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DEGREE WORKS - AN INTRODUCTION

**Degree Works** is an academic advising and degree audit tool that helps Advisors and students track their degree progress in real-time.

**Fully integrated** with WMU’s Undergraduate catalogs*, Degree Works gives students an up-to-date view of courses taken and courses needed to help them plan and complete their degree on time.

“What If...” scenarios, allow students to experiment with changing majors or degree plans.

**Student Benefits:**

- Provides real-time degree audit, history and information
- Allows for improved course and degree planning
- Provides planning scenarios if you change majors, concentrations or plans
- Improves Advisor communication for courses and requirements

**Advisor Benefits:**

- Real time delivery of student curriculum and coursework information
- Allows Advisors to initiate students searches by degree, school and/or major and provide immediate degree progress information
- Online environment reduces paper and manual checklist
- Improves student to Advisor communication
- Provides the student with immediate coursework information to aid in course registration

**Features:**

- “What - If” analysis - enables students decide if they want to change or add a major
- Advisor notes - enables Advisors to quickly and easily place notes for the student and the advise given
- Look ahead - dynamically shows how degree progress is affected by future planned courses
- GPA calculator - See how final grades may affect the overall GPA

* Undergraduate catalog year 2010 and later.
ACCESS DEGREE WORKS

Degree Works can be accessed by logging into GoWMU.

Then click the **Degree Works** link

If you require access to Degree Works, please complete the Degree Works form found online by clicking the link **Student Systems Security Access Center** within GoWMU.
SEARCH FOR A STUDENT

Click the find icon to search for a student

Enter the Name
Click Search
Select from results
Then click OK

Use tabs to select functions: Worksheets, Planner, Notes, Petitions, Exceptions, GPA Calc.
EVALUATING PROGRESS

Scroll to Bachelor of Business Administration Degree to see overall progress to degree:

Detailed requirements follow the summary - see next page.

Use Process New frequently to ensure you are working updated data.
Detailed Requirements:
• A green check mark indicates that requirement has been met.
• A red box indicates that requirement is still needed.

<table>
<thead>
<tr>
<th>Pre-Business Administration Core Requirements</th>
<th>Credit Year</th>
<th>Credits Required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavioral Science: One Class Required</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Principles of Accounting I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of Accounting II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Informational Writing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Enterprise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Computing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of Microeconomics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Principles of Macroeconomics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Finite, Precalculus, or Calculus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Statistics</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Unmet conditions for this set of requirements: 20-35 credits are required. You currently have 25.

- **ECON 1970**: Detailed Requirements continue on the next page.
MAKING A SUBSTITUTION

The Information Writing requirement (BCM 1420) has not been met.

![Image showing Pre-Business Administration Core Requirements](image)

Scroll down to the Proficiency section shows that ENGL 1050 was taken to satisfy Proficiency 1:

![Image showing General Education Proficiencies](image)
MAKING A SUBSTITUTION ~ CONTINUED

An exception can be used to substitute ENGL 1050 for the Informational Writing (BCM 1420) requirement. First, click on the **Exceptions** tab:

Select **Substitute** for Exception Type

Click **Load**
MAKING A SUBSTITUTION ~ CONTINUED

Select the requirement for the exception and fill out the class that is going to be replaced (BCM 1420) with the class that will substitute for the requirement (ENGL 1050). A description may be added, but if the Description field is left blank, Degree Works will create one automatically.

If you attempt to process the exception without choosing the course, the error message to the right will appear.

Place a check mark on the exception. Then, click the Add Exception button.
MAKING A SUBSTITUTION ~ CONTINUED

Once you have clicked the Add Exception button; click OK when the description dialog box appears.

At the next dialog box, click OK.

Click the Run New Audit button.
Once the new audit has been run, the exception is displayed.

![Image of Substitute one class for another]

Click on the **Worksheet** tab to view the exception in the Worksheet view.

Note that the substitution does not yet display.
MAKING A SUBSTITUTION ~ CONTINUED

Click on the Process New button. The substitution displays.

Use Process New frequently to ensure you are working updated data.
DELETING A SUBSTITUTION (EXCEPTION)

To remove an exception, switch to the exception tab, scroll to the bottom of the screen to see the exceptions, select the exception you wish to remove:

Click on **Remove Exception**:

Click OK when the dialog box appears.

Click on **Run New Audit**. Scroll to the bottom of the screen to confirm the exception has been removed.
WAIVE A REQUIREMENT

To waive a requirement, select exception type **Force Complete**, then click on **Load**.

Select the requirement that is being waived.

Enter a description, then click on **Add Exception**.

Provide further detail by clicking on the detail icon.

**Please note:** you have space for 220 characters. There is NO spellcheck. Please verify spelling before clicking OK.
WAIVE A REQUIREMENT ~ CONTINUED

Click OK to confirm the exception.

Click on **Run New Audit** and scroll to the Exceptions block (located at the bottom of the screen) to confirm the exception.

Hover the mouse over the exception to see the detail note.
ADD AN OPTION

To add a course as an option, choose the Exceptions tab, select **Also Allow** and then click **Load**.

Select the requirement where the course is to be added, enter the course number, then click **Add Exception**.

Click **OK** at the dialog box.

