Degree Works
Training Manual: Students
# Degree Works Training Manual - Student

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DEGREE WORKS OVERVIEW

What is Degree Works?

Degree Works is an online tool designed to assist students and their advisors with tracking degree progress, preparing for registration, and planning for graduation. Degree Works is designed to aid and facilitate academic advising.

How does Degree Works work?

Degree Works reviews courses from a student’s transcript and organizes them into blocks of requirements to help students easily identify courses that have been completed and what courses are still needed in order to complete a degree.

What is a degree audit?

A Degree Works degree audit is an easy-to-read view of your requirements for your program of study. The audit is essentially a checklist of requirements for a degree through Western Michigan University. Completed and in-progress classes are used to fill spots within the audit worksheet showing which requirements have been completed, which are in progress and what classes/requirements remain.

Who can use Degree Works?

All currently enrolled undergraduate students with a catalog year of 2010 or later. If you have a catalog year prior to 2010, you will need to meet with your advisor for assistance determining your degree requirements. Advisors will also have access to those students with a catalog year of 2010 or later.

When should I look at my degree audit?

You can review your degree audit worksheet anytime! However, you should especially review your audit worksheet:
1. Before you meet with your advisor to register for classes for the next semester.
2. After registration to determine that the courses you registered for applied to your audit like you thought they would.
3. After your grades for each semester are posted.
4. Any time you make a change to your schedule or major.
5. When you need to know which classes to take.

Your audit is set up to display the requirements for your program of study in separate blocks for your degree, major and minor. Each block will list the requirements you will need to fulfill to complete that block. Meet with your advisor to discuss your audit and any questions you have about the requirements listed.

Important Note:

Degree Works is designed to aid and facilitate academic advising, but is not intended to replace face-to-face advising sessions. It is neither an official academic transcript nor an official notification of degree requirements and should not be treated as such.
DEGREE WORKS - GETTING STARTED

1. Open your favorite browser
2. Turn off pop-up blockers (see important note below)
3. Login to GoWMU - http://gowmu.wmich.edu
4. Click the Student Home tab
5. Click the Degree Works link located under Academic Services in My Self Service

Your degree audit worksheet will display.

---

Important Note: To remove pop-up blocker

For Internet Explorer:
- Select Tools from the menu option
- Choose Pop-up Blocker
- Select Turn Off Pop-up Blocker

For Firefox:
- Select Tools from the menu option
- Choose Options
- Select the Content tab
- Remove the check from Block pop-up windows OR
- Grant an exception to http://gowmu.wmich.edu
WORKSHEETS: ACADEMIC SUMMARY

The Student View is the default worksheet format type. It provides general information about your completed and remaining degree requirements, grouped into blocks.

- Displays your full name.
- Displays your Western Identification Number (WIN).
- Displays your classification (Freshman, Sophomore, Junior, Senior).
- Hours earned are the number of credit hours you have completed and can be used to determine your priority registration time.
- Displays your overall GPA. Each letter grade carries a point value. Calculate your overall GPA by dividing the total amount of grade points earned by the total amount of credit hours earned.
- Displays your Academic Standing (Good Standing, Warning, Probation, Dismissal).
- Displays any holds that you may have. See GoWMU for detailed hold information. You will want to take care of any holds before attempting to register for classes or requesting a transcript.
- Displays the Degree you will earn upon graduating.
- Displays the College with whom you are associated.
- Displays your declared major.
- Displays your declared minor.
- IF you have been assigned a specific advisor, that individual will be listed here. If no advisor is listed, contact the college advising office for assistance.
The legend contains all of the unique symbols that are important for interpreting the Degree Works worksheet.

It is important to read and understand the disclaimer located at the bottom of the worksheet. Please note that this worksheet audit is not an official transcript or an official notification of completion of degree or certificate requirements. You should refer to your catalog and talk with your advisor to fully interpret the worksheet audit.
Each section in a Degree Works worksheet audit is called a “Block”. Each block header will contain a title and will also display specific course information for that block such as credits applied, classes applied, and GPA for that block.

