

GOUCHER | college
DEGREEWORKS

Administrator and Faculty Advisor
User Guide

October 1, 2017

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DegreeWorks Introduction

What is the difference between an Administrator and a Faculty Advisor?

A staff member with Administrator rights in DegreeWorks has a broader access to student data than a Faculty Advisor. Administrators will be able to see not only their advisee's audits, but also any student's audit as they have access to a search feature that enables them to look for specific students or students grouped by certain criteria.

A Faculty Advisor will only be able to see the DegreeWorks audit of the advisee's assigned to them.

How do I access DegreeWorks?

You will use your Goucher username and password to login into DegreeWorks. There are multiple ways you can access this software.

- 1) Your [myGoucher](#) account - the DegreeWorks link can be found under the myGoucher Links tab
- 2) Link provided under Top Tools on the Goucher [Faculty and Staff](#) webpage
- 3) Direct link to the [DegreeWorks](#) login site: [http:// degreeworks.goucher.edu](http://degreeworks.goucher.edu)

What is DegreeWorks?

DegreeWorks is a web-based software tool to help students and advisors monitor progress toward degree completion. All data found in an audit is provided by the student's record in PowerCampus. An audit will populate all course information for a student, including courses they have completed, transferred in, exceptions and overrides, as well as courses they are currently enrolled in. This software also allows students to simulate changes in major, minor, and/or concentration to see how the change would affect their degree progression.

Advisors should use this tool to help keep their students on track to graduate on time, making sure the courses their students take are appropriate and count towards their degree.

What is an audit?

A DegreeWorks audit is a review of past, current and planned coursework. It provides information on fulfilled and outstanding requirements necessary to complete a degree or certificate.

The audit is divided into sections that are referred to as blocks. These blocks are: Student View, Degree,

Liberal Education (LER) or Goucher Commons (GCR) Requirements, Major, Minor, Concentration, General Electives, Insufficient Grade, In-Progress, and Notes.

Most blocks work like a checklist with boxes that are checked once a requirement is fulfilled. Other blocks simply provide information in list format to the student and advisor. Students are being advised to email both their advisor and the Registrar's Office (registrar@goucher.edu) if their audit does not look the way they expect it to.

Who can use Degree Works?

DegreeWorks was made available to all enrolled graduate and undergraduate students and their advisors, on October 16, 2017.

Undergraduate students whose degree catalogue year is 2017-2018 and beyond, will be able to view both the college's general education requirements, called Goucher Commons Requirements, or GCRs, and their Major/Minor/Concentration degree requirements. Those working from an earlier catalogue year will be able to see the completion status of their general education requirements, called Liberal Education Requirements, or LERs, but will need to consult with their advisor regarding completion of their Major/Minor/Concentration degree requirements.

Graduate students who started before Fall 2017 will see the requirements as listed from the 2017-2018 catalogue. If they are working toward completing catalogue requirements from years prior to Fall 2017, they should work with their advisor to verify degree completion.

How do I get an approved exception/substitution entered onto a student's audit?

If your advisee's audit should reflect an exception to a degree requirement, the Registrar's Office can update the student's record accordingly. An email request to the Center Director, on behalf of the student, should be sent from the advisor. If approved by the Center Director, they will forward the email to the Registrar's Office for the exception to be processed.

What do I do if I have a technical question about accessing DegreeWorks?

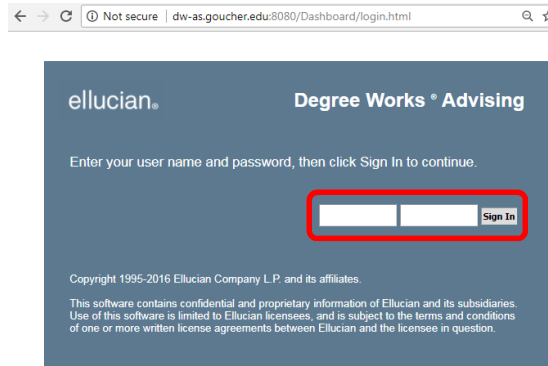
Contact the Helpdesk, at helpdesk@goucher.edu or 410-337-6322, if you have any technical questions.

DegreeWorks – Getting Started

Logging into the DegreeWorks Software

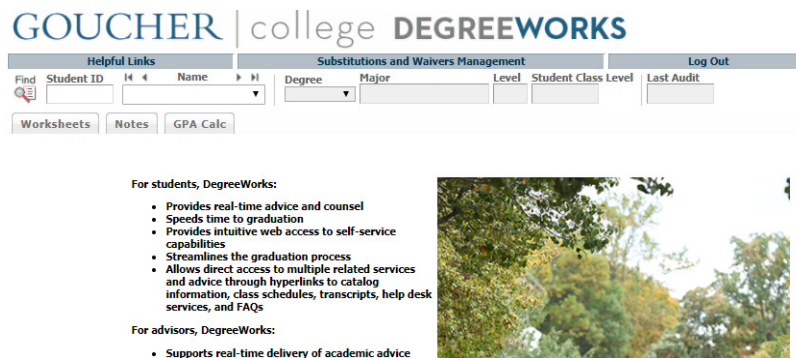
Here you are being shown the login procedure using the direct link to the DegreeWorks login site: <http://degreeworks.goucher.edu>. Logging in from one of the other two methods will be quite similar.

- 1) Enter your Goucher username and password in the boxes provided and click the Sign In button.



