

LEARNING HOW TO USE DEGREE WORKS

This document walks you through the basics of how to use Degree Works (DW). It is not complete, but it does cover most circumstances.

The first thing to remember is that Degree Works is the map to graduation and your future.

The second thing to know: It's not nearly as complicated as you might believe - honest!

Finally, it makes pesky advisers almost unnecessary.

*A short – and more detailed - video tutorial on how to use DW can be found here:
<https://www2.ecu.edu/registrar/dwintro/dwintro/dwintro.html>*

STEP #1: Degree Works wants you to use Firefox browser. They don't tell you that, but we will. If you have ever gotten frustrated because you have logged into Degree Works and nothing seems to be displaying, it almost certainly because you are NOT using Firefox.

So, if you don't have Firefox installed on your computer, it might be time to consider doing so - if only to make use of this indispensable aid to your university career.

STEP #2: Degree Works is a very powerful tool that will do lots of things, but most people, most of the time, will only use only one simple feature: The "Worksheet" function that tells you where you stand in your degree progress.

So, after logging in (remember, using Firefox), make sure you have the "Worksheet" tab at the top selected. See Illustration #1 below:

Illustration #1

The screenshot shows the East Carolina University Degree Works interface. At the top, there is a navigation bar with 'Catalog', 'FAQ', and 'Print' links. Below this is a search bar with fields for Student ID, Name, Degree, Major, Level, Student Class Level, Last Audit, and Last Refresh. The 'Worksheets' tab is highlighted in red. Below the search bar, there are buttons for 'View', 'Save as PDF', and 'Process New'. The main content area displays the 'East Carolina University Degree Works' page with a 'Student View' tab selected. The page shows a table of student information:

East Carolina University Degree Works			
Student View as of 01/28/2022 at 23:53			
Student	[Your Name]	Level	Undergraduate
ID	[Banner ID]	Degree	Bachelor of Science
Classification	Sophomore	College	College of Arts and Sciences
Advisors	[Your Advisor(s) Name(s)]	Major	Political Science, BS
Overall GPA	3.193	Concentration	
Test Scores	23 - ACT Composite 20 - ACT Math	Minor	
Academic Standing	Good Standing	Applied for Graduation	No
Catalog Year	2021	Overall Credits	43
Previous Degree	None	Student Attributes	
Student Holds	No Holds	Registration Pin	

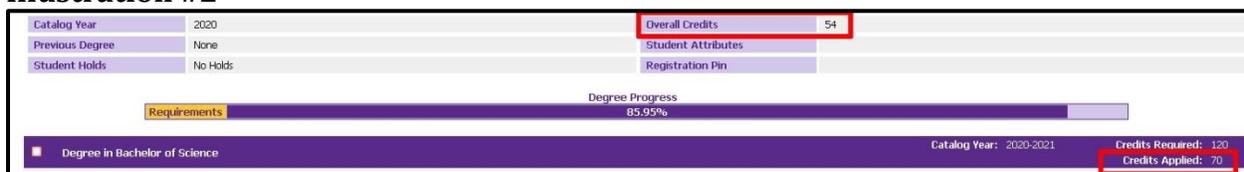
STEP #3: Underneath the personal information block (“Student View”) of near the top of the screen (where all of your information is located) there is a Progress Bar, that supposedly tracks your progress toward completion. Many people – including many advisers – get confused by this.

Completely ignore this progress bar. It is meaningless. If you want to know your progress, you can check one of two things:

- “Overall credits,” in the “Student View” block, tells you how many credits you have actually completed. This does not include the credits you are taking this current semester.
- “Credits applied” includes the classes you are currently enrolled in (and assumes you will pass all of them).

See Illustration #2 below:

Illustration #2



STEP #4: DW is a very powerful tool that will do lots of things. However most people use it to see what classes they need to take in the coming semester (or semesters), and/or to check on their progress toward graduation.

This final step deals with how to read – evaluate - your progress, such that you can see where you stand and what classes are still needed.

Look for, and only for, the red text. Red text alerts you to a class or classes that still need to be completed before you can graduate.

The illustrations below are examples of where you might see red text throughout the Worksheet view of Degree Works. Each is explained below the illustration.

Illustration #3, below, shows the student’s “Degree in Bachelor of Science” block, found near the top of the worksheet (below the personal information block). This is basically a table of contents, presenting the a summary of the sections or blocks which follow. If all of the requirements in any of these blocks are fulfilled, you will not see and red “still needed” text. Having said this, you really don’t need to pay too much attention to this block, because all of the information you need in it is repeated in more detail in subsequent blocks.

