

GOUCHER | college
DEGREEWORKS

Undergraduate Student User Guide

October 1, 2017

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DegreeWorks Introduction

What is DegreeWorks?

DegreeWorks is a web-based tool to help students and advisors monitor progress toward degree completion. DegreeWorks lists the courses you have already completed and courses for which you are currently registered, along with the courses you still need to take in order to graduate. The software formats all this data into one easy-to-read audit.

How do I access DegreeWorks?

You can access the DegreeWorks link from your myGoucher account. The DegreeWorks link can be found under the myGoucher Links tab. Use your student login and password to access your audit.

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.

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.

What is an audit?

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

The audit is divided into blocks such as 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 automatically checked when a requirement is met. Others simply provide information in list format to the student and advisor. The information in DegreeWorks is refreshed each night. Any changes made today (e.g., grade changes or classes added/dropped) will be seen in DegreeWorks the next day. If your audit does not look like you expected, please email both your advisor and registrar@goucher.edu (please include your nine digit ID number found below your name in the Student View block.)

DegreeWorks – Getting Started

Logging into Your Audit

- 1) Log into your [myGoucher](#) account.



- 2) Click on the myGoucher Links tab and you will find the link for DegreeWorks.



- 3) Depending on the browser you use, you will either be taken directly into your audit (first example below), or you will be taken to a landing page (second example below). If you see the landing page, simply click on the “Worksheets” link directly below the Worksheets tab to view your audit.

GOUCHER college DEGREEWORKS

Helpful Links

Student ID	Name	Degree	Major	Level	Student Class Level	Last Audit
000000001	Current LER, Undergraduat	BA	History Major	UG	Senior	09/18/2017

Worksheets | GPA Calc

Worksheets > Format: Student View | View | Save as PDF | Courses by Term

Goucher College

Student View A0000NW 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	

Degree Progress

Requirements: 83%

<input type="checkbox"/> Degree in Bachelor of Arts	Catalog Year : 2014 - 2015	Credits Required: 120
<input checked="" type="checkbox"/> Minimum Credits in Degree		Credits Applied: 128
<input checked="" type="checkbox"/> Your GPA is above the 2.0 minimum required for the BA degree.		
<input type="checkbox"/> Goucher Commons or Liberal Education Requirements		

Legend

- Complete
- Complete except for in-progress
- See advisor regarding requirement
- Not Complete
- (T) Transfer Class
- (REG) Registered for next semester
- (INP) In-progress course
- Any Department

GOUCHER college DEGREEWORKS

GOUCHER college DEGREEWORKS

Helpful Links

Student ID	Name	Degree	Major	Level	Student Class Level	Last Audit
000000004	Current GCR, Undergradual	BA	History Major	UG	Senior	09/15/2017

Worksheets | GPA Calc

Worksheets > Format: Student View | View | Save as PDF | Courses by Term

For students, DegreeWorks:

- Provides real-time advice and counsel
- Speeds time to graduation
- Provides intuitive web access to self-service capabilities
- Streamlines the graduation process

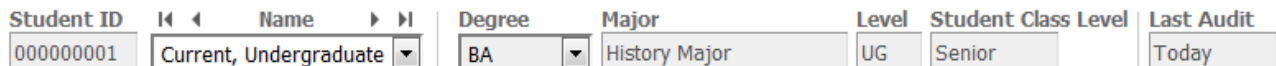
DegreeWorks – What am I looking at?

