DEGREE WORKS:
ADVISOR NAVIGATION
Navigating Degree Works

Logging In
To log in, click on the “Degree Works” link under the Advisor tab.

When Degree Works loads, the advisor’s advisees are prepopulated in a drop-down menu. To find students, an advisor may enter a student’s ID directly to load the audit, or they can click the “find” icon. After a search is complete, the students selected will replace the students in the drop-down menu.
Searching for Students
When searching for students, there are various criteria by which the results can be filtered. In the following example, the search is for English majors, who have applied to graduate in Spring 2018. Major, minor, school, and student type are repeatable. This will allow advisors to search for specific major/major or major/minor combinations.

Searching for English majors who have applied to graduate in Spring 2018 has produced a total of 82 results. If a search is too broad, the maximum number of audits the search will return is 500. Check or uncheck students whose audits are to be viewed and click “OK.” Checked students will replace the drop down selection of students prepopulated when the advisor logged in.
Views and Tabs

The default view when logging into Degree Works is the student view. This is what students see when they see their audits.

Graduation Checklist

The graduation checklist is a quick rundown of requirements showing what is and isn’t complete without the programmed advice or remarks.
Registration Checklist
This simply lists incomplete requirements and what satisfies those requirements.

<table>
<thead>
<tr>
<th>Degree in Bachelor of Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Still Needed: See Liberal Arts School Requirements section</td>
</tr>
<tr>
<td>Still Needed: See Major in Linguistics BS section</td>
</tr>
</tbody>
</table>

| Newcomb-Tulane Core Curriculum |

<table>
<thead>
<tr>
<th>Liberal Arts School Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Still Needed: Choose from 1 of the following:</td>
</tr>
<tr>
<td>(1 Class in @ with Attribute RMLA) or</td>
</tr>
<tr>
<td>(1 Class in @ 4990 or 5000)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major in Linguistics BS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Still Needed: 1 Class in ANTH 1000 or 2020 or 3150 or 3210 or 3400 or 3440 or 3441 or 3520 or 3535 or 3590 or 3630 or 3650 or 3</td>
</tr>
<tr>
<td>206 @ 207 @ 208 or 209 @ 3 @ 4 @ 5 @ 6 @ 6A or ASTA 3511 or ASTC 204 @ 205 @ or 206 @ 207 @ or 2</td>
</tr>
<tr>
<td>ASTV 204 @ or 205 @ or 206 @ 207 @ or 208 @ or 209 @ or 3 @ 4 @ 5 @ 6 @ or 6B or CMAIS 2170 or 3140 @ or 3250 @</td>
</tr>
<tr>
<td>4210 @ 4 @ 5 @ 6B or 6120 @ 6910 @ 6B or 6B or IRLN 204 @ 205 @ or 206 @ 207 @ or 208 @ or 209 @ @ 3B @ 4B @ 5</td>
</tr>
<tr>
<td>206 @ 207 @ or 208 @ or 209 @ @ 3P @ 4P @ 5P @ 6P @ or 6B @ or MACR 202 @ 203 @ or 204 @ or 205 @ or 206</td>
</tr>
<tr>
<td>207 @ or 208 @ or 209 @ @ 3P @ 4P @ 5P @ 6P @ or 6B @ or RUSS 204 @ or 205 @ or 206 @ or 207 @ or 208</td>
</tr>
<tr>
<td>or 209 @ @ 3P @ 4P @ 5P @ 6P @ or LATN 204 @ or 205 @ or 206 @ 207 @ or 208 @ or 209 @</td>
</tr>
<tr>
<td>or 3P @ 4P @ or MATH 3070 or PHIL 1210 or 2040 or 2110 or 3430 or 3760 or 3820 or 2670 or 6070 or 6070 or 6180</td>
</tr>
<tr>
<td>or 265 @ or 207 @ or 208 @ or 209 @ or 3P @ 4P @ or 5P @ 6P @ or THEA 1090 or VRBS 204 @ or 205 @ or 206</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major in English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Still Needed: 1 Class in ENLS 5000 or 5010 or 7050 or 7890</td>
</tr>
</tbody>
</table>
There are two other tabs in the audit: plans and petitions. These will be covered in a later training session. Courses do not appear on a worksheet by term. However, they can be viewed by clicking “Courses by Term.”

History
The last three audits run for a student are accessible in the “History” tab. Note, that whenever a student is viewed, a new audit is created for them.

What-If
This allows students to run a “What-if” audit. Please note that a School and a Major are required to get all requirements to display in the “What-If” audit. The “What-If” will only allow valid combinations.
Look Ahead

The look ahead feature allows students to see how courses they are interested in taking might fit into their current course of study.

An example of how a look ahead course (POLA 3010) appears on a student's audit.
Multiple Degrees
Students with multiple degrees will have multiple degree audits. Use the pulldown to view each degree audit.

While each degree will look for individual requirements (school requirements, majors, etc.), rules for multiple degrees will be enforced in both Degree Blocks.

Undeclared Majors/Minors
Undeclared majors and minors have been scribed to inform students if their curriculum is undeclared. The undeclared block will reflect the most recent curriculum for that major/minor. An undeclared major/minor cannot appear completed in the audit.

Exceptions
The exception process will be updated and explained later. Currently, exceptions entered in DARS have not been moved to Degree Works. Beginning March 1, 2018, new exceptions for the 201730 cohort will be processed. However, this is an example of what exceptions will look like:

Questions, Answers, Comments, Concerns, or Errors?
Send an email to Shawn Ryder (sryder@tulane.edu) or call 504-314-2839