Introduction

Welcome to DegreeWorks, the new degree audit and tracking system for the University of South Florida System that is replacing our current Degree Auditing System, SASS. DegreeWorks provides a more accessible, convenient, and organized way for students to know where they are academically and how they can plan the rest of their college careers.

As you look through the system, this guide will help you learn how to use DegreeWorks to plan for future classes, keep track of requirements, and see the objectives that have to be met to reach an academic goal.

We hope you’re pleased with the new direction we’re taking in support of student success and look forward to your feedback in collaboration with us to perfect our new degree auditing and tracking system.
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To access DegreeWorks, you will sign into Blackboard using your NetID and password. If you do not have a NetID, you will need to activate one. Please click on the following link to view Talent Management’s Online Tutorial for Activating Your USF Net ID.

Once inside Blackboard, press the “Academics” tab. On the front page of the “Academics” page there should be a link to DegreeWorks; click on it.
Common Student Error Messages

DegreeWorks Authentication Model
DegreeWorks accounts are automatically created for all active undergraduate students and undergraduates who have applied for graduation during an upcoming term. Undergraduate students login to DegreeWorks through the CAS authentication gateway using their NetID and password. CAS passes to DegreeWorks the USFID (U-number, U99999999) associated with the NetID following successful authentication. CAS does not check to see if the NetID belongs to an undergraduate student or that the undergraduate student is active. CAS only verifies that the user has entered a valid NetID and password.

Successful Student Login:
1. Error 0775:

After clicking the OK button the following is displayed:

This means the USFID for you does not exist in the DegreeWorks database. This is usually the result of one of the following conditions:

1. You have not yet been admitted to USF at the undergraduate level.
   Resolution: Please contact campus Admissions or Registrar’s Office for assistance
2. You have attended USF previously but are currently inactive and not eligible to use DegreeWorks.
   Resolution: Please contact campus Admissions or Registrar’s Office for assistance
3. You are a graduate, non-degree, or professional student Unfortunately, DegreeWorks does not provide services for these populations at this time
   Resolution: Please contact campus Admissions or Registrar’s Office for assistance
4. You have very recently been admitted (≤24 hours) and have not yet been provisioned with an account by the nightly interface from OASIS/Banner.
   Resolution: Please wait until after 8 AM on the next business day and try accessing DegreeWorks again.

2. Status = 1504

This means an error occurred in DegreeWorks when it was creating your audit. Please report error via help@usf.edu and it will be routed to the appropriate department for resolution.
3. Status = 4235

This means you have successfully logged into DegreeWorks but there is no audit in the system for you to view. This is usually because you have an invalid catalog year in OASIS/Banner. Please see your campus/college academic advisor for assistance.
Student View Home Page

Audit Header Section

The Audit Header Section provides information regarding a student’s program of study. In the example above, Rocky D. Bull is an undergraduate senior, seeking a Bachelor of Arts degree in Criminology. The audit also lists his home campus, St. Petersburg (P) and the date his last audit was run, September 21, 2010. In addition, the audit also lists the date and time Rocky’s information was last refreshed from the OASIS BANNER Student system into DegreeWorks.

If Rocky was pursuing a double major, he would click the drop-down menu under “Degree” to reveal the second, third, etc., degree types. He can then select the different degree types (one at a time) to reveal the Program of Study requirements pertaining to the selected degree.

Academic/Demographic Summary Section

DegreeWorks has implemented an Academic/Demographic Summary section as a brief description of a student’s standing within the university. The summary offers information regarding academic standing, USF ID, college, GPA, registration status, state residency, etc.
Emailing student – DegreeWorks provides the capability to email a student directly from within the audit. To email a student, you may select the name of the student within the audit you are viewing. Upon clicking on the student’s name, an outlook email pop up window (please see visual below) will appear with the student’s email address in the ‘To’ section and your email address in the ‘From’, a subject of Advising Worksheet Issue, and in the body of the email starts “About your worksheet.”

You may include a PDF of the DgW audit, but it is not recommended because it will contain all advisors notes even those that have been selected as not be viewed by students. PDF will be from the advisor viewpoint and not that of the students. This is why the advisors notes would show. The PDF is also a very a large file which is the other deterrent in emailing it.
Test Scores Section

The *Test Scores Section* located near the top of the DgW audit provides advisors and students with information regarding all the tests a student has taken. This section was developed specifically for the University of South Florida’s System at the request of USF System advisors.

