

DegreeWorks Overview

For Advisors



DREXEL UNIVERSITY

Academic Information & Systems

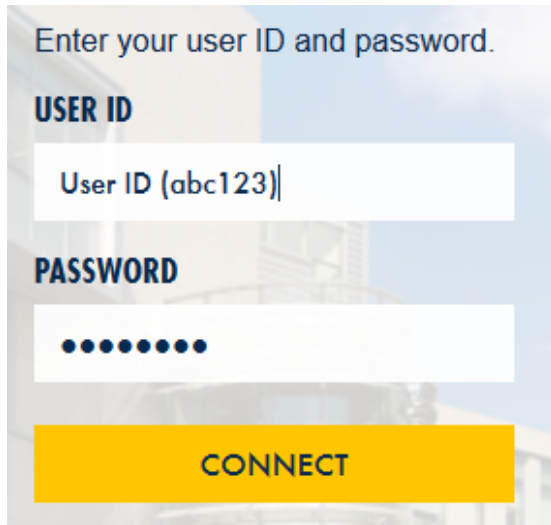
Revised September 2018

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DegreeWorks Log In

Log into DrexelOne: <https://one.drexel.edu>. Enter your user id, password, and click Connect.



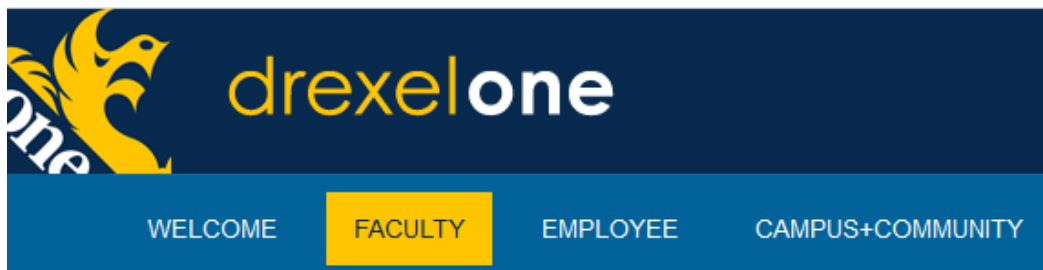
Enter your user ID and password.

USER ID

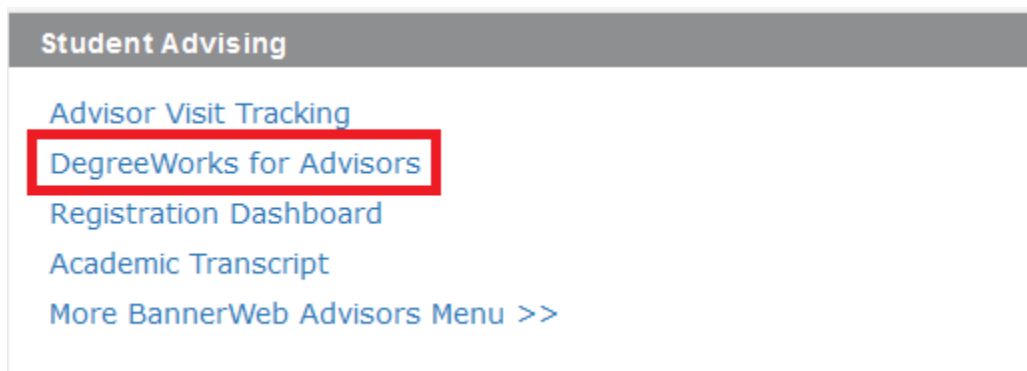
PASSWORD

CONNECT

Click on the Faculty Tab.

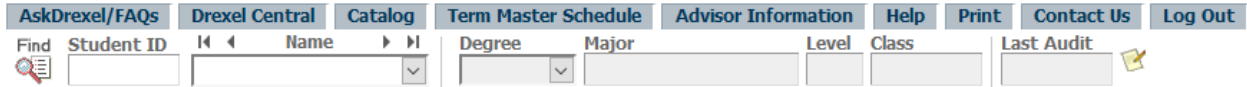


Click on DegreeWorks for Advisors under the Student Advising header.



