

DegreeWorks

for Students



Drexel University
ACADEMIC INFORMATION AND SYSTEMS
September 2008

Table of Contents

Accessing DegreeWorks	2
DegreeWorks Site	3
Student Header	4
Audit Tab	4
What If	6
Planner	7
GPA Calc	8
Look Ahead	8

Accessing DegreeWorks

Use this URL to get to the Drexel home page: <http://www.drexel.edu/>

Click on DrexelOne



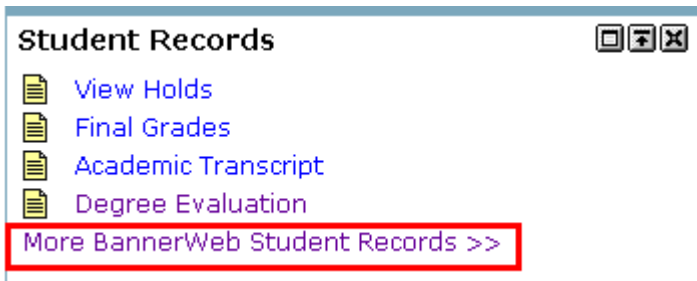
Enter your userid, password and click Login

A screenshot of a login form titled 'Login to DrexelOne'. It contains two input fields: 'User-ID:' with the text 'USER123' and 'Password:' with masked characters. Below the fields are two buttons: 'Login' and 'Cancel'. Both the input fields and the 'Login' button are highlighted with red rectangular boxes.

No table of figures entries found. Click on the Students Tab



Click on More BannerWeb Student Records. Then click on DegreeWorks.



DegreeWorks Site

An introductory page will open and the following fields will appear at the top of the screen.

AskDrexel/FAQs	SRC	Blue Line	Term Master Schedule	Advisor Information		
Student ID 11842755	Name Test, Harri	Degree BS	Major Unified Science	Level UG	Class Freshman	Last Audit Today
Audit	What If	Planner	GPA Calc	Look Ahead		

The links that the top of the DegreeWorks site, AskDrexel, SRC, Blue Line, Term Master Schedule and Advisor Information, all lead to the sites. The Help button contains a dialog box that is active when one of the function buttons is activated and contains details about that function. Next is information about your major followed by the Function Bar.

The Class History Link makes visible a term-by-term list of courses you have completed or for which you are currently enrolled and registered.

Class History **Class History is not an official Drexel transcript.**

The Symbol Legend explains symbols and grades used in the audit with an explanation of each.

<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	(T) Transfer Class	(AP) Advanced Placement	(INC) Incomplete
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	(@) Any course number	(INP) In Progress	(NGR) No Grade Reported

The “@” sign is used as a wild card.

“@” in front of number means that any course/subject with that number is acceptable to meet the requirement.

<input type="checkbox"/> ANY SUBJECT CODE WITH NUMBER 300	Still Needed: 1 Class in @ 300
---	--------------------------------

Two “@” signs after a subject code means that any course with that subject code will fulfill the requirement.

<input type="checkbox"/> ANY ENGL COURSE IS ACCEPTABLE	Still Needed: 1 Class in ENGL @@
--	----------------------------------

You will also see a colon used in the body of the audit. The use of the colon indicates a range between. For example, ENGL 300:399 means that any ENGL course between 300 and 399 will meet the requirement.

<input type="checkbox"/> ANY ENGL BETWEEN 300 AND 399	Still Needed: 1 Class in ENGL 300:399
---	---------------------------------------

Throughout the audit you will see hints requested by departments for assisting students in selecting COURSES.

To complete a minor in Economics, take 24 credits of ECON electives.

An asterisk next to a course number means the course has a pre-requisite. Courses that have not been completed have a link to the catalog. Hovering over the course displays the name of the course

<input type="checkbox"/> Analytical Writing & Reading	Still Needed: 1 Class in ENGL 103*
---	------------------------------------

There is an active link to courses that meet the Writing Intensive requirement.

Writing Intensive Requirement

Still Needed: [Click here to see classes that meet this requirement](#)

Two Writing-intensive courses must be in a student's major. The third Writing-intensive course can be in any discipline.

