DegreeWorks Training Guide

A Degree Evaluation and Advising Tool for UNCSA

Information for Faculty and Advisors

What Is DegreeWorks?

- DegreeWorks is a web-based tool that will provide a clear and convenient method for students and advisors to track degree progress, to prepare for registration, and to plan for graduation.
- DegreeWorks is designed to aid and facilitate academic advising, but is not intended to replace face-to-face advising sessions.
- DegreeWorks functions best when you use Internet Explorer.

Who can use DegreeWorks?

- All currently-enrolled students who:
 - first attended UNCSA after Fall 2012
 - are using the 2012-2013 bulletin or a later bulletin to fulfill their degree requirements
- Faculty, advisors, deans, A-team members and Registrar's Office staff will also have access to the DegreeWorks worksheets

Why Use DegreeWorks?

- DegreeWorks will help advisor and student work together on a degree completion plan. The easy to read format will save time and help to avoid errors.
- Advisors and students can easily see the cumulative and liberal arts GPAs.
- •Asking your advisees to review their DegreeWorks audit before they meet with you will encourage them to take a more active role in the advising process.

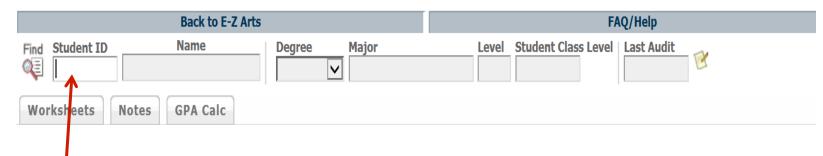
Access DegreeWorks through E-Z Arts

E - Z ARTS Web Services

Personal Information Faculty Services Employee F	inance
Search Go	RETURN TO MENU SITE MAP
Faculty and Advisors	
Student Information Menu	
Term Selection	
Faculty Detail Schedule	
Week at a Glance	
Detail Class List	
Summary Class List	
Final Grades	
Active Assignments	
Course Offerings	
Course Catalog	
UNCSA Degree Works Access UNCSA Degree Works to view student degree audits.	

- Log into
 DegreeWorks
 through E-Z
 Arts using
 your 9-digit ID
 number and 6 digit pin.
- Choose the Faculty Services Tab
- Click on "UNCSA Degree Works"

Finding Student Degree Audits



Use the "Find" button to search for students.

· Speeds time to graduation

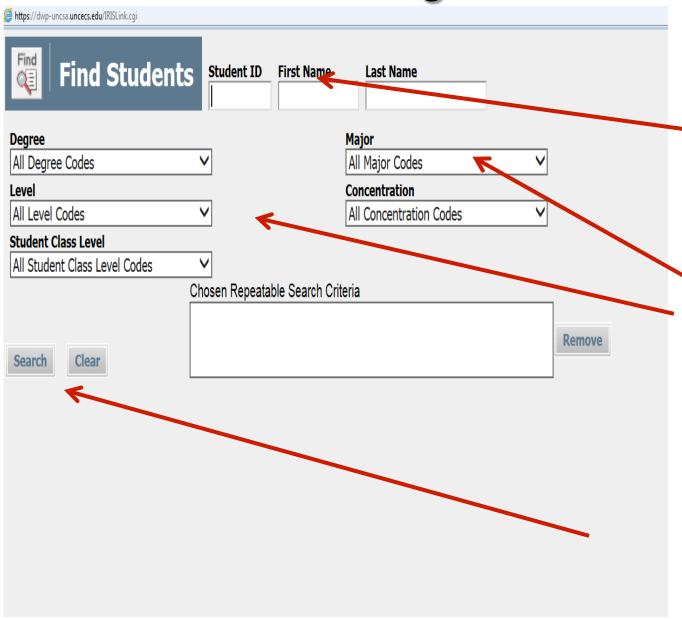
- Provides intuitive web access to self-service capabilities
- Streamlines the graduation process
- Allows direct access to multiple related services and advice through hyperlinks to catalog information, class schedules, transcripts, help desk services, and FAQs

For advisors, DegreeWorks:

- Supports real-time delivery of academic advice through intuitive web interfaces
- Minimizes errors through consistent degree plans
- Supports more timely degree certification
- · Reduces paperwork and manual program check sheets
- Supports and monitors unique program changes