- 2) Depending your user access you will be brought to one of the following two screens:

Administrators Initial Screen:



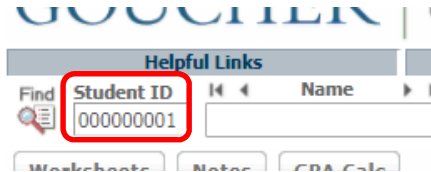
Faculty Advisors Initial Screen:



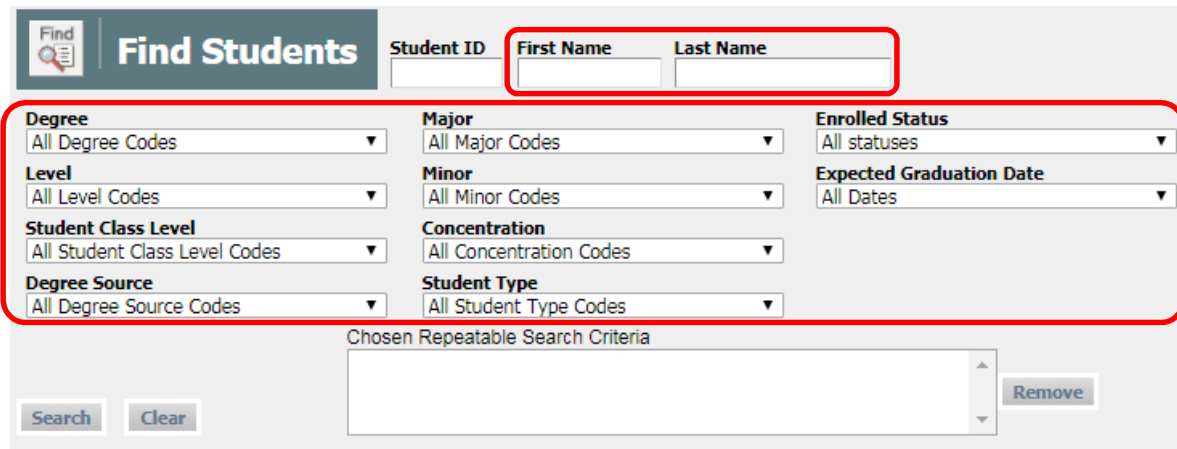
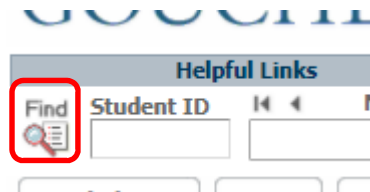
Looking up a Student Audit

Administrators:

From your landing page, if you have an advisee, or some other student, you want to look up, the quickest way to find their audit is to enter their Goucher Student ID number (just the 9-digit number, do not enter the “P”) in the Student ID box, then hit the Enter button on your keyboard:



Otherwise, you can use the Find button to either enter the student’s name (full or partial name), or select specific criteria to search for groups of students:

A screenshot of a web interface titled "Find Students". It features a search bar with a magnifying glass icon and a list icon. The search bar is labeled "Student ID" and contains the text "000000001". To the right of the search bar are navigation arrows. Below the search bar are buttons for "Workbooks", "Notes", and "CPA Calc". The interface also includes several dropdown menus for search criteria: Degree, Level, Student Class Level, Degree Source, Major, Minor, Concentration, Student Type, Enrolled Status, and Expected Graduation Date. A "Chosen Repeatable Search Criteria" section is visible at the bottom, with a "Remove" button.

If using criteria to look up a group of students, use the drop-down boxes for any of the search options listed. You can select as many criteria as you would like. Your search selections will appear in the box titled Chosen Repeatabe Search Criteria. When you are ready, click the Search button:

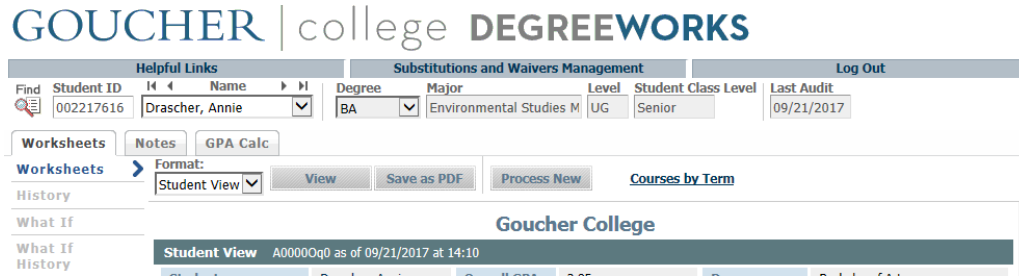
If you wish to remove a criteria you added, simply select the one you want removed so that it is highlighted and click on the Remove button:

After clicking the Search button, if any students match the criteria, their names will appear in the block below the Search button. Click the OK button to load all the checked students into the audit worksheets. Follow the next set of instructions, provided to faculty advisors, to view a specific student's worksheet from the list of students you just selected.

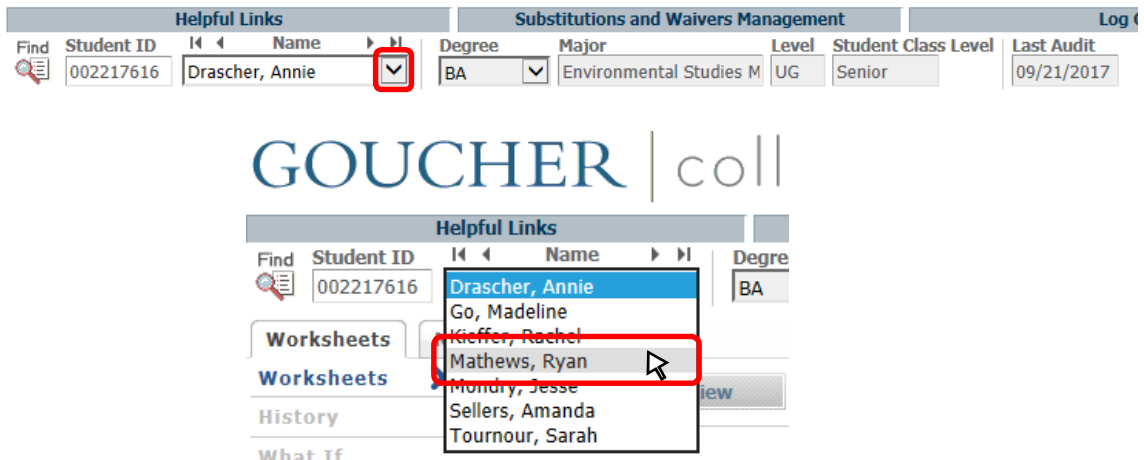
ID	Name	Degree	Major	Level	Student Class Level
<input checked="" type="checkbox"/> 002243481	Anderson, Kira	BA	Chemistry Major	UG	Junior
<input checked="" type="checkbox"/> 002237732	Dutcher, Alayna	BA	Chemistry Major	UG	Senior
<input checked="" type="checkbox"/> 002205642	Flowers, Deja	BA	Chemistry Major	UG	Junior

