USF UNIVERSITY OF SOUTH FLORIDA

DegreeWorks
Student
User Guide

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Introduction

Welcome to the pilot testing of DegreeWorks, the new degree audit system that will soon replace the SASS report with 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 career. The system is still in a developmental stage, so it is up to you help us make an audit system that is made by students, for students.

As you look through the system, we'll 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, and look forward to the feedback in order to perfect the new program that will be implemented throughout the USF system.
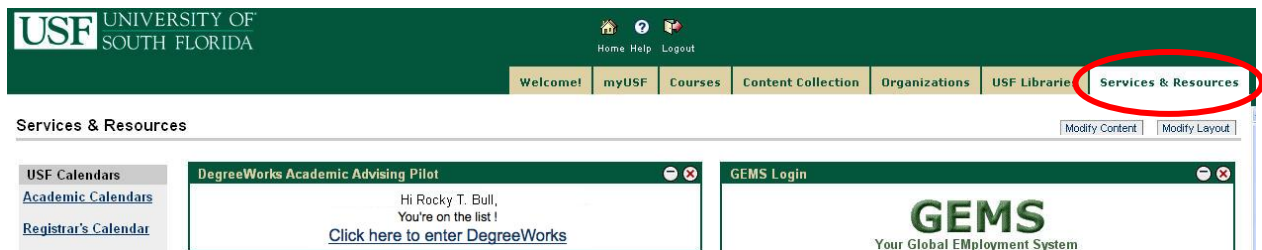
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Accessing DegreeWorks

Sign in to Blackboard using your Net ID and password.

Then Click on the **Service & Resources** tab. If your department is participating in the DegreeWorks Pilot, you will click on the **Click here to enter DegreeWorks** links and proceed from there.

If your department is not participating in the Pilot, you will see this message included below. To find more information on DegreeWorks, click on the link.
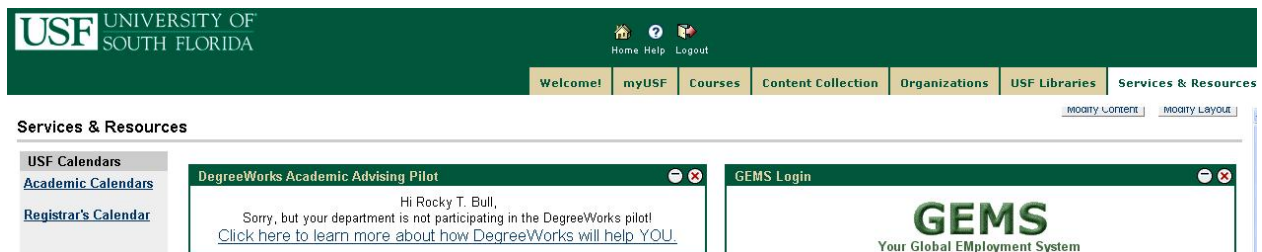
Student View Home Page

USF DegreeWorks Test Environment

Student View	AA002998 as of 09/10/2009 at 09:55				
Student	Bull, Rocky T.	College	Business	Institutional GPA	3.94
ID	U12345678	Degree	Bachelor of Science	Institutional HRS	68
Campus Code		Major	General Business Administratio	Transfer GPA	0.000
Level	Junior			Transfer HRS	
Residency Code		Minor		Overall GPA	3.940
		Concentration		Academic Standing	
Registration Status				USF Athlete	

       The student view gives you a demographic and academic summary. This gives a quick view of how you stand with the university by giving you information such as the college in which you are enrolled, your overall GPA, your level, and your USF ID.

Audit Functionality

Progress Bars
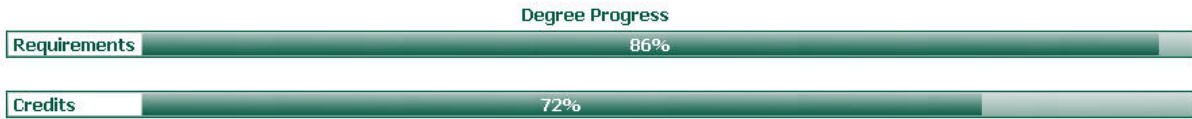
The Degree Progress bars are an estimation of your path towards graduation.

