What is DegreeWorks?

- DegreeWorks is a web-based auditing and academic advising tool that aids both the students and advisors in reviewing progress toward the completion of a degree program’s requirements.

- Allows students to view their progress toward degree completion

- Allows advisors and students to plan for future courses

- Allows students to hypothetically change their major or degree program and shows what coursework applies to the new major, minor, etc. and what coursework is still needed to complete the new program
Why Use DegreeWorks?

- To determine what requirements are needed to complete your degree program
- View individual course grades, cumulative GPA and major GPA as well as transfer GPA, if applicable
- To determine which courses you have already taken or transferred, and which ones will count as electives
- View transfer credits, waivers, and exemptions applied toward the degree program
- See how your coursework could be applied toward another major, minor, or concentration by using the “What If” option
- To confirm your academic standing with the University of South Carolina
- To estimate the number of semesters until graduation
- To learn the prerequisites and co-requisites for courses by clicking on the course numbers
- DegreeWorks helps to estimate prerequisite and major GPA for graduate school applications
What is a Degree Audit?

- A DegreeWorks audit is a review of past, current and future-planned coursework that provides information on completed and outstanding academic course requirements that are necessary to complete a degree, major, minor, or concentrations/area of emphasis.

- The audit is divided into block requirements and each block works like a checklist that has boxes that are automatically checked when a requirement is fulfilled.
When to use DegreeWorks

Using DegreeWorks can be beneficial when:

- Reviewing your progress with an academic advisor
- Creating a list of questions to discuss with your advisor
- Identifying courses that remain to be completed
- Selecting courses that meet your degree requirements
- Determining a projected graduation date
- Choosing a major
- Deciding whether to add a minor

A DegreeWorks Audit should be reviewed:

- Before registration
- After registration to ensure the courses apply toward program requirements
- After grades for each semester are posted
- Any time changes are made to your record

Note: DegreeWorks is designed to aid and facilitate academic advising, but is not intended to replace face-to-face advising sessions. DegreeWorks is neither an official academic transcript nor an official notification of completion of degree requirements.
Logging in to DegreeWorks

- Website: https://degreeworks.onecarolina.sc.edu/

1. Choose your campus

2. Enter VIP ID & USC password

3. You should then be able to view degree audit

<table>
<thead>
<tr>
<th>Campus</th>
<th>Available?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aiken</td>
<td>Yes</td>
</tr>
<tr>
<td>Beaufort</td>
<td>Yes</td>
</tr>
<tr>
<td>Columbia</td>
<td>Yes</td>
</tr>
</tbody>
</table>
Overview of the Degree Audit

- **Student Header**
  - Information: Student Name, Degree, Banner ID, Classification, Cumulative GPA, Transfer GPA, Major, College, etc.

- **The Degree Requirements Block**
  - Includes registration information, minimum GPA requirements, General education requirements and Major requirements

- **The General Education “Carolina Core” Block**
  - Includes all courses required to fulfill the Carolina Core requirements

- **The Foreign Language Requirements Block**
  - Includes all the courses needed to fulfill the foreign language requirements

- **The Major Requirements Block**
  - Shows all courses needed to complete the major requirements

- **Area of Emphasis Block**
  - Shows all the courses that are needed to complete the area of emphasis or concentration requirements
### The Degree Requirements Block

The Bachelor of Social Work program requires 122 credits. You currently have 72 credits, so you still need 50 more credits.

- **General Education Requirements**
  - Still Needed: See General Education Requirements section

- **Major Requirements**
  - Still Needed: See Major in Social Work section

### The General Education “Carolina Core” Block

<table>
<thead>
<tr>
<th>General Education Requirements</th>
<th>Still Needed</th>
<th>Academic Year: 2010-2011</th>
<th>GPA:</th>
<th>Credits Required: 122</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Reading and Composition</td>
<td>ENGL 101</td>
<td>ENGLISH COMP I</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>Rhetoric and Composition</td>
<td>ENGL 102</td>
<td>ENGLISH COMP II</td>
<td>C</td>
<td>3</td>
</tr>
<tr>
<td>Foreign Language</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>European Civilization</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>United States History</td>
<td>HIST 151</td>
<td>AMHIST TO 1877</td>
<td>C</td>
<td>3</td>
</tr>
<tr>
<td>Mathematical/Analytical Reasoning</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPTION 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Calculus</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statistics</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPTION 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Introduction to Statistical Reasoning</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elementary Statistics</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td>AART 101</td>
<td>ART HIST/APPH12</td>
<td>A</td>
<td>3</td>
</tr>
<tr>
<td>LAB SCIENCE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Electives List
- Shows all completed electives, the grade received, credit hours, and semester the course was taken

In-Progress Courses
- Shows all courses that student is currently enrolled in; includes the course name, credit hours and semester completed

Insufficient Courses
- Shows courses that were completed with a W, F, W/F, or NG as well as remedial courses
- Includes the name of course, the grade, credit hours and the semester the course was completed

Electives (Fall-through Courses)
- Displays all completed courses that are not currently being used to fulfill a requirement within the audit. The content of this block will fluctuate as more and more courses are taken.