The first row and column in the *Test Scores Section* under Test Code, Test Name, and Test Score header row is a filter row/column. You can type in specifics to shorten the list when list is long to a particular test code, name or score. If you would like to minimize the list completely, you can type ‘X’ or ‘x’ or any other character not listed in test code column below and all rows will disappear except the filter row.
# Test Scores

* Filter the columns using the input boxes below the column titles.

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Test Name</th>
<th>Test Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP66</td>
<td>Calculus AB</td>
<td>4</td>
</tr>
<tr>
<td>AP78</td>
<td>Physics B</td>
<td>3</td>
</tr>
<tr>
<td>CLDT</td>
<td>CLAST Original Date</td>
<td>0</td>
</tr>
<tr>
<td>CLSE</td>
<td>CLAST Essay</td>
<td>997</td>
</tr>
<tr>
<td>CLSM</td>
<td>CLAST Math</td>
<td>996</td>
</tr>
<tr>
<td>CLSR</td>
<td>CLAST Read</td>
<td>997</td>
</tr>
<tr>
<td>CLSW</td>
<td>CLAST Write</td>
<td>997</td>
</tr>
<tr>
<td>EAC1</td>
<td>EACT English</td>
<td>17</td>
</tr>
<tr>
<td>EAC1</td>
<td>EACT English</td>
<td>26</td>
</tr>
</tbody>
</table>
Audit Functionality

Progress Bars

The *Degree Progress* bars are visual representations of a student’s progress towards graduation.

The *Requirements* bar displays the percentage requirements (i.e. General Education, Gordon Rule, CLAS, EXIT Requirements, Summer Requirement, Foreign Language, Major(s), Concentration(s), Minor(s), etc.), as laid out in the audit that have been completed.

The *Credits* bar shows the percentage of credits completed in relation to the number of credits required for a degree.

Legend

Compared to its predecessor, SASS, one of the advantages of DegreeWorks is its user-friendly interface and an aesthetically pleasing layout. Much of the information is categorized with colors and symbols. Here is how to interpret them:

<table>
<thead>
<tr>
<th>Legend</th>
<th>Complete</th>
<th>Complete except for classes in-progress</th>
<th>(T) Transfer Class</th>
<th>@ Any course number</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ Complete</td>
<td>☐ Not Complete</td>
<td>☑ Complete except for classes in-progress</td>
<td>(T) Transfer Class</td>
<td>@ Any course number</td>
</tr>
</tbody>
</table>

**Classes with green backgrounds are complete.**
**Classes with red backgrounds are incomplete.**
**Classes with blue backgrounds are in-progress.**
Requirements Section

This worksheet displays all the requirements and the classes that have been taken to satisfy them. The first block is a summarization of all the requirements for your degree. It uses the color green and a checkbox to display the completed requirements and highlights the incomplete requirements in a (pinkish) red.

48 hour rule – Highlighted above will only show as a note on the audit if requirement is unmet

Completed Requirements

Once all the requirements have been satisfied, the entire block will be checked off.
**Incomplete Requirements**

The *Incomplete Requirements* block serves as a guide to students, reminding them of what classes they still need to take. It illustrates the classes that have not been attempted (in red) and the classes in progress (in blue). For requirements that have not yet been attempted, DegreeWorks offers suggestions as to which class a student can take. For example, if Rocky T. Bull needed a class in an economics concentration, DegreeWorks would suggest ECO 2023 (Principles of Microeconomics).

**Still-Needed Courses**

DegreeWorks eliminates the hassle of searching for classes to satisfy an unmet requirement. The image above shows the unmet Literature & Writing requirement and a possible list of courses that can satisfy the requirement. By clicking on the course link, students can learn more.
about the class. This information includes: a course description, prerequisites, and attributes as well as a listing of up to 3 semesters of course offerings including data such as CRN, course title, class meeting dates and time, available seats, and building location.

While all USF approved exit courses are included, the proper course for a major may be specific. Refer to the USF catalog or ask your advisor.

### Fall through Courses

<table>
<thead>
<tr>
<th>Fallthrough Courses</th>
<th>Credits Applied</th>
<th>Classes Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 3103</td>
<td>TP 3</td>
<td>Fall 2009</td>
</tr>
<tr>
<td>ACG 3341</td>
<td>TP 3</td>
<td>Fall 2009</td>
</tr>
<tr>
<td>FRE 2200</td>
<td>NG 3</td>
<td>Spring 2007</td>
</tr>
<tr>
<td>FRE 2201</td>
<td>NG 3</td>
<td>Spring 2007</td>
</tr>
<tr>
<td>SLS 1101</td>
<td>A 2</td>
<td>Fall 2007</td>
</tr>
</tbody>
</table>

**Fall through Courses** are classes that have been taken, but do not meet any requirement toward a degree. These classes may still be calculated in your GPA. Courses listed with the abbreviation, “NG” (No Grade) are satisfied by AP/IB/CLEP test scores and transfer credit. Advisors will apply courses from this section if they are degree applicable.

