Faculty/Staff Degree Works Training Guide
Logging into Degree Works

Login in and Initial Student Search:

1. Log in to RUACCESS.
2. Select the Faculty and Advisors tab.
3. Click on the Advisor menu link
4. Click on the Degree Works link
   a. Select the most recent term you know the student was registered, and click submit.
   b. Enter a student ID search then click submit.
   c. Student name will display, and click submit.
      If you do not know the Student ID or have an incorrect Student ID, you may also enter all or part of the student’s first and/or last name. A drop down list of matching students will load and you may choose the student from the list.
5. Please note that Degree Works and CAPP will be running simultaneously and it is important to take note of the student’s entrance term. Students that entered on the 2014-2015 catalog and beyond will use Degree Works.
Searching for Students

In RU Access, initial searches for students are by name or ID number. Once logged in to Degree Works, however, there are several different ways to search for students.

1. Click find on the initial Navigation bar.

   a. An image of the Find Students search page is provided below:

   ![Image of Find Students search page]

2. Single Student Search
   To select a single student, enter the student’s Roosevelt ID number in the Student ID field or enter the student’s first or last name.

   ![Image of Single Student Search]

   a. The First and Last name fields are not case sensitive.
b. The Degree Works wild card symbol is @ and can be used in the First and Last name fields.

3. Group Search
   a. While Degree Works is meant for individualized audits and advising, there is an option to search for students based on several criteria including degree, major, minor, concentration, and catalog year.
   b. Your chosen criteria will display as shown below. Please note that Degree Works will search the combination of all criteria chosen. You then click search to yield results. In this instance students who have both a Major in African-American Studies and a minor in Accounting will display.

   ![Search Criteria Example](image1)

   c. Search results will display at the bottom of the page. You will then click okay to view the audits that fit the chosen search criteria.

   ![Search Results](image2)

   d. Search results will only yield a maximum of 50 matches. If the search yields more than 50 matches, the error message below will appear, and only the first 50 matches will display.

   ![Maximum Matches Error](image3)
4. All of the students you selected in the search window are imported into the “Name” drop-down menu at the top of the evaluation. If your search yields more than one student then, you can access the audits for up to 50 students meeting your search criteria here.

Student Header

The student header lists profile information for the individual student. This also includes helpful directory as well as academic information.

The first column includes directory student information including name and ID number. It also lists the student’s class level based on credits, level, as well as Advisor. Please note that as shown below a student can email their advisor by clicking on their advisor’s name. Also note that this could list multiple advisors if a student has a secondary advisor.

The second column includes the student’s Program Profile. This includes the specific College, Degree, Major, minor, and Concentration.

The third and final column includes student information that is particularly important for registration. The catalog year listed dictates a very specific group of requirements. You will also be able to distinguish
if a student is part of the Honor’s program. The holds and Academic Standing affect student registration. Please note that as indicated below the hold will say YES if a student has a Banner hold but does not specify the type of hold.

<table>
<thead>
<tr>
<th>Catalog Year</th>
<th>2014-2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holds</td>
<td>Yes</td>
</tr>
<tr>
<td>Honors Program</td>
<td>Yes</td>
</tr>
<tr>
<td>Institutional GPA</td>
<td>3.13</td>
</tr>
<tr>
<td>Academic Standing</td>
<td></td>
</tr>
</tbody>
</table>

Please note that as shown below the top bar of the header indicates the last time the information was updated for verified.

<table>
<thead>
<tr>
<th>Student View</th>
<th>A0000U3a as of 07/29/2015 at 11:03</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>ID</td>
<td></td>
</tr>
<tr>
<td>Classification</td>
<td>Junior</td>
</tr>
<tr>
<td>Level</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Advisor</td>
<td>Robinson, Chloe N</td>
</tr>
<tr>
<td>Degree</td>
<td>Bachelor of Arts</td>
</tr>
<tr>
<td>College</td>
<td>College of Arts &amp; Sciences</td>
</tr>
<tr>
<td>Major</td>
<td>Political Science</td>
</tr>
<tr>
<td>Minor</td>
<td>Legal Studies</td>
</tr>
<tr>
<td>Institutional GPA</td>
<td>3.13</td>
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<tr>
<td>Holds</td>
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<td></td>
</tr>
</tbody>
</table>

**Progress Bars**

The Progress Bars are helpful tools to determine how far along a student is towards their degree. These will change as registration and course completion is entered. The bars should be considered individually as they monitor different requirements.

