

Degree Works Student User Guide

This guide and additional information are available online at:

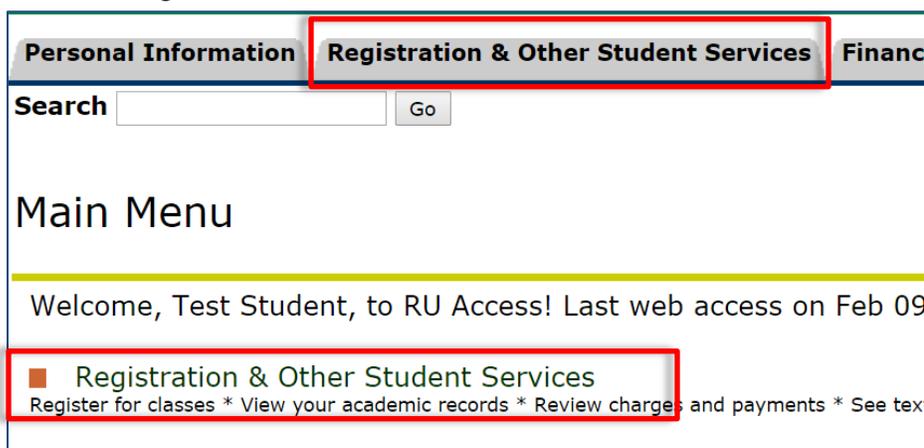
www.roosevelt.edu/Registrar/DegreeWorks

Degree Works can be used by students who started Fall 2014 or later.

Logging into Degree Works

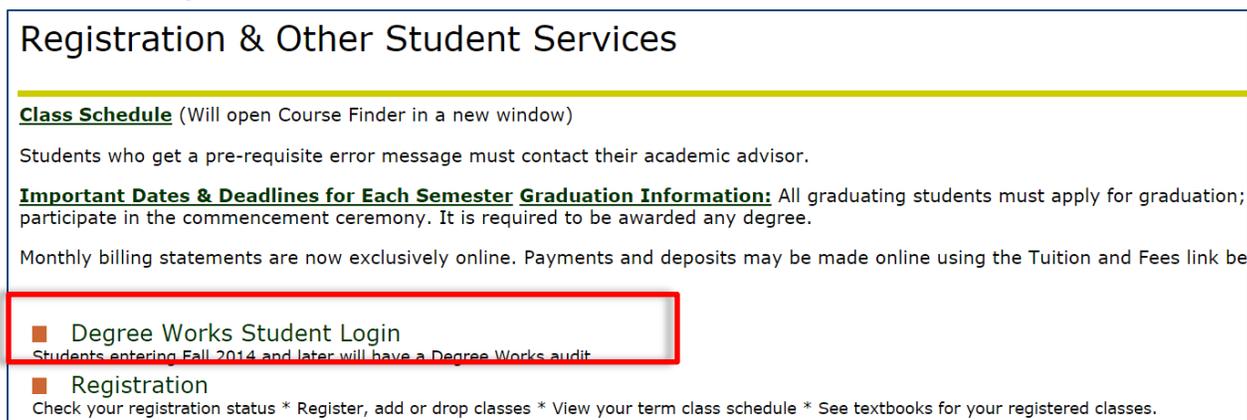
Login and Initial Student Search:

1. Log into RUACCESS.
2. Select the Registration tab or link.



The screenshot shows the top navigation bar of the RU Access system. It contains three tabs: 'Personal Information', 'Registration & Other Student Services', and 'Financial Services'. The 'Registration & Other Student Services' tab is highlighted with a red box. Below the navigation bar is a search area with a text input field and a 'Go' button. Underneath is a 'Main Menu' section with a yellow horizontal line. A welcome message reads: 'Welcome, Test Student, to RU Access! Last web access on Feb 09'. Below the message is a menu item 'Registration & Other Student Services' which is also highlighted with a red box. The sub-menu items for this link are: 'Register for classes * View your academic records * Review charges and payments * See text'.

