

LEARNING HOW TO USE DEGREE WORKS (AND WHY IT MATTERS)

This document walks you through the basics of how to use Degree Works (DW). It is not complete, but it does cover most circumstances dealing specifically with registering for classes and checking progress toward the completion of your degree.

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

The second thing to know: Degree Works is not nearly as complicated as you might think - honest!

Finally, knowing how to use Degree Works makes seeing pesky advisers almost unnecessary.

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 see the word "Worksheet" at the top left of the screen. See Illustration #1 below:

Illustration #1

The screenshot shows the 'Worksheets' page in Degree Works. At the top, there are navigation links: WORKSHEETS, PLANS, ADMIN, and LINKS. The main heading is 'Worksheets' with a user profile icon and a menu icon (print, email, etc.) to the right. Below the heading, it says 'Data refreshed 05/29/2023 11:11 PM' with a refresh icon. The search filters are displayed in a grid:

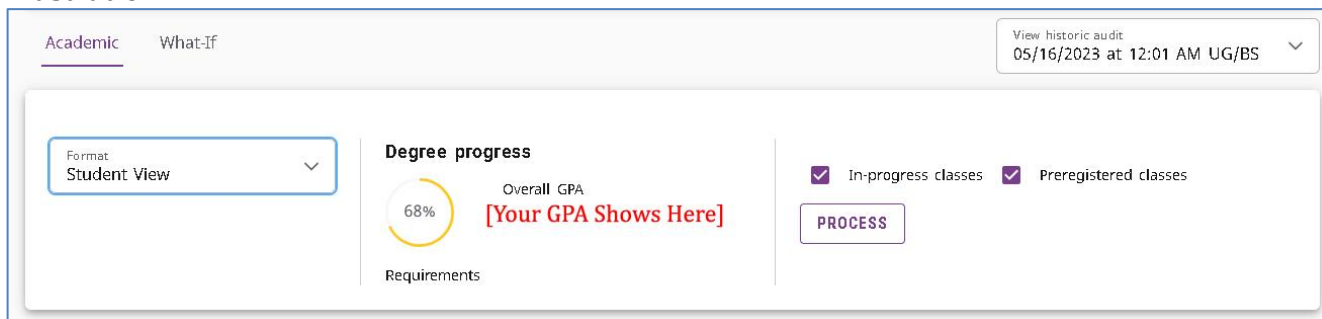
Banner ID [Your Banner ID Shows Here]	Name [Your Name Shows Here]	Degree Bachelor of Science
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Below the filters, there is an 'Advanced search' link and a list of student information:

Level	Undergraduate	Classification	Junior	Major	Political Science, BS	Minor	Business Administration	Program	BS-Political Science
Concentration	Pre-Law (Political Science BS)		College	College of Arts and Sciences		Catalog Year	2021	Academic Standing	Good Standing
Overall Credits	64	Advisors	Jody Baumgartner (Major 1 Advisor)						

STEP #3: Underneath the top block (Illustration #1), where all of your information (name, etc.) is located) you can see a second block. Included here is an entry that says “Degree Progress,” that supposedly tracks your progress toward completion. See Illustration #2, below. Many people – including many advisers – get confused by this number (in the example, it says 68%). **IGNORE THIS NUMBER.** It is meaningless.