Searching for Students

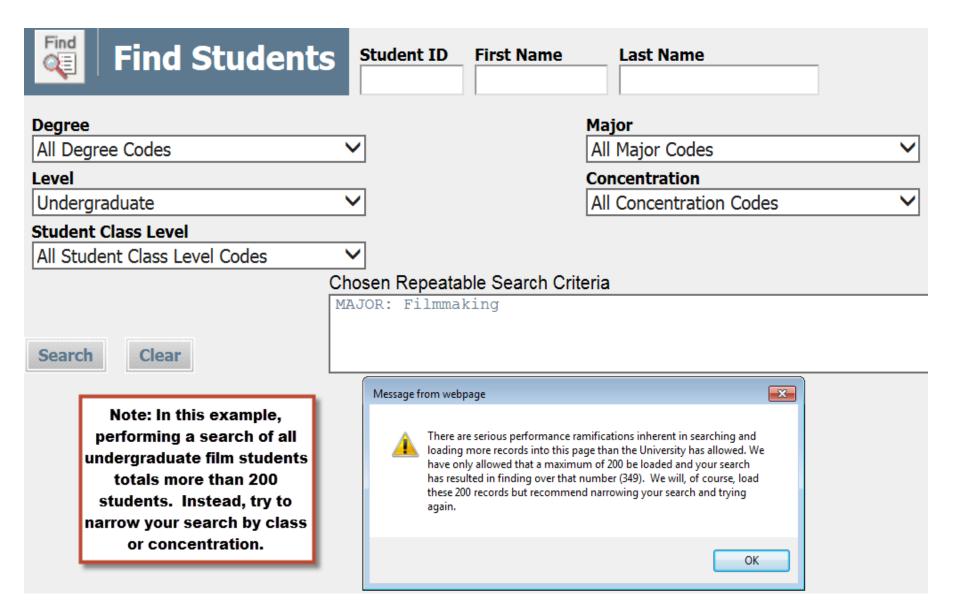


If you're searching for one of your advisees, type their name or E-Z Arts ID here.

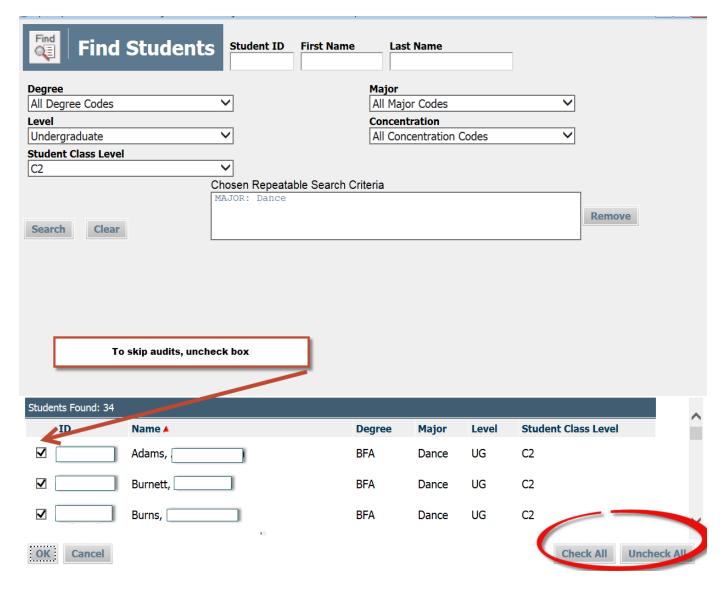
If you'd like to select a group of students (class level, major, concentration), choose the parameters from these drop down boxes.

Once you click on "Search" the student or group will populate at the bottom of the screen.

NOTE: When bringing up multiple audits, please use additional criteria to keep your search under 200 records. For instance, a search for all majors in a School will usually exceed the maximum allowable audits.



Selecting Audits



To access the audits of all students in your search, click OK

OR

Uncheck any audits you do not wish to view before you click OK.

The audits you have selected will be displayed in the "students found" area.

