DegreeWorks 101
Audits: What Advisors Need to Know
Spring 2015
What is DegreeWorks?

DegreeWorks is a comprehensive academic advising, program planning and degree audit system that helps students and advisors navigate the path toward degree completion.
Use DegreeWorks to:

- See requirements for academic programs
- See how completed courses apply toward degree requirements
- Run ‘What-if’ audits when considering a change of academic program.
DegreeWorks is available to USI students who:

- Are declared under Fall 2013 bulletin or later AND
- Began at USI during the fall 2006 semester or later
- ALL students may use the ‘What-if’ function of DegreeWorks
Access to DegreeWorks

- Sign in to your myUSI portal
- Click on the Mortar Board icon
- Access is also available through Self-Service
  - Student Information menu
  - Degree Evaluation (DegreeWorks)
Search for Students

- Enter a Student ID Number OR
- Use the **FIND** icon
Search for Students
Search

- Search by NAME
- Search by BULLETIN TERM
- Search by MAJOR
- Search by ATTRIBUTE

**NOTE:** All search parameters must be met for the return; that is, LESS IS MORE
Select YES under Enrolled to only search for students currently enrolled.
Search

- When the search results are returned, you may:
  - Click OK – all students will remain in the drop-down box with audits available or
  - UNCHECK ALL and select only the student you want. Only this student’s audit will be available.
The AUDIT

DegreeWorks Audits are shown in BLOCKS

- STUDENT BLOCK
- DEGREE BLOCK
- UNIVERSITY CORE CURRICULUM/CORE 39 BLOCK
- MAJOR BLOCK
- GENERAL ELECTIVES BLOCK
- INSUFFICIENT BLOCK
- IN–PROGRESS BLOCK
- NOT COUNTED BLOCK
- TRANSFER WORK BLOCK
STUDENT Block

- Shows student information pulled directly from BANNER
  - Student classification, GPA,
  - Information about the academic program
  - Information that may pertain to registration status
Student Block

![Image of Student Block](https://www.universityofsouthernindiana.edu/dwtest/uofsi.edu - Blucian Degree Works - University of Southern Indiana Test - Windows Internet Explorer)

**Student View** as of 03-Jan-2015 at 09:53

<table>
<thead>
<tr>
<th>Student</th>
<th>Student, Stanley</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>0060606294</td>
</tr>
<tr>
<td>Classification</td>
<td>1st Sem Freshman</td>
</tr>
<tr>
<td>Advisor</td>
<td>McGuire, Brian L</td>
</tr>
<tr>
<td>Overall GPA</td>
<td>3.464</td>
</tr>
<tr>
<td>Level</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>College</td>
<td>Romain College of Business</td>
</tr>
<tr>
<td>Degree</td>
<td>Bachelor of Science</td>
</tr>
<tr>
<td>Major</td>
<td>Accounting and Profession Serv</td>
</tr>
<tr>
<td>Concentration</td>
<td>Hold</td>
</tr>
<tr>
<td>Minor</td>
<td></td>
</tr>
</tbody>
</table>

**Disclaimer**

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Degree Block

- Shows general requirements for the degree
  - Minimum number of hours
  - Minimum number of upper-level hours
  - Minimum GPA requirement
  - Hyperlinks to specific section(s) of audit
  - Proxy advice – dynamic
Course Blocks

- COMPLETED requirements are shown in light yellow with a green checkmark to the left
- Course(s) used to satisfy the requirement(s) shown with grade (including transfer work)
- IN–PROGRESS requirements shown in light blue with a single tilde at the left
- STILL NEEDED requirements are shown in bold with hyperlinked options available; asterisk indicates prerequisite. Blank box at left means requirement unmet
Additional Information

- Select or Deselect to include In-Progress/Preregistered coursework
- Additional windows:
  - Class History
  - Test Scores
- The ‘@’ sign is a wildcard (course prefix, course number)
### Additional Information

#### University of Southern Indiana

**Degree Works**

- **Student ID**: 000606294
- **Name**: Student, Stanley
- **Degree**: Accounting and Professional
- **Major**: BS
- **Level**: Undergraduate
- **Classification**: 1st Semester Freshman
- **Advisor**: McCrave, Brian L
- **Overall GPA**: 3.464
- **Athletic Eligibility History**: None

**Degree in Bachelor of Science**

- **Bulletin Term**: FALL 2014
- **Credits Required**: 120.00
- **Credits Applied**: 29.00