The Requirements bar shows the percentage of your requirements (General Education, Gordon Rule, Summer Requirement, Quantitative Methods, etc.) that are complete.

The Credits bar shows the percentage of your degree's required credits that are complete.

Legend

One of the greatest advantages of DegreeWorks is that, it is very visual and more aesthetically pleasing. Much of the information is categorized with colors and symbols. Here is how you interpret them.

Classes with green backgrounds are complete.
Classes with blue backgrounds are in progress.
Classes with red backgrounds are in-complete.

Requirements Section

The Worksheet gives you a view of all your requirements and the classes that have been taken to satisfy them and the classes that may be taken in order to satisfy them. The very first block is a summarization of all the requirements for your degree and lists how many are complete and still incomplete.

Degree in Bachelor of Science		Academic Year: Catalog 2006-2007	Credits Required: 120
		GPA: 3.940	Credits Applied: 86
Unmet conditions for this set of requirements:	A minimum of 48 credits at 3000 or above are required. You have taken 27 but need 21 more credits. 120 credits are required. You currently have 86, you still need 34 more credits.		
☑ 2.0 GPA Requirement Met			
☑ CLAS Requirement			
☑ General Education Requirements			
☑ Gordon Rule Requirements			
☐ Exit Requirements	Still Needed: See **Liberal Arts Exit Requirements** section		
☑ Foreign Language Requirements			
☑ Summer Requirements			
☐ Major Requirements	Still Needed: See **Major in Gen Bus Admin BA/BS** section		

Completed Requirements

☑ Gordon Rule Requirements				Academic Year:	Catalog 2006-2007
				GPA:	4.000
☑ GORDON REQUIREMENTS					
☑ Gordon Requirements					
☑ Communication	AFA 2000	Intro to the Black Experience	A	3	Summer 2007
	ENC 1101	Composition I	A	3	Summer 2007
	ENC 1102	Composition II	A	3	Fall 2007
	ENC 3250	Professional Writing	A	3	Spring 2008
☑ Mathematics Course	MAC 2233	Business Calculus	A+	4	Fall 2007
☑ Math or Computation	QMB 3200	Bus & Economic Statistics II	A	3	Spring 2009

Once all the objectives have been made to satisfy a requirement, the whole block will be checked off.

Incomplete Requirements

Major in Gen Bus Admin BA/BS			Academic Year: Catalog 2007-2008 GPA: 3.910		
Unmet conditions for this set of requirements: Minimum Credits unsatisfied					
☑ State Mandated Common Prerequisites for Business					
☐ BUSINESS FOUNDATION COURSES					
☑ Law & Business I	BUL 3320	Law And Business I	B	3	Spring 2009
☐ Principles of Finance	Still Needed:	1 Class in **FIN** 3403*			
☐ Information Systems in Organizations	Still Needed:	1 Class in **ISM** 3011*			
☐ Principles of Management	MAN 3025	Principles of Management	IP	(3)	Fall 2009
☐ Basic Marketing	Still Needed:	1 Class in **MAR** 3023*			
☐ Strategic Mgmt/Decision Making	Still Needed:	1 Class in **GEB** 4890*			
☑ Speech Com Bus or Public Spkg	SPC 2600	Public Speaking	A	3	Summer 2007
☑ Adv Expository or Professional Writing	ENC 3250	Professional Writing	A	3	Spring 2008
☑ CONTEMPORARY INTERNATIONAL TOPICS COURSE					
☐ General Business Concentrations	Still Needed:	Choose from 2 of the following:			
☐ Accounting Concentration		(CONC = GAA block was not found but is required) or			
☐ Economics Concentration		(CONC = GEC block was not found but is required) or			
☐ Finance Concentration		(CONC = GFI block was not found but is required) or			
☐ Information Systems Concentration		(CONC = GIS block was not found but is required) or			
☐ Management Concentrations		(CONC = GMN block was not found but is required) or			
☐ Marketing Concentrations		(CONC = GMK block was not found but is required)			

Incomplete requirements will show you which classes have been applied in order to satisfy the requirement, which classes are currently being taken to satisfy the requirement, and the sections of the requirement that are still unmet and the suggested courses that will satisfy them.