DegreeWorks Site

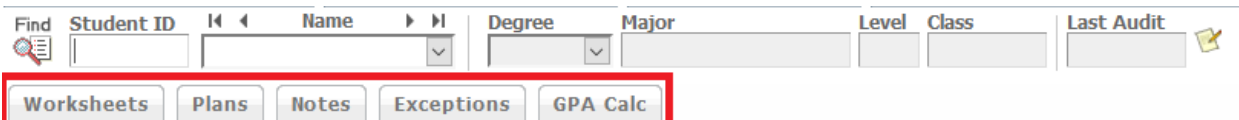
An introductory page will open with links, which provide resources for advisors and students.



AskDrexel/FAQs	Drexel Central	Catalog	Term Master Schedule	Advisor Information	Help	Print	Contact Us	Log Out
Find	Student ID	Name	Degree	Major	Level	Class	Last Audit	

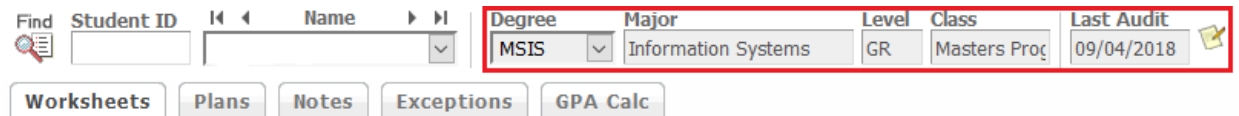
The Help button contains a dialog box that is active when one of the function buttons is activated and contains details about that function, including documentation for using the function. The Contact Us link opens an email to ais_degreworks@drexel.edu for any questions or comments about DegreeWorks. Students and advisors have access to the links.

The function tabs that are visible and active depend on user roles and security classes. Clicking each function tab opens a DegreeWorks page.



Find	Student ID	Name	Degree	Major	Level	Class	Last Audit	
Worksheets	Plans	Notes	Exceptions	GPA Calc				

When you enter the student's University ID number, the Degree, Major, Level, and Class fields will populate with information from Banner.

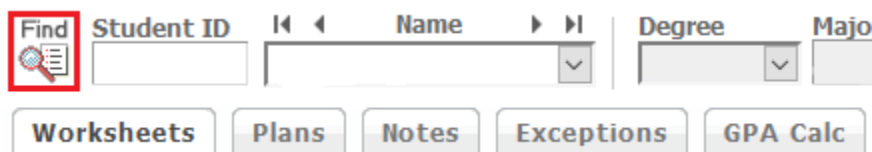


Find	Student ID	Name	Degree	Major	Level	Class	Last Audit	
			MSIS	Information Systems	GR	Masters Prog	09/04/2018	
Worksheets	Plans	Notes	Exceptions	GPA Calc				

You can enter the 8-digit University ID number here but not the name of the student. The name of the student can be entered after clicking the Find button.

Student Search/Find Button

Click the Find button.



Find	Student ID	Name	Degree	Major				
Worksheets	Plans	Notes	Exceptions	GPA Calc				

When you click the Find button, the **Find Students** search window opens. You can search on a student's name for an individual student or search on a variety of other parameters for multiple students. In the name fields, the @ symbol can be used as a wildcard. Recommended criteria to select a population of students are Degree, Academic Year, and Major code, but additional fields can be used to further limit the population of students selected.

The list of students who meet the parameters appears with a Check All (select all) default.

