

STUDENT GUIDE

DEGREEWORKS

2019-2020

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.



Registration

Prepare to Register
If you need help prior to registering, schedule an appointment with your academic advisor.

[Review Registration Information](#)
View your current information such as academic status, program, and when you can register for courses.

[DegreeWorks Graduation Requirements](#)
Use DegreeWorks to review your graduation requirements and completed courses as you build your registration schedule.

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.

Student View AC91CzMU as of 07/19/2017 at 16:26			
Student	Harri, Computer Science	College	Computing & Informatics
ID	14269072	Degree	BSCS Computer Science
Student Email	harri@drexel.edu	Program	BSCS-CI
Class	Freshman	Major	Computer Science
Level	Undergraduate Quarter	Conc	5 YR UG Co-op Concentration

Primary Advisor	Weinberg, Harri
Primary Advisor Email	harri.weinberg@drexel.edu

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 that you have completed the associated course.

Major in Computer Science BSCS	
Unmet conditions for this set of requirements: All required courses and a minimum of 186.5 credits are necessary for graduation. 28.5 Credits in residence needed	
All required courses and a minimum of 186.5 credits are required for graduation. Any course with zero credits cannot be used to fulfill the requirement. Consult with your advisor for the minimum 186.5 credits required depending on elective choices.	
COMPUTER SCIENCE REQUIREMENTS	
<input checked="" type="checkbox"/> Introduction to Computer Science	CS 164 Intro to Computer Science
<input type="checkbox"/> Computer Programming I & Adv. Programming I	Still Needed: Choose from 1 of the following:
<input type="checkbox"/> Computer Programming I	(1 Class in CS 171) or
<input type="checkbox"/> Advanced Computer Programming I	(1 Class in CS 175)

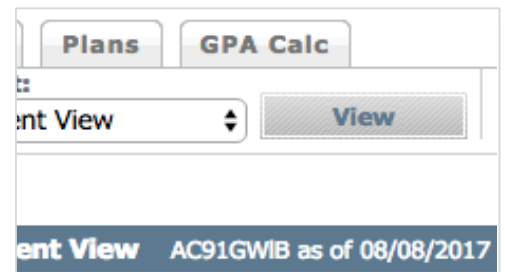
By checking DegreeWorks regularly, you will always know what courses you have registered for, what courses you have already completed, and what courses you still need to complete.

C. THE PLAN

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



List of plans

Description:

CS-BSCS 5COP CCEE effective 2016-2017 AY

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).

COMPUTER SCIENCE REQUIREMENTS

Introduction to Computer Science

CS 164 (IP)

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.

2017-2018		2017-2018		2017-2018		2017-2018	
201715, Total Credits: 17.5		201725, Total Credits: 17.5		201735, Total Credits: 17.5		201745, Total Credits: 0.0	
* CI 101	2.0	* CI 102	2.0	* CI 103	2.0	Comment	
* CS 164	3.0	* MATH 122	4.0	* MATH 123	4.0		
* MATH 121	4.0	* ENGL 102	3.0	* ENGL 103	3.0		
* ENGL 101	3.0	* CIVC 101	1.0	* UNIV CI101	1.0		
* UNIV CI101	1.0	* CS 171 or CS 175	3.0	* CS 172 or CS 176	3.0		
* @ SCIENCE	4.5	* @ SCIENCE	4.5	* @ SCIENCE	4.5		

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-year students 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".



Registration

Prepare to Register
If you need help prior to registering, schedule an appointment with your academic advisor.

[Review Registration Information](#)
View your current information such as academic status, program, and when you can register for courses.

[DegreeWorks Graduation Requirements](#)
Use DegreeWorks to review your graduation requirements and completed courses as you build your registration schedule.

[Review the Term Master Schedule](#)
Use the Term Master Schedule as a guide before you actually register.

[Schedule Ahead](#)
Build your schedule before your registration time ticket opens. You can register from your schedule when you are ready.







4. On the registration landing page, select the "Schedule Ahead" link.



Student » Registration

Registration

What would you like to do?

<p> Review Registration Information View your current information such as academic status, program, and when you can register for courses.</p>	<p> Register for Courses Search for and add or drop courses, view and manage your schedule.</p>
<p> Schedule Ahead Build your schedule before your registration time ticket opens. You can register from your schedule when you are ready.</p>	<p> Check Course Availability Looking for course sections? Browse the listing of current course sections.</p>
<p> View Schedules View your current and past schedules.</p>	<p> Browse Course Catalog Look up basic course information like subject, course and description.</p>

5. Choose the term and select "Continue."
6. You will see that you have a DegreeWorks plan listed.



Student • Registration • Select a Term

Select a Term

Terms Open for Planning ⓘ

Winter Quarter 17-18

Continue

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 details about the options are on the worksheet in DegreeWorks.

Student • Registration • Select a Term • Select A Plan • Plan Ahead

Plan Ahead

Find Classes Degree Works Plans

Number of Degree Works Plans for this term: 2

Term: Winter Quarter 17-18

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 one using the Schedule Ahead tool. Use your DegreeWorks worksheet as your guide to ensure you are selecting courses that will support your progress to degree.

Critical Indicator	Title	Details	Hours	Choice Group	Choice Description	Attribute Summary
✓	Hum Past: Anth/Prehis Arc	ANTH 110	3			
✓	Composition and Rhetoric II	ENGL 102	3			
✓	Intro to Civic Engagement	CIVC 101	1			
✓	Algebra I	MATH @	3	1	MATH @ with MATH EL (min_credit:3.0)	MATH (MATH EL)
✓		@	4	2	@ with LANGUAGE (min_credit:4.0)	FOREIGN LANGUAGE (LANGUAGE)

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.

MATH @ with MATH EL (min_credit:3.0)	MATH (MATH EL)			View Sections	Add Course
@ with LANGUAGE (min_credit:4.0)	FOREIGN LANGUAGE (LANGUAGE)			Pick a Course	

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