Still-Needed Courses

☐ Literature & Writing	Still Needed:	1 Class in **AFA** 4931 Section = 005 AND Term >= Spring 2009 or **AFS** 3153 or **AML** 3604 Term >= Spring 1997 or 4303 or 4624 Term >= Spring 2000 or **CLA** 3501 or **DAN** 4134 Term >= Fall 1998 or **EEC** 4008 or **EEX** 4742 or **FRT** 3140 or **FRW** 4100 Term >= Spring 2000 AND Term <= Summer 2002 or 4101 Term >= Spring 2000 AND Term <= Summer 2002 or **IDH** 5975 or **IDS** 3668 or 4970 Term <= Spring 2003 or **LAE** 4144 or 4416 Term >= Fall 2000 or 4464 or **LIT** 3093 Term >= Spring 1996 AND Term <= Summer 2001 or 3093 Section = 521 AND Term = Spring 2002 or 3093 Section = 901 AND Term = Fall 2001 or 3093 Section = 902 AND Term = Fall 2001 or 3103 or 3155 Term >= Fall 1999 or 3301 Term >= Spring 1996 or 3374 Term >= Spring 1996 or 3383 Term >= Spring 1998 or 3451 Term >= Spring 1996 or 4386 or 4463 or **NGR** 6121 or 6155 or 6737 or **NUR** 4194 Term >= Fall 1996 or 4286* or 4645 Term >= Fall 2003 or **PET** 4933 Term >= Fall 2004 or **POT** 4109 or **PET** 4933 Term >= Fall 2004 or **REL** 3613 Term >= Spring 1997 or 4177 or 4215 or 4217 or 4218 or 4670 Term >= Spring 1995 or **RUT** 3110 or 3111 or **SYA** 3310 or **SYG** 3235 Term >= Summer 2006 or **SYP** 4420 Term >= Spring 1999 or **THE** 4174 or 4180 Term >= Summer 2000 or 4320 Term >= Summer 2000 or 4330 or 4360 or 4401 Term >= Summer 2000 or 4434 or 4435 Term >= Summer 2000 or 4442 or 4562 Term >= Summer 2000 or **WST** 4262 or 4410 Term <= Spring 2006 or 4410 Section = 591 AND Term = Fall 2006 or 4410 Section = 591 AND Term = Spring 2007 or 4410 Section = 591 AND Term = Fall 2007

This is a list of classes that you could take to satisfy any unmet requirements. You can click on any of the course links to learn more about the class.

Fallthrough Courses

Fallthrough Courses				Credits Applied: 14	Classes Applied: 5
ACG 3103	Intermed Financial Acc I	IP	3	Fall 2009	
ACG 3341	Cost Accounting and Control I	IP	3	Fall 2009	
FRE 2200	French III	NG	3	Spring 2007	
Satisfied by:	FRE2200 - Exam Credit				
FRE 2201	French IV	NG	3	Spring 2007	
Satisfied by:	FRE2201 - Exam Credit				
SLS 1101	The University Experience	A	2	Fall 2007	

Fallthrough courses are classes that have been taken but do not meet any requirement toward your degree. These classes may still be calculated in your GPA.

Insufficient Courses

This block lists any course that's been failed, withdrawn with or without penalty, or uncompleted. These classes may still be counted towards your GPA. We don't have a picture of this section because Rocky The Bull is a good student.