ID	Name ▲	Degree	Major	Level	Class
<input checked="" type="checkbox"/>	0 Brian	BSAE BSCIV	Architectural Engineering Civil Engineering	UG UG	Senior Senior
<input checked="" type="checkbox"/>	8 Carol	BSAE BSCIV	Architectural Engineering Civil Engineering	UG UG	Senior Senior
<input checked="" type="checkbox"/>	8 Jose	BSAE BSCIV	Architectural Engineering Civil Engineering	UG UG	Senior Senior
<input checked="" type="checkbox"/>	5 Justin	BSAE BSCIV	Architectural Engineering Civil Engineering	UG UG	Senior Senior
<input checked="" type="checkbox"/>	0 Kevin	BSAE BSCIV	Architectural Engineering Civil Engineering	UG UG	Senior Senior

Buttons: OK, Cancel, Check All, Uncheck All

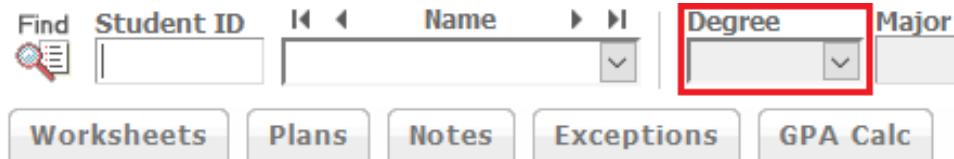
The list of students is sorted by name in descending order as a default. Click OK if you want to select all the students. You can sort the list by clicking on any of the field headers in the **Students Found** window. The red arrow indicates the sort field being applied to the list of students. If you do not want to select all the students, use the Uncheck All button and select only the students you want. When you have your desired population selected, click OK.

The search window will close and the list of students who meet the criteria defined on the search page will load. Use the drop-down list or the arrow keys to navigate through the list of students.

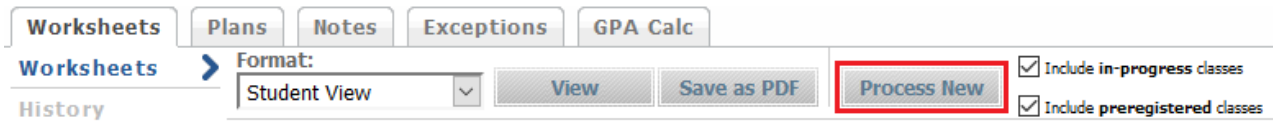
When you select a student, the Degree, Major, Level, and Class fields are populated from Banner and a new audit of the Worksheet is processed.

Multiple Degrees or Majors

For students with multiple degrees, the Degree drop-down list box can be used to select the degree for audit processing. For example, if the student has one major leading to a BS degree and one leading to an MS or BA degree or a certificate, the requirements for each major can be found by selecting the correct degree. If a student has two majors but they both lead to the same degree, the requirements for both majors will appear on the same audit.

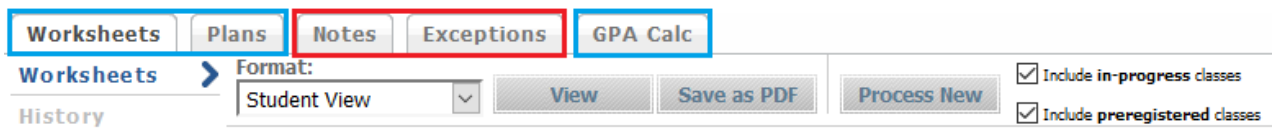


Process New Functionality: A new audit will be processed automatically each time an advisor accesses a student's worksheet, when the students access their own worksheet, or on demand by clicking the Process New button. **When a student's records in Banner are updated (ie. When registering a student for courses), a new audit should be processed by clicking the Process New button.**