3. Click on the Degree Works link, the first item in the menu.



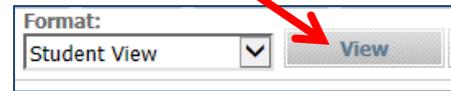
The screenshot shows the 'Registration & Other Student Services' page. At the top is the page title 'Registration & Other Student Services' followed by a yellow horizontal line. Below the line are several links and notices: 'Class Schedule (Will open Course Finder in a new window)', 'Students who get a pre-requisite error message must contact their academic advisor.', 'Important Dates & Deadlines for Each Semester Graduation Information: All graduating students must apply for graduation; participate in the commencement ceremony. It is required to be awarded any degree.', and 'Monthly billing statements are now exclusively online. Payments and deposits may be made online using the Tuition and Fees link be'. Below these items is a menu item 'Degree Works Student Login' which is highlighted with a red box. The sub-menu item for this link is: 'Students entering Fall 2014 and later will have a Degree Works audit'. Below this is another menu item 'Registration' with sub-menu items: 'Check your registration status * Register, add or drop classes * View your term class schedule * See textbooks for your registered classes.'

4. Your audit should appear. If it doesn't, or you receive an error message, please contact your advisor.

Reading the Audit

An audit can be viewed in two different formats:

Student View and **Registration Checklist**. The view can be changed by selecting from the drop-down menu and clicking the type of view:



- Student View:** This default view shares a complete and detailed audit of your academic record. This is the view to which both you and your advisor will have access.

Format:		View		Save as PDF		Process New		<input checked="" type="checkbox"/> Include in-progress classes <input checked="" type="checkbox"/> Include preregistered classes		Class History	
Student View											
<input type="checkbox"/> Major in Philosophy		Academic Year: 2009-2010		Credits Required: 30		GPA: 3.670		Credits Applied: 6			
Unmet conditions for this set of requirements:		30 semester hours are required. You currently have 6, you still need 24 more semester hours.									
<input type="checkbox"/> Minimum Residency at Roosevelt		Still Needed: A minimum of 12 semester hours must be taken at Roosevelt University.									
<input type="checkbox"/> Minimum 300-Level at Roosevelt		Still Needed: A minimum of six 300-level semester hours must be taken at Roosevelt University. You have taken 0 semester hours.									
<input checked="" type="checkbox"/> Introduction to Philosophy		PHIL 201		INTRO TO PHILOSOPHY		A-		3		Fall 2009	
<input type="checkbox"/> Logic		Still Needed: 1 Class in PHIL 210									
<input type="checkbox"/> Ethics		Still Needed: 1 Class in PHIL 230									
<input type="checkbox"/> Philosophy Electives		PHIL 250		TOPIC:ON HAPPINESS		A-		3		Spring 2010	
<input type="checkbox"/> Senior Research Project		Still Needed: 1 Class in PHIL 399									

- Registration Checklist:** This view lists only the courses you still need to complete.

Format:		View		Save as PDF		Process New		<input checked="" type="checkbox"/> Include in-progress classes <input checked="" type="checkbox"/> Include preregistered classes		Class History	
Registration Checklist											
Roosevelt Degree Works TEST Environment											
<input type="checkbox"/> Degree in Bachelor of Arts		Catalog Year: 2009-2010									
Still Needed:		See General Education - Arts & Science section									
Still Needed:		See Major in Philosophy section									
<input type="checkbox"/> General Education - Arts & Science											
Still Needed:		Seven credits in BIOL, CHEM, PHSC or PHYS are required. At least one class must be in the Biological Sciences (BIOL), one class in the Physical Sciences (CHEM, PHSC, PHYS) and at least one class must have a laboratory component.									
Still Needed:		3 Classes in @ 1@ with Attribute HUM or 2@ with Attribute HUM or 3@ with Attribute HUM Except ENG 101 or 102* or HIST @									
Still Needed:		3 Classes in @ 1@ with Attribute SOSC or 2@ with Attribute SOSC or 3@ with Attribute SOSC Except HIST @									
Still Needed:		1 Class in MATH 1@ or 2@ or 3@ Except MATH 100:109									
Still Needed:		Take three semester hours of Non-Western Studies.									
Still Needed:		1 Class in ENG 222* or LIBS 201*									
<input type="checkbox"/> Major in Philosophy		Catalog Year: 2009-2010		Credits Required: 30		GPA: 3.67		Credits Applied: 6			
Still Needed:		1 Class in PHIL 210									
Still Needed:		1 Class in PHIL 230									

Other Options:

Format: Registration Checklist ▾	View	Save as PDF	Process New	<input checked="" type="checkbox"/> Include in-progress classes	Class History
				<input checked="" type="checkbox"/> Include preregistered classes	

- **Save as a PDF:** This will generate a document of the audit that you can save, print, or email.
- **Include In-Progress/Pre-Registered courses:** To display courses in which you are currently enrolled, click the Include In-Progress checkbox. To display courses that you are registered for in future terms, click the Pre-Registered checkbox.
- **Class History:** This is a chronological list of your academic record at Roosevelt University.

