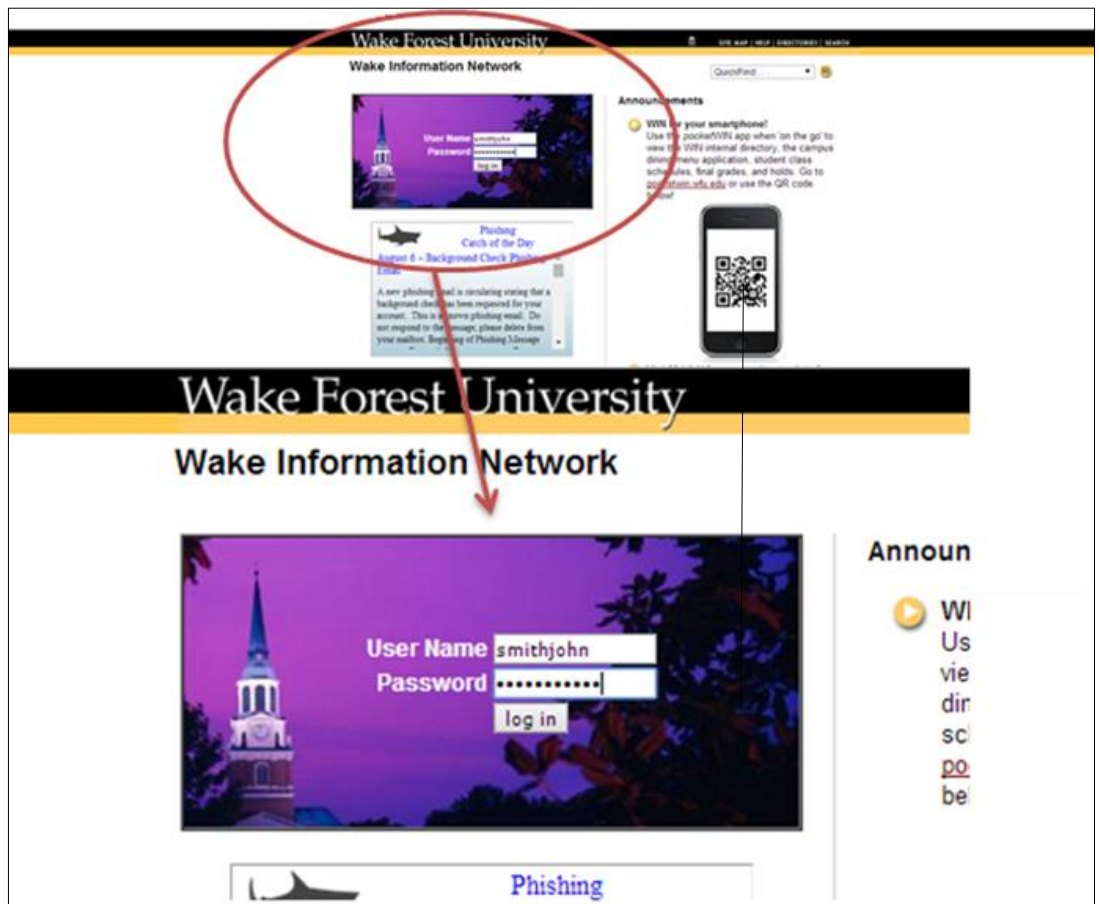
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Notes (pg. 47)	This tab will give administrators and advisors the option to view and create notes regarding the student's audit. <u>Keep in mind that students will be able to view these notes</u> and all users will <u>NOT</u> be able to change them. If users need to change, modify, or delete a note, please email degree@wfu.edu .
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.
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Registration Checklist (pg. 25)	Shows only the student's unfulfilled requirements that are "Still Needed" on the checklist.
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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.
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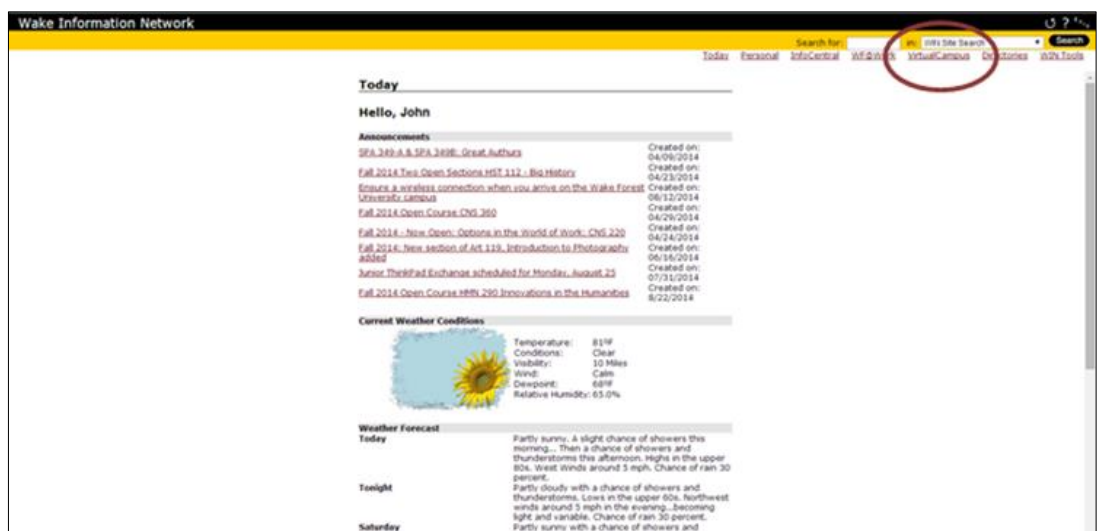
Access to DegreeWorks

Log-In

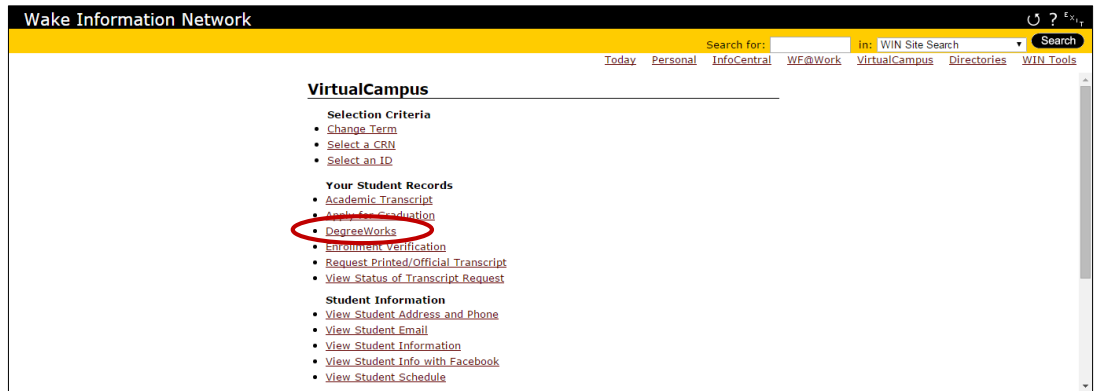
1. Go to <http://win.wfu.edu> and log-in to your **WIN** account.