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**Test Scores**

**Class History**

- Include in progress classes
- Include preregistered classes

**Options**

- Process New
- View
- Save as PDF

---

**Save this audit with this new description and freeze status**

- History
- What If
- Look Ahead
- Financial Aid
- Aid History

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**Feedback**

- Back to Self-Service
- FAQ
- Help
- Print
- Exception Management
- Template Management
- Change Password
- Log Out

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Core Block

- Shows specific requirements for University Core Curriculum or Core 39, depending on student’s bulletin
- Shows total number of hours applied
- Auditor evaluates all requirements and attempts to ‘check the most boxes’
- Audit is dynamic; may change as student enrolls in additional coursework
Core Block

For UCC

- Requirements are set up according to individual requirements (R&CI, R&CII, Speech, Math, Ethics, etc.)
Core 39 Block

For Core 39:

- Requirements are separated into:
  - Foundation Skills Requirements
  - BA/BS Skills Requirements
  - Ways of Knowing
  - Embedded Experience
### Core 39 Block

#### Unmet conditions for this set of requirements:
39 credits are required. You currently have 16, you still need 23 more credits.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FOUNDATION SKILLS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Composition I</td>
<td>ENG 101</td>
<td>Rhet &amp; Comp I: Literacy/Self</td>
<td>B+</td>
<td>3.00</td>
<td>Fall 2014</td>
</tr>
<tr>
<td>Composition II</td>
<td>ENG 201</td>
<td>Rhet &amp; Comp II: Literacy/World</td>
<td>IP</td>
<td>3.00</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>Communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>MATH 215</td>
<td>Survey of Calculus</td>
<td>IP</td>
<td>3.00</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>PHYSICAL ACTIVITY AND WELLNESS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wellness and Fitness Concepts or Personal Health Science</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Year Experience</td>
<td>UNIV 101</td>
<td>First Year Experience</td>
<td>A</td>
<td>1.00</td>
<td>Fall 2014</td>
</tr>
<tr>
<td><strong>WAYS OF KNOWING</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Required Ways of Knowing Coursework</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Inquiry</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moral and Ethical Reasoning</td>
<td>PHIL 201</td>
<td>Intro to Ethics</td>
<td>IP</td>
<td>3.00</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>Additional Ways of Knowing Coursework</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Historical Inquiry</td>
<td>HIST 102</td>
<td>U.S. since 1865</td>
<td>IP</td>
<td>3.00</td>
<td>Spring 2015</td>
</tr>
</tbody>
</table>
Major Block

- Shows requirements for the declared academic program
- Depending on the program requirements, additional blocks may be used (e.g., Other Supporting Coursework, Prerequisite Coursework, etc.)
Major in Accounting and Professional Services

<table>
<thead>
<tr>
<th>Unmet conditions for this set of requirements:</th>
<th>61 credits are required. You currently have 64, you still need 55 more credits. Your GPA is 0; a GPA of 2.0 is required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Core Required</td>
<td>Still Needed: See Business Core section</td>
</tr>
<tr>
<td>Other Business Supporting Courses</td>
<td>Still Needed: See Other Business Supporting Courses section</td>
</tr>
<tr>
<td>Intermediate Accounting I</td>
<td>Still Needed: 1 Class in ACCT 303.*</td>
</tr>
<tr>
<td>Intermediate Accounting II</td>
<td>Still Needed: 1 Class in ACCT 304.*</td>
</tr>
<tr>
<td>Introduction to Federal Income Taxation</td>
<td>Still Needed: 1 Class in ACCT 311.*</td>
</tr>
<tr>
<td>Cost Accounting</td>
<td>Still Needed: 1 Class in ACCT 312.*</td>
</tr>
<tr>
<td>Accounting Information Systems</td>
<td>Still Needed: 1 Class in ACCT 415.*</td>
</tr>
<tr>
<td>Auditing Theory and Practice</td>
<td>Still Needed: 1 Class in ACCT 415.*</td>
</tr>
<tr>
<td>DIRECTED ELECTIVES</td>
<td>Still Needed: Choose from 1 of the following:</td>
</tr>
<tr>
<td>Financial Accounting Track</td>
<td>( 4 Classes in ACCT 401.* and 411.* and 422.* and BLAW 363.*) or</td>
</tr>
<tr>
<td>Financial Management Track</td>
<td>( Choose from 2 of the following: ) or</td>
</tr>
<tr>
<td>Required</td>
<td>( 3 Classes in ACCT 401.* and FIN 433.* and 461.*) and</td>
</tr>
<tr>
<td>Option</td>
<td>( 1 Class in ECON 361.* or FIN 361.*)</td>
</tr>
</tbody>
</table>
General Electives

- Courses counted toward graduation but do not satisfy a specific requirement

<table>
<thead>
<tr>
<th>General Electives</th>
<th>Credits Applied</th>
<th>Classes Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 151. Computer Appl. in Bus.</td>
<td>A 3.00</td>
<td>Fall 2014</td>
</tr>
<tr>
<td>CMST 107. Intro Interpersonal Comm</td>
<td>C 3.00</td>
<td>Fall 2014</td>
</tr>
<tr>
<td>MATH 111. College Algebra</td>
<td>A 4.00</td>
<td>Fall 2014</td>
</tr>
</tbody>
</table>
Withdrawn/Failed coursework is shown as insufficient; not counted toward degree requirements.