Legend

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

Legend			
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	* Course requires pre-requisite(s)	REG Currently registered course(s)
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete	@ Any course number	

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

<input checked="" type="checkbox"/> You meet the minimum overall 2.00 GPA requirement.						
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<input checked="" type="checkbox"/> Roosevelt University Mission	LIBS 201	WRITING SOCIAL JUSTICE	C	3	Spring 2011
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An **unchecked red box** means a requirement still needs to be completed in order for you to earn your degree. Qualitative and quantitative requirements are highlighted in gray. Unmet, specific course requirements are highlighted in pink.

<input type="checkbox"/> Last 30-hours taken at Roosevelt.	Still Needed: The last 30 semester hours must be taken at Roosevelt University.
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<input type="checkbox"/> Grounds for Change	Still Needed: 1 Class in ACP 250*
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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 for which the course is registered.

<input checked="" type="checkbox"/> Compensation Management	HRM 438	COMPENSATION MANAGEMENT	REG	(3)	Spring 2015
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A **blue box with two tilde** symbols (\approx) indicates that a requirement is nearly met. This is usually due to a quantitative or qualitative requirement such as GPA, or a residency requirement. Review these symbols and their requirements with your advisor.

 Major Requirements

 Undecided Major GPA: 0.00 Credits Required: 30
Credits Applied: 0

An **asterisk*** indicates that a course has a **prerequisite**. If you click on the course, you will link to the catalog information, which will open in a new window, listing the prerequisite.

 Topics in History & Methodology Still Needed: 1 Class in HIST 280*

HIST 280	3 Credits	TPCS IN HIST & METHODOLOGY	Print
Introduction to historiography and methodology of a specific topic; the nature of interpretation and various schools of thought on the topic. Experience in reading and interpreting primary sources, such as written documents, photographs, oral history, and quantitative data. Please click highlighted CRN for a more detailed description of this course.			
Prerequisites: ENG 102 minimum grade of C-			
Attributes: HUM, SOSC			

The **@ symbol** indicates a wild card in Degree Works. This is used most often for any course at a given level that can fulfill a requirement. In the example below, any MATH course at the 100, (1@), 200 (2@), 300 (3@) level will fulfill the requirement except for any MATH 100-109 (MATH 10@).

 Quantitative Literacy (MATH 110) or Higher MATH Still Needed: 1 Class in MATH 1@ or 2@ or 3@ Except MATH 10@

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

 Introduction to Comparative Politics POS 102 INTRO TO COMPARATIVE POLITIC **REG** (3) Spring 2015

Student Header

The student header lists your individual student profile information. This also includes helpful directory and academic information.

Student View A0000U3a as of 07/29/2015 at 11:03					
Student	[Redacted]	Degree	Bachelor of Arts	Catalog Year	2014-2015
ID	[Redacted]	College	College of Arts & Sciences	Holds	Yes
Classification	Junior	Major	Political Science	Honors Program	
Level	Undergraduate	Minor	Legal Studies	Institutional GPA	3.13
Advisor	Robinson, Chloe N	Concentration		Academic Standing	

Student	[Redacted]
ID	[Redacted]
Classification	Junior
Level	Undergraduate
Advisor	Robinson, Chloe N

The first column includes directory student information, including your name and ID number. It also lists your class level based on credits, your level, and your.

You can email your advisor by clicking on his or her name (Multiple advisors may be listed).

Degree	Bachelor of Arts
College	College of Arts & Sciences
Major	Political Science
Minor	Legal Studies
Concentration	

The second column includes your **Program Profile**. This includes the specific College, Degree, Major, minor, and Concentration.

If any information in this column is incorrect, ask your advisor about submitting a Change of Program form to the Office of the Registrar.

Catalog Year	2014-2015
Holds	Yes
Honors Program	
Institutional GPA	3.13
Academic Standing	

The third and final column includes student information that is particularly important for registration. The catalog year listed dictates the specific requirements you are following for your program.