**NOTE:** Fallthrough Courses is equivalent to SASS ‘Other Courses’.

If student has AA degree from Florida which automatically closes up the Gen Eds (FKL or Liberal Arts), then all of those courses will be listed under “Fallthrough courses” instead of under the Gen Ed requirements.
Insufficient Courses

Courses listed as: withdrawn, with or without penalty, incomplete, or failed are found under the *Insufficient Courses* block. Courses listed as “F” are calculated into a student’s GPA; courses listed as “W” are not calculated into a student’s GPA.

### Insufficient

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Applied</th>
<th>Grade</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>NON 1000 Intro To Radiologic Tech</td>
<td>0</td>
<td>NC</td>
<td>Fall 2009</td>
</tr>
<tr>
<td>Satisfied by: RT11000 - Keiser University</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NON 1580 Microcomp Desktop Pub</td>
<td>0</td>
<td>NC</td>
<td>Spring 2000</td>
</tr>
<tr>
<td>Satisfied by: CG10100 - Miami Dade College</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NON 2403 Graphic Arts</td>
<td>0</td>
<td>NC</td>
<td>Spring 2008</td>
</tr>
<tr>
<td>Satisfied by: GPA2403 - Broward College</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Insufficient Courses are equivalent to SASS ‘Noncount Courses’ and will list remedial courses, grade forgiveness courses, etc.
In-progress Section

<table>
<thead>
<tr>
<th>In-progress</th>
<th>Credits Applied: 12</th>
<th>Classes Applied: 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 3103</td>
<td>Interned Financial Acc I</td>
<td>IP 3 Fall 2009</td>
</tr>
<tr>
<td>ACG 2341</td>
<td>Cost Accounting and Control I</td>
<td>IP 3 Fall 2009</td>
</tr>
<tr>
<td>LAE 4414</td>
<td>Literature in Childhood Ed</td>
<td>IP 3 Fall 2009</td>
</tr>
<tr>
<td>MAN 3025</td>
<td>Principles of Management</td>
<td>IP 3 Fall 2009</td>
</tr>
</tbody>
</table>

This section lists the classes in which a student is currently enrolled. The *In-progress* section is subject to change depending on a student’s decision to add/withdraw from a course.
Find Functionality

This functionality is only available to advisors and staff. Students are taken directly into their own personal audit.

If you are unsure about what audit(s) you’d like to review or if you like to look at a specific population of audits, you can select the find button shown above to query on specific criteria for a desired outcome. Upon selecting the find button, the following pop up window opens up.
You may query on any of the above search options to direct your search for a desired outcome. If you have more than 500 students returned, you will receive the following error message which will tell you how many rows total were returned and that a maximum of 500 will be loaded.

The page at https://degreeworks.usf.edu says:

There are serious performance ramifications inherent in searching and loading more records into this page than the University has allowed. We have only allowed that a maximum of 500 be loaded and your search has resulted in finding over that number (13243). We will, of course, load these 500 records but recommend narrowing your search and trying again.
Warning message is just that a warning that loading 500 records into the auditing system is really not practical. You can do it but why would you. It is unlikely that you would be able to review that many audits at once and it will cause performance issues. Thus, the more prudent thing to do would be to narrow your section to a more workable list.

DegreeWorks search engine allows you to perform partial name searches – but only 1 name can be entered as partial. It requires no additional coding (like %) to search for partial names. If you search for “Son” you will receive all entries that include “son.”
Audit View Settings

Minimizing the Degree Audit
The DegreeWorks audits can be rather lengthy when a student has numerous unmet requirements with the available courses that may satisfy the requirement listed. To minimize the audit you can select a different format other than the default student view format. The preferred format to minimize your audit is the ‘Graduation Checklist’ view format. To access this view, click on the drop down menu under format as highlighted below and select the ‘Graduation Checklist’ format. Once you’ve selected this view, you must click on the ‘View’ button to process audit so the new view is displayed. The audit view will no longer include the list of available courses for unmet requirements that display on the right hand side of the audit.
The following is an example of an audit with the ‘Student View’ format. Notice the available courses for the unmet requirements are displayed to the right.