Student Header

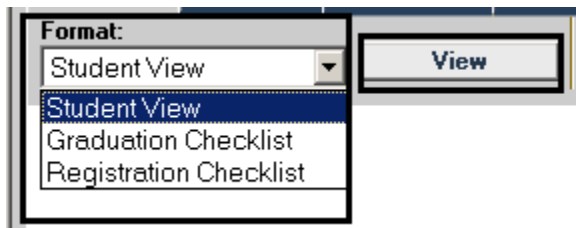
The first section of the audit, the Student Header, reflects the date and time of the audit. Student information is captured in this section of the report. Not all fields will have data for every student. There is a link for advisors to email students and a link for students to email their primary academic advisor.

Student View AA010020 as of 08/31/2008 at 11:44					
Student	Test, Harri	College	College of Arts and Sciences	Primary Advisor	Weinberg, Harri
ID	11842755	Degree	BS	Primary Advisor Email	harri.weinberg@drexel.edu
Student Email	harri@drexel.edu	Program	BS-AS	Co-op Coordinator	
Class	Freshman	Major	Unified Science	Current Co-op Cycle	
Level	Undergraduate Quarter	Conc 1	4 YR UG Co-op Concentration	Honors Program	HON
Overall GPA	2.923	Conc 2		Athletic Code	
Academic Standing		Conc 3		Accelerated Program	BSMS
Gender	F	Minor(s)		ROTC Codes	
Citizen	Y	Additional Major(s)		FT/PT Indicator	F
Visa Type	RA	Degree Status	SO	Campus	UC
Admit code	RA	Catalog Year	2008-2009		

Audit Tab

When you click the Audit tab you can review the most recent audit in 3 different formats. The default audit is the Student View. The three views are Student View, Graduation Check list and Registration Check list. When you click on the Audit button, the Student View will open.

To select a different view, select the desired audit report format from the Format drop-down list and click the View button. We are running batch audits nightly so that current information is in the audit.



The **Student View** is the most comprehensive view showing all requirements, all courses taken with the course number, title, credits, grade and term taken. Transferred courses and AP courses appear on the audit. It shows the courses for which you are currently enrolled and registered. It also shows all options for fulfilling requirements until the requirement is completed. All requirements are on the left and courses used to fulfill requirements are on the right. This is a section of the Student View.

<input checked="" type="checkbox"/> Expository Writing & Reading	ENGL 101	Expository Writing and Reading	B	3	200515
<input checked="" type="checkbox"/> Persuasive Writing & Reading	ENGL 102	Persuasive Writing and Reading	A	3	200615
<input type="checkbox"/> Analytical Writing & Reading	Still Needed: 1 Class in ENGL 103*				
<input type="checkbox"/> The Drexel Experience	UNIV 101	The Drexel Experience	B	1	200515
	Still Needed: 1 more Credit				
<input type="checkbox"/> ANY SUBJECT CODE WITH NUMBER 300	Still Needed: 1 Class in @ 300				
<input type="checkbox"/> ANY ENGL COURSE IS ACCEPTABLE	Still Needed: 1 Class in ENGL @@				
<input type="checkbox"/> ANY ENGL BETWEEN 300 AND 399	Still Needed: 1 Class in ENGL 300:399				
<input checked="" type="checkbox"/> Calculus I	MATH 121	Calculus I	AP	4	200815
	Satisfied by Calc068 - College Board AP credits				
<input checked="" type="checkbox"/> Calculus II	MATH 122	Calculus II	T	4	200815
	Satisfied by MATH114 - Community College Philadelphia				
<input type="checkbox"/> Calculus III	Still Needed: 1 Class in MATH 123*				
<input type="checkbox"/> Business Electives	Still Needed: 6 Credits in ACCT 100:499 or BLAW 100:499 or BUSN 100:499 or ECON 100:499 or FIN 100:499 or INTB 100:499 or MIS 100:499 or MGMT 100:499 or MKTG 100:499 or OPM 100:499 or ORGB 100:499 or POM 100:499 or STAT 100:499 or TAX 100:499				

Academic Information & Systems—DegreeWorks Documentation for Students

To see the **Graduation Checklist**, click the option in the format field and click the view button. The Graduation Checklist has requirements on the left. The subject codes and course numbers completed to fulfill the requirements are listed on the right. No other information appears. This is a section of the Graduation Checklist.