You will also see if you are part of the Honor's Program. If you are, Honors requirements will automatically show in your audit.

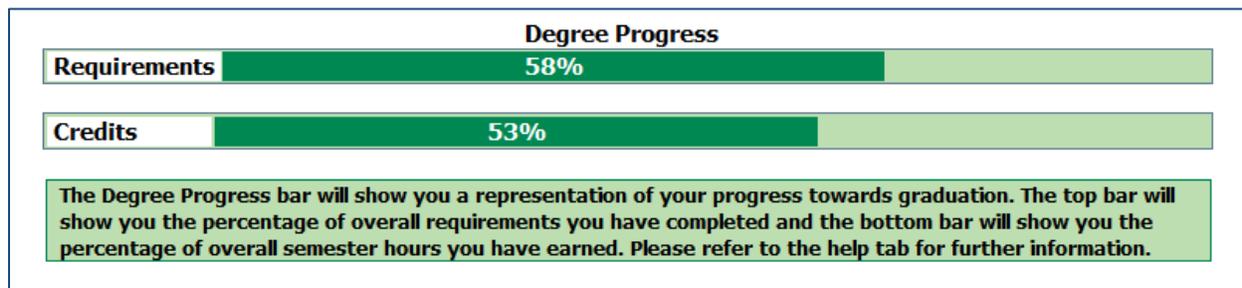
Holds and current Academic Standing affect your ability to register. If you have a hold, it will appear, but it won't distinguish what kind of hold it is. To view hold details, log in to RU Access.

The top bar of the header, as shown below, indicates the last time the information was updated or verified.

Student View A0000U3a as of 07/29/2015 at 11:03					
Student		Degree	Bachelor of Arts	Catalog Year	2014-2015
ID		College	College of Arts & Sciences	Holds	Yes
Classification	Junior	Major	Political Science	Honors Program	
Level	Undergraduate	Minor	Legal Studies	Institutional GPA	3.13
Advisor	Robinson, Chloe N	Concentration		Academic Standing	

Progress Bars

The Progress Bars are helpful tools to determine how far along you are toward earning your degree. These will change as registration and course completion is entered. Each bar should be evaluated or considered individually, as they monitor different requirements.



The **Requirements** bar displays the percentage of specific requirements you have completed.

The **Credits** Progress Bar displays the percentage of overall credits you have completed towards the total number of credits required for their program.

Both progress bars must read 100% in order to indicate degree completion. The Progress Bars fluctuate, based on grade submission (since registered courses are considered to be fulfilling requirements).

Important Note: Even if both of your progress bars read 100%, you must still Apply for graduation and be approved by your department in order to receive your degree.

GPA Calculators

The three GPA calculators are a tool for students and advisors to determine the grades needed to attain a desired GPA. The GPAs are not guaranteed and are intended as a guide.

The GPA calculators can be found on the GPA front tab, as shown below.



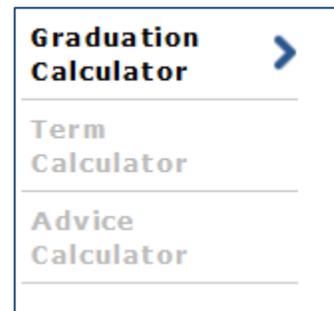
This will let you choose from 3 different calculators in the left side menu as shown below.

Graduation Calculator

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

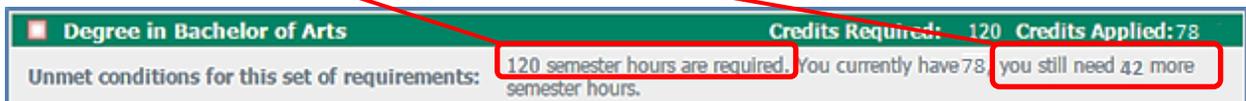
To use the Graduation Calculator:

1. 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.
2. Fill in the remaining fields using the information from your audit worksheet.



Current GPA	2.89
Credits Remaining	
Credits Required	
Desired GPA	
<input type="button" value="Calculate"/>	

The Credits Required and Credits Remaining are displayed at the top of your Degree Block:



3. Enter your desired GPA (The GPA you want to have upon graduation).
4. Click on the Calculate button. Click on Recalculate to test other Desired GPAs.

