DegreeWorks
Advisor Training Information

Accessing DegreeWorks
- Login to my.hofstra.edu
- Click on the "my apps" icon
- Click on the "degreeworks" icon

> **Notes:**
> *Fall 2013 entering class – DegreeWorks only*
> *2012-2013 & 2011-2012 – Both systems*
> *2010-2011 & prior – DAR system only.*
> *Firefox is the recommended web browser.*

Navigation - Headers:
- **Back-to Self-Service, Portal, & Log Out** – All direct you from DegreeWorks to the Portal
- **FAQ –** Common questions to assist you with the program
- **Print –** Print function

Navigation – Program Icons:

Student Information Bar

- **Find Button**: The Find button will open the search window that allows the user to select students based on a variety of criteria. The selected students will then appear in the drop-down box on your Degree Audit page. (Note: Students do not have access to this button.)
- **Degree**: The audit will default to the student's first priority program as declared in Banner. If you do not see the degree you expected, click on the drop down arrow. If the student is pursuing two separate degrees, the second one can be viewed here.
- **Student Class Level**: Class standing based on earned credit hours.
- **Last Audit/Last Refresh**: Student information is refreshed on a nightly basis. If the student made changes to their registration or major declaration since the nightly refresh, click the refresh arrows to update. (See: "Process New" below)

To view audit when student ID# is known: Enter ID# in the "Student ID" field and hit Enter.

To Look up a student: Click on the "Find" icon to select a specific student's audit report.

If you know the First and Last Name, you can enter it directly at the top of this screen and hit Search.

If you do not know the specific student information or want to search for a group of students, use the drop down criteria available.

"Find Students" menu

- Click the drop down menu by which you would like to refine your search, then click on whatever parameters you choose; when complete click "**Search**."
  - *Note:* Selecting multiple criteria uses an "AND" functionality for the search results.
- Use the "Check All" and "Uncheck All", as well as the boxes next the students' names, to select the students you want to remain in your drop-down box. Then click "OK."
- Your dropdown menu on the audit will now include this new, refined, list of students.

Degree Audit Tool Bar

- **Format**: This drop-down box lists the different types of audits that are available. The Student Information is the most used type of audit, but the *Registration Checklist* and *Graduation Checklists* are also useful options.
    - o   **Graduation Checklist –** Displays all requirements but without the advice.
    - o   **Registration Checklist –** Displays the unmet requirements with the advice on what fulfills them.
- **View**: If you want to view a different type of audit, select the option from the Format drop-down and then click the "View" button.
- **Save as PDF**: Will allow you to either save or print the audit in its current format.
- **Process New**: This will run a new audit and apply information that was recently updated to the student's declared degree program. It is a good idea to click this button the first time you bring up the student's information just to make sure everything is current. Also, if you click the refresh button you will need to click the **Process New** button again.
- **Include Checkboxes**: These options are checked by default. DegreeWorks will include any courses in which the student is currently enrolled as well as those for which they are pre-registered as "In-progress" status (blue). These courses will be included in the totals for each block. If you would prefer to see ONLY what the student has completed simply uncheck the boxes and click **Process New**.
- **Class History**: Lists completed coursework, including transferred courses, by term.

The Degree Audit – Student Information

The Student Information is the typical display format. It shows all the requirements and applies the courses the student has taken in the most advantageous manner.

- **Student Information Block**: Presents the basic student information, as well as all advisors assigned to the student in Banner. The student's name is hyperlinked so you can email them directly from this page. The overall GPA is extracted from Banner. If a major, minor, other program (or advisor) is not listed then the student has not declared that particular area.

- **Legend**: Displays an interpretation of the most commonly used symbols in the audit.