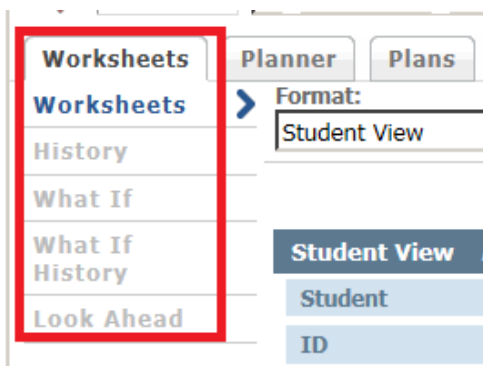


Function Tabs

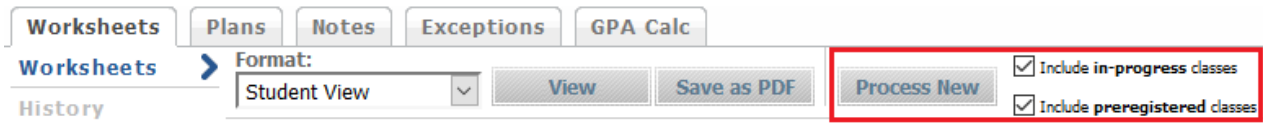
Students and advisors have access to the following function tabs: Worksheets, Plans and GPA Calc. Advisors also have access to Notes and Exceptions.



After a student's ID is entered, the most recent audit is visible and additional function tabs are available on the left side of the screen: History, What-If, and Look Ahead.



You can process a new audit at any time. Processing a new audit brings in changes from Banner to DegreeWorks and incorporates them onto the Worksheet. **ALWAYS PROCESS A NEW AUDIT IF YOU THINK SOMETHING IS MISSING FROM THE STUDENT'S WORKSHEET.** The 'Include **in-progress** classes' and 'Include **preregistered** classes' boxes are checked by default. This means that any in-progress or preregistered classes are applied to the requirements they fulfill, which is helpful for students when they register for classes. If you do not want to see in-progress or preregistered classes, uncheck the boxes and click Process New.



The Class History Link provides a term-by-term list of courses the student has completed and the courses for which the student is currently enrolled and registered.

This Class History is not an official Drexel transcript			
Student		Level	Undergraduate Quarter
ID		Degree	BS
Classification	Junior	College	Antoinette Westphal COMAD
Advisor	Gibian, Dawn A	Major	Design and Merchandising
Overall GPA	2.675	Minor	
200615			
ENGL 101	Expository Writing and Reading	B	3
FASH 201	Survey of the Fashion Industry	B+	3
PHYS 121	Physical Science for Design I	C	4
UNIV 101	The Drexel Experience	A	1
VSST 101	Design I	B	4

The symbol legend at the bottom of the page explains the meaning of several codes, indicators and grades used on the audit. A *checked box* means that a requirement is complete. An *empty box* means that a requirement is not complete. A *single squiggle* in a box means a requirement will be marked as complete when the classes, for which the student is enrolled or registered, are passed with acceptable grades. *T* is the grade for a transfer course; *AP* is the grade for advanced placement; the “@” sign is a wildcard in DegreeWorks.

Legend			
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	(T) Transfer Class	(AP) Advanced Placement
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	@ Any course number	(INP) In Progress

Hints for Reading the Audit

Here are some examples of how the wildcard “@” sign is used.

“@” in front of number means that any course/subject with that number is acceptable to meet the requirement.

<input type="checkbox"/> ANY SUBJECT CODE WITH NUMBER 300	Still Needed: 1 Class in @ 300
---	--------------------------------

“@” after a subject code means that any course with that subject code will fulfill the requirement.

<input type="checkbox"/> ANY ENGL COURSE IS ACCEPTABLE	Still Needed: 1 Class in ENGL @
--	---------------------------------

You will also see a colon used in the body of the audit. The use of the colon indicates a range of acceptable course numbers. For example, ENGL 300:399 means that any ENGL course from 300 to 399, inclusive of those numbers, will meet the requirement.

<input type="checkbox"/> ANY ENGL BETWEEN 300 AND 399	Still Needed: 1 Class in ENGL 300:399
---	---------------------------------------

Throughout the audit you will see hints requested by departments for assisting students in selecting courses.

[To complete a minor in Economics, take 24 credits of ECON electives.](#)

An asterisk next to a course number means the course has a pre-requisite or other restriction on registration. Courses that have not been completed have a link to the catalog. Hovering over the course displays the name of the course. Clicking on the course opens a page in the catalog with the description of the course, credits and other information.

