DEGREE WORKS:
STUDENT NAVIGATION

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Navigating Degree Works

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

Degree Works Basic Information
Basic student information is stored at the very top, including Student ID and Name. If a student is pursuing multiple majors, they will be able to select the relevant degree from the Degree dropdown menu. Worksheets, What-if, and Look Ahead features are available on the left. The default is the Student View Worksheet.

Degree Works Audit: The Header
The header of the basic student worksheet will provide relevant information for the student. Included in the header information is the student’s advisor in a link that will automatically generate an email to that advisor, if a student would like to discuss their Degree Works audit.

Degree Works Audit: The Body
The body of the audit is composed of blocks, which list various requirements. The Degree Block includes all the requirements to complete the degree, which consist of the core curriculum, school requirements, and at least one major. If a student is pursuing multiple degrees, the combined requirements for both degrees will be shown in both
degree blocks.

In the subsequent blocks after the degree block, courses applying to requirements will list the grade, credits, and when they were taken. If courses taken apply to a requirement, but do not complete it, they will be displayed in addition to any advice to complete that requirement.

The audit will suggest courses to satisfy requirements, clicking on a course will provide information about that course.
Views
Worksheets have two views for students – the default student view and the registration checklist.

Student View
The student view is the default and covered above.

Registration Checklist
The registration checklist lists courses remaining in each block to complete it. Any course with an “@” symbol is a wildcard. For example, if a requirement lists ARST @, any course with the ARST prefix will satisfy that requirement.

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.

*Disclaimer*
Students may use this feature to explore how their coursework may fit into other degree programs. This tool is for exploratory purposes only. Students must change majors and update their degree plan in order to view requirements.

When running a what-if, select the desired major AND school that major will be under.
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.

<table>
<thead>
<tr>
<th>POLA 3010</th>
<th>Special Projects</th>
<th>PLAN</th>
<th>(3)</th>
<th>PLANNED</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLI 3011</td>
<td>Peace Studies &amp; Conflict Mgmt</td>
<td>B</td>
<td>2</td>
<td>2016 Summer</td>
</tr>
</tbody>
</table>

(1 Class in POL@ @)
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.

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