Faculty Advisors:

After logging into DegreeWorks you are taken directly into the audit worksheet:



Your advisees are listed in alphabetical order by last name, so you will immediately see the audit for the student at the top of your advisee list. To bring up the audit of another one of your advisees click on the drop-down arrow in the Name field and search for the student in the list that appears. Use your mouse to put the cursor over the name of the student you want to select, and left-click once on the name. The student's data will populate the audit:





DegreeWorks –What am I looking at?

Main Header Bar

Helpful Links	Substitutions and Waivers Management	Log Out
Helpful Links	Use this link to be directed to helpful resources, such as an FAQ for the DegreeWorks product, Academic Advising, Academic Calendar & Important Dates, Academic Catalogue, Academic Honor Code, Academic Support, Graduate Programs, Technical Assistance and User Guides.	
Substitutions and	Only Administrators have this button, Faculty Advisors will not see it on their Main Header Bar. This link takes the user to a page that allows them to run an Exceptions Report. Additional instructions will be provided in another section of this guide.	
Log Out	Use this link to logout of the audit software. This is especially important if you are using a public computer.	

Audit Header Bar

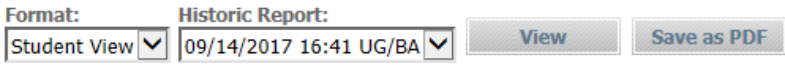
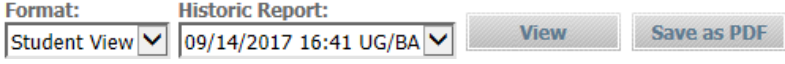
Find 	Student ID 000000002	Name Current, Graduate	Degree MFA	Major	Level GR	Student Class Level Graduate	Last Audit 09/21/2017
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	Only Administrators have this button, Faculty Advisors will not see this on their Audit Header Bar. This button takes the user back to the search window allowing them to complete a search for a different student or group of students.
Student ID 000000001	Displays student's Goucher ID number.
Name Current, Graduate	Displays student's last and first names.
Degree MFA	Displays student's Degree. If a student is in multiple degree programs, you can toggle between the audit for each program by clicking on the drop-down arrow.
Major	Displays student's primary major. If double majoring, you will see the second major listed in the Student View matrix. **A graduate student's specialization is considered a Concentration and can be seen in the Student View matrix.
Level GR	Displays student's program level.
Student Class Level Graduate	Displays student's class level (Graduate, First-Year, Sophomore, etc.).
Last Audit 09/21/2017	Displays the date the audit was last run.

Worksheets Tab

The Student View is the default worksheet format type. It provides general information about the student's completed and remaining degree requirements, grouped into logical sections or blocks:



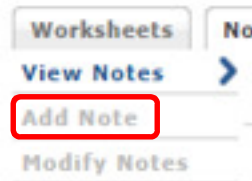
Worksheets	Displays the audit.
Save as PDF	Converts window into PDF which can then be saved or printed.
Process New	If a change to the student's record has been made to PowerCampus before the overnight data import into DegreeWorks, the change will not appear on the student's audit unless you click on this button. Students do not have this button on their audit screen.
Courses by Term	Lists, by academic term, the courses taken by the student.
History	Shows the last three audits run.  Select the date you wish to review from the drop-down arrow and click the "View" button.
What If	This tool can be used to see how courses already taken would be applied if the student added a major/minor/ or concentration. It also shows what requirements still need to be completed. Additional instructions will be provided in another section of this guide.
What If History	Shows the last three What If audits that were run.  Select the date you wish to review from the drop-down arrow and click the "View" button.
Look Ahead	This tool allows you to enter courses you think the student should take and see how they affect the student's audit.

Notes Tab

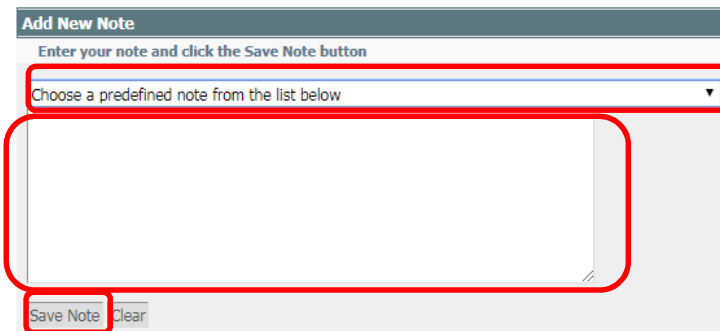
When you select the Notes tab you are taken into the View Notes screen, where you will see any notes already created. **Keep in mind that whatever is entered as a note will be displayed on the student's audit for them to see as well.**



You can add a new note by clicking on the Add Note link:

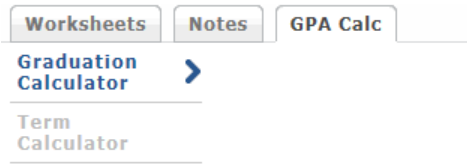


You can choose from a list of pre-determined note topics if you click on the drop-down arrow (to which you can add additional comments), or you can put your cursor in the text box below the drop-down arrow and type a note free-style. When you are ready to save the note, click on the Save Note button:



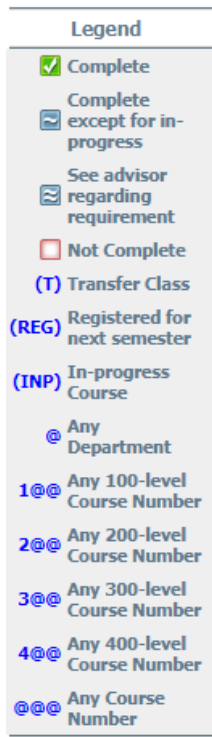
You will not be able to modify your note once it has been saved, so be sure you have stated what you mean to state **AND that what you type is appropriate for the student to read as well.**

GPA Calc Tab



<p>Graduation Calculator</p>	<p>This tool can be used to guide students as they try to attain a specific overall GPA, but it is not an official calculation of the GPA.</p>
<p>Term Calculator</p>	<p>This tool can be used to guide students as they try to attain a specific GPA for a specific term, but it is not an official calculation of the GPA.</p>

Legend



On the left-hand side of the page is a legend to assist you in reading the audit. If you do not see the complete legend (last symbol listed is “@@@”) you should increase your computer’s resolution, or zoom out the browser window by pressing Ctrl and the minus key simultaneously, until the entire legend can be seen.

Audit Blocks

An audit is presented in within multiple sections – we call these sections Blocks. Depending on a student’s particular area of study and the courses and grades received, you may or may not find the following blocks on a student’s audit. Undergraduate students with majors, minors, and concentrations who are working from a catalogue year that pre-dates the 2017-2018 catalogue will not be able to see the requirements specific to those programs in this software. They will only be able to see the specific requirements for their LER Block as this program is taking the place of the Academic Plan that was used to track a student’s completion of the LERs. Those students are advised to see their academic advisor to review their progress within their majors, minors and concentrations. Graduate students who started before Fall 2017 will see the requirements as listed from the 2017-2018 catalogue. If they are working toward completing catalogue requirements from years prior to Fall 2017, they should work with their advisor to verify degree completion.

As a student completes a degree requirement a green box with a check-mark within the box will appear to the left of the requirement. A student will not be eligible to graduate until all the empty check-boxes are changed to green boxes with check-marks, indicating all degree requirements have been met.

i) Student View Block

This block provides general demographic information. A nice feature in this block is the ability to email your advisee or another advisor of the student by simply clicking on the person’s name.

Student View A0000NWr as of 09/18/2017 at 13:49					
Student	Current LER, Undergraduate	Overall GPA	3.88	Degree	Bachelor of Arts
ID	000000001	Level	Undergraduate	Majors	History Major Political Science Major
Enrollment Status	Enrolled	Classification	Senior	Minor	
Expected Graduation	05/2018	Advisors	Dawley, Evan Horvik, Rune	Concentration	

ii) Degree Progress Bar

This bar is provided to give an idea of how far along a student is with the degree requirements. The percentage listed is not intended to indicate how soon the student will graduate, rather it counts the number of completed requirements and provides that data as a percentage and in graphic form.



iii) Degree Block

Lists all the requirements, some of them being other blocks, required to complete the graduate or undergraduate degree.

Note: Credits Applied, **does** include credits currently enrolled for, but not yet completed, therefore, if the something changes with the student’s current registration the number of credits applied could be affected as well.

<input type="checkbox"/> Degree in Bachelor of Arts		Catalog Year :	2017 - 2018	Credits Required:	120
				Credits Applied:	37
A minimum of 60 credits must be taken at Goucher College.					
<input type="checkbox"/> Minimum Credits in Degree		Still Needed:	120 credits are required. You currently have 37, you still need 83 more credits.		
<input type="checkbox"/> A minimum overall GPA of 2.0 is required for the degree.					
<input type="checkbox"/> Goucher Commons or Liberal Education Requirements		Still Needed:	See Goucher Commons Requirements section		
<input type="checkbox"/> Major Requirements		Still Needed:	See Undeclared Major section		

iv) Goucher Commons Requirements (GCRs) or Liberal Education Requirements (LERs) Block

Lists all the requirements for the undergraduate GCRs or LERs, depending on which set of core educational requirements the student is working toward completing. After registering for a course that will fulfill a requirement, the empty check box to the left of that requirement will be replaced by a blue box with a tilde (~) inside it. The following details will also be provided: the course number, course title, (INP) – this stands for in-progress, the number of credits and the semester in which the student is registered for the course. After the course is completed, if a satisfactory grade is earned, the grade will replace the (INP) notation and the blue box will be replaced by a green box with a check-mark. The green box with a check-mark indicates that the requirement has been completed.

<input type="checkbox"/> Goucher Commons Requirements		Catalog Year :	2017 - 2018			
<input type="checkbox"/> First Year Seminar		Still Needed:	1 Class in FYS 100			
<input checked="" type="checkbox"/> First Year Experience	FYE 134	First Year Experience	P	0	2014 Fall	
<input type="checkbox"/> CENTER PAIR EXPLORATION						
<input type="checkbox"/> Center Pair Exploration: A		Still Needed:	1 Class in CPEA @			
<input type="checkbox"/> Center Pair Exploration: B		Still Needed:	1 Class in CPEB @			

OR

Liberal Education Requirements						Catalog Year : 2014 - 2015
<input checked="" type="checkbox"/> Artistic Expression	ART 201	Photography I	(INP)	(4)	2017 Fall	
<input checked="" type="checkbox"/> Connections	FYE 134	First Year Experience	P	0	2014 Fall	
<input checked="" type="checkbox"/> Diverse Perspectives Waived for Student	O DIV	Diverse Perspectives Override	P	0	2014 Fall	
<input checked="" type="checkbox"/> Environmental Sustainability	ES 100	Introduction to Environmental Sciences	AP	3	2014 Spring	
	Satisfied by	Env. Science - Introduction to Environmental Sciences - Advanced Placement				

v) Major Block

Lists all the requirements needed for the major selected. If the student is a double major you will see two blocks – one for each major.