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**.

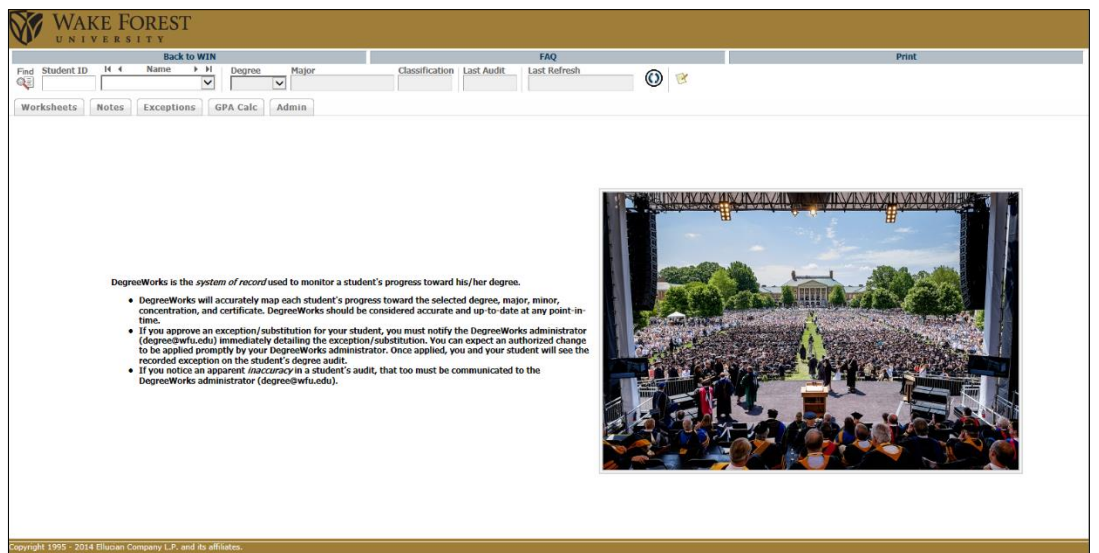
Select Term

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

Select a Term: Fall 2015

Submit

You will automatically access the DegreeWorks homepage or a student's audit among the students in your advisee group.



The screenshot shows the DegreeWorks Student View audit for Jane Michelle Johnson. The audit displays various student information and course details.

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

Bachelor of Arts

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

Toolbars

(The toolbar features/functions will vary from user to user.)





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

Find 	Student ID <input type="text"/>	  Name	  Degree	Major <input type="text"/>	Classification <input type="text"/>	Last Audit <input type="text"/>	Last Refresh <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.
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. <u>Keep in mind that 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 degree@wfu.edu .

Search for Student(s) by Using Find

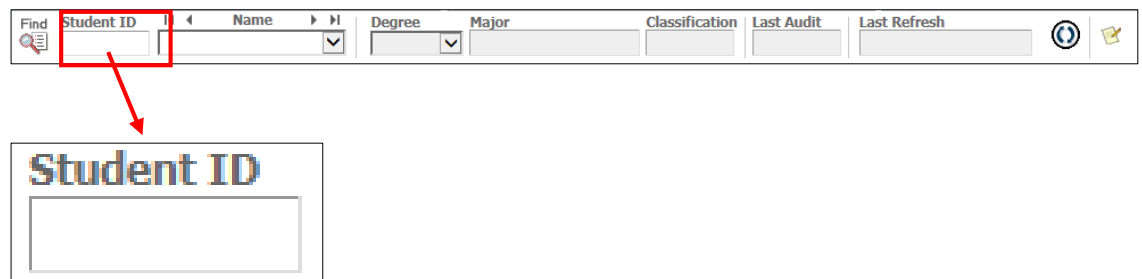
(Administrators Only)

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

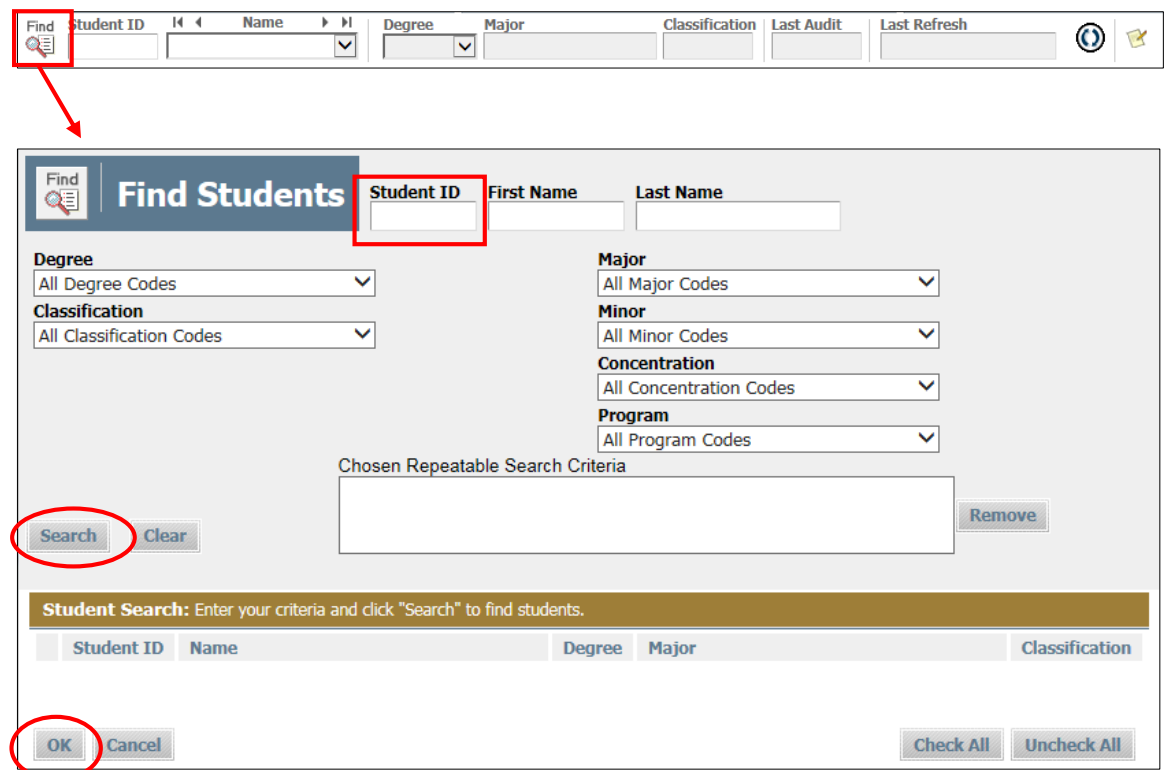
Enter **Student ID** Number and press the **Enter** key on the keyboard.