Legend		
✅ Complete	⌐ Complete except for classes in-progress	* Indicated prerequisite requirement(s)
☐ Not Complete	⌐ Nearly complete - see advisor	@ Any course number

- **Requirement Blocks**: Presents all requirements for program completion and graduation for the student's declared major, minor, and concentrations.
  - In the block header, the Academic Year (or catalog year), Credit information, and GPA information are displayed. Each block header displays the GPA for the courses associated with that particular block (requirement).
  - Requirement Color coding:
    - GREEN with checkmark = Requirement completed
    - BLUE with single tilde = Requirement in-progress
    - RED with empty box = Requirement still needed

☐ Degree in Bachelor of Arts	Academic Year: 2011-2012 Credits Required: 124
	GPA: 3.738 Credits Applied: 77
Unmet conditions for this set of requirements:	A minimum of 94 credits in liberal arts are required. You have taken 68 but need 26 more credits.
	124 credits are required. You currently have 77, you still need 47 more credits.
✅ You meet the minimum GPA requirement	
☐ Writing Requirement	Still Needed: See **Writing Proficiency Requirements** section
⌐ Distribution Requirements	
✅ Foreign Language Requirement	
☐ Major Requirements	Still Needed: See **Major in English** section

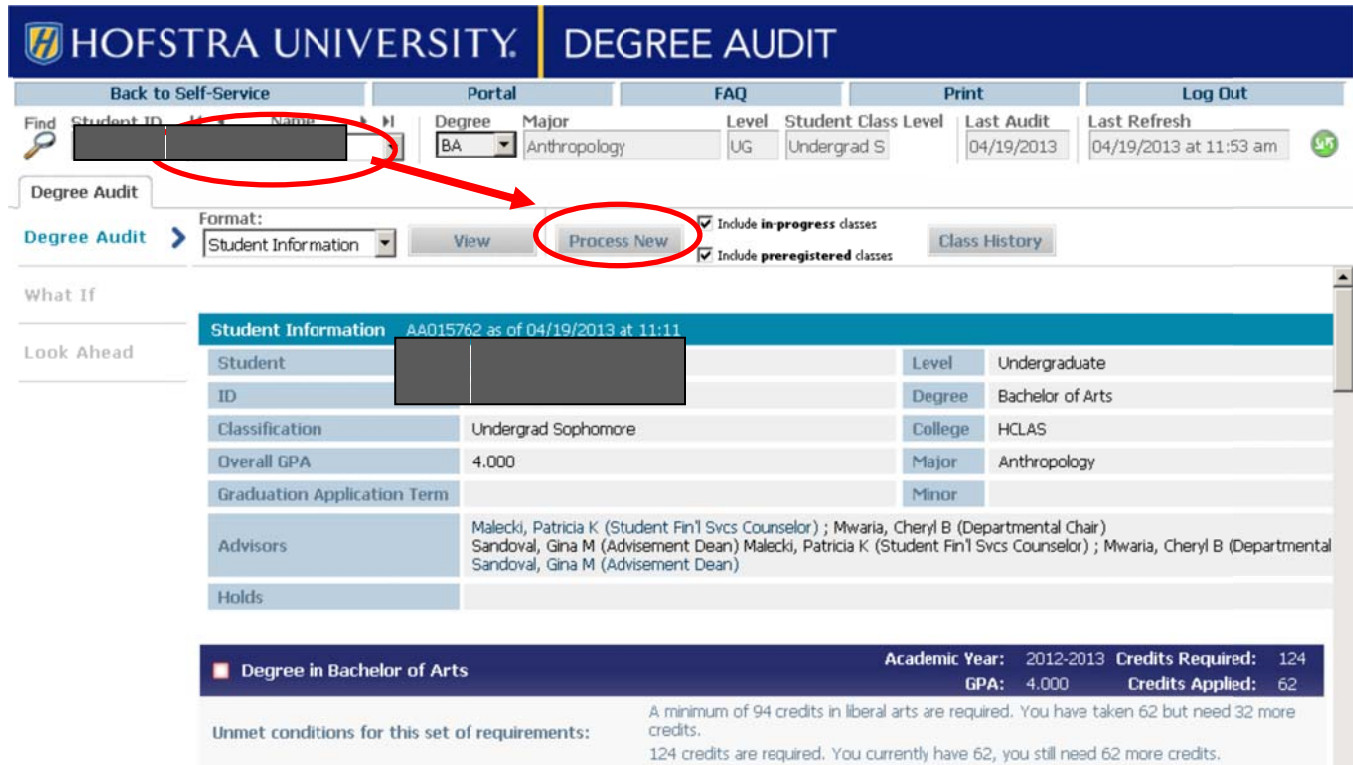| ☐ Writing Proficiency Requirements		Academic Year: 2011-2012			
			GPA: 4.000		
✅ Composition I	WSC 001	COMPOSITION	TR	3	Fall 2008
	Satisfied by	ENGLISH LITERATURE4 - Advanced Placement			
✅ Composition II	WSC 002	COMPOSITION	A	3	Spring 2012
☐ Writing Proficiency Exam	Still Needed:	Must pass proficiency exam.			
			Academic Year: 2011-2012		