Current GPA	2.89
Credits Remaining	42
Credits Required	120
Desired GPA	3.25
<input type="button" value="Calculate"/>	

The results will be displayed on screen showing the approximate grade point average you would need in your remaining courses in order to earn your desired GPA upon graduation.

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, an error message will appear as indicated below.

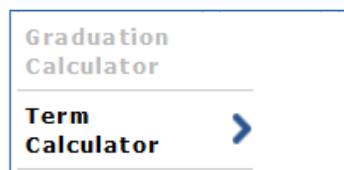
Error: To achieve your desired GPA, you would need to average higher than a 4.0. You would need to average a **4.63**.

Term Calculator

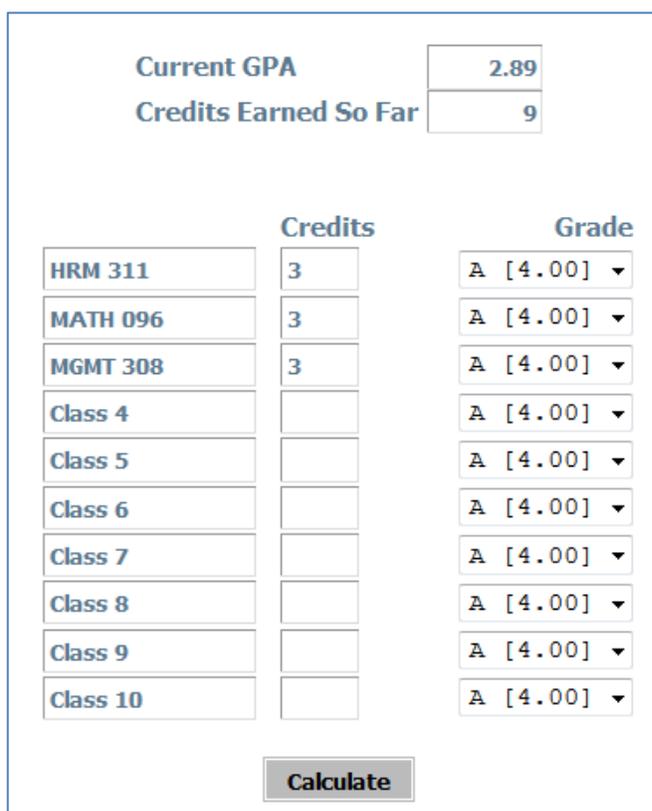
The term calculator is used to determine how your overall GPA will be affected current term grades.

To use the Term Calculator:

1. Click on Term Calculator from the left hand menu as shown below.
2. Your institutional GPA, institutional credits, and current term registration should appear populated, as shown below.



3. To calculate the term grade effect on an overall GPA, choose a grade for each registered course from the grade drop down menu.
4. After clicking Calculate, you'll see a GPA based on the assumption that you'll achieve the grades you inputted.



The screenshot shows the Term Calculator interface. At the top, there are two input fields: 'Current GPA' with the value 2.89 and 'Credits Earned So Far' with the value 9. Below these is a table with three columns: Course Name, Credits, and Grade. The table contains 10 rows of courses, each with a dropdown menu for selecting a grade. At the bottom of the table is a 'Calculate' button.

	Credits	Grade
HRM 311	3	A [4.00] ▾
MATH 096	3	A [4.00] ▾
MGMT 308	3	A [4.00] ▾
Class 4		A [4.00] ▾
Class 5		A [4.00] ▾
Class 6		A [4.00] ▾
Class 7		A [4.00] ▾
Class 8		A [4.00] ▾
Class 9		A [4.00] ▾
Class 10		A [4.00] ▾

Calculate

Class History

Class History is a chronological record separated by term, listing all coursework. This is not an official transcript and transfer work is not separated by term.

To 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 and transfer institutions.