OR

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.



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".

Enter in student's **First, Last Name** or "wild card" name. 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, check/uncheck the desired student(s) and click **OK** to view the(ir) audit(s).

The screenshot shows the 'Find Students' search interface. A red box highlights the 'Find' icon in the top navigation bar. Another red box highlights the 'First Name' and 'Last Name' input fields. A third red box highlights the 'Search' button. A fourth red box highlights the 'OK' button at the bottom. The interface includes various filters like Degree, Major, Classification, Minor, Concentration, and Program, each with a dropdown menu set to 'All'. There is also a 'Chosen Repeatable Search Criteria' section with a text input and a 'Remove' button. At the bottom, there is a table with columns for Student ID, Name, Degree, Major, and Classification, and buttons for 'Check All' and 'Uncheck All'.

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, check/uncheck the desired student(s) and click **OK** to view the(ir) audit(s).

The screenshot shows the 'Find Students' search interface. At the top, a navigation bar includes a 'Find' icon, a 'Student ID' field, a 'Name' dropdown, and filters for 'Degree', 'Major', 'Classification', 'Last Audit', and 'Last Refresh'. Below this, the main search area is titled 'Find Students' and contains fields for 'Student ID', 'First Name', and 'Last Name'. To the left of these fields are dropdown menus for 'Degree' (set to 'All Degree Codes') and 'Classification' (set to 'All Classification Codes'). To the right are dropdown menus for 'Major' (set to 'All Major Codes'), 'Minor' (set to 'All Minor Codes'), 'Concentration' (set to 'All Concentration Codes'), and 'Program' (set to 'All Program Codes'). Below these dropdowns is a section titled 'Chosen Repeatable Search Criteria' with a text input field and a 'Remove' button. At the bottom left, there are 'Search' and 'Clear' buttons. At the bottom right, there are 'Check All' and 'Uncheck All' buttons. A 'Student Search' instruction bar at the bottom states: 'Enter your criteria and click "Search" to find students.' Below this bar is a table with columns: 'Student ID', 'Name', 'Degree', 'Major', and 'Classification'. The 'OK' button at the bottom left is circled in red, and the 'Search' button is also circled in red. A red arrow points from the 'Find' icon in the top navigation bar to the 'Find Students' title.

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 Students

Student ID: First Name: Last Name:

Degree: Bachelor of Arts

Classification: All Classification Codes

Major: All Major Codes

Minor: All Minor Codes

Concentration: All Concentration Codes

Program: All Program Codes

Chosen Repeatable Search Criteria: MAJOR: Art History

Students Found: 24

ID	Name ▲	Degree	Major	Classification
<input checked="" type="checkbox"/> 06000000	All, Kim Emily	BA	Art History	Senior
<input checked="" type="checkbox"/> 06300000	Barie, Abigail Elizabeth	BA	Communication	Senior
<input checked="" type="checkbox"/> 06400000	Collins, Jaime Callan	BA	Art History	Junior

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).

Students Found: 24

ID	Name ▲	Degree	Major	Classification
<input checked="" type="checkbox"/> 06000000	All, Kim Emily	BA	Art History	Senior
<input checked="" type="checkbox"/> 06300000	Barie, Abigail Elizabeth	BA	Communication	Senior
<input checked="" type="checkbox"/> 06400000	Collins, Jaime Callan	BA	Art History	Junior

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.

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

Student ID: First Name: Last Name:

Degree: Bachelor of Arts
Classification: All Classification Codes
Major: All Major Codes
Minor: All Minor Codes
Concentration: All Concentration Codes
Program: All Program Codes

Search **Clear** **Remove**

Chosen Repeatable Search Criteria
 MAJOR: Art History

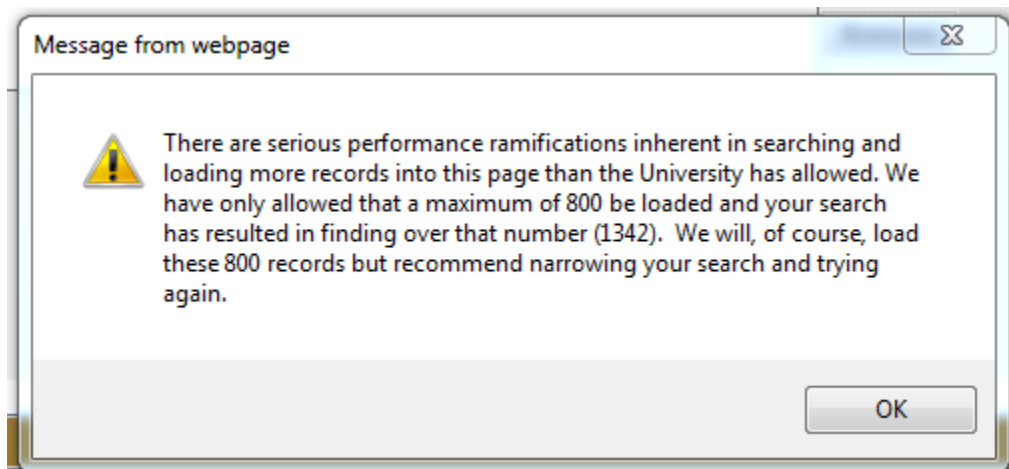
Students Found: 24

ID	Name ▲	Degree	Major	Classification
<input checked="" type="checkbox"/> 06000000	All, Kim Emily	BA	Art History	Senior
<input checked="" type="checkbox"/> 06300000	Barie, Abigail Elizabeth	BA	Communication	Senior
<input checked="" type="checkbox"/> 06400000	Collins, Jaime Callan	BA	Art History	Junior

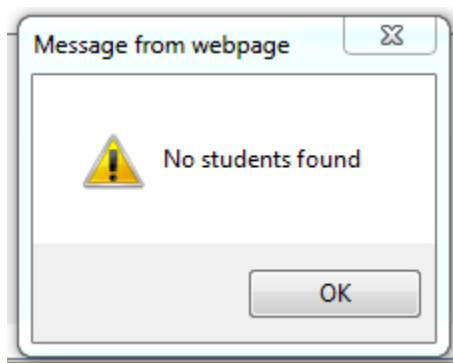
OK Cancel Check All Uncheck All

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.