<input type="checkbox"/> Analytical Writing & Reading	Still Needed: 1 Class in ENGL 103*
---	------------------------------------

There is an active link to a list of courses that meet the Writing Intensive requirement. All undergraduate students at the university are required to complete 3 Writing Intensive courses so this requirement is built into the requirements for every major.

<input type="checkbox"/> Writing Intensive Requirement	Still Needed: Click here to see classes that meet this requirement
--	--

[Two Writing-intensive courses must be in a student's major. The third Writing-intensive course can be in any discipline.](#)

DegreeWorks Web Functionality Overview

Once a student has been selected by using the Student/University ID field on the Introduction page or by using the Find Students search page, you can run or review audits using the Worksheets tab, you can process a What-If audit, add or edit a Plan, create or review Notes, process Exceptions for that student, or perform GPA calculations.

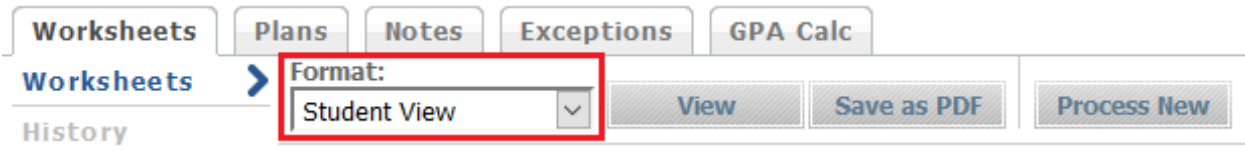
Student Information

The first section of the audit, the Student Information section, reflects information imported from Banner at the date and time of the audit. Not all fields will have data for every student. There is a link for advisors to email students and a link for students to email their primary academic advisor.

Student View AC91NLFK as of 09/17/2018 at 11:14					
Student		College	College of Arts and Sciences	Primary Advisor	
ID		Degree	BS	Primary Advisor Email	@drexel.edu
Student Email	@drexel.edu	Program	BS-AS	Co-op Coordinator	
Class	Junior	Majors	Environmental Science Honors Program	Current Co-op Cycle	CCEE
Level	Undergraduate Quarter	Conc	5 YR UG Co-op Concentration Ecology & Conservation	Honors Program	HON
Overall GPA	3.520	Minor(s)	Biological Sciences	Athletic Code	
Academic Standing	Good Standing	Degree Status	BS=	Accelerated Program	
Admit Term	BS= 201615	ROTC Codes		Admit code	N
Citizen	Y	FT/PT Indicator	F	Catalog Year	2016-2017
Visa Type		Campus	UC	Credits Completed	116.000

Worksheets Tab

When you click the Worksheets tab you can view the most recent audit for a student in 3 different formats: Student View, Graduation Checklist and Registration Checklist. The default format for advisors and students is the Student View, which is the most comprehensive view of the Worksheet.



The **Student View** is the most comprehensive view showing all requirements and all courses taken along with the course number, title, credits, grade, and term taken. Transferred courses and AP courses also appear on the audit. The audit shows the courses for which the student is currently enrolled and registered and shows all options for fulfilling a requirement. Once the requirement is complete, any unused options are hidden. This is a section of the Student View:

<input checked="" type="checkbox"/> Expository Writing & Reading	ENGL 101	Expository Writing and Reading	A-	3	200815
<input checked="" type="checkbox"/> Persuasive Writing & Reading	ENGL 102	Persuasive Writing and Reading	B	3	200825
<input type="checkbox"/> Analytical Writing & Reading	ENGL 103	Analytical Writing and Reading		(3)	200835
<input checked="" type="checkbox"/> Math Requirement	MATH 119	Mathematics For Design	C+	4	200735
<input checked="" type="checkbox"/> Science Requirement	ENVS 271	Dinosaurs and Their World	C	3	200815
<input checked="" type="checkbox"/> Math or Science Requirement	NFS 101	Intro Nutrition & Food	C	3	200725

Blocks

Each section of the audit is called a Block. Each block has a title and a check box in the block header and when all the requirements in that block are met, the box is checked. The block headers have different information based on the block type. All audits begin with a Degree Block. The Degree Block is followed by other blocks containing requirements for the major(s), minor(s), and/or concentration(s) attached to the student's degree.