Courses not meeting a minimum grade requirement will also show as insufficient.
Courses in progress and preregistered will show in this block

<table>
<thead>
<tr>
<th>In-progress</th>
<th>Credits Applied: 15.00</th>
<th>Classes Applied: 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS 261. Adv Micro Applicat</td>
<td>IP 3.00</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>ENG 201. Rhet&amp;Comp II: Literacy/World</td>
<td>IP 3.00</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>HIST 102. U.S. since 1865</td>
<td>IP 3.00</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>MATH 215. Survey of Calculus</td>
<td>IP 3.00</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>PHIL 201. Intro to Ethics</td>
<td>IP 3.00</td>
<td>Spring 2015</td>
</tr>
</tbody>
</table>
Developmental courses that were completed but do not apply toward the degree are listed in this section.
Transfer Work

- Transfer work is divided into coursework from 2-year institutions and 4-year institutions

---

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Grade</th>
<th>Transfer School</th>
<th>Transfer Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENS 1-17</td>
<td>GEN 100 Elective</td>
<td>0.00</td>
<td>TA</td>
<td>Ivy Tech Comm Coll-Evansville</td>
<td>SCIN101</td>
</tr>
<tr>
<td>MATH 2-01</td>
<td>MATH 200 Elective</td>
<td>0.00</td>
<td>TA</td>
<td>Ivy Tech Comm Coll-Evansville</td>
<td>MATH121</td>
</tr>
<tr>
<td>TECH 1-02</td>
<td>TECH 100 Elective</td>
<td>0.00</td>
<td>TA</td>
<td>Ivy Tech Comm Coll-Evansville</td>
<td>BCOM102</td>
</tr>
<tr>
<td>TECH 1-03</td>
<td>TECH 100 Elective</td>
<td>0.00</td>
<td>TA</td>
<td>Ivy Tech Comm Coll-Evansville</td>
<td>BCOM115</td>
</tr>
<tr>
<td>TECH 1-04</td>
<td>TECH 100 Elective</td>
<td>0.00</td>
<td>TA</td>
<td>Ivy Tech Comm Coll-Evansville</td>
<td>BCOM105</td>
</tr>
<tr>
<td>TECH 1-05</td>
<td>TECH 100 Elective</td>
<td>0.00</td>
<td>TA</td>
<td>Ivy Tech Comm Coll-Evansville</td>
<td>BCOM103</td>
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<tr>
<td>TECH 1-06</td>
<td>TECH 100 Elective</td>
<td>0.00</td>
<td>TA</td>
<td>Ivy Tech Comm Coll-Evansville</td>
<td>BCOM240</td>
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<tr>
<td>TECH 1-07</td>
<td>TECH 100 Elective</td>
<td>0.00</td>
<td>TA</td>
<td>Ivy Tech Comm Coll-Evansville</td>
<td>BCOM210</td>
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<tr>
<td>TECH 1-08</td>
<td>TECH 100 Elective</td>
<td>0.00</td>
<td>TA</td>
<td>Ivy Tech Comm Coll-Evansville</td>
<td>BCOM206</td>
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<tr>
<td>TECH 1-09</td>
<td>TECH 100 Elective</td>
<td>0.00</td>
<td>TA</td>
<td>Ivy Tech Comm Coll-Evansville</td>
<td>BCOM104</td>
</tr>
<tr>
<td>TECH 1-10</td>
<td>TECH 100 Elective</td>
<td>0.00</td>
<td>TA</td>
<td>Ivy Tech Comm Coll-Evansville</td>
<td>BCOM235</td>
</tr>
<tr>
<td>TECH 1-11</td>
<td>TECH 100 Elective</td>
<td>3.00</td>
<td>TIP</td>
<td>Ivy Tech Comm Coll-Evansville</td>
<td>BCOM220</td>
</tr>
<tr>
<td>TECH 1-12</td>
<td>TECH 100 Elective</td>
<td>0.00</td>
<td>TA</td>
<td>Ivy Tech Comm Coll-Evansville</td>
<td>DESN103</td>
</tr>
<tr>
<td>TECH 1-13</td>
<td>TECH 100 Elective</td>
<td>0.00</td>
<td>TA</td>
<td>Ivy Tech Comm Coll-Evansville</td>
<td>DESN210</td>
</tr>
<tr>
<td>TECH 1-14</td>
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<td>TB</td>
<td>Ivy Tech Comm Coll-Evansville</td>
<td>DESN221</td>
</tr>
<tr>
<td>TECH 1-15</td>
<td>TECH 100 Elective</td>
<td>3.00</td>
<td>TIP</td>
<td>Ivy Tech Comm Coll-Evansville</td>
<td>DESN222</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Grade</th>
<th>Transfer School</th>
<th>Transfer Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOTR 1-16</td>
<td>Not Transferred-No Credit</td>
<td>0.00</td>
<td>TNT</td>
<td>Ivy Tech Comm Coll-Evansville</td>
<td>CONT101</td>
</tr>
</tbody>
</table>
Notes/Exceptions