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.



Search for Student(s) by Using Name

(For Administrators and Advisors)

Administrators and Advisors can search for student(s)/advisee through the Name drop-down menu. This drop-down menu is located on the audit toolbar.

The screenshot shows the DegreeWorks interface for Wake Forest University. The top navigation bar includes "Back to WIN", "Find", "Student ID", "Name", "Degree", "Major", "Classification", "Last Audit", and "Last Refresh". The "Name" drop-down menu is highlighted with a red box and shows "Johnson, Jane Michelle". Below the navigation bar, there are tabs for "Worksheets", "Notes", "Exceptions", "GPA Calc", and "Admin". The "Worksheets" tab is active, showing a "Format:" dropdown set to "Student View" and buttons for "View", "Save as PDF", and "Process New". The main content area displays a "Student View" for "A0000E4M as of 08/17/2015 at 00:07". The student information table includes fields for Student, ID, Gender, Classification, Advisors, Cumulative GPA, Hours Completed, Alternate PIN, and Admit Term. The student's name is "Johnson, Jane Michelle".

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, Moma 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

At any time, users can click on the drop down menu to select another student from a list of students to view their audit.

OR

Use the arrow above the drop down menu to search for the student.

This screenshot is a close-up of the "Name" drop-down menu in the DegreeWorks interface. The menu is open, showing a list of student names: "Johnson, Jane Michelle", "Miller, Thomas James", "Pearson, William Ray", "Roberts, Julia Eda", "Thomas, Reily Ann", and "Williams, Emily". The "Johnson, Jane Michelle" option is currently selected. A red box highlights the search arrow icon above the menu.

This screenshot is another close-up of the "Name" drop-down menu in the DegreeWorks interface. The menu is open, showing a list of student names: "Johnson, Jane Michelle", "Miller, Thomas James", "Pearson, William Ray", "Roberts, Julia Eda", "Thomas, Reily Ann", and "Williams, Emily". The "Johnson, Jane Michelle" option is currently selected. A red box highlights the search arrow icon above the menu.

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

Find 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 (circled) | Notes | Exceptions | GPA Calc | Admin

Format: Student View | View | Save as PDF | Process New | 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 | 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.

WAKE FOREST UNIVERSITY

Back to WIN | FAQ | Print

Find 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 | Notes | Exceptions | GPA Calc | Admin

Format: **Student View** | View | Save as PDF | Process New | Class History

What If | 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 A0000000L 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
	HES 101	Exercise for Health	A	1	Fall 2014

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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.

The screenshot shows the DegreeWorks Registrar Report interface. At the top, the Wake Forest University logo is visible. Below it, a navigation bar includes links like 'Back to WIN', 'FAQ', and 'Print'. A search bar contains the student ID '06000000' and the name 'Johnson, Jane Michelle'. The degree is listed as 'BA' and the major as 'Art History'. The classification is 'Senior'. The last audit was performed 'Today' at '11:02 am'. The 'Registrar Report' is selected in the 'Worksheets' dropdown menu. The main content area displays a table of student information, including Student ID, Name, Level, Degree, College, Majors, Advisors, Cumulative GPA, Hours Completed, Alternate PIN, and Admit Term. Below the table, a section titled 'Bachelor of Arts' shows the catalog year (2012-2013), GPA (3.800), and hours required (120). It also lists requirements such as 'Minimum 2.0 Cumulative GPA', '60 Hours in Residence at WFU', and 'Minimum Hours Required to Complete Degree'. A 'Still Needed' section indicates that 113 total hours are currently applied, with 120 hours required. The bottom of the page shows the 'Core: Basic Requirements (2012-2013)' and the 'Catalog Year: 2012-2013' with a GPA of 3.625.

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

Requirement	Status	Details
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
Block Qualifiers:		MIN GPA 2 MinCredits 60 in @ (With DWRESIDENT = Y) MaxCredits 60 in @ (With DWTRANSFER = Y) MaxCredits 30 in @ (With DWTRANSFER = Y AND WTERM > 201280 AND) MaxCredits 12 in MUS 111:121, 128, 129, DCE 128, HES 1@ 120 Hours
Blocks included in this block		Core: Basic Requirements (2012-2013) Core: Divisional Requirements (2012-2013) Cultural Diversity Requirement 12-13 Quantitative Reasoning Requirement 12-13 Art History Major (2011-2014) History Major 13-15
Core: Basic Requirements (2012-2013)	✓	

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

Back to WIN | FAQ | Print

Find 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 | Notes | Exceptions | GPA Calc | Admin

Worksheets | **Graduation Checklist** | View | Save as PDF | Process New | Class History

History | What If | Look Ahead | Legend

☒ Complete
☒ Complete except for classes in-progress
☒ Nearly Complete - see Advisor
☐ Not Complete
☐ Transfer Class
☐ Any course number

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

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

Blocks included in this block:
 Core: Basic Requirements (2012-2013)
 Core: Divisional Requirements (2012-2013)
 Cultural Diversity Requirement 12-13
 Quantitative Reasoning Requirement 12-13
 Art History Major (2011-2014)
 History Major 13-15

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

☒ Select One 200-Level Language Course FRH 212
☒ Select First-Year Seminar FYS 100

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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.

WAKE FOREST UNIVERSITY

Back to WIN | FAQ | Print

Find 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 | Notes | Exceptions | GPA Calc | Admin

Worksheets | **Registration Checklist** | View | Save as PDF | Process New | Class History

History | What If | Look Ahead | Legend

☒ Complete
☒ Complete except for classes in-progress
☒ Nearly Complete - see Advisor
☐ Not Complete
☐ Transfer Class
☐ Any course number

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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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.