Major in History						Catalog Year : 2017 - 2018	Credits Required: 38	Credits Applied: 19
A minimum of fifteen 300/400 level credits are required in the major. You have taken 8 but need 7 more credits.								
<input type="checkbox"/> Minimum Credits in Program			Still Needed:	38 credits are required. You currently have 19, you still need 19 more credits.				
<input checked="" type="checkbox"/> 100-Level History Course	HIS 113	Early/Modern and Modern East Asia	A	3	2015 Fall			
<input type="checkbox"/> American History Course	Still Needed: 1 Class in HIS 210 or 211 or 260							
<input type="checkbox"/> European History Course	Still Needed: 1 Class in HIS 208 or 216 or 217 or 220 or 222 or 224 or 233							
<input checked="" type="checkbox"/> Asian, Latin American, and African History Course	HIS 289	Selected Topics	A	4	2017 Spring			
<input checked="" type="checkbox"/> 200-Level History Course	HIS 288	Empires of Difference	A	4	2016 Fall			
<input type="checkbox"/> 300-Level History Courses	HIS 320	Special Topics	A	4	2015 Fall			
	HIS 320	Special Topics	(INP)	(4)	2017 Fall			
	Still Needed: 1 Class in HIS 3@@							
<input type="checkbox"/> Tutorial in Historical Research	Still Needed: 1 Class in HIS 415							
<input type="checkbox"/> Capstone in History	Still Needed: 1 Class in HIS 497							

vi) Minor Block

Lists all the requirements needed for the minor selected.

Minor in Political Science						Catalog Year : 2017 - 2018	Credits Required: 24	Credits Applied: 24
<input checked="" type="checkbox"/> Minimum Credits in Minor								
<input checked="" type="checkbox"/> Comparative Politics	PSC 221	Comparative Political Analysis	A	4	2017 Spring			
<input checked="" type="checkbox"/> American Political System	PSC 243	American Political System	A	4	2017 Spring			
<input checked="" type="checkbox"/> 200-Level Political Science Electives	PSC 200	Ancnt & Medvl Polit Thght	A	4	2015 Fall			
	PSC 250	Theory & Meth Intl Relations	A	4	2016 Fall			
<input type="checkbox"/> 300-Level Political Science Electives	PSC 321	Terrorism and Political Violence	(INP)	(4)	2017 Fall			
	PSC 365	Asian Security	A	4	2017 Spring			

vii) Concentration Block

Lists all the requirements needed for the concentration selected.

<input type="checkbox"/> Conc in Arts Administration		Catalog Year :	2017 - 2018	Credits Required:	27
				Credits Applied:	0
<input type="checkbox"/> Minimum Credits in Concentration	Still Needed:	27 credits are required. You currently have 0, you still need 27 more credits.			
<input type="checkbox"/> Principles of Accounting	Still Needed:	1 Class in BUS 115			
<input type="checkbox"/> Introduction to Arts Administration	Still Needed:	1 Class in BUS 170			
<input type="checkbox"/> Marketing Management	Still Needed:	1 Class in BUS 229			
<input type="checkbox"/> Case Studies in Arts Administration	Still Needed:	1 Class in BUS 270			
<input type="checkbox"/> Strategic Leadership for the Arts Administrator	Still Needed:	1 Class in BUS 375			
<input type="checkbox"/> Arts Administration Electives	Still Needed:	4 Credits in ARH 272Y or ART 356 or BUS 130 or 247 or 290 or 345 or COM 238 or EC 111 or THE 205 or WRT 206			

viii) General Electives Block

Lists all the general electives, in alphabetical order, that the student is currently registered for or has already taken. These courses are applied toward the 120 minimum credits required for the undergraduate degree and the number of credits needed for the graduate degree.

General Electives		Credits Applied:	101	Classes Applied:	32
ENG 105	Academic Writing II	PW	0	2014 Fall	
ENG 221	Theories of Composing, Tutoring, & Teach	A	3	2015 Spring	
HAN ENG	Hansard Scholars Programme	DG	0	2016 Spring	
HIS 116	European History Survey: Ancient-1789	A	3	2014 Fall	
HIS 227	Cultures of Contemporary Europe	A	4	2016 Fall	
HIS 288	Empires of Difference	A	4	2016 Fall	
HIS 289	Selected Topics	A	3	2015 Spring	
HIS 289	Selected Topics	A	4	2017 Spring	
HIS 320	Special Topics	A	4	2015 Fall	
HIS 320	Special Topics	(INP)	(4)	2017 Fall	
HIS 495	Senior Thesis in History	(INP)	(4)	2017 Fall	
IDS 201	Study Abroad Immersion Course	P	1	2016 Spring	
ISP 110Y	The Rise of the Atlantic World	A	4	2014 Fall	

ix) Insufficient Grades Block

Lists all the courses taken for which either an insufficient grade was earned or was taken as an audited course. These courses do not count toward the degree.

Insufficient Grade		Credits Applied:	0	Classes Applied:	1
HIS 415	Tutorial in Historical Research	(INP)	(0)	2017 Fall	

x) In-progress Block

While each block will list the courses for which the student is currently registered, if applicable, there can be quite a bit of data between each course. For this reason the audit provides an In-progress Block which lists, altogether, the student's currently registered courses for easy review.

In-progress		Credits Applied: 16	Classes Applied: 6
ART 201	Photography I	(INP) 4	2017 Fall
HIS 320	Special Topics	(INP) 4	2017 Fall
HIS 415	Tutorial in Historical Research	(INP) 0	2017 Fall
HIS 495	Senior Thesis in History	(INP) 4	2017 Fall
PE 362	Yoga	(INP) 0	2017 Fall
PSC 321	Terrorism and Political Violence	(INP) 4	2017 Fall

xi) Exceptions Block

Approved requirement exceptions and substitutions are processed by the Registrar's Office. The process to get an exception/substitution approved is provided on page 4 of this document.