Not Counted List
- Includes all courses completed with a grade that is not accepted or not counted toward your degree as well as repeated courses
- Includes the course name, grade received, credit hours, and the semester
The Major Requirements Block

- Intro to Social Work Profession & Social Welfare
- Social Welfare Institutions, Policies, & Programs
- Generalist Practice I: Intro Social Work Practice
- Social Work w/ Diverse and Disadvantaged Populations
- Human Behavior Soc Env II: Indiv Dev & Aging Across Life Span
- Social Work and Scientific Inquiry
- Intro to Field Education
- General Practice II: Soc Work w/ Indiv & Families
- Social Policy Analysis
- Human Behavior/Social Env III: Family Dev & Diversity

Insufficient Course List

<table>
<thead>
<tr>
<th>Insufficient</th>
<th>Credits Applied</th>
<th>Classes Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARTH 545</td>
<td>0</td>
<td>23</td>
</tr>
<tr>
<td>BIDL 101</td>
<td>0</td>
<td>23</td>
</tr>
<tr>
<td>CDDP 391</td>
<td>0</td>
<td>23</td>
</tr>
<tr>
<td>ECON 224</td>
<td>0</td>
<td>23</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>0</td>
<td>23</td>
</tr>
</tbody>
</table>

Electives Course List

<table>
<thead>
<tr>
<th>Electives</th>
<th>Credits Applied</th>
<th>Classes Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT 225</td>
<td>3</td>
<td>8</td>
</tr>
<tr>
<td>MATH 111</td>
<td>3</td>
<td>8</td>
</tr>
<tr>
<td>MGMT 250</td>
<td>3</td>
<td>8</td>
</tr>
<tr>
<td>MUSC 200</td>
<td>3</td>
<td>8</td>
</tr>
<tr>
<td>PEDU 114</td>
<td>1</td>
<td>8</td>
</tr>
<tr>
<td>SCOT 270</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>SOCW 222</td>
<td>3</td>
<td>8</td>
</tr>
</tbody>
</table>
Legend:

- **Complete** – This symbol will appear beside all requirements that have been completed within the audit. The row will be highlighted light yellow and will display the course(s) that fulfilled the requirement along with the grade and term in which the course was taken.

- **Not Complete** - This symbol will appear beside all requirements that have not yet been completed. The row will be highlighted in red and will also indicate the course(s) that will be required to complete the requirement.

Disclaimer:

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor or the Registrar’s Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar’s Office regarding this degree audit report, your official degree/certificate completion status, or to obtain a copy of your academic transcript.
Tools for Graduation Planning

- Planner Feature
  - The Planner is a tool that allows you to arrange your required coursework into semester blocks, allowing you to plan future semesters as well as predict a future graduation date.

- Note: The Planner Feature is pending release at this time.
Tools for Graduation Planning

- **GPA Calculator**
  - DegreeWorks automatically calculates your GPA for multiple scenarios including: Core GPA, Major GPA, Transfer GPA, as well as your Overall GPA.
  - This can be helpful when planning for graduate schools which can require the calculation of prerequisite and major coursework GPA's separately.

- The GPA Calculator also provides three separate options for GPA calculations: the Graduation Calculator, the Term Calculator, and the Advice Calculator
  - **The Graduation Calculator**
    1. Check the upper right hand corner of your degree block for credits required and credits applied. To find the number of credits remaining subtract the number of credits being applied from the number required, excluding from both all Pass/Fail courses.
    2. Fill in the number of credits you have remaining and the number of credits your degree requires in the "Credits Required" space.
    3. Fill in your desired GPA and click calculate.
    ✓ DegreeWorks will give you the GPA you need to average to graduate with your desired GPA.
  - **The Term Calculator**
    1. Add In-progress courses from your degree audit report to calculate an estimated term gpa.
    2. Select the grade you anticipate receiving for each course
    3. Click "Calculate."
    ✓ DegreeWorks will give you an estimated GPA for the semester.
  - **The Advice Calculator**
    1. Fill in the GPA you would like to have
    2. Click Calculate.
    ✓ DegreeWorks will tell you how many hours and with what grades you will need in order to achieve your desired GPA
      • Note: Remember, DegreeWorks GPA calculations are only estimations and should not be relied on solely.
Tools for Graduation Planning

- What If Tool

  - If you are thinking about changing your degree, major, minor or even your concentration, DegreeWorks has integrated the “What If” tool to enable you to apply your course history to a sample audit with any of these changes.