WAKE FOREST UNIVERSITY

Back to WIN FAQ Print

Find	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 | Notes | Exceptions | GPA Calc | Admin

Format: **Diagnostics Report** [View] [Save as PDF] [Process New] Class History

Diagnostics Report

Student 06000000
Audit A0000E4M
Date/Time 08/17/2012 at 00:07
Degree Works Release 4.1.4
Version dap14hnd.c#35 [Auditor_Service_Pack_1]
Percent Done 92%
Degree Works calculated GPA 3.800
Student System GPA 3.800

Block Title	Complete	Block ID	Type = Value	GPA	Classes Applied	Credits Applied
<input type="checkbox"/> Bachelor of Arts Secondary tags: (school=UG)	92%	RA000002	DEGREE = BA	3.800	41	113
<input checked="" type="checkbox"/> Core: Basic Requirements (2012-2013) Secondary tags: (school=UG)	100%	RA000564	OTHER = BASICREQ	3.625	5	12
<input type="checkbox"/> Core: Divisional Requirements (2012-2013) Secondary tags: (school=UG)	97%	RA000565	OTHER = CORE	3.667	7	22
<input checked="" type="checkbox"/> Cultural Diversity Requirement 12-13 Secondary tags: (school=UG)	100%	RA000567	OTHER = CD	0	1	3
<input checked="" type="checkbox"/> Quantitative Reasoning Requirement 12-13 Secondary tags: (school=UG)	0%	RA000569	OTHER = QR	0	0	0
<input type="checkbox"/> Art History Major (2011-2014) Secondary tags: (school=UG)	40%	RA000509	MAJOR = ARTH	3.937	8	25
<input checked="" type="checkbox"/> History Major 13-15 Secondary tags: (school=UG)	98%	RA000377	MAJOR = HST	3.927	9	28

Class Information section

ANT 114, ART 103, ART 105, ART 111, ART 203, ART 259, ART 273, ART 282, ART 286, ART 394, ART 396M, ENG 111, ENG 175, FYS 100, HES 100, HES 101, HST 102, HST 103, HST 230, HST 255, HST 310, HST 358, HST 367, HST 388, HST 390, HST 395, LAT 111, LAT 112, LAT 153, LAT 211, MTH 112, MUS 113, MUS 113, MUS 113, MUS 113, MUS 113, PHY 109, PSY 151, REL 101, SOC 155

Section Links

Fall-Through¹² / Over-the-limit⁰ / Insufficient⁰ / In-progress⁴ / Degree information / Exceptions⁰ / Block Sharing / Class Chronology / Flags / Appendices

Block	■ Bachelor of Arts - 92% RA000002 DEGREE = BA MinGPA 2 Qualifier original fits: HES 100; HES 101; MUS 113; MUS 113; MUS 113; MUS 113; MUS 113; MUS 113; Label-Minimum 2.0 Cumulative GPA	2000 to 9999	GPA 3.800
		Classes applied: 41	Credits applied: 113

MinCredits 60 in @ @ (With DWRESIDENT = Y) Qualifier original fits: ANT 114; ART 103; ART 105; ART 111; ART 203; ART 259; ART 273; ART 282; ART 286; ART 394; ART 396M; ENG 175; FYS 100; HES 100; HES 101; HST 102; HST 103; HST 230; HST 255; HST 310; HST 358; HST 367; HST 388; HST 390; HST 395; LAT 111; LAT 112; LAT 153; LAT 211; MTH 112; MUS 113; MUS 113; MUS 113; MUS 113; MUS 113; PHY 109; PSY 151; REL 101; SOC 155

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

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

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

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 (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
					GPA:	3.625
 BASIC REQUIREMENTS						
 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	
	Satisfied by		ENG111 - Writing Seminar - Advanced Placement Credit			
 Select HES 100	HES 100	Lifestyles and Health	A	1	Spring 2013	
 Select HES 101 or HES 112	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
--------------------------	-------------------------	--	----	---	-------------

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-Notch 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:	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:
----------------------------	-----------------------

- **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:
---------------------------------	-----------------------

- **Cultural Diversity Requirement** - The cultural diversity requirements are applied to all students in the college (undergraduate only).

■ Cultural Diversity Requirement	Catalog Year: GPA:
----------------------------------	-----------------------

- **Qualitative Reasoning Requirement** - The qualitative reasoning requirements are applied to all students in the college (undergraduate only).

■ Quantitative Reasoning Requirement	Catalog Year: GPA:
--------------------------------------	-----------------------

- **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:
---------------	-----------------------	-----------------------------------

- **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:
---------------	-----------------------	-----------------------------------

- **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:
----------------------	-----------------------	-----------------------------------

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:
-------------------	----------------	------------------

- **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:
--------------	----------------	------------------

- **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:
-------------	----------------	------------------

- **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
---------	------------------------

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
----------	---------------------------------------

History

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 semester to see how courses are/were being applied to the requirements.

WAKE FOREST UNIVERSITY

Back to WIN FAQ Print

Find 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 Notes Exceptions GPA Calc Admin

Worksheets Format: Student View Historic Report: 08/20/2015 11:02 UG/000000 View Delete Save as PDF

History What If Look Ahead

History - Introduction Page

Choose a report format and an historic report and click View.

Legend

- ☒ 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

1. To run a history audit, click on **History** on the left-hand column.

The screenshot shows the Wake Forest University DegreeWorks interface. At the top, there is a header with the university logo and navigation links like 'Back to WIN', 'FAQ', and 'Print'. Below this is a search bar with fields for 'Find', 'Student ID', 'Name', 'Degree', 'Major', 'Classification', 'Last Audit', and 'Last Refresh'. The 'Student ID' field contains '06000000' and the 'Name' field contains 'Johnson, Jane Michelle'. The 'Degree' is 'BA' and the 'Major' is 'Art History'. The 'Classification' is 'Senior'. The 'Last Audit' is 'Today' and the 'Last Refresh' is 'Today at 11:02 am'. Below the search bar is a sidebar with a list of options: 'Worksheets', 'History', 'What If', 'Look Ahead', 'Legend', and 'Complete'. The 'History' option is highlighted with a red box. A red arrow points from the 'History' option in the sidebar to a larger screenshot below. The main content area shows the 'History - Introduction Page' with a message: 'Choose a report format and an historic report and click View.'

This is a close-up screenshot of the left-hand column of the DegreeWorks interface. It shows a list of options: 'Worksheets', 'History', 'What If', 'Look Ahead', and 'Legend'. The 'History' option is circled in red, indicating it is the correct choice for running a history audit.

2. Select a **Format Type** to which you would like to view the history audit.

3. Then select a **Historic Report Date** if applicable.

4. Click on **View** to view the History Audit.

Click on **Delete** to delete the History Audit.

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

The screenshot shows the DegreeWorks interface for a student named Johnson, Jane Michelle. The 'Format' dropdown is set to 'Student View' and the 'Historic Report' dropdown is set to '08/20/2015 11:02 UG/000000'. The 'View', 'Delete', and 'Save as PDF' buttons are circled in red. Below the buttons, the text 'History - Introduction Page' is displayed.

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

The screenshot shows the DegreeWorks interface for a student named Johnson, Jane Michelle. The 'Format' dropdown is set to 'Graduation Checklist' and the 'Historic Report' dropdown is set to '08/20/2015 11:02 UG/000000'. The 'View', 'Delete', and 'Save as PDF' buttons are circled in red. Below the buttons, the text 'History - Introduction Page' is displayed.

