

DegreeWorks Student User Guide



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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Accessing DegreeWorks



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.

Successful Student Login:

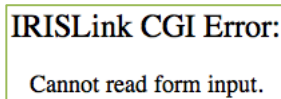
The screenshot displays the USF DegreeWorks student portal interface. At the top, the USF logo and 'UNIVERSITY OF SOUTH FLORIDA SYSTEM' are visible. Below the header, there are navigation links for 'Back to Self-Service', 'Portal', and 'FAQ'. The main content area shows student information for Molly Marianne Mock (Student ID: U12345678). The student's degree is listed as '0000i' (Undeclared Major - DUS), with a level of 'UG' and classification of 'Freshman'. The USF Campus Code is 'T'. Below this information, there are tabs for 'Worksheets', 'Planner', 'Notes', and 'GPA Calc'. The 'Worksheets' tab is active, showing a 'Format' dropdown set to 'Student View' and buttons for 'View' and 'Save as PDF'. A 'Class History' link is also present. The 'What If' section is visible, and the 'Look Ahead' section displays a 'Student View' table for AA997675 as of 03/04/2011 at 14:06. The table lists various student attributes and their values.

USF System Degreeworks			
Student View AA997675 as of 03/04/2011 at 14:06			
Student	Mock, Molly Marianne	College	Acad. Support
ID	U12345678	Degree	Undeclared
Campus Code	Tampa	Major	Undeclared Ma
Classification	Freshman	Concentration	
Residency Code	Florida Resident	Minor	
Registration Status		Student Attributes	FRSH S
USF Athlete	Men's Football		
Honors Student			

1. Error 0775:



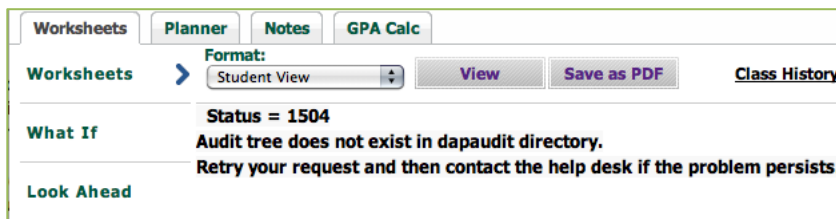
After clicking the OK button the following is displayed:



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

Worksheets	Planner	Notes	GPA Calc
Worksheets	Format: Student View	View	Save as PDF
Class History			
What If	Status = 4235 No existing audit was found for this student. Run a new audit to view the audit report.		
Look Ahead			

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

Find	Student ID	Name	Degree	Major	Level	Classification	USF Campus	Last Audit	Last Refresh
	U123456789	Bull, Rocky D	BA	Criminology - CCJ	UG	Senior	P	09/21/2010	09/20/2010 at 9:24 pm

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 of his last audit, September 21, 2010.

Degree

BA
BA
BS

If Rocky were to be 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 to reveal the requirements for his program(s) of study.

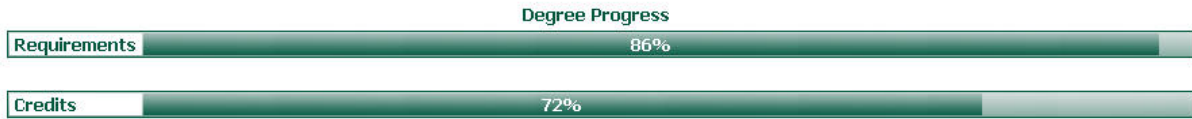
Academic/Demographic Summary Section

USF DegreeWorks PILOT Instance					
Student View AA910195 as of 09/21/2010 at 01:52					
Student	Bull, Rocky D	College	Arts and Sciences	Institutional GPA	3.23
ID	U123456789	Degree	Bachelor of Arts	Institutional HRS	123
Campus Code	St. Petersburg	Majors	Mass Communications - COM Criminology - CCJ	Transfer GPA	3.000
Classification	Senior	Concentration	Advertising	Transfer HRS	9
Residency Code	Florida Resident	Minor		Overall GPA	3.22
Registration Status	201008 - Eligible to Register			Academic Standing	Good Academic Standing
USF Athlete				Academic Standing Override Code	
Honors Student				Academic Standing Override Term	

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, GPA, registration status, state residency, etc.

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:

Legend		
<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Complete except for classes in-progress	(T) Transfer Class
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Nearly complete - see advisor	@ Any course number

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 summary of all the completed requirements and highlights the incomplete requirements.