The next example is the same student under the ‘Graduation Checklist’ view format. Notice that available course listing is collapsed and no longer displays. Only the met and unmet requirements are displayed.
Another method for minimizing the degree audit is functionality of viewing an audit with/without current or registered courses. There are two check boxes at the top of the audit: Include in-progress classes or Include preregistered classes (see display below) that default in as checked but can be unchecked.

Either or both check boxes of “in-progress” (current semester) or “preregistered” (current registration for future semester) can be unchecked then by clicking the “Process New” button on the DgW Audit, the audit will updated and classes will be include or excluded depending on the indicators on the checkboxes.
DegreeWorks Simulation of an Unofficial Transcript

To receive a semester list of courses with grades much like an unofficial transcript or SASS’s sequential list of courses, click on the ‘Class History’ link located near the top of the degree audit. Once the ‘Class History’ link has been selected a pop up window will appear (see display below) with a semester by semester list of courses along with term and cumulative information for each semester.
Students, who plan on changing their major, adding a minor or a concentration, or looking to enroll in a specific college, can access the *What-If* audit. The *What-If* audit can be found under the worksheets tab, on the left menu pane; it is designed to offer students an opportunity to view how proposed changes can affect their path towards graduation.

Begin by first choosing a level: graduate (not currently offered) or undergraduate. Then select the type of degree (Bachelor of Science or Bachelor of Arts), an academic major/minor, and any prospective courses (it is not required to fill out every section). Click **Process What-If**, located at the top of the page. The *What-If* audit appears to be similar to the original worksheet, but it includes the changes that apply to the *What-If* scenario; these changes are depicted in blue font. The audit allows students to view how their progress changes, which classes can still be applied towards the new degree, which classes will not count, and which new classes need to be taken.
Look Ahead Functionality

The *Look Ahead* audit can be found under the worksheets tab, on the left menu pane; it is designed to work in conjunction with the *Planner* to offer students an opportunity to view how future planned courses can affect their path towards graduation.

The ‘*Look Ahead*’ feature can be used in conjunction with the Planner or in ad hoc mode as described below.
Previous screen shot displays a student’s audit that is requiring specific courses to satisfy FKL requirements. The Look Ahead functionality can be used to add ENC 1101, ENC 1102 and MAC 1105. In the display below, you would manually enter the subject and the course number in the appropriate boxes then click on the ‘Add Course’ button. Course will be transferred to the ‘Courses you are considering’ list. For assistance in finding courses by discipline and number, you can click on the Find icon and you will be taken to the University System's Schedule Search webpage. To remove a course, highlight it in the ‘Courses you are considering’ list and click ‘Remove Course’ button.
When you have completed your future planned courses list, select the view under the Format label that you wish to see the ‘Look Ahead’ audit displayed then click the ‘Process New’ button. The ‘Look Ahead’ audit will show exactly how each of the classes in the student’s Planner will apply toward graduation requirements with assumption taken that the student will complete courses successfully. A ~ (tilde) signifying in progress will appear in the check box associated with each requirement fulfilled by the planned registrations as shown in the example below where ENC 1101, ENC 1102 and MAC 1105 are planned registrations to complete the FKL requirements for Molly Mock.

Using the Planner tab, a student and his/her advisor can lay out a series of recommended class registrations based on outstanding requirements from the Student View worksheet. Once planned course registrations have been completed, the advisor can click the ‘Process New’ button to run a ‘Look Ahead’ audit to show student how their planned courses will keep him on track for graduation.
You can produce a printed copy of the Plan Ahead audit by clicking *Print* link located on the upper right of the *Planner Worksheet* display on the left. You may have to use the scroll bar located at the bottom of the *Planner Worksheet* to scroll to the right until the *Print* link is displayed.
The planner is a great tool for organizing the classes needed to satisfy your unmet requirements. If you plan on changing your major or for any other reason want to use the What If scenario to plan more effectively, you can click on the Use What If Scenario.

The degree audit screen located in the Planner Worksheet appears on the left side and the planning options are on the right side. You can drag and drop courses from the audit report on the left to the right side, and course information such as the credit hours, will also be transferred. After inserting all the classes for future terms, click on Process New button located at the bottom of the planning side, and a new ‘Look Ahead’ audit with the classes from the planner will appear. This new audit shows you how your academic progress is affected by those changes. You can also use any of the button options located at the bottom of the right side to maintain your plans.