1) Main Header Bar



<p>Helpful Links</p>	<p>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.</p>
<p>Log Out</p>	<p>Use this link to logout of your audit. This is especially important if you are checking your audit on a public computer.</p>

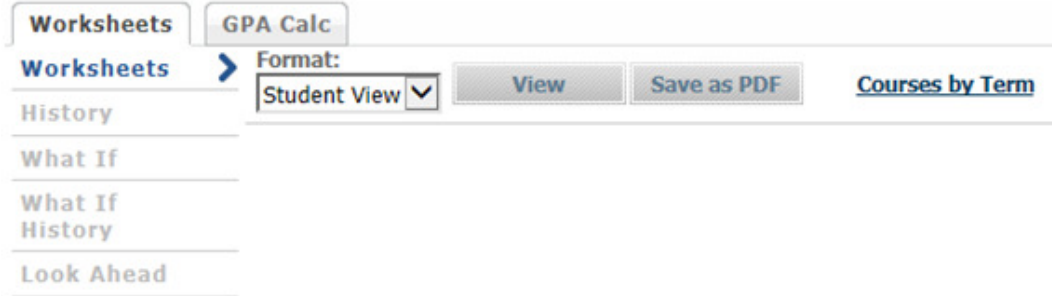
2) Audit Header Bar

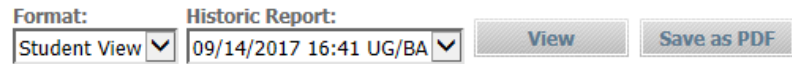
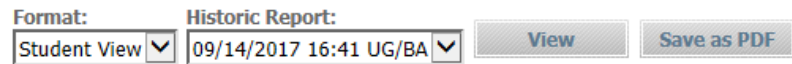


<p>Student ID 000000001</p>	<p>Displays your student ID number.</p>
<p>Name Current, Undergraduate</p>	<p>Displays your full name.</p>
<p>Degree BA</p>	<p>Displays your Degree. If you are in multiple degree programs, you can toggle between the audit for each program by selecting the degree from the drop-down arrow.</p>
<p>Major History Major</p>	<p>Displays your primary major. If you are a double major, you will see your second major listed in the Student View matrix.</p>
<p>Level UG</p>	<p>Displays your student program level.</p>
<p>Student Class Level Senior</p>	<p>Displays your student class level (First-Year, Sophomore, etc.).</p>
<p>Last Audit Today</p>	<p>Displays the date the audit was last run.</p>

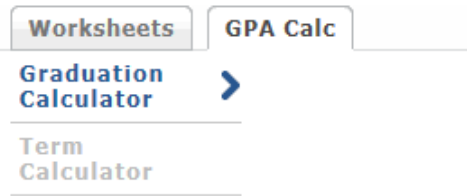
3) Worksheets Tab

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



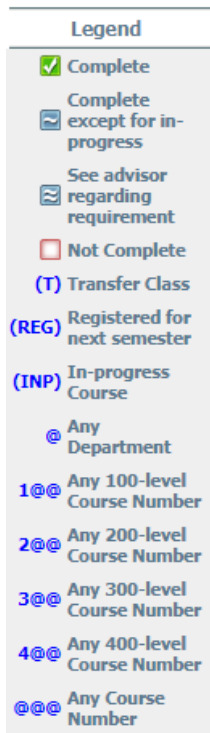
Worksheets	Displays your audit.
<u>Courses by Term</u>	Lists your courses taken by academic term.
Save as PDF	Converts window into PDF which you can then save or print.
History	Shows the last three audits run.  Select the date you wish to review from the drop-down arrow and click the "View" button.
What If	This tool can be used to see how the courses you have already taken would be applied if you added a major/minor/ or concentration and it shows what requirements you still need to complete. Additional instructions will be provided in another section of this guide.
What If History	Shows the last three What If scenarios 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 you would like to take and see how they affect your audit.

4) GPA Tab



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

5) Legend



On the left-hand side of the page is a legend to assist you in reading your 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.

6) Audit Blocks

Your audit is presented in within multiple sections – we call these sections Blocks. Depending on your particular area of study and the courses and grades you have received, you may or may not find the following blocks within your audit. Students with majors and minors who are working from a catalogue year that pre-dates the 2017-2018 catalogue will not be able to see their major or

minor requirements in this software. They will only be able to see the specific requirements for their LER Block – 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 major and minor.