  - This tool also allows you to enter future courses in order to see how they will apply using the “Look Ahead” feature.

  *Note: What If scenarios are not saved in DegreeWorks so an advisor will not be able to view the scenario unless it is completed with them.*
How to perform a What If audit

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

2. On the What If screen, you will be able to use the drop-down boxes to select the desired Level, Degree, Academic Year, Major, Minor and Concentration, as well as add additional future courses to your audit scenario.

3. Your selection for each area will be added to a list box on the right hand side. 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.
   - Degree Works will then take your entire course history and apply it to an audit with the newly selected changes.
   - Note: Any wrong combination of degree, major, minor, or concentration will result in error.

4. Once the new audit has been generated, you will notice that all of your selections will appear as if it were a real audit. Any future courses that were added will display with blue text and will have a grade of “PL” and a term of “Planned Term.”

5. To print the What If audit: use the option to “Save as PDF.” Clicking this button at the top of the screen will take the What If scenario and insert it into a PDF document that you can either save or print out for future review.
Exceptions & Notes

- While viewing your DegreeWorks audit you may come across exceptions and/or notes. These exceptions and notes can come from either your academic advisors or the Dean of your academic college.

- **Exceptions**
  - Courses an advisor or the Dean of your academic college has deemed as an acceptable substitute for a required course
  - Exceptions are used to waive requirements, substitute one course for another, or to otherwise make changes to a student’s audit

- **Notes**
  - Annotation written on the degree audit by an advisor within your degree program that is pertinent to degree completion or the degree requirements
    - This tool is used to communicate between the student and multiple advisors
    - It can be used to keep track of information given to the student during advisement sessions
Trouble Shooting

What if information is missing or not up to date?

- There could be several reasons that information in DegreeWorks is not up to date. One is that DegreeWorks may not have been refreshed since a change was made to the student record.
  - Information is refreshed each night
- Second, there could be paperwork that must be completed. Check with the Registrar's Office regarding information that may not be up to date.

What if I notice I am listed in the wrong catalog year?

- Contact your academic advisor.
- Client Services in the Registrar Office will assist your academic advisor with fixing curriculum related discrepancies on individual student records.

What if the information is incorrect or I notice an error?

- You should consult your academic advisor for a review of your audit. Any exception to major, minor, or concentration requirements should be discussed with your major/minor advisor or academic department personnel.

What if I notice questionable curriculum requirements?

- You should consult your academic advisor for a review of your audit. Any exception to major, minor, or concentration requirements should be discussed with your major/minor academic advisor.
- The DegreeWorks Liaison in the Deans Office for your academic college will review curriculum requirements and contact the Office of the University Registrar if there are programming errors in the audit report.
Trouble Shooting

- **How can I update my information in DegreeWorks?**
  - Students cannot update course information in DegreeWorks. Please contact your academic advisor.

- **How can I report a demographic data error in DegreeWorks?**
  - You should contact your academic advisor.

- **Why is there a blank window when I select “Print as PDF?”**
  - A DegreeWorks audit contains a large amount of information and as a result of this it will take 15-20 seconds for the PDF to generate. If after 20 seconds your PDF fails to load, please contact the UTS Service Desk.

- **Why am I receiving an error message when performing a “What If” audit?**
  - The What If tool requires that you make a selection in the "Major" field. Failure to do so will result in error.
  - Any wrong combination of degree, major, minor, or concentration will result in error.

- **The requirements in my audit are not accurate, what should I do?**
  - The first thing to do is speak to your academic advisor. Your advisor will determine if the requirements for your degree are different than those noted in your audit and will correct the information as needed.
Confidentiality of DegreeWorks

- Like other processes you use through Banner Self Service, DegreeWorks is accessed through a secure login.
  - Keep in mind that only authorized advisors, faculty and staff will be able to view information contained in DegreeWorks.

- Confidentiality and FERPA
  - The University of South Carolina maintains compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. FERPA defines educational requirements which are designed to protect the privacy of students concerning their records maintained by the University of South Carolina. FERPA accords students certain rights with respect to their education records. They are:
    - The right to inspect and review their records
    - The right to request the amendment of their education records to ensure that they are not inaccurate, misleading, or otherwise in violation of privacy or other rights
    - The right to consent to disclosure of personally identifiable information contained in their education
    - Records, except to the extent that FERPA authorizes disclosure without consent
    - The right to file a complaint with the U. S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA
Acknowledgements

- http://www.degreeworks.gatech.edu/
- http://registrar.ua.edu/services/degreeworks/degreeworks-faq/
- https://sc.edu/sschelp/degreeworks.html
- https://sc.edu/sschelp/general.html
- http://www2.kent.edu/gps/plan/faq.cfm#9396E5FB-A976-ED76-7EE75DF8619B0C12