On the Student Educational Planner, SEP screen located on the right hand side, an advisor can lock course registrations planned for a specific term once registrations have been completed and if appropriate agreed upon by the student. ONLY Advisors can lock and unlock a planned course registration term.
Also located on the SEP, is an area in which advisors can use notes for semester by semester planning. These notes are attached to specific terms in the SEP and can be viewed by students. SEP notes will not display on the advisors notes. Courses used in the Planner are simply to create plans or road maps to ensure students successfully path towards graduation. There is currently no connection between the planner and registration. Plans can be created and used for registration but students will need to log into OASIS Banner to register for courses. Software vendor is anticipating a *shopping cart* bolt on interface software in the future that will give students the ability to interface with registration from DegreeWorks. Software will allow students to register for desired courses to meet outstanding requirements without having to log into OASIS Banner to do so. This again is a future feature and one that the University System would have to purchase.
(Advisor) Notes Utility

The Notes tab is located to the right of the Planner tab at the top of the degree audit. This functionality allows advisors to document academic advising directly on student’s advising audit.
When adding a note, advisors can select to display or not display notes to students by checking or not checking the ‘Not available to student’ checkbox (see screen shot below). It is **strongly recommended that advisors err on the side of safety and assume all notes will be viewable by students and others**. Situations could occur where notes could be displayed even if the option to not display to students is selected. For example, if an advisor prints or emails an audit PDF, it will be in the advisors view and all notes will show, if student is in a legal situation and an audit is requested all notes will be displayed.

You may add your own note or you can choose from predefined list of notes. You can also modify or delete a note.
Your note was added successfully.

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

The Exceptions function allows those users having access to this function to modify the requirements for degree completion for a specific student.

To access the Exceptions function, click the Exceptions tab. This will open up the Exceptions screen shown below. The Exceptions tab may not be present on your screen depending upon your User Class level.

The Exceptions screen contains two parts. The upper part of the screen contains a drop-down list of the types of exceptions available to the user. Click the down arrow to open up the drop-down list and select the appropriate exception type.

Click the Load button to load the chosen exception type. A middle screen will appear with additional fields specific to the exception type chosen. The bottom part of the Exceptions screen shows an audit for the student showing all exceptions that have been entered and/or applied to the student audit.
DegreeWorks allows you to process the following types of exceptions:

**Force Complete**  This exception completes a course rule, subset rule, block qualifier or rule qualifier without applying additional classes. It is the most powerful exception type available.

**Substitute**  This exception allows you to substitute one course for another.

**Also Allow**  This exception appends a course to a course list on a rule.

**Apply Here**  This exception allows the user to apply a specific course to a rule regardless of the Scribe text or the auditor best-fit algorithm. The auditor will not move courses applied to rules with this exception type unless a block or rule qualifier overrides the exception.

**Remove Course/Change the Limit**  This exception allows you to remove a class from a course rule or qualifier or to change the number of classes or credits required on a rule or qualifier.

Some exception types require more information than others. The bottom half of the screen shows an audit report for the student. The audit shows where each course has been applied and what remaining requirements are left outstanding. The radio buttons are used for selecting the rule on which to add the selected exception.

To “Add” a new exception, select the exception type you wish to add by selecting it from the Exception Type drop-down list.
Select the course rule or qualifier where you wish to add the exception by clicking the correct radio button. Fill in the information required for each exception type. Each exception type will be discussed in greater detail below. Once the correct information has been entered, enter a description of the exception being added and click the Add Exception button to save the exception. If you do not enter a description, you will be prompted with a message that one will be entered for you describing the exception type you are using.

While most exception types can be processed from DegreeWorks on the Web, rule qualifiers (such as MINGRADE, EXCEPT, etc.) cannot be modified using DegreeWorks on the Web.

Exceptions are both student-specific and block-specific. In other words, an exception applies to a specific block used in a student degree audit. If an exception is processed in a major block for a student and that student then changes his/her major, the previous exception will no longer apply to the student's new major. If the exception was generic to any major you will need to re-apply the exception in the new major block for the student. Unused exceptions will appear at the bottom of the audit report in the Audit Errors section. Exceptions cannot be used with What-If audits. Exceptions will only appear in the exception screen and on audit reports configured to show Exceptions. By default, the Registrar’s Audit report is configured to show exceptions. The text description entered with the exception will appear next to the exception on the audit report along with a time stamp indicating the name and date of the person who entered the exception.