Illustration #2

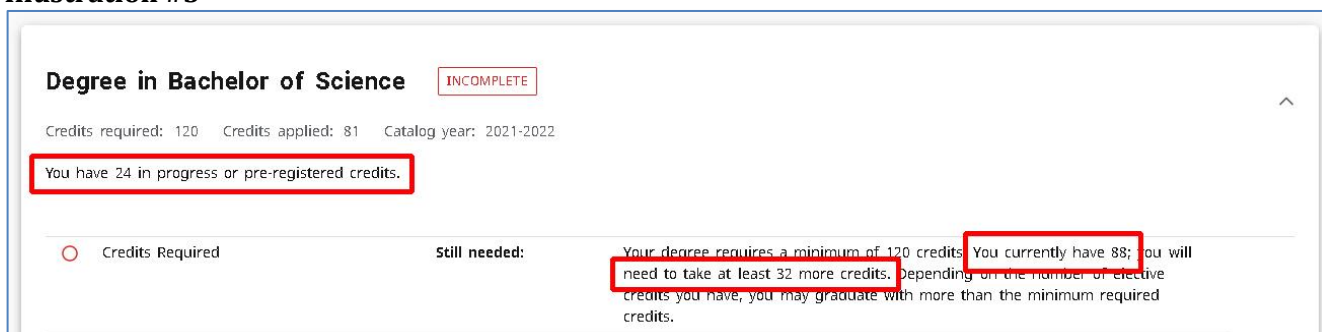


If you do want to know your degree progress, you can check one of two things.

1. The first is the “Overall Credits” listed in the first, or top block (see Illustration #1). This number tells you how many credits you have actually already COMPLETED. It does NOT include credits from courses you may be signed up for in the current or any future semester(s). In the example above, the student has actually completed 64 credit hours.

2. The second thing you can look at is the information in the third (from the top) block. See Illustration #3, below. This block tells you how many credit hours (1) you are currently taking and (2) how many you may be signed up for in the future. In this example, the student is registered for 24 credit hours (summer and fall). Assuming they pass all of these, the 24 gets added to the 64 above, to total 88 credit hours (see this number on the right hand side). It also tell you how many more credits are needed to graduate.

Illustration #3






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 see where you stand, and importantly, what classes are still needed.

The remaining blocks, which each outline the major components of your degree requirements, are all labeled with one of three symbols on the left-hand side, based on the status: “Complete,” “Complete (with classes in-progress),” and “Not Complete.” See Illustration #4 (next page):

Illustration #4

	Complete
	Complete (with classes in-progress)
	Not complete

To explain each: “Complete” indicates classes that are already done. There is no need to look at these. The ones labeled “Complete (with classes in-progress)” are the classes you are currently signed up for (taking, or will take in the coming semester) these classes. No need to look at these either.

The classes (or sections) labeled “Not Complete” are the ones you still need. These are what you pay attention to when signing up for classes.

The remaining illustrations will be detail what this example student still needs and does not need.













STEP #5: Illustration #5, below, shows the student’s complete “Degree in Bachelor of Science” block. This is the third block on the page (we saw part of it in Illustration #3, above). This is basically a table of contents, presenting the a summary of the sections or blocks which follow. The only thing you need to look for here are the red “not complete” symbols on the left. See Illustration #5, below:

Illustration #5

Degree in Bachelor of Science INCOMPLETE

Credits required: 120 Credits applied: 81 Catalog year: 2021-2022

You have 24 in progress or pre-registered credits.

	Credits Required	Still needed:	Your degree requires a minimum of 120 credits. You currently have 88; you will need to take at least 32 more credits. Depending on the number of elective credits you have, you may graduate with more than the minimum required credits.
	In Residence (taken at ECU) Required Credits		
	Senior College Required Credits		
	You meet the minimum 2.0 GPA requirement.		
	Diversity Requirements		
	Domestic Diversity Requirement		
	Global Diversity Requirement		
	Writing Intensive Requirements	Still needed:	See Writing Intensive section
	General Education Requirement	Still needed:	See General Education Requirements section
	Major Requirements	Still needed:	See Major in Political Science, BS section
	Minor or Structured Electives	Still needed:	You must complete the following:
	Minor Requirements		See Minor in Business Administration section

In this example we can see that “Diversity Requirements” have been completed, but “Writing Intensive Requirements” have not. Most of us will only need to check these two entries in this block – most of the other stuff is repeated in more detail in subsequent blocks.

STEP #6: Illustration #6, below, shows most of the student’s “General Education Requirements” block (note that the GenEd block is longer than this – we’re using this partial representation as an example). We can see, first, that it is “Incomplete” – this shows immediately after “General Education Requirements” on the top right.