Click on **Run New Audit**, then scroll down to the Exceptions block to see the exception.

---

**Message from webpage**

The description field was left blank. If this description is sufficient click **OK** or click **CANCEL** to modify and Save again.
CREATE A CURRICULUM PLAN

To create a curriculum plan, select the **Planner** tab.

Enter a **Description** and select the **Academic Year**
Check **Locked** if you do not want the student to be able to change the plan
Select the first semester for planning
Enter the courses and credits for the first of the plan
Click on **Save Plan**
CREATE A CURRICULUM PLAN ~ CONTINUED

Enter classes with a space between the subject and number. 
Click **Save Plan**

If there is an error with an entry, the following error message will appear.

Place your mouse over the red arrow to see what the problem is; fix the error and save again.
Once the plan is saved successfully, to see the impact of this semester plan on graduation requirements, select the semester to include:

Click **Process New**.

The courses in the term(s) selected will be reflected as in progress on the Planner Worksheet located on the left panel.
WHAT-IF TOOL

To see what requirements a student must meet for a major or minor, select the What If option on the Worksheet tab.

Select
• Major
• Minor
• College

In addition to "MAJOR" you must also select the correct "COLLEGE" for accurate results.

The Chosen Areas of Study populates.
WHAT-IF TOOL ~ CONTINUED

Click on the **Process What-If** to see what is still required for the major(s)/minor(s) selected.

To view the results, scroll down to the criteria selected. In this example, the Manufacturing Technology minor.
LOOK AHEAD TOOL

Select **Look Ahead** from the **Worksheet** tab.
Add courses to the list
Click **Process New** to evaluate.

Requirements that will be satisfied with the courses under consideration are shown:

<table>
<thead>
<tr>
<th>Integrated Communication in Business</th>
<th>BUS 3700</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Satisfies Baccalaureate-Level Writing Requirement</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ONE OPTION REQUIRED</strong></td>
<td></td>
</tr>
<tr>
<td>Sequence 1: MGMT 4640, MKTG 3720 and MKTG 4630</td>
<td>(MGMT 4640)</td>
</tr>
<tr>
<td></td>
<td>(MKTG 3720)</td>
</tr>
<tr>
<td></td>
<td>(MKTG 4630)</td>
</tr>
</tbody>
</table>

Please note: there is no validity check of courses when entered. Incorrectly specified courses are shown in a category **Not Counted** at the bottom of the worksheet.
Select **Graduation Calculator** from the **GPA Calc** tab. The **Current GPA** is automatically populated. The **Credits Remaining** should be the credits required to graduate. **Credits Required** should be the total credits that will be earned at WMU. For example, this student transferred 95 credit hours, has earned 13 credit hours at WMU and will need to take 51 more credit hours to graduate. Thus, the student will graduate with $95 + 13 + 51 = 159$ credits. The GPA of 3.89 is based on 3.89 credits earned at WMU so far. The **Credits Required** is the credits that must be earned at WMU.

Clicking on Calculate will produce the following result:

| Current GPA | 3.89 |
| Credits Remaining | 51 |
| Credits Required | 64 |
| Desired GPA | 3.9 |

You need to average a 3.90 over your final 51 Credits to graduate with your desired GPA.
Select **Term Calculator** from the **GPA Calc** tab. Set expected grades for classes for which the student is currently enrolled, plus any additional classes desired. With 20 classes available, this tool can be used to calculate a GPA for a number of semesters in the future.

Scroll to the bottom and click **Calculate**.

The following is the result of click **Calculate**.
GPA CALC: ADVICE CALCULATOR

Select **Advice Calculator** from the **GPA Calc** tab. The **Current GPA** and **Credits Earned** is automatically populated; however, can be changed to calculate a variety of scenarios.

Enter the desired GPA and click **Calculate**.

The results from clicking Calculate are given below. Note that there are two options for achieving the GPA desired.

5 Credits at 4.00 (A) grade average
9 Credits at 3.50 (BA) grade average

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

Degree Works has a facility for advisors to add and maintain notes regarding the students academic plans. To add a note, select **Add Note** from the **Notes** tab.

![Add Note Interface]

A predefined note can be selected from the list by clicking on the down arrow.
ADD NOTE ~ CONTINUED

Add New Note

Enter your note and click the Save Note button

- Not available to student

Student was advised to...

Student was advised to consider financial aid consequences before withdrawing from any course.

Student was advised on the last day of drop/add.

- Notes can be typed directly into the box
- Multiple predefined notes can be selected
- Predefined notes can be edited and additional text can be added.
- Click Save Note

Click Run New Audit to see note.

Your note was added successfully.

You may run a new audit to get your note changes incorporated into the latest audit for the student.

Scroll to Notes block to view the new note.
OTHER INFORMATION

We want to thank those that served on the implementation committee. The hours of scribing, reviewing and testing are too numerous to count. The committee consisted of College Advising Directors, Advisors, Office of Information Technology, and the Registrar’s Office.

As you use Degree Works and progress through this manual, please let us know if you find a typo or if you have found an easier way. We are always open to your input.

If you find an error in the curriculum, please notify your College Advising Director.

All other questions and comments can be directed to: registrar-info@wmich.edu.