University of South Carolina

DEGREE WORKS:
GLOSSARY OF KEY TERMS & FEATURES
What is DegreeWorks?

- DegreeWorks is a web based tool to help students and advisors monitor the student's progress toward degree completion.

- 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.
Audit Formats

**Student View**: The default audit view. Provides general information about the student's complete and incomplete requirements, as well as in-progress courses, all grouped into logical sections/blocks.
Registration Checklist: Shows only the unfulfilled requirements that are "Still Needed" on the checklist.
**Requirements Checklist**: A condensed view of an audit. Displays the same filled and unfilled requirements as an audit without displaying the grades, credits, or terms.
**Blocks**: Each section in a DegreeWorks audit is called a “Block”. The requirements for a student’s degree are housed in different blocks.

**Progress Bar**: This bar estimates your how close you are to earning your degree, considering the complete and incomplete requirements throughout your audit.

**Worksheets**: Term used to describe the audit screens containing student information and class history.
Blocks

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

**Degree Requirements Block**: Includes registration information, minimum GPA requirements, General education requirements and Major requirements.

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

**Foreign Language Requirements Block**: Includes all the courses needed to fulfill the foreign language requirements.

**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.
Lists and other Sections

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

**Insufficient Courses**: Shows courses that were completed with a W, F, W/F, NG, or any additional grades identified as insufficient according to the University grading system.
  - 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 can be used to fulfill a program requirement and/or electives 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 remedial, technical, and repeated courses.
  - Includes the course name, grade received, credit hours, and the semester.
Functionality

**Look Ahead**: Feature that allows the display of an audit which includes courses which are still to be taken.

**Class History Link**: Provides a listing of all of the courses taken by the student, with grades and credits, grouped by the term taken.

**Notes (Add/View)**: Use the add function to enter any notes about the student’s audit. This will be utilized during advising sessions.

  - Notes CAN NOT BE MODIFIED after an audit.

**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.

**Term Calculator**: Use the Term Calculator to determine the term GPA based on courses and anticipated grades.
### Navigation Toolbars

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**FAQ**: Links to frequently asked questions pertaining to DegreeWorks. “Update Pending”

**Help**: Link to the DegreeWorks help page. “Update Pending”

**Exception Management**: Used to waive requirements, substitute one course for another, import cognate courses, or otherwise make changes to a student's audit.

**Log Out**: Logs user out of DegreeWorks.
Audit Toolbar

**Find**: Unless student Banner ID is known, the find button will be used to search for students. Students cannot use the Find function.

**Student ID**: Here the user can enter a student’s USCID (The alpha numeric Banner ID) and bring up their audit.

**Name**: Student name will display here.

**Degree**: Current student’s degree will be displayed here. The drop down can be used to switch between primary and secondary degrees.

**Major**: Current student’s major will be displayed here.

- If student has double major, they will be displayed under a separate audit report accessible under the “Degree” drop-down box.

**Level**: Level of student will be displayed here (Undergraduate or Graduate).

**Student Class Level**: Displays the student current academic level (i.e. Junior, Senior).

**Last Audit**: Displays the last date an audit was performed for the current student within DegreeWorks.
**Information Options**

**Format:** This format drop-down box lists the different types of audits that are available to view. Format section describes different types.

**View:** If you want to view a different type of audit select the option from the drop-down and then click the **View** button.

**Save as PDF:** This button will allow you to either save or print the audit while retaining the formatting.
Information Options (Cont.)

**Process New**: This button will run a new audit and apply the information that was recently refreshed.

**In-progress / Preregistered Classes**: These options are checked by default. DegreeWorks will include any courses in which the student is currently enrolled in as well as those for which they are pre-registered.

**Class History**: Provides a listing of all of the courses taken by the student, with grades and credits, grouped by the term taken.
**Student Header Information**

**Student**: Displays student’s full name. Provides the ability to email student directly.

**ID**: Displays student’s Banner ID.

**Advisor(s)**: Displays all students’ advisor(s). Provides the ability to email advisor directly.

**Overall GPA**: Displays student’s cumulative GPA extracted from Banner.

**Holds**: Displays if a student has a registration hold. Will be left blank if no holds exist.
Student Attributes: Some students carry attributes that identify their enrollment in certain cohorts such as student athletes, international students, students in the Academic Common Market (ACM) and students who are a part of the South Carolina Honors College. If the student has an applicable attribute it will be listed in the Student Header Information below the “Holds” section or under the “Area of Emphasis” section for SC Honors College.
Grade Legend

Please see the official University Transcript Key found on the University Registrar website http://registrar.sc.edu/html/transcripts/default.stm for a list of official grades. This link is found at the bottom of the webpage.

* The hyperlink above may change in the near future. The Office of the University Registrar is pending a website overhaul in the Spring 2016 term.
DegreeWorks Legend

Legend

☑ Complete
☑ Complete except for classes in-progress
☑ (T) Transfer Class
☐ Not Complete
☑ Nearly complete - see advisor
@ Any course number

_Y Please Note: Grades attached to _Y for coursework transferred into the University of South Carolina appear in the Insufficient block; such courses are not degree applicable, are not counted in Hours Earned, but are counted in Hours Attempted and calculated into Grade Point Average.

☑ 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.
Questions?

• Please contact the University of South Carolina’s Registrar’s Office dgrworks@mailbox.sc.edu with any questions or problems you may encounter.