In-progress Section

In-progress				Credits Applied: 12	Classes Applied: 4
ACG 3103	Intermed Financial Acc I	IP	3	Fall 2009	
ACG 3341	Cost Accounting and Control I	IP	3	Fall 2009	
LAE 4414	Literature in Childhood Ed	IP	3	Fall 2009	
MAN 3025	Principles of Management	IP	3	Fall 2009	

This section lists the classes in which you are currently enrolled. Changes to or unsatisfactory completion of the current registration may change approval of these degree requirements.

What If Audits Functionality

  If you are planning to change your major, add a minor or a concentration, or you're still not enrolled in the department you desire, running a What-If audit will help you see how any of those changes will affect your progress toward a degree. Fill out the sections as they apply to you, choose a level: graduate or undergraduate, pick the degree that you are planning on pursuing (Bachelor of Science or Bachelor of Arts), and the academic year. Also pick a major, a minor, a concentration, and choose the classes in which you would like to enroll. You don't have to fill out every section. You can just choose to fill out the sections that apply to your future goals. When you're done, click **Process What-If** located at the top of the page. The What-If audit looks exactly like the worksheet, but it includes the changes that apply to the What-If scenario. Here, you can see how your progress changes, see which previous classes can still be applied towards your degree, which previous classes won't count, and which new classes have to be taken for your desired change.

Planner Functionality
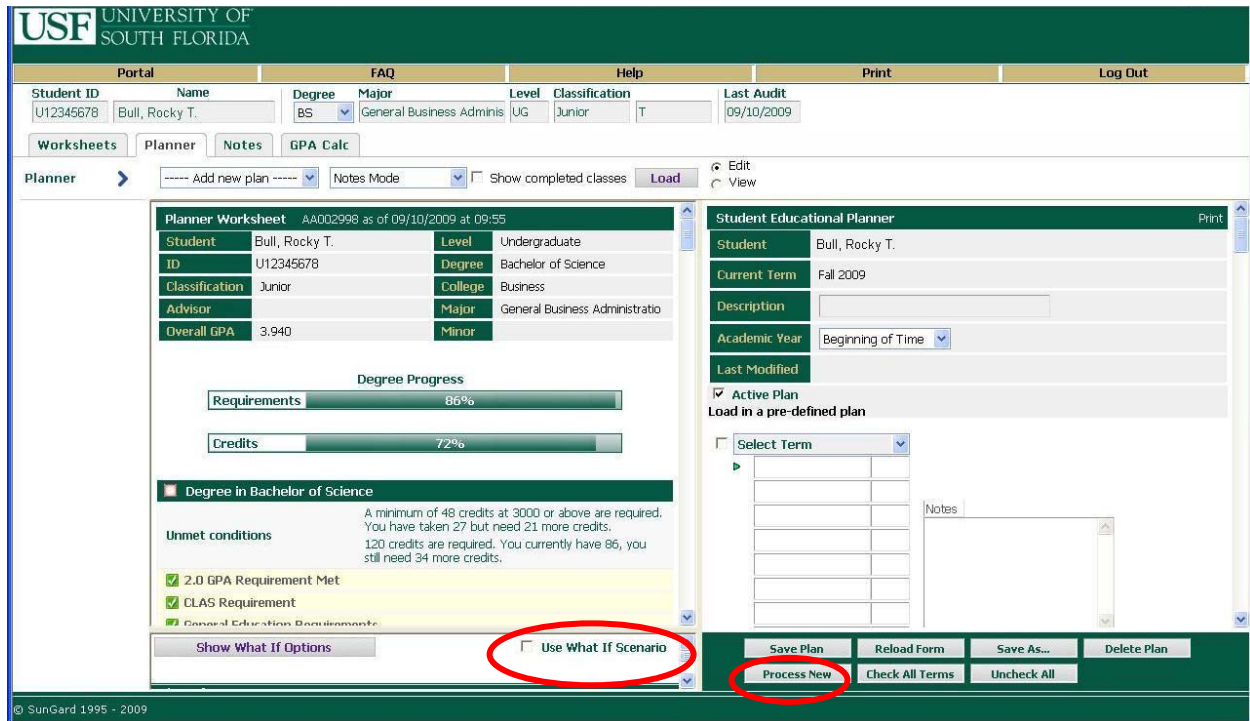
The planner is a great tool for organizing the classes needed to satisfy your unmet requirements. If you plan on changing your major or for any other reason want to use the What If scenario to plan more effectively, you can click on the **Use What If Scenario**. The degree audit appears on the left side 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** at the bottom of the planning side, and a new audit with the classes from the planner appears. This new audit shows you how your academic progress is affected by those changes. You can also use all the button options located at the bottom of the right side to maintain your plans.

