DEGREE WORKS TRAINING GUIDE

- **How to Log in**
  - Log in to myUSI
  - Click on the mortar board icon on the left OR
  - Select Self-Service; go to Faculty and Advisors; Student Information; Degree Works
- **How to search for a student**
  - Enter the Banner ID of the student (if you have it)   OR
  - Click on the FIND button
    - You can search by any of the criteria listed (Name, Major, etc.)
    - You can select multiple criteria, but only students who meet ALL criteria will be selected.
    - Click on the SEARCH button.
    - All students meeting the criteria will load into Degree Works.
- **How to email a student** - In Audit View, click on the student's name.
- **PROCESS NEW** - Use PROCESS NEW after entering an exception or note.
- **DEGREE AUDIT**
  - **Student View - VIEW**
    - **Student Block**
      - Shows information about the student, including overall (cumulative) GPA from Banner, major, minor, concentration, academic standing, student attributes, holds, etc.
      - Degree Progress Bar – graphical representation of progress toward degree completion
    - **Degree Block**
      - Shows requirements for the degree (Bachelor of Science, Bachelor of Arts, Associate of Science)
      - Shows bulletin term, credits applied, upper-level coursework, minimum requirements for graduation; includes proxy text for the student
      - Shows additional blocks 'called in' for the audit. (NOTE: currently the only major blocks available are for the fall 2013 bulletin)
    - **University Core Curriculum Block**
      - Shows all categories of the current UCC; the Core 39 block will be inserted into programs for the fall 2014 bulletin
        - Satisfied requirements: A green check will appear on the left
        - In Progress requirements: A blue tilde will appear on the left
        - Unmet requirements: An empty checkbox will appear on the left
        - Courses that may be used to satisfy a particular requirement will be listed
        - Each requirement is hyperlinked to the course description and current offerings available for registration.
    - **Major Block** - Same as above
    - **Minor Block –** Same as above
    - **Concentration Block** – Same as above

- **General Electives Block**
  - Shows coursework that is not applied to a specific area of the degree
  - Hours DO count toward graduation
- **Insufficient Block**
  - Shows coursework with grades below the minimum required grade
  - Shows withdrawn coursework
- **In Progress Block** – Shows all currently enrolled coursework
- **Not Counted Block**
  - Shows developmental coursework
  - Shows transfer work from 2-year institutions in excess of 60 hours
  - **Registration Checklist** – View
    - Shows what is left to complete
    - Students can view this checklist
  - **Graduation Checklist** - View
    - Quick view of student progress
    - Students can view this checklist
- **Save as PDF**
  - May be saved to the PC or printed
  - Not saved on the server
- **Notes** – Tab or Icon
  - Advisor may post notes to be included with the student audit
  - Notes are viewable by the student
  - Prepopulated and free-form
  - Notes cannot be deleted or modified once saved; part of student educational record
- **Class History**
  - Shows all courses taken
  - Not an official transcript
- **WHAT IF audit**
  - Shows how current coursework will apply if student decides to change his/her program
  - Does not affect the student's status in Banner; student must submit a Change of Academic Program form to officially change major, minor, concentration, bulletin
- **LOOK AHEAD audit**
  - Allows student to add specific courses to see how they will affect the current program
  - Does not register students for classes
- **GPA Calculator**
  - Allows students to determine how many hours/what grades are needed to reach a specific GPA
  - Does not factor in excluded grades for repeated classes
- **EXCEPTIONS**
  - College-approved users only for major requirements (not university requirements)
  - Additional training will be available
- **FAQs –** Tab and through the Office of the Registrar website at www.usi.edu/registrar
- **HELP –** Send an email to the Office of the Registrar