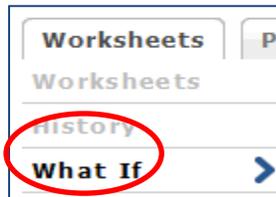
Disclaimer				
This is not a transcript. Please log into RUAccess where you can view your unofficial transcript or request your official transcript.				
Summer 2007				
ENG	101	INTRO TO COMPOSITION	A	3
		<i>Transferred from</i> ENG101 - FIRST-YEAR COMPOSITION - Estrella Mountain Comm Coll		
HIST	106	US COLONIZATION - CIVIL WAR	B	3
		<i>Transferred from</i> HIS103 - UNITED STATES HIST TO 1870 - Estrella Mountain Comm Coll		
HUM	1XX	INTRO TO RELIGION	B	3
		<i>Transferred from</i> REL101 - INTRO TO RELIGION - Estrella Mountain Comm Coll		
PSYC	103	GENERAL PSYCHOLOGY	C	3
		<i>Transferred from</i> PSY101 - INTRO TO PSYCHOLOGY - Estrella Mountain Comm Coll		
SOC	101	INTRO TO SOCIOLOGY	A	3
		<i>Transferred from</i> SOC101 - INTRO TO SOCIOLOGY - Estrella Mountain Comm Coll		
Fall 2009				
ECON	101	PRINCIPLES OF ECONOMICS I	C-	3
ENG	102	ARGUMENT, ANALYSIS, RESEARCH	A-	3
LIBS	111	GREAT IDEAS I	B+	3
POS	101	UNITED STATES POLITICS	B	3
Spring 2010				
AFS	102	INTRO TO AFRICAN-AMER STUDIES	C-	3
HIST	112	THE WORLD SINCE 1500	F	0
LIBS	112	GREAT IDEAS II	A-	3
PHIL	210	LOGIC	C	3
PHIL	230	ETHICS	W	0

What-Ifs

The What-if feature of Degree Works gives you and your advisors the opportunity to review how your completed coursework can be applied to different majors, minors, concentrations, or catalog years. Processing a What-If does not affect your audit, or your official, declared program. **Currently, What-If is available for undergraduate students and graduate students only in selected degree programs. If your program is not listed, please discuss your desire to change programs with your advisor.**

To process a What-If:

1. Click on the What-If link in the column menu on the far left of the audit, as displayed below.



2. You will then see the main menu for the What-Ifs, as displayed below.

A screenshot of the 'What-If' main menu. The page has a green header with the title 'What-If' and a paragraph explaining the feature. Below the header, there are three main sections: 1. 'Degree' and 'Academic Year' dropdown menus, with 'Bachelor of Arts' and '2014-2015' selected. 2. 'Choose Your Different Areas of Study' section, which includes dropdown menus for 'Major', 'Minor', and 'Concentration', and a 'Chosen Areas of Study' list box with a 'Remove' button. 3. 'Choose Your Future Classes' section, which includes input fields for 'Subject' and 'Number', a 'Find' button, and a 'Courses you are considering' list box with a 'Remove Course' button.

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 with your current Degree and Catalog year. The options will appear in a drop down menu. 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.

Degree	Bachelor of Arts
Academic Year	2014-2015

- The next set of fields is the choices for specific areas of study, including Major, Minor, and Concentration. **The Major Field is required** to process the What-if. In order to process only the addition of a Minor or concentration, still input your current major.

Once you make a choice, it will populate in the list to the right as shown below.

- If you would like to remove a choice, highlight the one you are looking to remove, and click on the Remove Course button.

- The Minor and Concentration fields are both optional. All minors and concentration will be listed, although not all are options for all programs. All chosen fields will also populate in the list on the right. **Degree Works will not prevent you from choosing an invalid combinations of majors, minors and concentrations.** Consult the University catalog or your advisor for assistance.

Choose Your Different Areas of Study

Select an item to add it to your Chosen Area of Study

Major

Minor

Concentration

Chosen Areas of study

MAJOR : Integrated Marketing Communication
MINOR : Business
CONC : Public Relations

7. The final set of fields is optional. This gives you the option of seeing how future course choices can be used to fulfill requirements in any program. This is used when you know a specific course you would like to take, and want to see how it will count. As you enter courses, they populate in the list on the right.

Choose Your Future Classes

Enter a course and click Add Course

Subject

Number

Courses you are considering

SOC 101
SOC 212

8. Only courses in the catalog can be used. This does not guarantee, however, that the courses chosen will be offered in any given term. For a list of courses, click the **find icon** which will link to the catalog.

Choose Your Future Classes

Enter a course and click Add Course

Subject

Number

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. **If you want to keep a copy of your What-If, click the Print/Save as PDF button instead.**

Format:

Student View

What-If

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.