Illustration #3

Requirements		Degree Progress
		58.97%
Degree in Bachelor of Science		
<input type="checkbox"/> Credits Required		Still Needed: Your degree requires a minimum of 120 credits. You currently have, you may graduate with more than the minimum required credits.
<input type="checkbox"/> In Residence (taken at ECU) Required Credits		Still Needed: A minimum of 30 credits must be taken in residence. You currently have 0 credits in residence.
<input type="checkbox"/> Senior College Required Credits		Still Needed: 60 of your overall hours must be from a senior college. You currently have 0 senior college credits. You currently have 0 registered courses, Incomplete(I) or Not Recorded(NR) grades.
You have 15 in progress or pre-registered credits.		
<input checked="" type="checkbox"/> 3.3 GPA Requirement for Honors Program Met		
<input checked="" type="checkbox"/> Diversity Requirements		
<input checked="" type="checkbox"/> Domestic Diversity Requirement		
<input checked="" type="checkbox"/> Global Diversity Requirement		
<input type="checkbox"/> Writing Intensive Requirements		Still Needed: See Writing Intensive section
<input type="checkbox"/> Honors Program Requirements		Still Needed: See Honors College section
<input type="checkbox"/> General Education Requirement		Still Needed: See General Education Requirements section
<input type="checkbox"/> Major Requirements		Still Needed: See Political Science BS - Intended section
<input checked="" type="checkbox"/> Minor requirement waived for students with a 2nd major		

Illustration #4 (below) shows the “Writing Intensive” block, which comes below the “Degree in Bachelor of Science” block. In this example, the student still needs to take ENGL 2201 and one POLS class that is writing intensive – that has the “WRIT” attribute.

Illustration #4

Writing Intensive		
<input type="checkbox"/> Writing Intensive		
<input checked="" type="checkbox"/> Foundations of College Writing	ENGL 1100	Foundations of College Writing
<input type="checkbox"/> Writing About the Disciplines	Satisfied by	ENGL111 - Writing and Logic
<input type="checkbox"/> Major Writing Intensive Course	Still Needed:	1 Class in ENGL 2201* with Attribute WRIT
	Still Needed:	1 Class in POLS @ with Attribute WRIT
<input checked="" type="checkbox"/> Student's Choice Writing Intensive Course	PHIL 1175	Intro to Ethics
	Satisfied by	PHI240 - Introduction to E

In Illustration #5 (below), we see the block outlining the “General Education Requirements.” Here we can see another reminder that the student needs to take ENGL 2201, a class in KINE with the “EXSS” attribute, as well 7 credits of a natural science course (example, biology).

Illustration #5

General Education Requirements		
Unmet conditions for this set of requirements: 40 credits are required. You currently have 29, you still need 11 more credits.		
<input type="checkbox"/> ENGLISH		
<input checked="" type="checkbox"/> Foundations of College Writing	ENGL 1100 Satisfied by	Foundations of College Writing ENGL111 - Writing and Inquiry - Edgecombe CC
<input type="checkbox"/> Writing About the Disciplines	Still Needed: 3 Credits in ENGL 2201*	
<input type="checkbox"/> HEALTH AND EXERCISE AND SPORT SCIENCE		
<input checked="" type="checkbox"/> Health	HLTH 1000	Health in Modern Society
<input type="checkbox"/> Exercise and Sport Science	Still Needed: 1 Class in KINE @ with Attribute EXSS	
<input checked="" type="checkbox"/> HUMANITIES AND FINE ARTS		
<input checked="" type="checkbox"/> Humanities and Fine Arts	PHIL 2274 Satisfied by ART 1910 Satisfied by MUSC 2207 Satisfied by	Business Ethics BUS240 - Business Ethics - Edgecombe CC Art Appreciation ART111 - Art Appreciation - Edgecombe CC Enjoyment of Music MUS110 - Music Appreciation - Edgecombe CC
<input checked="" type="checkbox"/> HUM/FA ATTRIBUTE VERIFICATION		
<input checked="" type="checkbox"/> MATHEMATICS		
<input checked="" type="checkbox"/> Mathematics	MATH 1065	College Algebra
<input type="checkbox"/> SCIENCE		
<input type="checkbox"/> Science Courses	Still Needed: 7 Credits in BIOL @ with Attribute SCwith Attribute SCL or CHEM 1@ with Attribute SCwith Attribute SCL or GEOL 1300 or GEOL @ with Attribute SC	
<input type="checkbox"/> SCIENCE LAB VERIFICATION		
<input type="checkbox"/> Science Lab Needed	Still Needed: A minimum of 1 Science Lab required. Requirement is met when course has	

Illustration #6 deals with the major (POLs) course requirements. By this point you probably understand how this works, but we’ll go ahead and do it anyway: The student needs

- POLS 2010
- POLS 2090
- POLS 3031
- POLS 3032
- One of the following: POLS 2070, 3008 or 3050

The next line may be somewhat confusing, but it’s actually fairly simple. In the Bachelor of Science track, a student has the option of selecting a pre-law concentration. If they do not, they will stay on a generic Bachelor of Science track. This, by the way, is the default option.