<input checked="" type="checkbox"/> Expository Writing & Reading	ENGL 101
<input checked="" type="checkbox"/> Persuasive Writing & Reading	ENGL 102
<input type="checkbox"/> Analytical Writing & Reading	
<input type="checkbox"/> The Drexel Experience	UNIV 101
<input type="checkbox"/> ANY SUBJECT CODE WITH NUMBER 300	
<input type="checkbox"/> ANY ENGL COURSE IS ACCEPTABLE	
<input type="checkbox"/> ANY ENGL BETWEEN 300 AND 399	
<input checked="" type="checkbox"/> Calculus I	MATH 121 (T)
<input checked="" type="checkbox"/> Calculus II	MATH 122 (T)
<input type="checkbox"/> Calculus III	
<input type="checkbox"/> Business Electives	
<input type="checkbox"/> Writing Intensive Requirement	

To see the **Registration Checklist**, click the option in the format field and click the view button. The Registration Checklist shows only the requirements that **have not** been completed. No other information appears. This is a section of the Registration Checklist.

Still Needed:	1 Class in ENGL 103*
Still Needed:	1 Credit in
Still Needed:	1 Class in @ 300
Still Needed:	1 Class in ENGL @@
Still Needed:	1 Class in ENGL 300:399
Still Needed:	1 Class in MATH 123*
Still Needed:	6 Credits in ACCT 100:499 or BLAW 100:499 or BUSN 100:499 or ECON 100:499 or FIN 100:499 or INTB 100:499 or MIS 100:499 or OPM 100:499 or ORGB 100:499 or POM 100:499 or STAT 100:499 or TAX 100:499
Still Needed:	Click here to see classes that meet this requirement

The first section of the audit, the Student Header, reflects the date and time of the audit. Student information is captured in this section of the report. Not all fields will have data for every student. There is a link for advisors to email students and a link for students to email their primary academic advisor.

Each section of the audit is called a Block. Each block has a title and a check box in the block header and when all the requirements in that block are met, the box is checked. The block headers have different information based on the block type. All the audits begin with a Degree Block. The Degree Block is followed by the other blocks containing requirements for the major.

<input type="checkbox"/> Bachelor of Science	Academic Year: 2008-2009 GPA: 2.923
<input checked="" type="checkbox"/> 2.0 GPA Requirement Met	
<input type="checkbox"/> Major Requirements	Still Needed: See Major in Unified Science Test section
Blocks included in this block	
Major in Unified Science Test	
Conc - 4 year UG Co-Op	
<input type="checkbox"/> Major in Unified Science Test	Academic Year: 2008-2009 Credits Required: 185.5 GPA: 3.429 Credits Applied: 15
Unmet conditions for this set of requirements: All required courses and a minimum of 185.5 credits are required for graduation. A minimum of 45 credits must be taken in residence.	
<input type="checkbox"/> GENERAL EDUCATION REQUIREMENTS	
To complete a minor in Economics, take 24 credits of ECON electives.	
<input checked="" type="checkbox"/> Expository Writing & Reading	ENGL 101 Expository Writing and Reading B 3 200515
<input checked="" type="checkbox"/> Persuasive Writing & Reading	ENGL 102 Persuasive Writing and Reading A 3 200615

Academic Information & Systems—DegreeWorks Documentation for Students

At the bottom of the requirements blocks are sections containing additional information.

There is a section for courses completed but not currently being used to fulfill requirements. These can be applied to requirements at the advisor's discretion.

Courses completed but not used to fulfill requirements at this time. Grades count in cumulative GPA.			Credits Applied: 22		Classes Ap
ARTH 101	Hist/Art: Ancient-Medieval		NA	3	200815
FASH 201	Survey of the Fashion Industry		A	3	200515
MATH 100	Fundamentals of Mathematics		A	3	200615

There is a section for courses with grades that do not meet the minimum required for the major.