- **Coursework Not Applied to Specific Degree Requirements**: Courses a student repeated, courses with insufficient grades, or course work that exceeded specific limitations display under this header.
    - o **Insufficient**: Courses in which a student does not earn the minimum required grade to satisfy a requirement display here (i.e. grades of W, UW, **F**, etc.)
    - o **In Progress:** Courses the student are currently enrolled in are listed here, in addition to displaying where they fit throughout the audit.
    - o **Electives:** Courses taken but not applied to a specific degree requirement show here.
    - o **Exceptions**: Any exceptions granted to the student are referenced both where the exception is applied and here.

Coursework not Applied to Specific Degree Requirements				Credits Applied: 13	Classes Applied: 5
HUHC 020D	CRTVTY & INNVTN IN NY CULTR	IP	3	Fall 2013	
LIBR 001	INTRO LIBR INFORMATION & TECH	A	1	Fall 2012	
PSC 002	(BH) COMPARATIVE POLITICS	IP	3	Spring 2013	
PSC 135	INTERNATNL POLITICS	IP	3	Fall 2013	
PSY 001	INTRO TO PSYCHOLOGY	IP	3	Spring 2013	
In-progress				Credits Applied: 30	Classes Applied: 10
ANTH 145	WMN&MEN-ANTH PERSPTV	IP	3	Fall 2013	
ANTH 188	SPECIAL TOPICS: FOOD & CULTURE	IP	3	Spring 2013	
ASTR 012	(NS) STARS AND GALAXIES	IP	3	Spring 2013	
CLL 151	(LT) AGE OF METROPOLIS	IP	3	Fall 2013	
HUHC 020D	CRTVTY & INNVTN IN NY CULTR	IP	3	Fall 2013	
PSC 002	(BH) COMPARATIVE POLITICS	IP	3	Spring 2013	
PSC 135	INTERNATNL POLITICS	IP	3	Fall 2013	

How to Run a Degree Audit

First, you cannot break the system. It does NOT feed information back into Banner. Do not be afraid to click around and experiment with different students, viewing formats, etc.

- Select a student from the drop-down menu and click Process New.

How to Run a "What If" Audit

If the student is considering other majors, minors, programs, or concentrations, the What-If function will display the courses the student has taken and how they would satisfy requirements for a new field of study. Because the system starts with a blank slate, you must select all degree, major, minor and other options. Current program declarations do not feed over from the audit worksheet.

- Clicking "What If" on the sidebar will bring you to this screen:

- Select the degree (Only the majors associated with each degree will populate)
- Select the catalog year (Student's current catalog year will be the default.)
- Select the majors, minors, etc. of interest
  - Multiple majors can be selected. All items selected will be placed in the window on the right. If you no longer want to view a certain criterion, select it and click the **Remove** button.
- In the **Choose Your Future Classes** section, you can add courses that aren't yet in the student's course history to see how they'd impact the What-if audit.
- Click the **Process What-If** button at the top
  - This will direct you to a What-If Audit based upon the new criteria to fulfill the What-If scenario you created. (Note: What-Ifs aren't stored but they can be printed.)

How to Run a "Look Ahead" Audit

The Look Ahead view allows you to see an audit showing courses a student plans to register for in future terms. These audits are processed against the student's current choices of degree, major, minor, etc. They are not saved in the database.

- Clicking "Look Ahead" on the sidebar will bring you to this screen:

- Enter the Course Subject and Course Number into the blank fields.
    - Use the **Find** icon to bring you to the online class schedule to determine what courses are actually being offered.
- Click the **Add Course** button. This will populate in the window on the right.
    - You may add multiple courses.
- To remove a course, highlight it, and click **Remove Course**.
- Click the **Process New** button to view the audit with the planned courses included.