**Degree Requirements**

This is the main block that houses all of the global rules that apply to all other blocks within the audit. This block will never have the “Complete” symbol until all other blocks have been completed. Within this block you will also find “Unmet Conditions” which are requirements that must be met in order to graduate (residency requirement, total credits needed, etc.). The top-right corner of this block displays the total credits required to graduate and Catalog Year.

**Core Requirements**

In this block you will find all the core classes that are required for your degree. For example, if your degree requires a minimum number of credit hours, it will be displayed at the top under “Unmet Conditions”. The top-right corner of this block will display the number of required credits and your Catalog Year. Some programs do not require Core Requirements. For these programs refer to the major requirements block (next).
Major Requirements

This block will house all of the major requirements for your degree. If you have a concentration, this block will display the specific courses for that concentration. Displayed in the top-right corner will be your Catalog Year and the number of credit hours required.

General Education Requirements

Within this block will be all the required general education information. This block is divided into Proficiencies and Distribution Areas. Please consult your academic advisor because additional requirements may exist for specific curricula, majors, and minors. Also, some General Education requirements may be satisfied by your major and/or minor requirements.
Blocks continued... 

**Electives**

This block contains classes that are not used in the previous blocks, but will still count in overall credits towards degree.

<table>
<thead>
<tr>
<th>Electives</th>
<th>Courses not used in above blocks, but count in overall credits towards degree</th>
<th>Credits Applied: 5</th>
<th>Classes Applied: 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 1130 General Chemistry Lab II</td>
<td>TOR</td>
<td>1</td>
<td>Sum II 2010</td>
</tr>
<tr>
<td>Satisfied by: CHEM 130 - GEN CHEMISTRY 2 - KALAMAZOO VALLEY CMTY COLLEGE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CISCR</td>
<td>Transfer Credit</td>
<td>3</td>
<td>Sum II 2010</td>
</tr>
<tr>
<td>Satisfied by: CIS 150 - PROGRAMMING LOGIC - KALAMAZOO VALLEY CMTY COLLEGE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHYS 2060 Mech And Heat Lab</td>
<td>TOR</td>
<td>1</td>
<td>Sum II 2010</td>
</tr>
<tr>
<td>Satisfied by: PHYS 221 - ENGINEERING PHYSICS 1 - KALAMAZOO VALLEY CMTY COLLEGE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Insufficient**

This block contains classes which are not awarded credit, such as repeated courses or grades of E, X, W, NC (No Credit) or TNC (Transfer No Credit).

<table>
<thead>
<tr>
<th>Insufficient</th>
<th>Courses not awarded credit (repeated courses or grades of E, X, W, NC or TNC)</th>
<th>Credits Applied: 0</th>
<th>Classes Applied: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIN NOCR course repeated</td>
<td>TNC</td>
<td>0</td>
<td>Sum II 2010</td>
</tr>
<tr>
<td>Satisfied by: MATH 162 - CALC 2 &amp; ANALY GEOM - KALAMAZOO VALLEY CMTY COLLEGE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**In-progress**

This block shows current and future registration in courses.