First is the Requirements bar below. This will display the percentage of specific requirements a student has completed.
The Credits Progress Bar display the percentage of overall credits a student has completed towards the total amount of credits required for their program.

Please note that 100% completion on both progress bars are required to indicate degree completion. The Progress Bars also fluctuate based on grade submission as a registered course is considered to be fulfilling a requirement.

**Reading the Audit**

Degree works can be viewed in four different formats. The view can be changed by selecting the desired view from the drop-down menu and clicking View:

- **Student View**: The default view providing a complete and detailed audit of the student’s academic record. This is the view that both students and advisors will have access to.
### Registrar Report

Provides qualitative and quantitative requirements for each course and each rule, including minimum grade, GPA, level, and residency policies. Information provided is not affected by a student’s progress.

#### Major in Philosophy

<table>
<thead>
<tr>
<th>Unmet conditions for this set of requirements:</th>
<th>30 semester hours are required. You currently have 6, you still need 24 more semester hours.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Residency at Roosevelt</td>
<td>Still Needed: A minimum of 12 semester hours must be taken at Roosevelt University.</td>
</tr>
<tr>
<td>Minimum 300-Level at Roosevelt</td>
<td>Still Needed: A minimum of six 300-level semester hours must be taken at Roosevelt University. You have taken 0 semester hours.</td>
</tr>
<tr>
<td><strong>Introduction to Philosophy</strong></td>
<td>PHIL 201 INTRO TO PHILOSOPHY A- 3 Fall 2009</td>
</tr>
<tr>
<td>Logic</td>
<td>Still Needed: 1 Class in PHIL 210</td>
</tr>
<tr>
<td>Ethics</td>
<td>Still Needed: 1 Class in PHIL 230</td>
</tr>
<tr>
<td>Philosophy Electives</td>
<td>PHIL 250 TOPIC:ON HAPPINESS A- 3 Spring 2010</td>
</tr>
<tr>
<td>Senior Research Project</td>
<td>Still Needed: 1 Class in PHIL 399</td>
</tr>
</tbody>
</table>

**Block Qualifiers:**

- 30 Credits
- MINPA 2
- MINGRADE 2.00
- MINRES 12 Credits
- MinCredits 6 in  @ 3 Credits (With DWRESIDENT = Y)
- MAXPASSFAIL 0 Credits
- NONEXCLUSIVE (MAJOR)
- NONEXCLUSIVE (CONC)

#### Class History

<table>
<thead>
<tr>
<th>Requirement: 1 Classes in PHIL 101</th>
<th>PHIL 201 INTRO TO PHILOSOPHY A- 3 Fall 2009</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirement: 1 Classes in PHIL 210</td>
<td></td>
</tr>
<tr>
<td>Requirement: 1 Classes in PHIL 230</td>
<td></td>
</tr>
<tr>
<td>Requirement: 6 Classes in PHIL 101, 201, 301</td>
<td>PHIL 250 TOPIC:ON HAPPINESS A- 3 Spring 2010</td>
</tr>
<tr>
<td>Requirement: 1 Classes in PHIL 399</td>
<td></td>
</tr>
</tbody>
</table>
- **Graduation Checklist:** Lists all requirements that have been met and not met but hides specific advice for how to fulfill them.

- **Registration Checklist:** Provides only the courses that are still needed to meet degree requirements.

Other Options:

- **Save as a PDF:** This will generate a document of the audit that can be saved, printed, or emailed.
- **Include In-Progress/Pre-Registered courses:** To display courses that a student is currently registered for in the current term, click the Include In Progress checkbox. To display courses that a student is registered for in future terms, click the Pre-Registered checkbox.

**Class History:** This is a chronological list of a student’s academic record at Roosevelt University.
Legend

The legend explains the meaning of characters and symbols within the audit.

As displayed, a green checked box indicates that a requirement has been met and is fulfilled.

An unchecked box means a requirement still needs to be completed in order for a student to earn their degree. Qualitative and quantitative requirements are highlighted in gray. Specific course requirements that are unmet are highlighted in pink.

A blue box with a single tilde symbol indicates that a course or a requirement is in progress. These courses will also be highlighted in blue and will also indicate the term that the course is registered.

A blue box with two tilde symbols indicates that a requirement is nearly met. This is usually due to a quantitative or qualitative requirement such as GPA or residency requirement. This symbol should indicate that the requirement should be reviewed with an Advisor.