<input type="checkbox"/> Bachelor of Science in Mechanical Engineering		Degree Block		Academic Year: 2016-2017 GPA: 3.42		
YOU MUST COMPLETE ALL COURSE, CREDIT and CO-OP REQUIREMENTS FOR YOUR DEGREE---In-Progress courses or courses for which you are registered are showing up on your audit. The credits are temporarily counted as credits completed. However, the credits will only be applied to your credits for graduation when you pass the courses with acceptable grades.						
<input checked="" type="checkbox"/> 2.0 GPA Requirement Met						
<input type="checkbox"/> Major Requirements		Still Needed: See Major in Mechanical Engineering section				
<input type="checkbox"/> Cleared for Degree		Still Needed: Advisor Check +				
<input type="checkbox"/> Major in Mechanical Engineering		Major Requirements Block		Academic Year: 2016-2017 Credits Required: 181.5 GPA: 3.37 Credits Applied: 120.5		
Unmet conditions for this set of requirements: All required BSME and MSME courses and a minimum of 181.5 UG credits are required for graduation. You currently have 120.5, you still need 61 more.						
If you have an AP grade in a course but have zero credit for that course, you have the option of repeating the course for credit or taking a higher-level course to fulfill the requirement. AP courses with zero credits cannot be used to fulfill the requirements. Please contact your advisor if you have any questions. NOTE: YOU ARE RESPONSIBLE FOR COMPLETING ALL CREDITS AS WELL AS ALL REQUIREMENTS FOR YOUR DEGREE.						
<input type="checkbox"/> GENERAL EDUCATION REQUIREMENTS						
<input checked="" type="checkbox"/> Expository Writing & Reading	ENGL 101	Composition and Rhetoric I	A-	3	201615	
<input checked="" type="checkbox"/> Persuasive Writing & Reading	ENGL 102	Composition and Rhetoric II	A+	3	201625	
<input checked="" type="checkbox"/> Analytical Writing & Reading	ENGL 103	Composition and Rhetoric III	AP	3	201615	
		Satisfied by NO TRANSCRIPT DETAI - College Board AP Credit				
<input checked="" type="checkbox"/> The Drexel Experience	UNIV E101	The Drexel Experience	A	1	201615	
		CIVC 101	Intro to Civic Engagement	A	1	201635
<input type="checkbox"/> Technology in Historical Perspective		Still Needed: 1 Class in HIST 285				

Listed under the requirement blocks are sections containing additional information.

There is also a section for courses completed but not currently used to fulfill requirements. These courses can be applied to requirements at the advisor's discretion.

Courses completed but not used to fulfill requirements at this time.			Credits Applied: 18		Classes Applied: 12
CS 377	Software Security		T	3	201745
Satisfied by: NO TRANSCRIPT DETAI - Itt Technical Institute Albany					
ECE 362	Engineering Statistics		T	4	201745
Satisfied by: NO TRANSCRIPT DETAI - Itt Technical Institute Albany					

There is also a section for courses that do not meet the minimum grade requirement or courses repeated for credit. In-progress Co-op placeholder courses will also fall into this section.

Courses that do not meet the minimum grade or courses repeated for credit. If you repeat a course taken before 201615 for credit, the first time you complete the course you will get credit and the grade will be averaged into your GPA. If the course is passed with an acceptable grade, the grade will fulfill your requirement in DegreeWorks. The next time you take the course, you will not get credit but the second grade will also be averaged into your GPA. The second time you take the course, it will fall into this category. Please see this policy for further clarification and repeat rules for courses taken 201615 or later: http://drexel.edu/provost/policies/course_repeat_policy/

Course	Description	Credits Applied	Classes Applied
COOP 201	Co-op Experience	(16)	201745
COOP 201	Co-op Experience	(16)	201835
COOP 201	Co-op Experience	(16)	201845
MATH 262	Differential Equations	W 3	201635

All Exceptions and Notes will appear at the bottom of the audit. Remember that Exceptions are made for the individual student and for a specific block. If a student changes their major, the Exceptions will not be applied to the new major without advisor intervention.

