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DegreeWorks Log In

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

Click on the Faculty Tab.

Click on DegreeWorks for Advisors under the Student Advising header.

### Student Advising

- Advisor Visit Tracking
- DegreeWorks for Advisors
- Registration Dashboard
- Academic Transcript
- More BannerWeb Advisors Menu >>
DegreeWorks Site

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

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_degeworks@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.

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

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.

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.

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 (i.e., 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 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.
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.

<table>
<thead>
<tr>
<th>ANY SUBJECT CODE WITH NUMBER 300</th>
<th>Still Needed: 1 Class in @ 300</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>ANY ENGL COURSE IS ACCEPTABLE</th>
<th>Still Needed: 1 Class in ENGL @</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>ANY ENGL BETWEEN 300 AND 399</th>
<th>Still Needed: 1 Class in ENGL 300:399</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Analytical Writing &amp; Reading</th>
<th>Still Needed: 1 Class in ENGL 103*</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Writing Intensive Requirement</th>
<th>Still Needed: Click here to see classes that meet this requirement</th>
</tr>
</thead>
</table>

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.

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:
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.

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.

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.
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.

### 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.
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.
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.
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 |

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

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

<table>
<thead>
<tr>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>A+[4.00]</td>
</tr>
<tr>
<td>4</td>
<td>A [4.00]</td>
</tr>
<tr>
<td>4</td>
<td>A-[3.67]</td>
</tr>
<tr>
<td>3</td>
<td>B+[3.33]</td>
</tr>
<tr>
<td></td>
<td>B [3.00]</td>
</tr>
<tr>
<td></td>
<td>B-[2.67]</td>
</tr>
<tr>
<td></td>
<td>C+[2.33]</td>
</tr>
<tr>
<td></td>
<td>S [2.00]</td>
</tr>
<tr>
<td></td>
<td>C [2.00]</td>
</tr>
</tbody>
</table>

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

![Advice Calculator](image)

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

![Result](image)

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.

![Recalculate](image)

**Technical Support**

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