An asterisk indicates that a course has a prerequisite. By clicking on the course the catalog information will open in a new window, listing the prerequisite.
The @ symbol indicates the wild card in Degree Works. This is most used to indicate that any course at the given level can fulfill a requirement. In this instance any MATH course at the 100, 1XX, 200, 2XX, 300, or 3XX level will fulfill the requirement except for any MATH 100-109 or MATH 10X.

REG indicates that the student is registered for the indicated course in the current or a future term. These will also be highlighted in blue.

Class History

Class History is a chronological record separated by term listing all coursework. Please note that this is not an official transcript and transfer work is not separated by term.

Too access the Class History, click on the Class History link.

The Class History will open in a separate window, as shown below. This will include all successful and unsuccessful attempts at coursework at Roosevelt.
GPA Calculators

The three GPA calculators are a tool for Student and Advisors to determine the grades needed to attain a desired GPA. The GPAs are not guaranteed and only be used as a guide and used to assess potential.

The GPA calculators can be found on the GPA front tab shown below.
This will afford you the opportunity to choose from 3 different calculators in the left side menu as shown below.

![Calculator Menu](Image)

**Graduation Calculator**

The Graduation Calculator helps to determine how to earn a desired GPA over the course of the entire degree program. To use the Graduation Calculator:

1. First click on the Graduation Calculator and the fields will appear with the Current GPA field populated as shown below. This should match the institution GPA as displayed in the audit.

   ![Current GPA Field](Image)

2. You will then want to fill in the remaining fields. In the Credits Remaining field you will want to calculate how many credits the student needs to complete including all requirements as well as electives. The credits required are the sum of all credits needed for the degree, including electives. You can then enter the desired GPA.
3. Click on the Calculate button and advice will appear in text. Click on Recalculate to test other Desired GPAs.

You need to average a 3.91 over your final 42 Credits to graduate with your desired GPA.

If the desired GPA is not possible based on the amount of credits left an error message will appear as indicated below.

**Term Calculator**

The term calculator is used to determine how a student’s overall GPA will be affected by grades in the current term. To use the Term Calculator:
1. Click on Term Calculator from the left hand menu as shown below.

2. The student’s institutional GPA, Institutional Credits, and current term registration should appear populated, as shown below.

![Current GPA and Credits](image)

3. To calculate the term grade effect on overall GPA you will choose a grade for each registered course from the grade drop down menu.
4. After clicking Calculate your Institutional GPA

**What-Ifs**

The What-if feature of Degree Works give students and advisors the opportunity to review how their completed coursework can be applied to different majors, minors, concentrations, or catalog years. Please note that processing a What-If does not affect a student’s audit or their official program in Banner. To process a What-if:

1. Click on the What-If link from the left hand column menu as displayed below.

2. You will then be taken to the main menu for the What-Ifs as displayed below.
3. The first set of fields is required to process the What-If. This includes the Degree choice and the Academic year. The default will populate to the student’s current Degree and Catalog year. The options will appear in a drop down menu. Please note that the Degree choice will affect what Majors can be chosen the next field. If you are unsure of what degree correlates with which major, refer to the catalog.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Bachelor of Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year</td>
<td>2014-2015</td>
</tr>
</tbody>
</table>

4. The next set of fields is the choices for specific areas of study including Major, Minor, and Concentration. Please note that the Major Field is required to process the What-if. In order to process only the addition of a Minor or concentration, you will want to populate the major field with your current program. Once you make a choice it will populate in the list to the right as shown below.
5. If you would like to remove a choice highlight the choice you are looking to remove and click on the remove button.

6. The Minor and Concentration fields are both optional. Because they are optional, please note that all minors and concentration will be listed, although not all minors or concentrations are available to all students. All chosen fields will also populate in the list on the right.

7. The final set of fields is optional. This gives students the option of seeing how future course choices can be used to fulfill requirements in any program. This is usually used when student knows specific course they would like to take and see what program these courses can be used towards. As you enter courses, they populate in the list on the right.
8. Please note that only courses in the catalog can be listed. This does not guarantee, however, that the courses chosen will be offered in any given term. You can find what courses can be added by clicking on the find icon which will link to the catalog.

9. After all desired fields are completed you have the choice of either processing the What-If and the What-If scenario audit will appear on the screen.
10. In the What-If audit two drop down menus will appear at the top of the audit. These will display all the fields chosen and for what program the audit is being run.

11. If you would like to save the what-if audit rather than displaying it on the screen you have the option printing or saving the What-If audit as a PDF. You will want to click on the Print/Save as PDF icon as shown below.