DEGREEWORKS: KNOW THE REQUIREMENTS FOR YOUR DEGREE

DegreeWorks is an audit and planning tool with two parts:

- **The Worksheet (also referred to as audit):** What courses you have to complete to graduate.
- **The Plan:** When you should take the courses.

A. ACCESSING DEGREEWORKS

1. Log in to DrexelOne.
2. Choose the Academics tab.
3. In the Registration Channel, select the “DegreeWorks Graduation Requirements” link.

B. THE WORKSHEET (AUDIT)

Your DegreeWorks worksheet will open up in a new window. If it does not, please check to be sure your pop-up blockers are off and try again.

Remember: The worksheet is what courses you need to take in order to graduate.

1. At the top of the window, the Student View will display your student information. On the right side of this section, you will see the name and email address of your advisor; you can email your advisor by selecting the email address.
2. Immediately below the Student View is a listing of the courses required for the degree program. Each course has an accompanying box:
   a. Empty boxes represent courses you must still complete.
   b. Boxes filled in blue with a squiggly line indicate courses you are currently enrolled in.
   c. Boxes with a green check mark indicate you have completed the associated course.

By checking DegreeWorks regularly, you will always know what courses you have registered for, what courses you have already completed, and what courses you still need to complete.

C. THE PLAN

Your college has a recommended specific plan for your major, which includes term-by-term requirements so that you progress toward degree and graduate on time.

Remember: The worksheet is the what, the plan is the when.

1. To access the plan, select the Plans tab at the top left of the window.
2. Select the college plan listed.

3. Select **Audit view** from the dropdown menu to the right side of the screen.

4. Make sure the plans you want to view are locked and active. To lock and mark a plan as active, select the **Edit View**, select the **Active** and **Locked** check boxes, and save.

The audit will be viewable on the left side of the screen. It will display courses in progress (IP) as well as options for fulfilling the requirements for any wildcard listed in the plan (see below).

Next to the audit is a term-by-term schedule with all courses and associated comments. @ is a wildcard, which means that there are multiple courses that can fulfill the particular requirement (i.e., @SCIENCE means multiple science courses could be taken to fulfill that requirement). You can view comments by hovering over the text. For more information about a particular course, select the course subject code and number.
D. DEGREEWORKS AND REGISTRATION

You will use your DegreeWorks plan once you start to schedule your own courses. This functionality will be available to first-term freshmen for their second quarter at Drexel.

NOTE: It is very important to work with your advisor to make sure your plan is always up-to-date. Making changes to the order of the courses on the plan might cause you to miss certain classes and delay graduation. The plan will not update itself if your registration deviates from the suggested course sequence.

To access your DegreeWorks plan for registration:

1. Log in via DrexelOne.
2. Choose the Academics tab.
3. In the Registration Channel, under Prepare to Register, select Schedule Ahead.
4. On the registration landing page, select the Schedule Ahead link.
5. Choose the term and select continue.

6. You will see that you have a DegreeWorks plan listed.

Note: It is best to follow your DegreeWorks plan, so it is important to make sure you keep the plan updated. Your advisor is a great resource for when you need help or have questions.

7. To view the DegreeWorks plan, select the Create a New Plan button.

8. Select the DegreeWorks Plans tab in the top navigation, to the right of the Find Classes button.

9. The DegreeWorks Plan has the title of all courses, the subject and course numbers under details, a description for the choice requirements with several options, and a summary of the options. More detail about the options are on the worksheet in DegreeWorks.

It is important to make sure the plan is accurate before you register for courses.

Please note: If you do not see a DegreeWorks plan, you can create a new plan by using DegreeWorks as your guide. Refer back to your degree audit to ensure you are selecting courses that will support your progress to degree.

10. When it is time to register for courses, you will be able to use the functionality on the right side of the screen to view sections offered and to add courses for the term.

More in-depth information about registration is available on the Drexel Central website at drexel.edu/drexelcentral/courses/registration/how_to_register_for_courses.