Degree Works Help and FAQ

To find a student:

Enter the Student ID and press the enter key.

Or

Click the Find Icon

Then enter the Student ID or First Name or Last Name then click Search
• **Worksheets**
  o **Worksheets**
    - Displays student academic information such as advisor, major, and cumulative institutional GPA.
    - Provides a breakdown of the requirements for your degree, and identifies how the classes you’ve taken apply to your program. Additionally, the worksheet shows classes that must still be taken, and there is a legend at the bottom of the form that identifies the icon codes next to each course or area of the program.
      * Select the “Worksheets” tab from the DegreeWorks menu.
      * Select “Worksheets” from the list on the left side of the page.
      * **NOTE: If you notice any information on this worksheet that you believe is incorrect please contact your dean’s office right away!**
      * Clicking on the “Academic History” link at the top of the “Worksheets” view will open a new window with an historical listing of classes taken.
• GPA Calc
  o Graduation Calculator
    • Select the “GPA Calc” tab from the DegreeWorks menu.
    • Select “Graduation Calculator” from the list on the left side of the page.
    • Your current GPA will auto-fill, however, the calculator allows you to make changes and enter a hypothetical “Current GPA”.
    • Enter your total number of credits remaining toward your degree.
    • Enter the total number of credits required for your degree.
    • Enter your Desired GPA.
    • Click Calculate. The calculator will provide you with the GPA that you must average over the remaining credits in order to achieve the desired GPA.
    • Note: If the average GPA that you must maintain exceeds 4.00, you will receive an error message.
    • Click “Recalculate” to change the criteria.
  o Term Calculator
    • Select the “GPA Calc” tab from the DegreeWorks menu.
    • Select the “Term Calculator” from the list on the left side of the page.
    • Enter Class name, (e.g. CMP 120, MSD 400). This field is optional. Maximum of 8 classes allowed.
    • Enter number of credits, (mandatory field). Maximum of 8 credits allowed.
    • Select grade for class from drop-down menu, (mandatory field).
    • Click “Calculate” to view calculated GPA based on the grades provided, (“Current GPA” and “Credits Earned So Far” are auto-filled. however, the calculator allows you to make changes and enter a hypothetical “Current GPA” and “Credits Earned So Far”).
    • Click “Recalculate” to change the criteria.
  o Advice Calculator
    • Select the “GPA Calc” tab from the DegreeWorks menu.
    • Select the “Advice Calculator” from the list on the left side of the page.
    • “Current GPA” and “Credits Earned” fields are auto-filled by DegreeWorks; however, the calculator allows you to make changes and enter a hypothetical “Current GPA” and “Credits Earned”.
    • Click “Calculate.”
    • The Advice Calculator returns different scenarios in terms of number of credits and average grade necessary to achieve the desired GPA.
    • Note: Results that would require you to take more than 150 Credits are omitted. You will receive an error message if it is not possible to achieve the desired GPA based on the maximum of 150 additional credits.
    • Click “Recalculate” to change the criteria.
• What-If:
  ▪ Allows students to see how courses already taken would apply to a different major or program.
  • Select the “Worksheets” tab from the DegreeWorks menu.
  • Select “Worksheets” from the list on the left side of the page.
  • Student must select a level, degree, catalog year and at a minimum one major major(s). Minor(s), college and concentration(s) are optional.
  • When finished making appropriate selections, click “Process What-If” on the TOP of the block to generate audit.
• Look Ahead
  ▪ Allows students to enter courses they plan to take in future semesters and process a new program evaluation showing these classes as “Planned” on a new worksheet.
  • Select the “Worksheets” tab from the DegreeWorks menu.
  • Select “Look Ahead” from the list on the left side of the page.
  • Enter the Subject and Number, then click “Add Course”
  • When finished adding classes you plan to take, click “Process New” at the top of the block to generate a new Worksheet.