Exceptions					
Type	Description	Date	Who	Block	Enforced
Substitution	Replace ENGL 103 with ENGL 200	08/19/2008	Weinberg, Harri	RA000011	No

Notes		
Entered by	Date	
Weinberg, Harri	08/14/2008	Student was advised to register for the courses listed on the Planner.

What If Tab

A student's completed courses can be audited against the requirements for a different major, minor, degree, catalog year or any other selectable item on the What If Audit screen.

Click the What If button on the left side of the screen. Using the drop-down search arrows, select the appropriate parameters including Level, Degree, Academic Year and Major. You can also select a Minor and/or a Concentration. (Note: Only valid combinations of parameters will produce an audit.) The areas of study selected will move to the "Chosen Areas of Study" field on the screen to the right of the selection criteria. To remove a selected parameter, click the item and then click on the Remove button. Click the Process What-If button to process the audit.

The screenshot shows the 'Planner' tab in DegreeWorks. On the left sidebar, the 'What If' button is highlighted with a red box. In the main area, the 'Format' section has a 'Process What-If' button highlighted in red. Below this, the 'What-If' section has dropdown menus for Level (Undergraduate Quarter), Degree (BS), and Academic Year (2010-2011). The 'Choose Your Different Areas of Study' section has dropdowns for Program, Major, Minor, and Concentration. To the right, a box titled 'Chosen Areas of study' is highlighted in red and contains the following text: MAJOR : Chemistry, MINOR : Chinese, CONC : 5 YR UG Co-op Concentration. A 'Remove' button is located below this box.

Choose Your Future Classes segment of the What-If audit

When a subject code and course number are entered, click the Add Course button and the course will appear in the “Courses you are considering” field. After entering all the courses, click the Process What-If button to incorporate them into the What If audit.

Choose Your Future Classes

Enter a course and click Add Course

Subject

Number

Add Course

Courses you are considering

CHEM 101

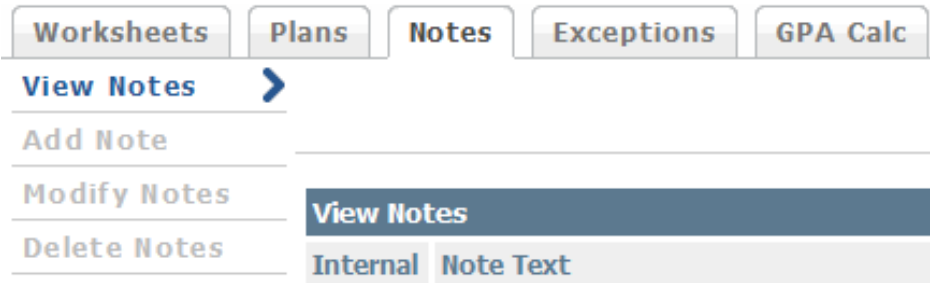
CHEM 102

Remove Course

Science & Math Requirements - CHEM BS		Academic Year: 20		
		GPA: 3.		
<input type="checkbox"/> CHEMISTRY REQUIREMENTS				
<input checked="" type="checkbox"/> General Chemistry I	(CHEM 101)	General Chemistry I	PL	(3.5) PLANNED
<input checked="" type="checkbox"/> General Chemistry II	(CHEM 102)	General Chemistry II	PL	(4.5) PLANNED
<input type="checkbox"/> General Chemistry III	Still Needed: 1 Class in CHEM 103*			

Notes Tab

The Notes functionality allows DegreeWorks users to document academic advising on the DegreeWorks records. The Notes tab is mainly used to mark when a student is Not Cleared for Degree during the Degree Clearance process. The majority of record keeping is done through the Advisor Visit Tracking (AVT) application.



On the Add Note screen, there are predefined notes available for use in the Degree Clearance process, as well as an option to make the note text not available to students. Select the predefined note, enter the reason why a student has not been cleared, and click the Add Note button to save the note to the student's worksheet.