<table>
<thead>
<tr>
<th>In-progress</th>
<th>Credits Applied: 19</th>
<th>Classes Applied: 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>FS 3950</td>
<td>3</td>
<td>Fall 2013</td>
</tr>
<tr>
<td>GEOS 3120</td>
<td>3</td>
<td>Fall 2013</td>
</tr>
<tr>
<td>MUS 1090</td>
<td>1</td>
<td>Fall 2013</td>
</tr>
<tr>
<td>MUS 1180</td>
<td>1</td>
<td>Fall 2013</td>
</tr>
<tr>
<td>MUS 1290</td>
<td>1</td>
<td>Fall 2013</td>
</tr>
<tr>
<td>MUS 1430</td>
<td>1</td>
<td>Fall 2013</td>
</tr>
<tr>
<td>MUS 2620</td>
<td>2</td>
<td>Fall 2013</td>
</tr>
<tr>
<td>MUS 3000</td>
<td>4</td>
<td>Fall 2013</td>
</tr>
<tr>
<td>MUS 3480</td>
<td>3</td>
<td>Fall 2013</td>
</tr>
</tbody>
</table>
Click on the *Class History* link. The *Class History* will open in a new tab. *Class History* is broken down by term similar to an unofficial transcript located in GoWMU. This should not; however, be considered or used as an official University transcript.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 1997</td>
<td>PSY 100</td>
<td>GEN PSYCHOLOGY -AP</td>
<td>CR 3</td>
</tr>
<tr>
<td>Spring 1998</td>
<td>ACTY 210</td>
<td>PRIN OF ACCOUNTING I</td>
<td>A 3</td>
</tr>
<tr>
<td></td>
<td>BIOS 211</td>
<td>HUMAN ANATOMY</td>
<td>E 0</td>
</tr>
<tr>
<td></td>
<td>HIST 360</td>
<td>MEDIEVAL WORLD</td>
<td>A 3</td>
</tr>
<tr>
<td>Fall 1998</td>
<td>CHEM 100</td>
<td>INTRO-GENL CHEMISTRY</td>
<td>BA 4</td>
</tr>
<tr>
<td></td>
<td>MATH 111</td>
<td>ALGEBRA II</td>
<td>A 3</td>
</tr>
<tr>
<td></td>
<td>PHIL 201</td>
<td>INTRO TO ETHICS</td>
<td>B 4</td>
</tr>
<tr>
<td></td>
<td>UNIV 101</td>
<td>FRESHMAN SEMINAR</td>
<td>A 1</td>
</tr>
<tr>
<td>Spring 1999</td>
<td>BIOS 150</td>
<td>MOLECULAR&amp;CELLULAR BIOLOGY</td>
<td>W 0</td>
</tr>
<tr>
<td></td>
<td>CHEM 101</td>
<td>GENERAL CHEMISTRY I</td>
<td>B 4</td>
</tr>
<tr>
<td></td>
<td>ENGL 105</td>
<td>THOUGHT &amp; WRITING</td>
<td>A 4</td>
</tr>
<tr>
<td></td>
<td>MATH 118</td>
<td>PRECALCULUS MATH</td>
<td>A 4</td>
</tr>
</tbody>
</table>
DEGREE WORKS: COURSE LINKS

When a requirement has not yet been completed, the worksheet will display courses that are still needed to complete the requirement. These courses are also hyperlinks, that when clicked, will display catalog and current course offerings information.

Courses followed by an asterisk (*) have prerequisites.

<table>
<thead>
<tr>
<th>Course</th>
<th>Code</th>
<th>Description</th>
<th>Type</th>
<th>Crs</th>
<th>Sec</th>
<th>Seats Open</th>
<th>Meeting Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Production Management &amp; Control</td>
<td>MGMT 4640</td>
<td>Prod Mgmt &amp; Control</td>
<td>A</td>
<td>3</td>
<td></td>
<td>0 (out of 36)</td>
<td>Tu Th 09:30 - 10:45</td>
</tr>
<tr>
<td>Purchasing Management</td>
<td>MKTG 3720</td>
<td>Purchasing Management</td>
<td>A</td>
<td>3</td>
<td></td>
<td>1 (out of 36)</td>
<td>M W 14:00 - 15:15</td>
</tr>
<tr>
<td>Manufacturing Logistics</td>
<td>MKTG 4630</td>
<td>Manufacturing Logistics</td>
<td>(3)</td>
<td></td>
<td></td>
<td>1 (out of 36)</td>
<td>M W 15:30 - 16:45</td>
</tr>
<tr>
<td>Applied Process Reengineering</td>
<td></td>
<td>Still Needed: 1 Class in IME 4880 or MKTG 4880</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>International Bus Law or Marketing &amp; Sales Law</td>
<td></td>
<td>Still Needed: 1 Class in LAW 4840 or 4960</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ACTY 3100 3 Credits Financial Accounting I

This course examines the underlying concepts of financial accounting. It reviews the accounting cycle, related accounting records, and the financial statements. Accounting principles and reporting requirements for current assets, plant and equipment, intangibles, and other assets are also studied.