You will see green boxes with a check-mark within the box as you meet/complete the degree requirement listed. Once all your empty check-boxes are changed to green boxes with check-marks you will have completed all your degree requirements.

i) Student View Block

This block provides general demographic information. A nice feature in this block is the ability to email your advisor by simply clicking on your advisor’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	Dawlev, Evan Horvik, Rune	Concentration	

ii) Degree Progress Bar

This bar is provided to give an idea of how far along you are with your degree requirements. The percentage listed is not intended to indicate how soon you 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 your undergraduate degree.

<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 GCRs or LERs, depending on which set of core educational requirements you are completing for your degree. After registering for a course that will fulfill a requirement, the empty check box for 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 you are registered for the course. After the course is completed, if you received a satisfactory grade, the grade will replace the (INP) notation and the blue box with a tilde inside 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

<input checked="" type="checkbox"/> 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 you selected. If you are a double major you will see two blocks – one for each major.

<input type="checkbox"/> 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 you selected.

<input checked="" type="checkbox"/> 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 checked="" 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 you 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, for which you are currently registered or that you have taken. These courses are applied toward the 120 minimum credits required for the 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 for which you received an insufficient grade or took as an audited course. These courses do not count toward your 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 you are currently registered, if applicable, there can be quite a bit of data between each of your currently registered courses. For this reason, the audit provides an In-progress Block which lists, altogether, your 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) Notes Block

If your advisor adds any notes to your audit you will see a record of the note, who made it and the date it was added to your 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

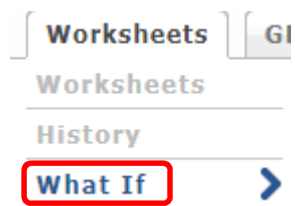
What If Audits

What is the What If Audit Feature?

The What If feature allows you to see how your audit would change if you made a change to your program of study, be that a change of major, minor or concentration. Running a What If audit **will not** officially change your academic record. This is merely a tool that can be used to help you make the decision. If you decide to move forward with the change, contact your advisor for instructions on how to officially change your 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 you want to consider changing to.

Format:
Student View ▾ Process What-If Save as PDF

What-If I change my program of study to...

Level Undergraduate ▾

Degree Bachelor of Arts ▾

Academic Year 2017 - 2018 ▾

Choose Your Different Areas of Study

Select an item to add it to your Chosen Area of Study. Graduate students should pick from the Concentration dropdown.

Major Pick a Major ▾

Minor Pick a Minor ▾

Concentration Pick a Concentration ▾

- 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.

Chosen Areas of study

MAJOR : Education Major
CONC : Early Childhood Education

Remove

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

Format:
Student View ▾ Process What-If Save as PDF

What-If I change my program of study to...

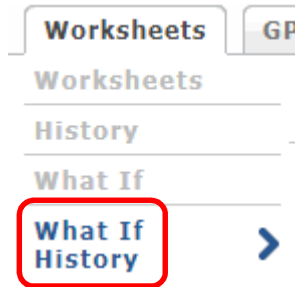
Note: If the What-If audit does not show the program/s you selected, that means the combination of programs chosen is not permitted. The audit software will not show you an audit that is not permissible according to the college's Academic Catalogue.

What is the What If History Feature?

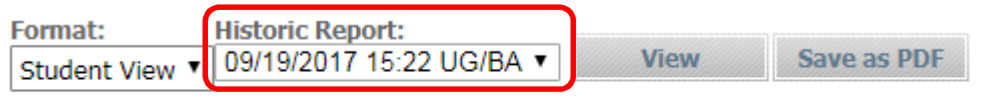
The What If History feature allows you to see the last three What If audits that were run.

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.



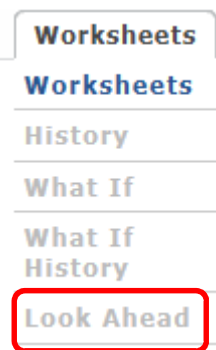
Look Ahead

What is the Look Ahead Feature?