Graduation Checklist		DegreeWorks	
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, Moma 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

Blocks included in this block
Core: Basic Requirements (2012-2013)
Core: Divisional Requirements (2012-2013)
Cultural Diversity Requirement 12-13

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**

Find Student ID: 06000000 | Name: Johnson, Jane Michelle | Degree: BA | Major: Art History | Classification: Senior | Last Audit: 08/19/2015 | Last Refresh: Today at 9:46 am

Worksheets | Notes | Exceptions | GPA Calc | Admin

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

What If | Look Ahead | Legend

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

Select your primary area of study

Catalog Year: 2011-2012

Program: (pick a Program) | Major: (pick a Major)

Level: (pick a Level) | Concentration: (pick a Concentration)

Degree: (pick a Degree) | Minor: (pick a Minor)

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

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

Courses you are considering: [List Box] | 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 (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). Below this is the 'Select your additional areas of study' section, which includes dropdowns for Program, Major, Concentration, and Minor, and a 'Chosen Areas of study' list. At the bottom is the 'Choose Your Future Classes' section with input fields for Subject and Number, and an 'Add Course' button. A red arrow points from the 'Select your primary area of study' section to a zoomed-in view below.

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 highlighted with red ovals.

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 Wake Forest University. The top navigation bar includes links for Back to WIN, FAQ, and Print. The main content area is divided into several sections. The 'Select your primary area of study' section includes dropdowns for Catalog Year, Program, Level, Degree, Major, Concentration, and Minor. Below this is the 'Select your additional areas of study' section, which is highlighted with a red box. It contains dropdowns for Program for additional areas, Major, Concentration, and Minor, along with 'Add' and 'Remove' buttons. A 'Chosen Areas of study' list is also present. Below the red box is the 'Choose Your Future Classes' section, which includes a search bar and an 'Add Course' button. A red arrow points from the 'Add' button in the 'Select your additional areas of study' section to the 'Add Course' button in the 'Choose Your Future Classes' section.

This is a close-up view of the 'Select your additional areas of study' section. It shows four dropdown menus: 'Program for additional areas', 'Major', 'Concentration', and 'Minor'. Each dropdown menu has a red circle around it. To the right of these dropdowns are 'Add' and 'Remove' buttons, also circled in red. A 'Chosen Areas of study' list is visible on the right side of the section.

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' section of the DegreeWorks system. The 'Choose Your Future Classes' section is highlighted with a red box. It contains input fields for 'Subject' and 'Number', an 'Add Course' button, and a list of 'Courses you are considering' with a 'Remove Course' button. A red arrow points from the 'Add Course' button to a zoomed-in view of the section below.

This is a zoomed-in view of the 'Choose Your Future Classes' section. The 'Subject' and 'Number' input fields are highlighted with a red box. The 'Add Course' button is circled in red. The 'Courses you are considering' list shows 'CHM 111' and the 'Remove Course' button is also 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. A search bar contains 'Student ID' 06000000, 'Name' Johnson, Jane Michelle, 'Degree' BA, 'Major' Art History, 'Classification' Senior, and 'Last A' 08/19. Below the search bar are tabs for 'Worksheets', 'Notes', 'Exceptions', 'GPA Calc', and 'Admin'. The 'Worksheets' tab is active, showing a 'Format:' dropdown set to 'Student View'. To the right of the dropdown are two buttons: 'Process What-If' (circled in red) and 'Save as PDF'. Below the tabs is a section titled 'Select your primary area of study' with dropdown menus for 'Catalog Year' (2011-2012), 'Program' (pick a Program), 'Level' (pick a Level), and 'Degree' (pick a Degree). On the left side, there is a 'What If' section with a 'Look Ahead' legend showing 'Complete' (checked) and 'Complete except for classes in-' (unchecked).

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 interface elements. The 'Save as PDF' button, located to the right of the 'Process What-If' button, is now circled in red.

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.

The screenshot displays the DegreeWorks interface for a student named Jane Michelle Johnson. The top navigation bar includes links for 'Back to WIN', 'FAQ', and 'Print'. The main content area shows a 'Student View' for student ID 06000000, with fields for Name, Degree (BA), Major (Art History), Classification (Senior), Last Audit (Today), and Last Refresh (Today at 9:15 am). Below this, there are tabs for 'Worksheets', 'Notes', 'Exceptions', 'GPA Calc', and 'Admin'. The 'Worksheets' tab is active, showing a 'What If History' section with a 'Look Ahead' button. The 'What If History' section displays a table of academic data, including Student ID, Name, Level, Degree, College, Majors, Advisors, Cumulative GPA, Hours Completed, Alternate PIN, and Expected Grad Date. Below the table, there are sections for 'Bachelor of Arts' requirements, including 'Minimum 2.0 Cumulative GPA', '60 Hours in Residence at WFU', and 'Minimum Hours Required to Complete Degree'. The 'Core: Basic Requirements (2012-2013)' section is also visible, showing 'BASIC REQUIREMENTS'.

How to Run a What-If History Audit

1. To run a What-If History audit, click on **What-If History** on the left-hand column.

This screenshot shows the same DegreeWorks interface as the previous one, but with a red box highlighting the 'What If History' button in the left-hand column. The button is located under the 'Look Ahead' section and is labeled 'What If History' with a right-pointing arrow. A red arrow points from this button to a zoomed-in view of the button below.

This is a zoomed-in view of the 'What If History' button. The button is labeled 'What If History' in blue text with a right-pointing arrow. It is surrounded by other buttons like 'Worksheets', 'Look Ahead', and 'Legend'. A red circle highlights the 'What If History' button.

2. Select a **Format Type** to which you would like to view the What-If History audit.

3. 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.

WAKE FOREST UNIVERSITY

Back to WIN

Find 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

Notes Exceptions GPA Calc Admin

Format: Student View Historic Report: 08/20/2015 11:02 UG/000000 View Save as PDF

What If History

Look Ahead

Legend

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

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Notes Exceptions GPA Calc Admin

Format: Student View Historic Report: 08/20/2015 11:02 UG/000000 View Save as PDF

WAKE FOREST UNIVERSITY

Back to WIN

Find 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

Notes Exceptions GPA Calc Admin

Format: Graduation Checklist Historic Report: 08/20/2015 11:02 UG/000000 View Delete Save as PDF

What If

Look Ahead

Legend

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

Save Save this audit with this new description

DegreeWorks

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, Moma 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

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

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

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

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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 UNIVERSITY

Back to WIN | FAQ | Print

Find 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 | Notes | Exceptions | GPA Calc | Admin

Format: Student View | Process New

Look Ahead

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

Enter a course and click Add Course

Subject: Number:

Add Course

Courses you are considering

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**.