Prerequisites: (ACTY 2100 minimum grade of CB or ACTY 210 minimum grade of CB and (ACTY 2110 minimum grade of CB or ACTY 211 minimum grade of CB)

Attributes: 4YR, UDG

<table>
<thead>
<tr>
<th>Sections: Term</th>
<th>Cm</th>
<th>Section</th>
<th>Seats Open</th>
<th>Meeting Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2013</td>
<td>40876</td>
<td>100</td>
<td>0 (out of 36)</td>
<td>Tu Th 09:30 - 10:45</td>
</tr>
<tr>
<td></td>
<td>40877</td>
<td>103</td>
<td>1 (out of 36)</td>
<td>M W 14:00 - 15:15</td>
</tr>
<tr>
<td></td>
<td>40880</td>
<td>105</td>
<td>1 (out of 36)</td>
<td>M W 15:30 - 16:45</td>
</tr>
</tbody>
</table>
DEGREE WORKS: WHAT IF

If you are an undeclared student, but want to see just what is required for general education the What-If function will display that information. If you have declared a major, but are considering other majors or minors, the What-If function will display the courses you have taken and where they would fit into a new field of study.

The system starts with a blank slate so for accurate results, you must select:
- Major
- Minor
- College

To access the What If function, click on the “What If” link on the left-side of the audit screen under the “Worksheets” tab.

If you would like to remove any of your choices, select it from the list and click the “Remove” button located below the list box.

After selecting the desired criteria, press the “Process What-If” button. DegreeWorks will then take your entire course history and apply it to an audit with the newly selected changes. Any wrong combination of degree, major and minor will result in an error.

Important Note:

You must select the correct college for accurate results. If you are uncertain which college you should select, contact the department for which you have declared your major.
To see an audit showing courses for which you plan to register in future terms, enter the Subject and Number of each anticipated course. Please note: there is no guarantee of class availability for any given term.

Once done, click the “Process New” button.

The worksheet will be updated; scroll until you see the courses planned show.

**Important Note:**

The “Look Ahead” feature is a helpful tool to use as part of registration. You can see how a course will be used before you register for it.
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DEGREE WORKS: PLANNER

This option allows you and your advisor to create a long-range academic plan. The plan can be saved for future reference and will display a list of recommended courses to take and the sequence in which they are to be taken.

1. Click the Planner tab
2. Two windows display, one with your audit and one with the planner blocks.
3. Scroll through each window individually to see the necessary courses and to enter them into the semester by semester plan.
4. Select a term from the drop-down menu in the right window.
5. Enter the courses for each term.

This can be done either by dragging and dropping the courses from the audit or by manually typing them in. The drag and drop feature will automatically add the credit hours. By typing in the course, you will need to enter the credit hours. Hours will total at the end of each block.

If you are undecided about a particular course, enter a dash, a space, and a brief note (e.g. “- Elective”). The hours will be included in the total and the note will serve as a place holder.

Click the Check All Terms button at the bottom OR click the little box next to the Select Term drop-down that you would like to see in the audit.

Click Process New

The courses will display as ‘PLANNED’

Important Note:

An audit can be run against the plan to see if it will lead successfully to graduation.
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DEGREE WORKS: ADVICE CALCULATOR

The Current GPA and Credits Earned are automatically populated. Simply enter the desired GPA and click Calculate.

Current GPA 3.70
Credits Earned 20
Desired GPA 3.75

Calculate

Current GPA 3.70
Credits Earned 20
Desired GPA 3.75

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

4 Credits at 4.00 (A) grade average

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

The Current GPA and Credits Earned are automatically populated. Simply enter the desired GPA and click Calculate.

- Current GPA: 3.70
- Credits Earned So Far: 20

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGN</td>
<td>3</td>
<td>EA [3.50]</td>
</tr>
<tr>
<td>ENGL</td>
<td>4</td>
<td>A [4.00]</td>
</tr>
<tr>
<td>MATH</td>
<td>3</td>
<td>B [3.00]</td>
</tr>
</tbody>
</table>

Current GPA: 3.70
Credits Earned: 20
Desired GPA: 3.75

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

4 Credits at 4.00 (A) grade average

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

Recalculate
Please use Degree Works in coordination with your academic advisor. The Registrar’s Office will use the degree audit as the initial check for graduation. If you have transfer work or have been granted an exception that is not displaying properly, please visit with your advisor. Exceptions for major requirements must be handled by your college advisor.