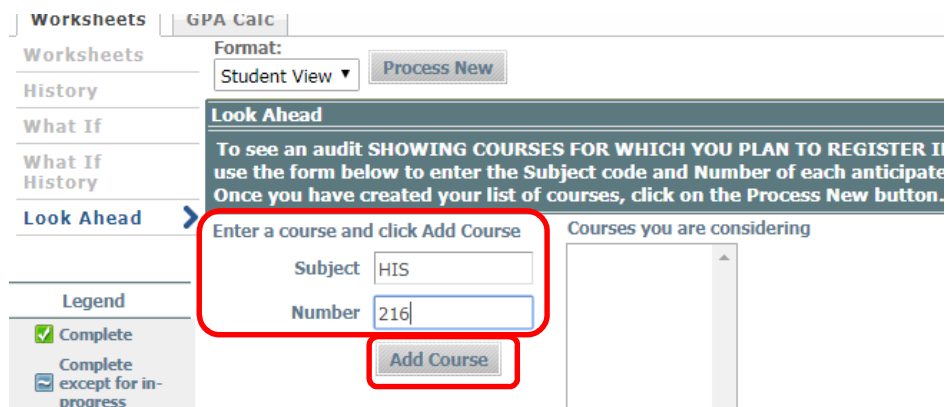
The Look Ahead feature allows you to enter courses you think you would like to take and see how they affect your audit. Running a Look Ahead audit **will not** officially register you for the course/s. This is merely a tool that can be used to aid you when the registration period begins. To officially register for classes you will continue to use your 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 navigation menu is highlighted with a red arrow. The form contains a 'Format:' dropdown set to 'Student View' and a 'Process New' button. Below this is a section titled 'Look Ahead' with instructions: '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 anticipated course. Once you have created your list of courses, click on the Process New button.' Underneath, there is a section 'Enter a course and click Add Course' with two input fields: 'Subject' containing 'HIS' and 'Number' containing '216'. An 'Add Course' button is located below the 'Number' field. To the right is a section titled 'Courses you are considering' with an empty list area. A legend at the bottom left shows 'Complete' with a green checkmark and 'Complete except for in-progress' with a blue checkmark.

- 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 > **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**

Legend

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

- 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) Your Look Ahead audit will show where the course would slot into your audit assuming a sufficient grade is earned. In the Look Ahead audit the PLAN is listed to indicate that you are 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	

User Tips

Course Description Links

Within your 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.

Major in History Catalog Year : 2017 - 2018 Credits Required: 38
Credits Applied: 19

Catalog Details

HIS 260 - Civil War & Reconstruction 1850-1876
Conflict and change in 19th-century America, with attention to slavery, the Civil War, and Reconstruction. Prerequisite: HIS 210 or HIS 111 or sophomore standing. Variable semesters. Offered 2010-11 and alternate years. Hale.

Lecture
Prerequisites: (HIS 210 / Lecture <min credit = 1.00> or HIS 211 / Lecture <min credit = 1.00> or CLSLVL / Class Credits <min score = 27.00> or HIS 110 / Lecture <min credit = 1.00> or HIS 111 / Lecture <min credit = 1.00>)

Credits: 4.00

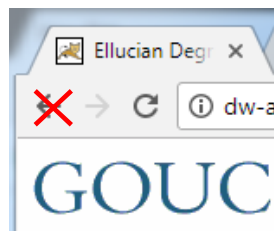
[Find Course Sections](#)

Early/Modern and Modern East Asia	A	3	2015 Fall
Class in HIS 210 or 211 or 260			
Class in HIS 208 or 216 or 217 or 220 or 222 or 224 or 225			

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.



If your Audit does not Look Correct

Keep in mind, the information in DegreeWorks is refreshed each night. Any changes made today (e.g., grade changes or classes added/dropped) will be seen in DegreeWorks the next day. However, if your audit does not look correct to you, please send an email to both your advisor and registrar@goucher.edu. In the email, be sure to be specific regarding the problem you found on your audit and please include your nine digit ID number (found below your name in the Student View block).

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 – your academic record 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.