Exceptions on rules are tied to the rule’s label. When a block is modified using Scribe the exception is placed on the correct rule as long as the original rule label can be found in the new block. Since qualifiers do not have labels, exceptions on qualifiers may become unhooked if the qualifier is changed and more than one of the type of qualifier is allowed (such as MinCredits). Exceptions on qualifiers that can only appear once (such as MinGPA, LastRes) should never become unhooked.

**The Force Complete Exception**

To process a Force complete exception, select Force Complete from the ‘Exception Types’ drop-down list and click the Load button.

Select the course rule or qualifier by clicking the radio button next to it in the degree audit.

Enter a description of why this exception is being processed and then click the Add Exception button located in the middle of the screen.

A text box will appear indicating that the exception was successfully saved to the database. If there was an error while trying to process an exception, an error message box will appear indicating the type of error encountered.
Below is an example of a Force Complete exception processed for the Major Works & Major Issues requirement.

The Force complete exception can be used on any course rule and most qualifiers. This exception type is completely independent of all student data. It will simply complete a rule on a student degree audit regardless of any qualifiers that might apply. Forcing a qualifier complete tells the auditor to ignore the qualifier the next time and audit is performed for this student.

The Substitute Exception

The Substitute exception is used to substitute one course for another. This is distinct from the Also Allow exception type in that one course is exchanged for another. To process a substitute exception, select the Substitute entry from the Exception Type drop-down list and click the Load button.

Select the rule or qualifier where you would like the exception to apply. Enter the target course from the course rule in the Replace fields. The target course must be found on the rule where the exception is to be placed in order to be saved to the database. Enter the substituted course in the “With” fields. The substituted course may also be selected by clicking on a course in the Electives area. This will automatically add the course to the “With” field.
Enter a brief description of why the exception is being processed and click the Add Exception button. Best Practice at USF should be entering a description of “Substitute XXX 9999 for YYY 9999”

The substitute exception requires that one course be used in place of another. If the rule contains only a single course then the substituted course is required for completion of the block. If a substitute exception is processed on a rule with more than one course option that can be used to complete the rule, then the substituted course is not required and is an option available to the student. Only qualifiers that list courses support this type of exception.

The Also Allow Exception

The “Also Allow” exception modifies a course rule by appending a course to the course rule. This exception can be used when you wish to expand the course options available on a specific rule. Courses applied using the “Also Allow” exception are still subject to header qualifiers in the blocks in which they are used and are still subject to the best-fit algorithm. For example, if an “Also Allow” exception is processed allowing ENGL 215 to be used to satisfy a course rule and there is a block header or rule qualifier preventing the use of ENGL 215 within that block, the exception will be added to the database, but ENGL 215 will not be allowed to be used
within that block. You will need to first modify the header qualifier preventing this course from being used before processing the “Also Allow” exception.

When processing an “Also Allow” exception to a group rule, the exception can only be processed on the individual rule labels inside the group rule, not the GROUP RULE HEADER LABEL.

To process an Also Allow exception, select the Also Allow entry from the Exception Type drop-down list. Select the course rule where you want the exception to apply. Enter the discipline and course number in the appropriate fields on the Also Allow exception and enter a brief description of why this exception is being processed. The course may also be selected by clicking on a course in the Electives area. This will automatically add the course to the course field for the exception type selected. Click the Add Exception button to complete the exception.

You may further define the Also Allow exception using “With” qualifiers from the drop-down list. The values listed in the drop-down list are system defined “With” qualifiers (DW Credits, DW Grade, etc.) as well as user defined “With” qualifiers in UCX-SCR044. When With qualifiers are included as a condition for this exception type, only those courses meeting the WITH qualifier criteria will be evaluated for the exception.

Use each of the three “With” fields to identify your criteria.
The “Also Allow” exception does not require that the selected course be used on the modified rule. The best-fit algorithm of the Audit Processor Engine will still function with this type of exception. Consequently, the allowed course may not be applied to rule bearing the exception if there is a better fit for this course elsewhere in the degree audit.

Notice that one exception has already been processed for this student in the previous screen shot. This exception shows up as white band with blue text across the Exceptions page. In addition to the description, the name of the person who processed the exception and the date the exception was processed is also shown. If an exception has been processed but not used in the degree audit, it will show up in the Audit Errors section at the bottom of the screen labeled as Exceptions Not Used.

Block header exceptions do not support the “Also Allow” exception.