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.			
<input checked="" type="checkbox"/>	2.0 GPA Requirement Met				
<input checked="" type="checkbox"/>	CLAS Requirement				
<input checked="" type="checkbox"/>	General Education Requirements				
<input checked="" type="checkbox"/>	Gordon Rule Requirements				
<input type="checkbox"/>	Exit Requirements	Still Needed: See Liberal Arts Exit Requirements section			
<input checked="" type="checkbox"/>	Foreign Language Requirements				
<input checked="" type="checkbox"/>	Summer Requirements				
<input type="checkbox"/>	Major Requirements	Still Needed: See Major in Gen Bus Admin BA/BS section			

Completed Requirements

<input checked="" type="checkbox"/> Gordon Rule Requirements		Academic Year:				Catalog 2006-2007
		GPA:				4.000
<input checked="" type="checkbox"/>	GORDON REQUIREMENTS					
<input checked="" type="checkbox"/>	Gordon Requirements					
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Mathematics Course	MAC 2233	Business Calculus	A+	4	Fall 2007
<input checked="" type="checkbox"/>	Math or Computation	QMB 3200	Bus & Economic Statistics II	A	3	Spring 2009

Once all the requirements have been satisfied, the entire 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					
<input checked="" type="checkbox"/>	State Mandated Common Prerequisites for Business				
<input type="checkbox"/>	BUSINESS FOUNDATION COURSES				
<input checked="" type="checkbox"/>	Law & Business I	BUL 3320	Law And Business I	B	3 Spring 2009
<input type="checkbox"/>	Principles of Finance	Still Needed: 1 Class in FIN 3403*			
<input type="checkbox"/>	Information Systems in Organizations	Still Needed: 1 Class in ISM 3011*			
<input checked="" type="checkbox"/>	Principles of Management	MAN 3025	Principles of Management	IP	(3) Fall 2009
<input type="checkbox"/>	Basic Marketing	Still Needed: 1 Class in MAR 3023*			
<input type="checkbox"/>	Strategic Mgmt/Decision Making	Still Needed: 1 Class in GEB 4890*			
<input checked="" type="checkbox"/>	Speech Com Bus or Public Spkg	SPC 2600	Public Speaking	A	3 Summer 2007
<input checked="" type="checkbox"/>	Adv Expository or Professional Writing	ENC 3250	Professional Writing	A	3 Spring 2008
<input checked="" type="checkbox"/>	CONTEMPORARY INTERNATIONAL TOPICS COURSE				
<input type="checkbox"/>	General Business Concentrations	Still Needed: Choose from 2 of the following:			
<input type="checkbox"/>	Accounting Concentration	(CONC = GAA block was not found but is required) or			
<input type="checkbox"/>	Economics Concentration	(CONC = GEC block was not found but is required) or			
<input type="checkbox"/>	Finance Concentration	(CONC = GFI block was not found but is required) or			
<input type="checkbox"/>	Information Systems Concentration	(CONC = GIS block was not found but is required) or			
<input type="checkbox"/>	Management Concentrations	(CONC = GMN block was not found but is required) or			
<input type="checkbox"/>	Marketing Concentrations	(CONC = GMK block was not found but is required)			

The *Incomplete Requirements* block serves as a guide to students, reminding them of what classes they need to take. It illustrates the classes that have not been attempted (in red) and the classes that have not yet been attempted, DegreeWorks offers suggestions as to which class to 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

<input type="checkbox"/> Literature & Writing	<p>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 SYD 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</p>
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DegreeWorks eliminates the hassle of searching for classes to satisfy an unmet requirement. The image above shows the unmet requirement (Literature & Writing), 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, class meeting dates, 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

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

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

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		Credits Applied: 0 Classes Applied: 3		
NON 1000	Intro To Radiologic Tech	NC	0	Fall 2009
Satisfied by: RTE1000 - Keiser University				
NON 1580	Microcomp Desktop Pub	NC	0	Spring 2000
Satisfied by: CG51580 - Miami-Dade College				
NON 2403	Graphic Arts	NC	0	Spring 2008
Satisfied by: GRA2403 - Broward College				

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 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.

What If Audits Functionality

USF UNIVERSITY OF SOUTH FLORIDA

Portal FAQ Help Print Log Out

Student ID: U12345678 Name: Bull, Rocky T. Degree: BS Major: General Business Adminis Level: UG Classification: Junior T Last Audit: 09/10/2009

Worksheets Planner Notes GPA Calc

Worksheets Format: Student View **Process What-If** ←

What-If

Look Ahead

Level: Undergraduate

Degree: Pick a Degree

Academic Year: Pick a Academic Year

Choose Your Different Areas of Study

Select an item to add it to your Chosen Area of Study

Major: Pick a Major

Minor: Pick a Minor

Concentration: Pick a Concentration

Chosen Areas of study

Remove

Choose Your Future Classes

Enter a course and click: Add Course

Subject: Find

Number:

Add Course

Courses you are considering

Remove Course

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Students who plan on changing their major, adding a minor, 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 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.

GPA Calculator

Graduation Calculator

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

Calculate

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.

Recalculate

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**.

Term Calculator

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

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.

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

Advice Calculator

Current GPA	3.94
Credits Earned	68
Desired GPA	3.95

Calculate

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.

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 objectives for attaining a desired GPA are overwhelming, press **Recalculate** to change the desired GPA.