Exceptions					
Type	Description	Date	Who	Block	Enforced
Substitution	Replace HIS 216 with HIS 116	09/27/2017	Banz, Rita	RA000138	Yes

xii) Notes Block

You can add notes to the student's audit record. Instructions on how to add a note is provided on page 11 of this document.

Note: **The student's audit WILL show all notes that have been created on the record. Students will be able to read the note itself, who made it and the date it was added to their audit.**

Notes			
	Entered by	Date	
Student was advised to... drop PE 100 to make room for HIS 495	Horvik, Rune	09/15/2017	
Student and advisor discussed student's career plans. Recommended that the student go to Career Development Office to look into internship opportunities this summer.	Horvik, Rune	09/14/2017	

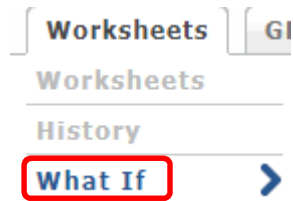
What If Audits

What is the What If Audit Feature?

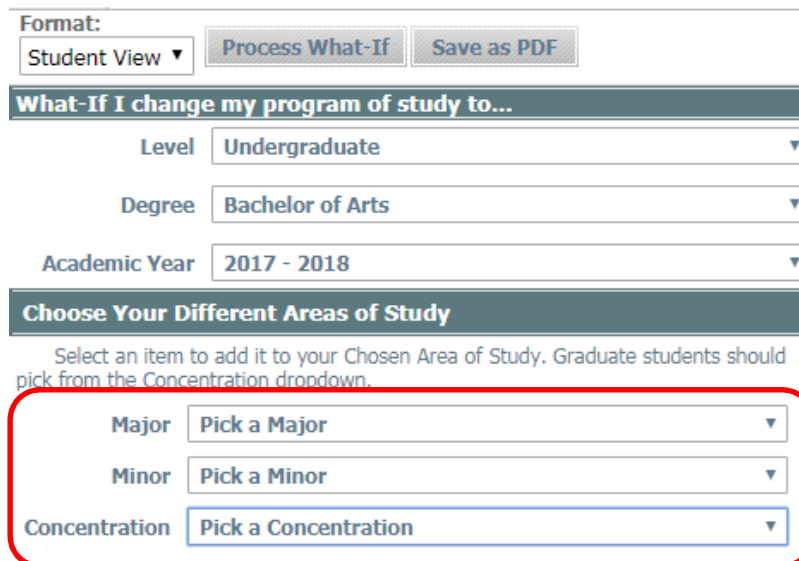
The What If feature allows you to see how the audit would change if the student made a change to their program of study, be that a change of major, minor or concentration. Running a What If audit **will not** officially change the student's academic record. This is merely a tool that can be used to help with making the decision. If the student decides to move forward with the change, they must follow the official procedures already in place to officially change their program of study.

How to use the What If Audit Feature

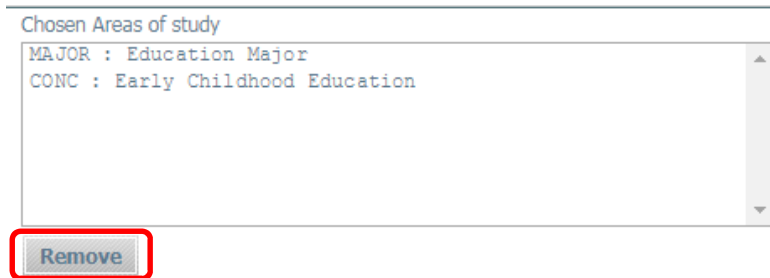
- 1) Click on the What If link under the Worksheets tab.



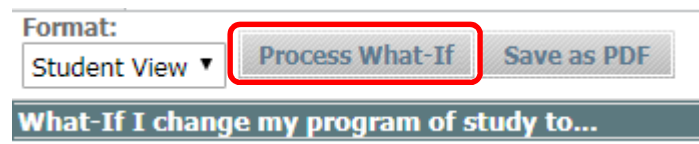
- 2) In the Choose Your Different Areas of Study section use the drop-down arrows to select the program or programs of study being considered.

A screenshot of a web form titled 'What-If I change my program of study to...'. At the top, there is a 'Format:' section with a 'Student View' dropdown and two buttons: 'Process What-If' and 'Save as PDF'. Below this, there are three dropdown menus: 'Level' (set to 'Undergraduate'), 'Degree' (set to 'Bachelor of Arts'), and 'Academic Year' (set to '2017 - 2018'). Below these is a section titled 'Choose Your Different Areas of Study' with a sub-instruction: 'Select an item to add it to your Chosen Area of Study. Graduate students should pick from the Concentration dropdown.' This section contains three dropdown menus: 'Major' (set to 'Pick a Major'), 'Minor' (set to 'Pick a Minor'), and 'Concentration' (set to 'Pick a Concentration'). A red rectangular box highlights the 'Major', 'Minor', and 'Concentration' dropdown menus.

- 3) You will see your selections in the box to the right of the drop-down arrows. You can remove anything you have chosen by clicking on the item you wish to remove and clicking the Remove button.



- 4) When you are ready to see the results of your selections, click on the Process What-If button.

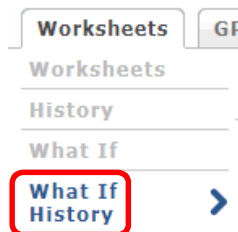


What is the What If History Feature?

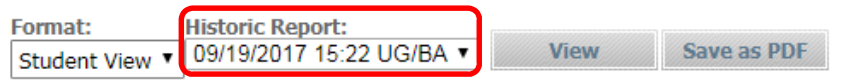
The What If History feature allows you and the student to see the last three What If audits that were run.

How to use the What If History Feature

- 1) Click on the What If History link under the Worksheets tab.



