Degree Works

Information for Faculty and Staff
Revised Fall 2016
Degree Works users are required to comply with the Family Educational Rights and Privacy Act (FERPA), which was originally passed by Congress in 1974. FERPA is designed to protect the privacy of students by limiting third-party access to student education records. Please review the FERPA information on the Office of the Registrar web page (http://www.colgate.edu/offices-and-services/registrar/ferpa) prior to accessing Degree Works for the first time.

Under FERPA, a school official has a "legitimate educational interest" if the official needs to review an education record to fulfill his or her professional responsibilities in support of Colgate's academic mission. Faculty and staff members with access to student education records are legally responsible for protecting the privacy of the student by using information only for legitimate educational purposes to advise or assist students. An advising relationship that meets the requirements of legitimate educational interest can be defined formally, when a student is officially assigned to an adviser, or informally, when a student outside a department or program needs advising that requires access to his or her education record. Please be advised that neither curiosity nor personal interest qualifies as legitimate educational interest.
Getting Started
Access Degree Works from the portal

You can access an advisee’s degree audit by one of three ways.

1. Go to your advisee list in the Advisor Dashboard from Faculty Toolbox

There is a direct link to each advisee’s Degree Works audit. Click the cap/diploma icon next to the student’s name to be taken directly to their audit.
2. If you are already in your advisee’s portal record, you can directly access their degree audit by clicking the link above Course History.

3. Alternatively, you can enter Degree Works without accessing a particular student’s record by using one of these links.
Once in your advisees audit, scroll down to view the degree requirements (completed, in progress, and remaining).
Reviewing a Student Audit

The audit is comprised of different sections called blocks.

Beginning at the top is the Student View block. This contains basic information regarding the student’s class year, major/minor, cumulative GPA, academic and administrative advisers, and current status.
The next 5 blocks summarize and list the general graduation and Liberal Arts Core Curriculum requirements.

The first two blocks are general summaries, while the next three are the individual components of the Liberal Arts Core Curriculum – Common Core requirements, Global Engagements, and Areas of Inquiry.
Each requirement listed in the audit has a status box in the left-hand margin that will show, at a glance, if the requirement is complete or not.

- **Complete**: A green checkmark indicates a completed course/requirement
- **Not Complete**: An empty box means the course/requirement has not been started
- **Complete except for classes in-progress**: A blue tilde indicates a course in progress
- **Nearly complete - see advisor**: A double blue tilde indicates a requirement is nearly complete
- **Transfer/Prematriculation Credit**: A blue (T) indicates applicable transfer course credits
- **Any course number**: An @ symbol is a wildcard that represents any course number in a set range
- **IP In Progress**: (IP) indicates that a course is currently in progress

A legend is available at the bottom of the audit page for quick reference.
When requirements have been fulfilled, they are checked off in the boxes in the left-hand margin. You will also see the subject and course number, title, grade, credit hours, and term for the course used to fulfill the requirement.

<table>
<thead>
<tr>
<th>List of requirements</th>
<th>Subject and course number</th>
<th>Course title</th>
<th>Grade</th>
<th>Course credit</th>
<th>Term Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core China</td>
<td>FSEM 111</td>
<td>China</td>
<td>B-</td>
<td>1</td>
<td>Fall 2011</td>
</tr>
<tr>
<td>Films and Broadcasts</td>
<td>CHIN 303</td>
<td>Films and Broadcasts</td>
<td>A</td>
<td>1</td>
<td>Fall 2013</td>
</tr>
<tr>
<td>Reading Chinese Newspapers</td>
<td>CHIN 405</td>
<td>Reading Chinese Newspapers</td>
<td>IP</td>
<td>(1)</td>
<td>Fall 2014</td>
</tr>
<tr>
<td>Readings in Modern Literature</td>
<td>Still Needed: 1 Class in CHIN 406*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>China through Lit/Film or The Chinese City: Living Beijing</td>
<td>CHIN 222</td>
<td>China thru Literature &amp; Film</td>
<td>A 1</td>
<td>Spring 2014</td>
<td></td>
</tr>
<tr>
<td>Chinese Literary/Cultural Traditions</td>
<td>Still Needed: 2 Classes in ASIA 490 or CHIN 222 or 233 or 250* or 288 or 292* or 392 or 410* or 481 or 482 or 492 or JAPN 222 or 250*</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

An additional course is needed to complete this requirement. Click the orange course numbers for course details (e.g., title, course description, etc.).
Major and Minor Requirements

The major and minor blocks reflect requirements as defined in the *University Catalogue* for the year in which the student declared.

If a requirement is complete, it will be denoted by a green checkmark.

In-progress requirements are denoted by a blue tilda.

Outstanding requirements are denoted by an open red box.

If a requirement is **Still Needed**, a list of acceptable courses or category of courses is displayed. Click the orange course numbers for details.

*Faculty members who notice missing or incorrectly coded major or minor requirements are asked to inform the registrar’s office (degreeworks@colgate.edu).*
Additional Course Blocks

Additional/Elective Courses are those which do not satisfy any requirement or are not needed to fulfill a requirement (e.g., another course is being used).

Insufficient Courses are any failed, withdrawn, or repeated courses that cannot be used to fulfill a requirement.

The In Progress block shows all registered courses that have not yet received a grade. In-progress courses are also listed in requirement blocks, where applicable.

Not Counted lists courses that are taken out of sequence or have other issues that should be addressed with the registrar’s office.