**The Apply Here Exception**

The *Apply Here* exception allows the user to apply a course to a rule even if the course is not listed as an option. This exception is very useful in correcting audits in cases where the user wishes to dictate specifically where courses are to be used within the degree audit. The Apply Here exception will apply a course to a rule regardless of any scribings, rule or block header qualifiers. For example, suppose a block contains a 'MAXPASSFAIL 0 CLASSES' header qualifier. You can use the Apply Here exception to apply a PASSFAIL class to a rule in this block without having to modify the block header qualifier. The Apply Here exception will also override an EXCEPT list on a rule. Courses applied to rules using this exception type will not be moved around within the audit. When processing an Apply Here exception on a group rule, the exception can only be processed on the individual rule labels inside the group rule. Apply Here exceptions cannot be processed on a Group Rule Header.

To process an Apply Here exception, select the Apply Here exception from the Exception Type drop-down list. Enter the course you want applied to a rule. The course selected must be a course already taken by the student and found on the degree audit or one the student is planning to take. The Apply Here exception cannot be used for courses that have not yet been taken. Once you have entered the course you want applied, select the rule to which the course should be applied. A message box will appear telling you the exception has been saved to the database.

You may further define the Apply Here exception using WITH qualifiers from the drop-down list. The values listed in the drop-down list are system defined WITH qualifiers (DW Credits, DW Grade, etc.) as well as user defined “WITH” qualifiers in UCX-SCR044. When With qualifiers are included as a condition for this exception type, only those courses meeting the WITH qualifier criteria will be evaluated for the exception.
When placing an Apply Here exception any existing WITH data is removed so that a course that normally did not meet the WITH qualifiers will be able to fit on the rule. If the ‘Apply Here’ exception contains a new “WITH” qualifier then that will be applied – replacing the previous “WITH” data. (As of DW4.0.1)

Use each of the three “With” fields to identify your criteria.

To view the exception you placed on the student's record, click the Audit Tab, select the Detailed or Registrar’s audit and process a new audit for this student. The exception will show up in blue text directly below the rule on which it was placed. If the exceptions are not showing up, be sure you have selected an audit report type that shows exceptions. Exceptions may not be viewable on all report types. Block header exceptions do not support the Apply Here exception.

The Remove Course (Course “Not Needed”) Change the Limit Exception

The Remove Course Exception allows the user to remove a course from a course rule or qualifier or to Change the Limit on a course rule or qualifier. This exception type is very useful in modifying audit reports when students successfully petition to have a specific course or part of a specific requirement waived. This exception type is also useful in correcting the advice given to students when a specific course is disallowed on a specific rule by a student. For example, if a
student receives advice that they can take CSC 113 to fulfill the Technology Requirement but the department chair has disallowed this course on this rule for a specific student, you can correct the advice given to the student by using the Remove Course exception.

To process a Remove Course exception, select the Remove Course and/or Change Limit entry from the Exception Type drop-down list. Select the rule or qualifier containing the course you want to remove. Enter the course discipline and number you wish to remove. Enter a brief description for the exception. If the exception also involves changing the limits on the rule or qualifier for the student, enter the new limit in the Change Limit to field on the exception. Click the Add Exception button to save the exception.

In situations where a course is applied to a rule or qualifier as a result of a wildcard statement, using the Remove Course exception will remove ALL courses that have been applied as a result of the wildcard statement. For example, if HIST 330 and HIST 427 are both applied to the scribe rule 3 Classes in HIST @, removing HIST @ using the Remove Course exception will remove both HIST 330 and HIST 427.

However, if you remove just HIST 330 the rule gets changed to 3 Classes in HIST @ Except HIST 330 – making sure that HIST 330 does not get applied to this requirement. (As of DW4.0.1)

The ‘Remove Course’ exception type can also be used to change the limit on a rule without removing a course from the course list. To change the limit on a rule without removing a
course, select the rule where you wish to change the limit. Enter the new limit in the Change Limit to field. Click the Add Exception button to save the exception. Enter a brief description for the exception. The new limit will be applied to the rule during the next audit process.

Only qualifiers that list courses or specify a number of classes or credits support the Remove Course exception.