The image shows the 'Add New Note' form. At the top, it says 'Add New Note' in a blue header. Below that, it says 'Enter your note and click the Save Note button'. There is a checkbox labeled 'Not available to student'. Below the checkbox is a dropdown menu with the text 'Choose a predefined note from the list below'. The dropdown menu is open, showing a list of predefined notes: '201715 Student not cleared because:', '201711 Student not cleared because:', '201725 Student not cleared because:', '201735 Student not cleared because:', '201731 Student not cleared because:', 'Change of major inquiry.', 'BS/MS inquiry.', and 'Referred student to Drexel Central to sign RightNow (RN) paperwork.'

GPA Calc Tab

There are three GPA calculators available: Graduation, Term, and Advice Calculator. When you click on the GPA Calc tab, the Graduation Calculator will load by default and three option buttons appear on the left side of the screen.



Graduation Calculator: The purpose of the Graduation Calculator is to give the student a general view of what average GPA they will need to achieve over their remaining "X" credits in order to reach their desired GPA. In some cases, this calculator will be useful to inform the student that the desired GPA is not possible to achieve within the defined credit threshold. This calculator helps students set long-term general goals such as having a certain GPA by the time they graduate, applying for an accelerated degree or the honors program, or avoiding academic probation.

The student's Current GPA will load by default and the Credits Remaining, Credits Required, and Desired GPA fields can be specified. Click Calculate to process the GPA.

Current GPA	2.82
Credits Remaining	100
Credits Required	180
Desired GPA	3.2

Calculate

The results show what average GPA is necessary to achieve the Desired GPA. You can recalculate using different parameters at any time.

Current GPA	2.82
Credits Remaining	100
Credits Required	180
Desired GPA	3.2

You need to average a 3.50 over your final 100 Credits to graduate with your desired GPA.

Recalculate

Term Calculator: The purpose of the Term Calculator is to show the student what their Overall GPA will be depending on the grades received for in-progress courses. The Current GPA, Credits Earned So Far, and In-Progress Classes fill in automatically. Select the projected grades for each class from the drop-down list and click the Calculate button.

Current GPA	2.82
Credits Earned So Far	96.5

	Credits	Grade
DSMR 201	3	A+ [4.00] ▾
DSMR 232	4	A+[4.00]
VSST 103	4	A [4.00]
VSST 211	3	A-[3.67]
Class 5		B+[3.33]
Class 6		B [3.00]
Class 7		B-[2.67]
		C+[2.33]
		S [2.00]
		C [2.00]

The calculation shows the Overall GPA based on the projected grades and can be recalculated with different parameters using the Recalculate button.

Current GPA	2.82
Credits Earned So Far	96.5

	Credits	Grade
DSMR 201	3	A 4.00
DSMR 232	4	B+ 3.33
VSST 103	4	B- 2.67
VSST 211	3	A- 3.67

Calculated GPA

By achieving the grades listed here, your GPA at the end of the term will be 2.88

2.88

Advice Calculator: The purpose of the Advice Calculator is to give the student a general idea if achieving a particular GPA is possible in a given number of credits. The Current GPA and Credits Earned fill in automatically. Specify the Desired GPA and click the **Calculate** button.

Current GPA	2.82
Credits Earned	96.5
Desired GPA	3.2



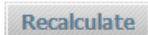
The results show how many credits at a grade average are needed to achieve the Desired GPA.

Current GPA	2.82
Credits Earned	96.5
Desired GPA	3.2

To achieve your desired GPA, you need one of the following:

- 46 Credits at 4.00 (A+) grade average
- 46 Credits at 4.00 (A) grade average
- 79 Credits at 3.67 (A-) grade average

Note: Results that would require you to take more than 150 Credits have been omitted.



Technical Support

If you have any questions or run into any issues, you can send an email to AIS directly at ais_degreworks@drexel.edu or by clicking the Contact Us link in DegreeWorks.