Courses with grades that do not meet the minimum required for major. Grades count in cumulative GPA.			Credits Applied: 0		Classes Ap
ENGL 102	Persuasive Writing and Reading		F	0	200525
ENGL 200	Classical to Medieval Lit		F	0	200815

All exceptions and notes will appear at the bottom of the audit. Remember that exceptions are made for the student and for a specific block. If a student changes majors, the exceptions will not be applied to the new major.

Exceptions					
Type	Description	Date	Who	Block	Enforced
Substitution	Replace ENGL 103 with ENGL 200	08/19/2008	Weinberg, Harri	RA000011	No

Notes		
	Entered by	Date
Student was advised to register for the courses listed on the Planner.	Weinberg, Harri	08/14/2008

What If

If you are thinking of changing your major, you can see how the courses you've taken can be used in a new major. Click the What if tab. Enter the desired degree, year and major. Add a minor and concentration if desired. Click process What If or add planned courses and then process What If.

Planner

There are 3 planner options. Select one of them and click load to view the options. The calendar option defaults. All students admitted in 2008 or after will have a pre-loaded planner. Work with your advisor if your planner needs any changes. Below are the 3 planner views.

Calendar View: All four terms are visible on the right with an audit on the left. A space for notes is at the bottom.

Notes View: The Notes View is a term-by-term view with a space for notes next to the term's courses.

Planned vs. Taken View: The Planned vs. Taken View shows when courses are scheduled to be taken in a term with courses that were taken.

200815		200825		200835		200845	
Planned	Taken	Planned	Taken	Planned	Taken	Planned	Taken
ARTH 101 (NA)	ARTH 101	BIO 122		BIO 123		- VACATION	
ENGL 200 (F)	ENGL 200	CHEM 101		ENGL 103			
PSY 101 (NA)	PSY 101	ENGL 102		MATH 123			
SOC 101 (NA)	SOC 101	MATH 122		PHYS 111			
UNIV 101		UNIV 101					

GPA Calc

There are 3 GPA calculators and when you click on the GPA Calc tab, a page with explanations of each opens. Click on an option and click the load button. Fill in the required fields and click calculate.

The screenshot shows the top navigation bar with tabs for Audit, History, What If, Planner, Notes, Exceptions, GPA Calc, and Look Ahead. Below the navigation bar, there is a 'Calculator Types' dropdown menu set to 'Graduation Calculator' and a 'Load' button. The main content area is titled 'GPA Calculators - Introduction Page' and contains the following text:

Choose a GPA Calculator type and click Load.

- **Graduation Calculator**
Use this to determine how you need to perform to reach your desired GPA upon graduating.
- **Term Calculator**
Use this to set specific goals for the classes in your current term.
- **Advice Calculator**
Use this to determine how many credits of a specific grade average you need to reach your desired GPA.

Look Ahead

Enter the courses and click the Add Course button. If you want to remove a course, click on it and click the Remove Course button. When satisfied with the selection, click the Process New button.

The screenshot shows the 'Look Ahead' section of the interface. It includes a 'Format' dropdown set to 'Student View' and a 'Process New' button. There are checkboxes for 'Include in-progress classes' and 'Include preregistered classes'. The main area is titled 'Look Ahead' and contains the following text:

To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, 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.

Enter a course and click Add Course

Subject: ENGL
Number: 250
Add Course

Find

Courses you are considering

ENGL 103
MATH 123

Remove Course

You can see how courses fit into your plan of study.

<input checked="" type="checkbox"/> Expository Writing & Reading	ENGL 101	Expository Writing and Reading	B	3	200515
<input checked="" type="checkbox"/> Persuasive Writing & Reading	ENGL 102	Persuasive Writing and Reading	A	3	200615
<input checked="" type="checkbox"/> Analytical Writing & Reading	(ENGL 103)	Analytical Writing and Reading	PL	(0)	PLANNED
<input type="checkbox"/> The Drexel Experience	UNIV 101	The Drexel Experience	B	1	200515
Still Needed: 1 more Credit					