- Advising NOTES and EXCEPTIONS to the program requirements are shown at the bottom of the audit
Legend and Disclaimer

### Transfer Courses from 4-Year Institutions

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Grade</th>
<th>Transfer School</th>
<th>Transfer Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPTR 1-16</td>
<td>Not Transferred-No Credit</td>
<td>0.00</td>
<td>TNT</td>
<td>Ivy Tech Comm Coll-Evansville</td>
<td>DMR101</td>
</tr>
</tbody>
</table>

#### Legend

- **Complete**
- **Complete except for classes in progress**
- **(1) Transfer Class**
- **Not Complete**
- **Nearly complete - see advisor**
- **Any course prefix, course number, or course suffix**
- **(IP) In-progress/Registered**

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Advising Notes

- Add a NOTE by clicking on the icon at the top of the audit:
Advising Notes

- Or add a note by using the tab at the top of the audit
REFRESH – refreshes a student’s information from Banner (e.g., after student drops or adds a class), click the REFRESH button at the top of the audit
  ◦ Only advisors can REFRESH a student’s audit

PROCESS NEW – generates a new audit.

ALWAYS ‘Process New’ after Refreshing
Process New

Refresh

University of Southern Indiana Test

Student: Student, Stanley
ID: 000606294
Classification: 1st Sem Freshman
Advisor: McGuire, Brian L.
Overall GPA: 3.464

Degree: Bachelor of Science
Concentration: Accounting and Professional Serv
Major: Accounting and Professional Serv
Level: Undergraduate
College: Romain College of Business
Academic Standing: Good Standing
Graduation Status: Student Attribute
First-Generation college student

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What-if Audits

- See how completed and in-progress coursework would apply to a different academic program
- Choose from options in the picklists
- Options with the red asterisk are required
- Future classes may be included but are not required.
- When finished, select the Process What-If tab at the top.
What-if Audits

Items with a red asterisk (*) are required to process a correct What-if audit. In addition to these items, you may select one or more of the following: Minor or Concentration.
Exceptions to student audits may be entered if approved:

- Exceptions to degree requirements must be approved by the Provost and entered by Registrar’s Office
- Exceptions to UCC/Core 39 must be approved by the Director of the Core Council and entered by Registrar’s Office
- Exceptions to program requirements must be entered by the department of the major
Types of Exceptions

- **Substitute** – substitute a specific course for a required course
- **Also Allow** – add an additional course to a list of required options
- **Remove Course/Change the Limit** – remove a required course and/or change the required number of credits required
- **Apply Here** – force a course to satisfy a specific requirement; ignores ‘rules’
- **Force Complete** – overrides all stated requirements and forces the requirement complete (Registrar’s Office only)
Troubleshooting the Audit

- Degree requirements not reading properly?
  - Contact the Registrar’s Office; there may be a problem with the Scribe (the coding language used by DW)
  - Check the latest curriculum record on file

- Total number of hours in question?
  - Deselect in-progress and registered hours
  - Check Banner statistics

- Other issues? Contact Registrar’s Office
What’s next???

- Scribing forward
- Scribing backward
- Continue reviewing and refining audits
- DegreeWorks upgrade
  - Performance improvement
  - Side–by–side view of Audit and Plan
  - Student Education Plan improvements
Hang in there!

- DegreeWorks is a definite improvement over the DARS system in use.
- USI is moving forward with enhanced tools to improve academic advising and student persistence/success.
- By working together, we will create a system that provides accurate, timely information to help students reach their academic goals.