- 2) From the Historic Report drop-down arrow, select the date of the What If audit you wish to view.



- 3) Click the View button to see the selected audit.



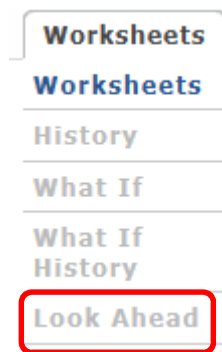
Look Ahead

What is the Look Ahead Feature?

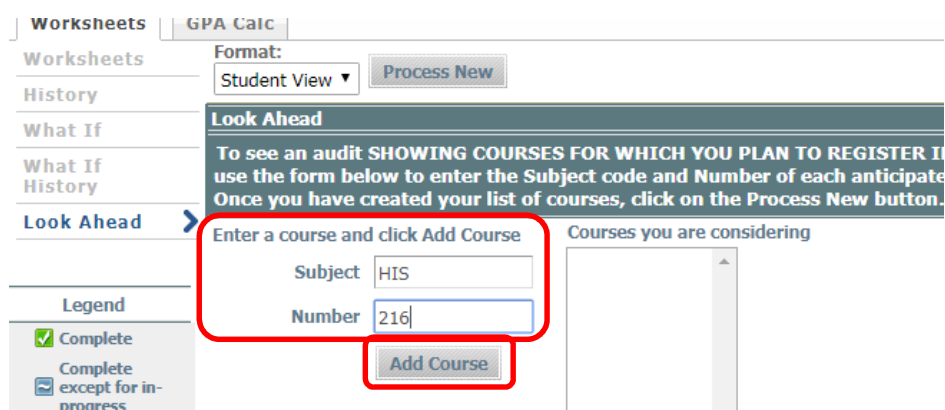
The Look Ahead feature allows you to enter courses you think the student should take and see how they affect the audit. Running a Look Ahead audit **will not** officially register the student for the course/s. This is merely a tool that can be used to aid in decision making when the registration period begins. To officially register for classes students must continue to use their myGoucher Register tab to register electronically or go to the Registrar's Office for in-person registration.

How to use the Look Ahead Audit Feature

- 1) Click on the Look Ahead link under the Worksheets tab.



- 2) In the Subject and Number sections enter the department code and course number accordingly, then click on the Add Course button.

A screenshot of the 'Look Ahead' form. The 'Look Ahead' link in the left navigation menu is highlighted with a blue arrow. The form contains a 'Format:' dropdown set to 'Student View' and a 'Process New' button. A dark blue banner reads: 'Look Ahead To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER I use the form below to enter the Subject code and Number of each anticipate Once you have created your list of courses, click on the Process New button.' Below this, there is a section titled 'Enter a course and click Add Course' with two input fields: 'Subject' containing 'HIS' and 'Number' containing '216'. The 'Add Course' button is highlighted with a red rectangular box. To the right is a section titled 'Courses you are considering' with an empty list area. A legend at the bottom left shows a green checkmark for 'Complete' and a blue checkmark for 'Complete except for in-progress'.

- 3) You will see your selection/s in the box to the right. You can remove an entry by highlighting it and clicking on the Remove Course.

Look Ahead >

Legend

- Complete
- Complete except for in-progress
- See advisor regarding requirement
- Not Complete

Once you have created your list of courses, click on the Process

Enter a course and click Add Course

Subject

Number

Courses you are considering

- HIS 216
- COM 213**

- 4) When you are ready to see the results of your selections, click on the “Process New” button.

Worksheets

History

What If

What If History

Look Ahead >

Format:

Student View

Look Ahead

To see an audit **SHOWING COURSES FOR WHICH YOU PLAN** use the form below to enter the Subject code and Number. Once you have created your list of courses, click on the Process New button.

Enter a course and click Add Course

Courses you are considering

- HIS 216

- 5) The Look Ahead audit will show where the course would slot into the audit, assuming a sufficient grade is earned. In the Look Ahead audit, PLAN is listed to indicate that the student has not yet registered for the course.

Major in History		Catalog Year : 2017 - 2018	Credits Required: 38
			Credits Applied: 4
A minimum of fifteen 300/400 level credits are required in the major. You have taken 0 but need 15 more credits.			
<input type="checkbox"/> Minimum Credits in Program	Still Needed:	38 credits are required. You currently have 4, you still need 34 more credits.	
<input type="checkbox"/> 100-Level History Course	Still Needed:	1 Class in HIS 1@@	
<input checked="" type="checkbox"/> European History Course	HIS 216	Survey: Europe, Classical to 1789	PLAN (4) Planned Term
<input type="checkbox"/> Asian, Latin American, and African History Course	Still Needed:	1 Class in HIS 204 or 205 or 207 or 213 or 225 or 287 or 289 or 295	

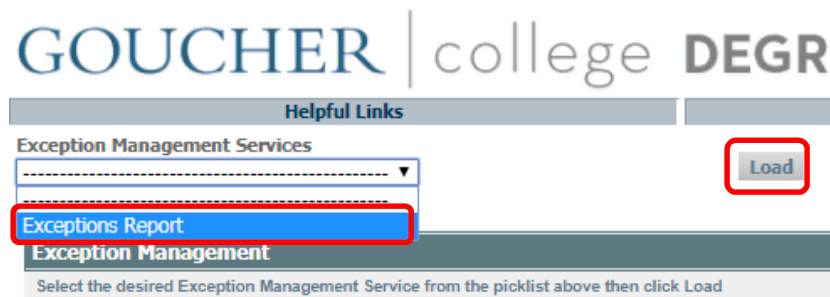
Substitutions and Waivers Management

Only Administrators have this button, Faculty Advisors will not see it on their Main Header Bar. This link takes the user to a page that allows them to run an Exceptions Report:

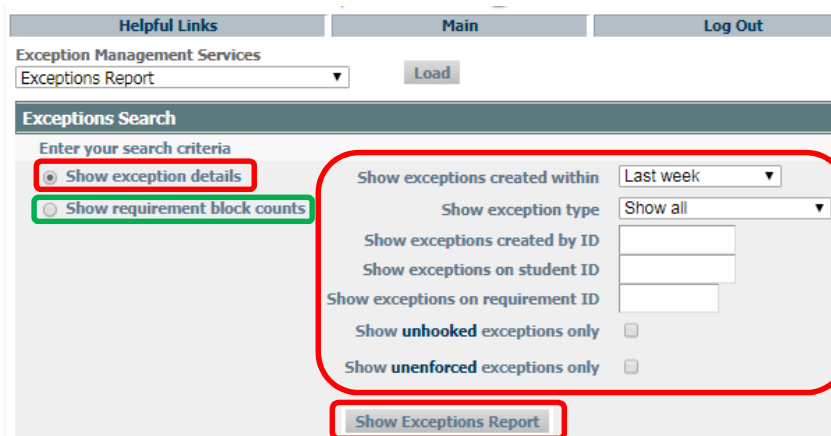


Running an Exceptions Report

After clicking on the Substitutions and Waivers Management link, you will be taken to a new screen. From the drop-down arrow select Exceptions Report and click on the Load button:



Keep the Show Exception Details radio dial selected, but feel free to use the drop-down arrows on the right or to enter variables as needed before clicking on the Show Exceptions Report button:



Note: The Show Requirement Block Counts radio dial provides a report with back-end coding data that you may not find helpful.

Returning to the Landing Page

After reviewing the Exceptions Report you can return to the landing page by clicking on the Main button:

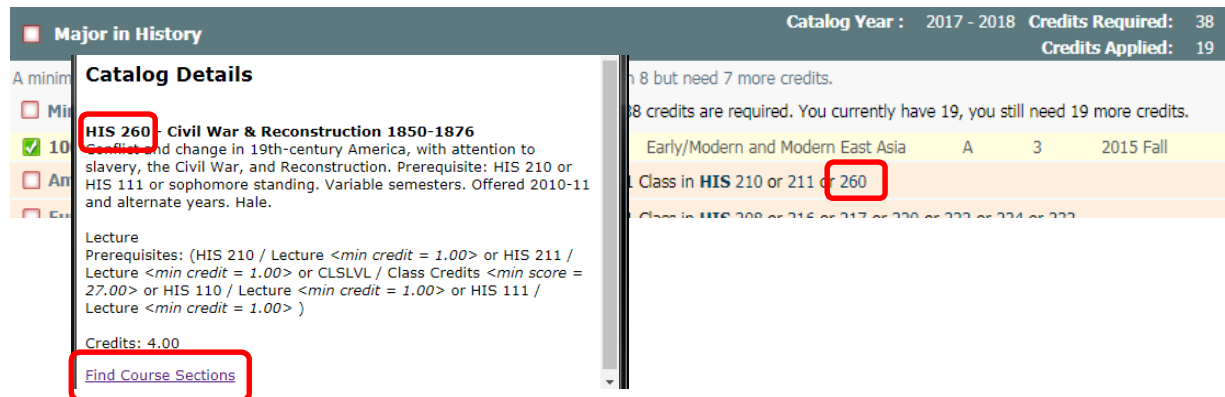


The screenshot shows a navigation bar with three buttons: 'Helpful Links', 'Main', and 'Log Out'. The 'Main' button is highlighted with a red rectangular box. Below the navigation bar, there is a section for 'Exception Management Services' with a dropdown menu set to 'Exceptions Report' and a 'Load' button. Below that, a summary line reads 'Exceptions Found: 1 since 09/22/2017'. A table follows with columns: 'Create Date', 'Creator', 'Requirement', 'Type / Value', 'Label Tag', 'Student', 'Type', 'Status', and 'Description'. One row is visible with the following data: '09/27/2017', 'Banz, Rita', 'RA000138', '/', '4', '000000004', 'RR', 'OK', and 'Replace HIS 216 with HIS 116'.

User Tips

Course Description Links

Within the audit, click on the course number and a description of the course will open in a new window. The description comes directly from the Registrar's course catalogue. If you want to find out if the course is being offered in the next semester, click on the link Find Course Sections link at the bottom of the description box.

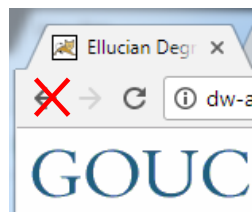


The screenshot shows a 'Major in History' page with 'Catalog Year: 2017 - 2018', 'Credits Required: 38', and 'Credits Applied: 19'. A 'Catalog Details' panel is open, showing a list of courses. 'HIS 260 - Civil War & Reconstruction 1850-1876' is selected and highlighted. The course description includes prerequisites and a 'Credits: 4.00' line. At the bottom of the description box, the link 'Find Course Sections' is highlighted with a red box. In the background, a table of course sections is visible, with one row for 'Early/Modern and Modern East Asia' (A, 3 credits, 2015 Fall) and a link to 'Class in HIS 210 or 211 or 260' highlighted with a red box.

Do Not Use the Back Arrow to Navigate

Do not click on the back arrow on the webpage to move between screens within your audit.

Using the back arrow will cause an error message and you will need to logout and then back in if you wish to continue viewing the audit. Instead use the links under the Worksheets or GPA Calc tabs to return to a previous audit view.



Students who believe their Audit is Incorrect

Students who believe there is an error with their audit are being asked to send an email to both their advisor and the Registrar's Office, registrar@goucher.edu. They should include their nine digit ID number and specifics regarding the problem with their audit.

Logging Out

To end your session, click on the Log Out button at the top of the audit. It is especially important to log out at the end of your session when you are using a public computer – **academic records should be kept secure at all times.**



Technical Assistance

If you experience a technical issue while trying to log in or use the DegreeWorks software, please contact the Helpdesk: helpdesk@goucher.edu or 410-337-6322.