This line is where that choice shows up. On the “Pre-law Concentration or Restricted Electives” line it says that “still needed” is “1 of the Following.” The 2 lines list the “Concentration (this is the pre-law) Option” and the “Restricted Electives Option.”

In this case, the student is NOT pre-law, which means that all 4 lines under the “Restricted Electives Option” have to be fulfilled, even though there is no red “still needed” there.

Illustration #6

Political Science BS - Intended	
Unmet conditions for this set of requirements: 54 credits are required. You currently have 6, you still need 48 more credits. A minimum of 27 credits must be taken in residence.	
<input type="checkbox"/> CORE	
<input checked="" type="checkbox"/> American National Government	POLS 1010 National Government
<input type="checkbox"/> Intro to Comparative Government and Politics	Still Needed: 1 Class in POLS 2010
<input checked="" type="checkbox"/> Intro to International Relations	POLS 2020 Intro to Internatl Relations
<input type="checkbox"/> Writing for Political Science	Still Needed: 1 Class in POLS 2090
<input type="checkbox"/> Research Design for Political Science	Still Needed: 1 Class in POLS 3031*
<input type="checkbox"/> Statistical Methods for Political Science	Still Needed: 1 Class in POLS 3032*
<input type="checkbox"/> Choose one course	Still Needed: 1 Class in POLS 2070 or 3008 or 3050
<input type="checkbox"/> Pre-Law Concentration or Restricted Electives	Still Needed: Choose from 1 of the following:
<input type="checkbox"/> Concentration Option	(Pre-law concentration) or
<input type="checkbox"/> Restricted Electives Option	(You must complete all of the following:)
<input type="checkbox"/> American Politics, Campaigns, and Elections	(2 Classes in POLS 3006 or 3033 or 3034)
<input type="checkbox"/> Comparative Government and International Relations	(2 Classes in POLS 3007 or 3140 or 3141 or 3142 or 3143 or 3144 or 3145 or 3146 or 3147 or 3148 or 3149 or 3150 or 3151 or 3152 or 3153 or 3154 or 3155 or 3156 or 3157 or 3158 or 3159 or 3160 or 3161 or 3162 or 3163 or 3164 or 3165 or 3166 or 3167 or 3168 or 3169 or 3170 or 3171 or 3172 or 3173 or 3174 or 3175 or 3176 or 3177 or 3178 or 3179 or 3180 or 3181 or 3182 or 3183 or 3184 or 3185 or 3186 or 3187 or 3188 or 3189 or 3190 or 3191 or 3192 or 3193 or 3194 or 3195 or 3196 or 3197 or 3198 or 3199) and
<input type="checkbox"/> Public Administration and Policy	(2 Classes in POLS 3009 or 3041 or 3042 or 3043 or 3044 or 3045 or 3046 or 3047 or 3048 or 3049 or 3050 or 3051 or 3052 or 3053 or 3054 or 3055 or 3056 or 3057 or 3058 or 3059 or 3060 or 3061 or 3062 or 3063 or 3064 or 3065 or 3066 or 3067 or 3068 or 3069 or 3070 or 3071 or 3072 or 3073 or 3074 or 3075 or 3076 or 3077 or 3078 or 3079 or 3080 or 3081 or 3082 or 3083 or 3084 or 3085 or 3086 or 3087 or 3088 or 3089 or 3090 or 3091 or 3092 or 3093 or 3094 or 3095 or 3096 or 3097 or 3098 or 3099)
<input type="checkbox"/> Choose 15 s.h. POLS courses above 2999.	(15 Credits in POLS 3@ or 4@ or 5@)
<input checked="" type="checkbox"/> Non Required Elective POLS Courses	

The final illustration (#7) deals with the student’s minor, in Hispanic Studies. Here we see that they have completed none of the requirements for the minor – again, as detailed in the red “still needed” text.

Illustration #7

Minor in Hispanic Studies	
Unmet conditions for this set of requirements: 18 credits are required. You currently have 0, you still need 18 more credits.	
<input type="checkbox"/> CORE	
<input type="checkbox"/> Intermediate Spanish Comm or Spanish for Heritage Speakers	Still Needed: 1 Class in SPAN 3001* or 3003
<input type="checkbox"/> Introduction to Cultural Analysis	Still Needed: 1 Class in SPAN 3550*
<input type="checkbox"/> SPAN Electives above 2999	Still Needed: 12 Credits in SPAN 3@ or 4@ or 5@