Moving down, we can see the students still needs an ENGLISH course (“Writing About the Disciplines”) – indicated not only by the red circle symbol, but the fact that it says “Still Needed” (this may seem obvious, but we’re trying to be thorough!). Similarly, the students needs a HEALTH AND EXERCISE AND SPORT SCIENCE (“Exercise and Sport Science”) course.

On the other hand, the HUMANITIES, MATHEMATICS and SCIENCE have been fulfilled – the green checkmark symbol appears before each.

Illustration #6

General Education Requirements INCOMPLETE								
Credits required: 40		Credits applied: 36		Catalog year: 2021-2022				
	Course	Title	Grade	Credits	Term	Repeated		
<input type="radio"/>	Required General Education credits	Still needed:	40 credits are required. You currently have 36, you still need 4 more credits.					
<input type="radio"/>	ENGLISH							
<input checked="" type="checkbox"/>	Foundations of College Writing	ENGL 1100	Foundations of College Writing	B+	3	Spring 2022		
<input type="radio"/>	Writing About the Disciplines	Still needed:	3 Credits in ENGL 2201					
<input type="radio"/>	HEALTH AND EXERCISE AND SPORT SCIENCE							
<input checked="" type="checkbox"/>	Health	HLTH 1000	Health in Modern Society	B+	2	Fall 2021		
<input type="radio"/>	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 1110	Intro to Philosophy	C-	3	Fall 2021		
		ART 1910	Art Appreciation	B	3	Spring 2022		
		THEA 1000	Intro to Theatre	A	3	1st Summer 2022		
<input checked="" type="checkbox"/>	HUM/FA ATTRIBUTE VERIFICATION							
<input checked="" type="checkbox"/>	MATHEMATICS							
<input checked="" type="checkbox"/>	Mathematics	MATH 1050	Explorations in Mathematics	C	3	Fall 2022		

STEP #7: The next block deals with the major (or majors, if double majoring). This student is a political science BS student, with the pre-law concentration. We see that they still need “Statistical Methods for Political Science,” and are signed up for “Intro to International Relations” and “Research Design for Political Science” in the fall. In addition, the pre-law requirements have not been met. See Illustration #7 (next page):

Illustration #7

Major in Political Science, BS		INCOMPLETE					
Credits required: 54		Credits applied: 27		Catalog year: 2021-2022		GPA: 1.800	
Unmet conditions for this set of requirements:		54 credits are required. You currently have 27, you still need 27 more credits. 2.0 minimum GPA not met. See Advisor.					
	Course	Title	Grade	Credits	Term	Repeated	
<input type="radio"/>	CORE						
<input checked="" type="checkbox"/>	American National Government	POLS 1010	National Government	D+	3	Spring 2022	
<input checked="" type="checkbox"/>	Intro to Comparative Government and Politics	POLS 2010	Intro Compar Govt and Politics	B-	3	Spring 2023	
<input type="checkbox"/>	Intro to International Relations	POLS 2020	Intro to Internat'l Relations	CUR	(3)	Fall 2023	
<input checked="" type="checkbox"/>	Writing for Political Science	POLS 2090	Writing for Political Science	B	3	Spring 2023	
<input type="checkbox"/>	Research Design for Political Science	POLS 3031	Rsrch Design for Political Sci	CUR	(3)	Fall 2023	
<input type="radio"/>	Statistical Methods for Political Science	Still needed:	1 Class in POLS 3032				
<input checked="" type="checkbox"/>	Choose one course	POLS 2070	Intro to Political Theory	C	3	Spring 2023	
<input type="radio"/>	Pre-Law Concentration	Still needed:	See Conc in Pre-Law, Political Science BS section				
<input checked="" type="checkbox"/>	Non Required Elective POLS Courses						

STEP 8: By this point you probably understand how this works. There is at least one more block for most people – the one dealing with the minor. In this student’s case, there is an additional “Pre-Law” concentration block as well.

There are a couple of other blocks at the bottom. While these do have important information, they typically are not needed when registering for classes or getting an idea of what is needed in order to graduate.