**Block Header Qualifier Exceptions**

The Force Complete, Substitute, Remove Course and Change Limit exceptions can be used on block header qualifiers. The qualifiers appear above the rules in the block and have a radio button next to them.
Not all qualifiers support the same types of exceptions. Below are the exceptions and the qualifiers on which they can be placed:

<table>
<thead>
<tr>
<th>Exception Type</th>
<th>Block Header Qualifiers Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Force Complete</td>
<td>All except SameDisc and Optional</td>
</tr>
<tr>
<td>Substitute</td>
<td>MaxClasses, MinClasses, MaxCredits, MinCredits, MaxTerm, MinTerm, SpMaxCredit, SpMaxTerm</td>
</tr>
<tr>
<td>Remove Course</td>
<td>MaxClasses, MinClasses, MaxCredits, MinCredits, MaxTerm, MinTerm, SpMaxCredit, SpMaxTerm</td>
</tr>
<tr>
<td>Change Limit</td>
<td>All except SameDisc, Option, MinGPA, MinGrade</td>
</tr>
</tbody>
</table>
The Graduation Calculator helps students determine what academic goals they need to set in order to produce a desired GPA. All fields must be filled in order to calculate a desired GPA. For Credits Remaining, input the number of required credits minus the number of credits applied. Input the number of credits required (120) in the Credits Required field and the GPA desired for graduation. Rocky’s academic GPA is listed below:

| Current GPA  | 3.94 |
| Credits Remaining | 34 |
| Credits Required  | 120 |
| Desired GPA  | 3.95 |

You need to average a 3.97 over your final 34 credits to graduate with your desired GPA.

After pressing Calculate, the Graduation Calculator will set an objective necessary to produce the desired GPA. If a desired GPA is not feasible, then the calculator will generate an error message stating that the desired GPA is unattainable. Adjust the figures and press Recalculate.
With the Term Calculator, students can project their course grades before the end of the semester. In order to do so, select the estimated grade for each class and click **Calculate**.

It is recommended to be realistic when inputting grades into the calculator. The Term Calculator cannot offer a set of objectives detailing how to obtain a desired grade; its purpose is forecast a projected GPA based on the student’s request.

Students can click **Recalculate** to see their GPA after different circumstances.
Unlike the *Graduation Calculator*, the *Advice Calculator* is able to calculate a desired GPA without knowing how many credits are remaining for graduation. After clicking **Calculate**, the Advice Calculator will demonstrate how that goal can be achieved.

<table>
<thead>
<tr>
<th>Current GPA</th>
<th>3.94</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits Earned</td>
<td>68</td>
</tr>
<tr>
<td>Desired GPA</td>
<td>3.95</td>
</tr>
</tbody>
</table>

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

- 13 Credits at 4.00 (A+) grade average
- 13 Credits at 4.00 (A) grade average

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

If the objectives for attaining a desired GPA are overwhelming, press **Recalculate** to change the desired GPA.
Tips/Helpful Hints

This section was added to provide you with helpful hints and tips as you begin to navigate your way through the new world of DegreeWorks.

1. The Refresh button located at the top of the audit to the right of the ‘Last Refresh’ label is **ONLY available to Advisors.** It allows advisors to refresh an audit with current updated information from OASIS Banner.

2. There is an automatic nightly extract process that updates OASIS Banner information; however, if data in OASIS Banner has not changed audit is not updated and date/time stamp will continue to reflect the last time a changed occurred in OASIS Banner which caused a refresh to be performed. **For the nightly extract process, an audit is only updated when a change has been made to the student record in OASIS Banner.**

3. If a student’s record has changed during the day, e.g. a student you’re advising states that he/she has added/dropped a class earlier in the day, the advisor can click the refresh button to update the OASIS Banner information so the added/dropped courses are reflected immediately in the student’s audit.

4. While significant coding is still in progress, it is recommended that advisors check the date stamp under the Last Audit label located at the top of the audit and if it is an old date, click the “Process New” button to updates audit with any changes that have been made in DegreeWorks.

5. If you need to a refresh as well as a process new on an audit, please be sure to wait until audit says audit says it has been successfully refreshed and you’ve clicked on OK button that is returned before doing a Process New – otherwise, it will loop and continue to show you the same message.
Look and Feel Hint
If you are having trouble viewing the DgW audit or if requirements are squished or font is too small, you can do the following to adjust audit:

1. Press “Ctrl” and “+” at the same time on your keyboard and the DgW audit will get bigger
2. Press “Ctrl” and “-” at the same time on your keyboard and the DgW audit will get smaller
3. If you get a pop up box that is too small, make it a full screen box and the requirements will spread out and be easier to read

What-IF Hint
Concentrations are not tied to major – students can pair inconsistent majors and concentrations. The example below shows Psychology Major with Advertising Concentration
After you’ve click the “Process What-if” button, the DgW audit will place the major for Psych in the DW Audit along with the Concentration for Advertising – **EVEN though** it is not a concentration for psychology.