Worksheets | History | What If | Look Ahead

Format: Student View | Process New

Look Ahead

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

Enter a course and click Add Course

Subject: Number:

Add Course

Courses you are considering

Remove Course

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

The screenshot shows the 'Look Ahead' worksheet interface. On the left is a sidebar with a 'Legend' section containing icons and labels for 'Complete', 'Complete except for classes in-progress', 'Nearly Complete - see Advisor', 'Not Complete', '(T) Transfer Class', and '@ Any course number'. The main area has a 'Format:' dropdown set to 'Student View' and a 'Process New' button. Below this is a 'Look Ahead' section with instructions: '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.' The form includes input fields for 'Subject' and 'Number', an 'Add Course' button, and a list area titled 'Courses you are considering'. At the bottom of this list area, a 'Remove Course' button is circled in red.

- 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 identical to the one above, showing the 'Look Ahead' worksheet. However, in this image, the 'Process New' button in the top right corner is circled in red, indicating the step to execute the audit.

Notes

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.

The screenshot displays the DegreeWorks interface for Wake Forest University. At the top, the university's logo and name are visible. Below this, a navigation bar includes links for 'Back to WIN', 'FAQ', and 'Print'. A search bar is present with fields for 'Student ID' (06395703), 'Name' (Heine, Bennett Vieira), 'Degree' (BA), 'Major' (Spanish), 'Classification' (Senior), 'Last Audit' (08/19/2015), and 'Last Refresh' (Today at 9:46 am). A 'Find' button is located to the left of the search fields. Below the navigation bar, a tabbed interface shows 'Worksheets', 'Notes' (selected), 'Exceptions', 'GPA Calc', and 'Admin'. The 'Notes' tab is active, displaying a 'View Notes' button with a right-pointing arrow. Below this, there are three buttons: 'Add Note', 'Modify Notes', and 'Delete Notes'. A table header for 'View Notes' is shown, with columns for 'Note Text', 'Created By', and 'Create Date'. The table body is currently empty. At the bottom of the interface, a copyright notice reads: 'Copyright 1995 - 2014 Ellucian Company L.P. and its affiliates.'

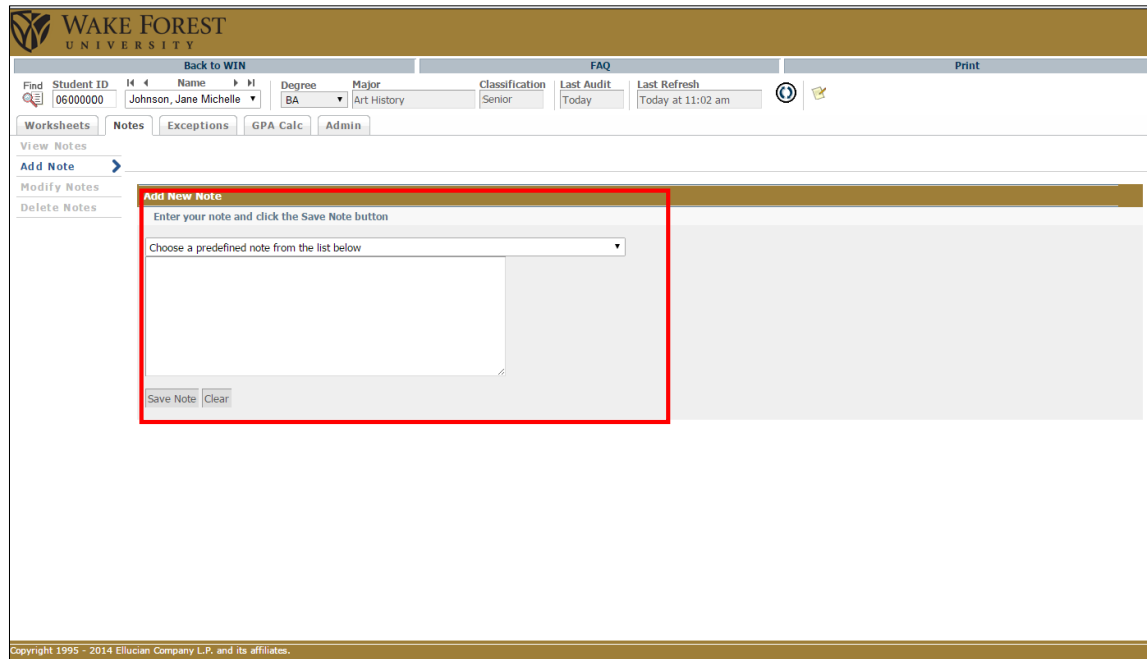
Add Notes

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

The screenshot shows the DegreeWorks interface for Wake Forest University. At the top, there is a header with the university logo and navigation links like 'Back to WIN', 'FAQ', and 'Print'. Below this is a search bar with 'Student ID' and 'Name' fields. A table displays student information: 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 sidebar on the left contains buttons for 'Worksheets', 'Notes', 'Exceptions', 'GPA Calc', and 'Admin'. The 'Notes' button is highlighted with a red box. Below the sidebar, there are links for 'View Notes', 'Add Note', 'Modify Notes', and 'Delete Notes'. The main area shows a table with columns for 'Note Text', 'Created By', and 'Create Date'.

This is a close-up screenshot of the 'Add Note' button in the DegreeWorks interface. The button is highlighted with a red circle. The interface shows the 'Find' section with 'Student ID' and 'Name' fields. Below the search bar, there are buttons for 'Worksheets' and 'Notes'. The 'Notes' button is selected, and a dropdown menu is visible with options: 'View Notes', 'Add Note', 'Modify Notes', and 'Delete Notes'. The 'Add Note' option is circled in red.