<table>
<thead>
<tr>
<th>Additional/Elective Courses</th>
<th>Credits: 6</th>
<th>Classes: 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 212 Genre and Africa</td>
<td>C</td>
<td>1</td>
</tr>
<tr>
<td>PHIL 332 Philosophy of Race &amp; Racism</td>
<td>D+</td>
<td>1</td>
</tr>
<tr>
<td>SOCI 212 Power, Racism and Privilege</td>
<td>B-</td>
<td>1</td>
</tr>
<tr>
<td>WRIT 115 Intro to Public Speaking</td>
<td>A-</td>
<td>1</td>
</tr>
<tr>
<td>WRIT 250 Kairos: The Art of Rhetoric</td>
<td>IP</td>
<td>1</td>
</tr>
<tr>
<td>WRIT 348 Discourses of Whiteness</td>
<td>C+</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Insufficient Courses</th>
<th>Credits: 0</th>
<th>Classes: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTR 101 Solar System Astronomy</td>
<td>W</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>In-Progress Courses</th>
<th>Credits: 4</th>
<th>Classes: 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHIL 313 International Ethics</td>
<td>IP</td>
<td>1</td>
</tr>
<tr>
<td>PHIL 340 Metaphysics</td>
<td>IP</td>
<td>1</td>
</tr>
<tr>
<td>PHIL 345 Topics African Amer Philosophy</td>
<td>IP</td>
<td>1</td>
</tr>
<tr>
<td>WRIT 250 Kairos: The Art of Rhetoric</td>
<td>IP</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Not Counted</th>
<th>Credits: 1</th>
<th>Classes: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 121 Elementary Spanish I</td>
<td>IP</td>
<td>1</td>
</tr>
</tbody>
</table>
Registration Checklist

The Registration Checklist view condenses the audit to display only the outstanding requirements.

To change from the default Student View to the Registration Checklist, locate the Format drop-down box above the audit, select Registration Checklist, then click View.
The Registration Checklist displays each block in a condensed format to display only the outstanding requirements.
What-If

The What-If feature allows students and advisers to hypothetically change/add a major or minor. The What-If audit lists the requirements for the new major or minor, demonstrates how previous or in-progress course work would apply, and what requirements remain unfulfilled, without officially declaring or changing their major/minor.

1. To run a What-If scenario click on the What-If menu option on the left.
2. Select a declaration year (current or future).
3. Select a Major and/or Minor (and Emphasis, if required by the specific major or minor you wish to explore). You may choose more than one to view several possibilities.
4. You may add projected course work to the What-If audit by entering Subject and Course number information at the bottom.
5. Click Process What-If at the top of the page to generate the What-If Audit. You can also choose to view as a PDF.
The What-If Audit generates a view that looks identical to a Student Audit, except it displays the What-If major or minor and shows how the student’s coursework would fit into that major or minor.

Please note that you cannot save a What-If Audit within DegreeWorks. You can save a PDF version or print it using the Print option at the top of the page.
Look Ahead

The Look Ahead feature allows you to enter projected courses to see how they would fit into the student’s current audit. (Look Ahead functionality can also be used within the What-If audit.)

To run the Look Ahead projection, enter subject(s) and course number(s), and click **Process New**.

Entering a course in Look Ahead is for projection purposes only and does not guarantee the course will be offered in a specific term. Refer to the Course Offerings each term for available courses.
On the Look Ahead projection audit, the selected courses appear in blue in the blocks where they would apply toward the student’s requirements.

To view all of the courses used in the Look Ahead projection, click the drop-down box. To choose different courses, click the Back button and repeat the course selection process.
Graduation Calculator

The Graduation Calculator determines the average GPA a student will need in their remaining credits to reach their desired GPA upon graduation.

To use the calculator, enter the information in the boxes provided and click **Calculate**. The results screen will display the average GPA needed.

This is only an estimate. Degree Works GPA calculations are **NOT** official. Official GPAs are calculated by the Office of the Registrar and appear on the official academic transcript.
The Term Calculator shows a student’s estimated cumulative GPA based on hypothetical grade information.

Enter the student’s cumulative GPA and current earned credits, then choose an anticipated grade for each of their in-progress courses. (This information should default in, but can be edited if needed.) Once all of the information is entered, click Calculate to see a revised cumulative GPA based on the estimates you provided.
The results show an estimate of the student’s cumulative GPA at the end of the term, if they earn the grades projected.

To return to the prior screen and make changes to projected grades, click **Recalculate**.
Find Students

If you need to access a degree audit for a student who is not listed in your Advisor Dashboard in the portal, you can find them in one of two ways.

You can search using the Find button, located in the top left corner of the screen.

(See next page for more instructions.)

You can enter the student’s ID # directly into the Student ID box and click Enter to display their audit.
Search using the Find Button

1. On the Find Students screen, you can filter your search by using the drop-down menus to select criteria (e.g., Major = International Relations, Class Year = 2017). You can also search by student ID or name.
2. As you select search criteria, they appear in the Chosen Repeatable Search Criteria box in the middle of the screen. Please note these are “and” (not “or”) conditions.
3. After you enter your desired search criteria, click Search to generate a list of results.
4. If you have multiple results, you can select which students to view by clicking or unclicking the check box next to their name (by default, all boxes are checked). Once you have identified your population, click OK to bring up the first audit.
When you have finished working in Degree Works, please click the **Exit Degree Works** button located in the top right corner of the screen.

Remember, student audit information is confidential. An audit should not remain displayed once you have completed reviewing the information. If you have any questions regarding FERPA, please review the information on the FERPA tab within Degree Works or contact the registrar’s office.