GPA Calculator

Graduation Calculator

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

Calculate

The Graduation Calculator will tell you if a desired graduating GPA is possible and, if it is possible, how to obtain it. First, you must fill in all the fields. For Credits remaining, input the number of required credits minus the number of credits applied. Input the number of credits for your degree in the Credits Required field. Then, input the GPA you desire for graduation.

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.

Recalculate

After clicking **Calculate**, the Graduation Calculator will tell you what objective you must achieve so that you may graduate with your desired GPA. If the Graduation Calculator tells you that your goal is unattainable, then you may have to click **Recalculate** and adjust your inputs.

Term Calculator

	Credits	Grade
Current GPA		3.94
Credits Earned So Far		68

	Credits	Grade
ACG 3103	3	A+[4.00]
ACG 3341	3	A+[4.00]
LAE 4414	3	A+[4.00]
MAN 3025	3	B+[3.33]
Class 5		A+[4.00]
Class 6		A+[4.00]
Class 7		A+[4.00]
Class 8		A+[4.00]
Class 9		A+[4.00]
Class 10		A+[4.00]

Calculate

If you want to know what your GPA will be if you end the current semester with certain projected grades, you can input that into the Term Calculator. Just select the estimated grade for each class and then click **Calculate**.

Be aware that the Term Calculator cannot confirm if the grade put in for each individual class is still attainable, so be realistic when putting in the grades. Don't put A+ when you're near the end of the semester with a C.

Click **Recalculate** if you want to see your GPA after different circumstances.

Current GPA		3.94
Credits Earned So Far		68

Class	Credits	Grade	
ACG 3103	3	A+	4.00
ACG 3341	3	A+	4.00
LAE 4414	3	A+	4.00
MAN 3025	3	B+	3.33

Calculated GPA   3.92

By achieving the grades listed here, your GPA at the end of the term will be 3.92

Recalculate

Current GPA	3.94
Credits Earned	68
Desired GPA	3.95

Calculate

Advice Calculator

Advice Calculator is almost like Graduation Calculator. If you're not sure how many credits are required or remaining, you can still input a desired GPA. After clicking **Calculate**, the Advice Calculator will show you how that goal can be achieved.

Current GPA	3.94
Credits Earned	68
Desired GPA	3.95

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.

Recalculate

If the conditions for attaining the desired GPA are too daunting, you can always click **Recalculate** to change your desired GPA.

Look Ahead Functionality

If you want to plan ahead and see how the classes you are planning to take will affect your current audit report, then the Look Ahead option is the right tool to use. First, enter the Subject (such as ENC) and then the Number (like 1101) and click **Add Course** to add a class such as ENC 1101 to the list. Add as many or as little classes as you want.

After adding all your planned classes, you must choose a Format. The Student View is very similar to a Worksheet, but it shows which requirements the planned classes will satisfy. The Look Ahead audit will also show you how much you will progress when these classes are taken. Planned classes will show up with blue font in the Worksheet. The Registration Checklist will show you which requirements are still unsatisfied even after the planned courses are taken.

Click **Process New** when you're ready.

Please keep in mind that this is a planning tool and doesn't actually register you for classes.