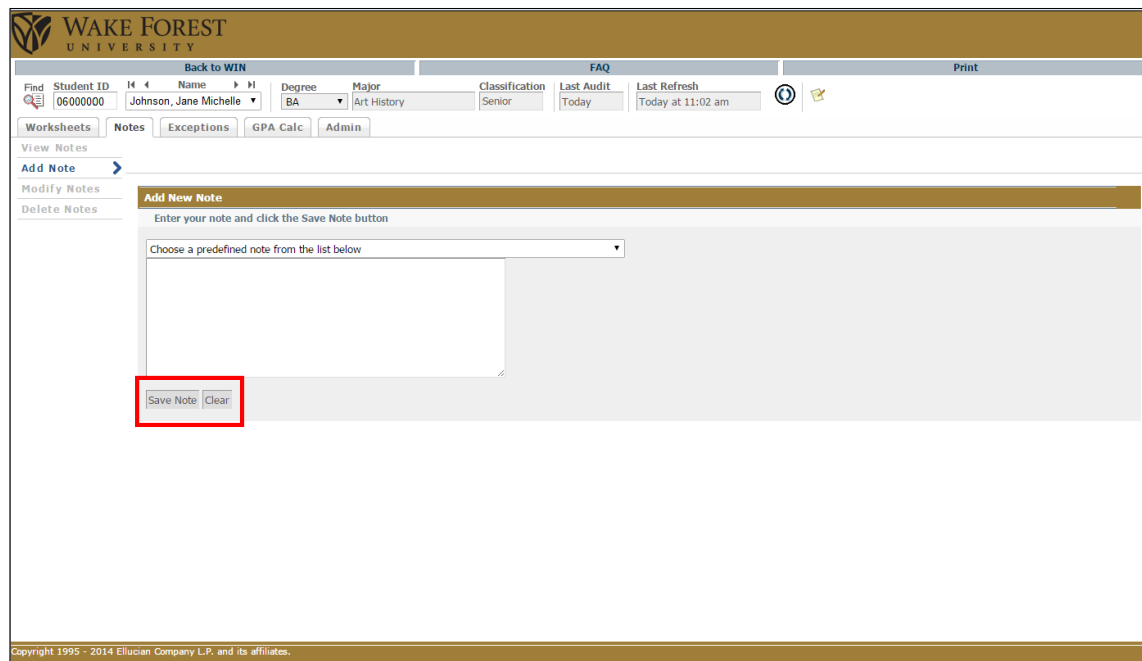
2. Users will be given an option to use the Pre-defined Notes and/or free type the note in the text space.



The screenshot shows the 'Add New Note' dialog box in the DegreeWorks system. The dialog box is titled 'Add New Note' and contains the instruction 'Enter your note and click the Save Note button'. Below this instruction is a dropdown menu with the text 'Choose a predefined note from the list below'. Under the dropdown menu is a large text area for free typing. At the bottom of the dialog box are two buttons: 'Save Note' and 'Clear'. The background of the screenshot shows the DegreeWorks interface with the 'Notes' tab selected.

3. If for whatever reason users need to clear the note, there is a Clear button.

Once the note is finished, click Save Note.



This screenshot is identical to the one above, showing the 'Add New Note' dialog box. In this version, the 'Save Note' and 'Clear' buttons at the bottom of the dialog box are highlighted with a red border, emphasizing the option to clear the note.

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.

The screenshot shows the 'Add Note' confirmation screen in the DegreeWorks interface. At the top, the Wake Forest University logo is visible. Below it, there are navigation links: 'Back to WIN', 'FAQ', and 'Print'. A search bar is present with the following fields: 'Find', '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). Below the search bar, there are tabs: 'Worksheets', 'Notes', 'Exceptions', 'GPA Calc', and 'Admin'. The 'Notes' tab is selected. On the left, there are links: 'View Notes', 'Add Note', 'Modify Notes', and 'Delete Notes'. The main content area displays a confirmation message: 'Your note was added successfully.' Below this, a message states: 'You may run a new audit to get your note changes incorporated into the latest audit for the student.' At the bottom of this section, there is a button labeled 'Run New Audit'. The footer contains the text: 'Copyright 1995 - 2014 Ellucian Company L.P. and its affiliates.'

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.

The screenshot shows the 'View Notes' screen in the DegreeWorks interface. The top navigation and search bar are identical to the previous screenshot. The 'Notes' tab is selected. On the left, the 'View Notes' link is highlighted. The main content area displays a table with the following columns: 'Note Text', 'Created By', and 'Create Date'. The table contains one row of data: 'Student and advisor discussed student's career plans.', 'Nguyen, Minh-Trang T', and '08/20/2015'. The footer contains the text: 'Copyright 1995 - 2014 Ellucian Company L.P. and its affiliates.'

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.

The screenshot shows the 'Modify Notes' page in the DegreeWorks system. At the top, the Wake Forest University logo is on the left, and navigation links for 'Back to WIN', 'FAQ', and 'Print' are on the right. Below the logo is a search bar with 'Find' and a magnifying glass icon. The main header area contains fields for 'Student ID' (06000000), 'Name' (Johnson, Jane Michelle), 'Degree' (BA), 'Major' (Art History), 'Classification' (Senior), 'Last Audit' (08/19/2015), and 'Last Refresh' (Today at 9:46 am). Below these fields are tabs for 'Worksheets', 'Notes', 'Exceptions', 'GPA Calc', and 'Admin'. The 'Notes' tab is selected, and the 'Modify Notes' sub-tab is active. A table displays a single note with the text 'Student and advisor discussed student's career plans.' The note was created by 'Nguyen, Minh-Trang T' on '08/20/2015'. The footer of the page reads 'Copyright 1995 - 2014 Ellucian Company L.P. and its affiliates.'

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.

The screenshot shows the 'Delete Notes' page in the DegreeWorks system. The layout is identical to the 'Modify Notes' page, with the same header, search bar, and navigation tabs. However, the 'Delete Notes' sub-tab is active under the 'Notes' tab. The table displays the same note: 'Student and advisor discussed student's career plans.' by 'Nguyen, Minh-Trang T' on '08/20/2015'. The footer remains 'Copyright 1995 - 2014 Ellucian Company L.P. and its affiliates.'

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 degree@wfu.edu and someone will reply 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

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

Find Student ID Name Degree Major Classification Last A

06000000 Johnson, Jane Michelle BA Art History Senior Today

Worksheets Notes Exceptions GPA Calc Admin

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.

The screenshot shows the Wake Forest University DegreeWorks interface. At the top is the Wake Forest University logo and name. Below it is a navigation bar with a "Back to WIN" link and several tabs: "Worksheets", "Notes", "Exceptions", "GPA Calc", and "Admin". The "GPA Calc" tab is selected. The main area is titled "Advice Calculator" and contains a table with three rows: "Current GPA" with a value of 3.800, "Graded hours Completed" with a value of 7, and "Desired GPA" which is currently empty. A red box highlights this table. Below the table is a "Calculate" button, also highlighted with a red oval. On the left side of the interface, there are links for "Graduation Calculator", "Term Calculator", and "Advice Calculator" (which is highlighted with a blue arrow).

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

Worksheets Notes Exceptions GPA Calc Admin

Graduation Calculator

Term Calculator

Advice Calculator ➔

Current GPA	3.800
Graded hours Completed	7
Desired GPA	

Calculate

Admin

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.