Displaying Audits

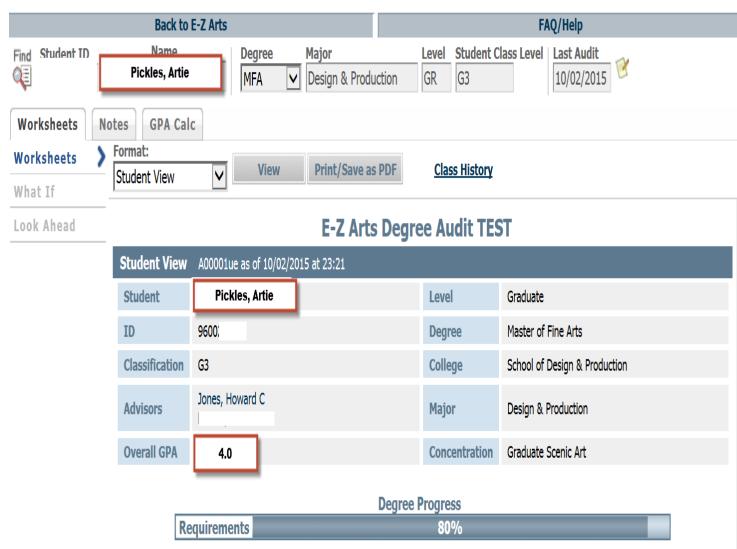


Select the student whose audit you wish to view. Then click on the worksheet tab.

If you have selected a group of students, you will need to use the "Find" button when you are ready to move to the next student.

Reviewing a Student Worksheet

Each section of the audit is called a block. The top of the audit will contain basic information about the student, including degree program, GPA, class status and advisor.



The Degree Progress Bar shows a student an <u>estimation</u> of their progress toward degree completion. This estimation is based on the number of requirements that have been "checked off".

Below the progress bar is the **Degree Block**. This provides a summary of degree requirements for the bulletin year a student was admitted under. Green check boxes indicate the requirement is satisfied. A red box displays when there are unmet conditions within a block.

Degree Progress				
Requirements	94%			

Degree in Bachelor of Fine Arts	Bulletin:	2012-	2013	Credits Required:	133
Degree in Dachelor of Fille Arts				Credits Applied (includes courses in progress):	124
Unmet conditions for this set of requirements:				st be taken at the University of North Carolina School of till need a minimum of 12 credits.	the
	133 cred	lits are	require	d. You currently have 124, you still need 9 more credits	s.
Min credits at University of North Carolina School of the Arts					
You meet the minimum overall 2.3 GPA requirement					
Liberal Arts General Education Requirements	Still Ne	eded:	See L	iberal Arts General Education Requirements section	on
✓ Major and Concentration Requirements					

The Liberal Arts General Education block displays credits required and applied, as well as a student's GPA in these courses.

Liberal Arts General Education	Bulletin:	2012-201	3	(Credit	s Required: 36
Requirements	GPA:	2.090	Credits Applied (i	ncludes cou	rses in	progress): 27
Unmet conditions for this set of requirements:	36 credits	are require	d. You currently have	27, you still n	eed 9 i	more credits.
✓ Composition I	ENG 110	1 Cor	position I	B+	3	Fall 2012
✓ Composition II	ENG 110	2 Con	position II	B-	3	Spring 2013
✓ Digital Media for the Artist	MST 110	00 Digi	al Media for the Artist	B-	3	Spring 2013
✓ Self, Society, and Cosmos	HUM 210	01 Self	, Society and Cosmos	B+	3	Fall 2013
Paths to the Present	Still Need	ied'	ass in HUM 2102* or 7* or 2108* or 2109*			
Philosophy or Psychology	PSY 220	0 Тор	in Psy:Abnormal Psych	nology D	3	Spring 2014
✓ Nutrition	SCI 1110	0 Nut	rition and Personal Hea	alth B-	3	Fall 2012
✓ Anatomy I	SCI 210:	1 Std	es Hum Anat & Physio	logy I B	3	Fall 2013
✓ Anatomy II	SCI 210	2 Stdi	es Hum Anat&Physiolo	gy II C	3	Spring 2014
✓ Biology of Movement	SCI 320	0 The	Biology of Movement	C+	3	Spring 2015
_						

The Common Coursework block displays requirements that are common for all students in a particular degree program. Grades and credits appear along with the term each requirement was satisfied.

Music Perspectives I DAN 1512 Music Perspectives I DAN 1611 Dance Perspectives I DAN 5599 Intensive Arts Project DAN 5790 Theatrical Concepts DAN 5772 Theatrical Concepts T Fall 2015 Satisfied by DAN - Advanced Instit Placement - Advanced Institutional Placemn	✓ Common Coursework for Dance Majors			Ви	lletin:	2012-2013
✓ Performance Attendance DAN 1400 Performance Attendance P 0 Spring 2013 ✓ Music Perspectives I DAN 1512 Music Perspectives I C+ 2 Spring 2013 ✓ Dance Perspectives I DAN 1611 Dance Perspectives I A- 1 Fall 2012 DAN 5599 Intensive Arts Project P 2 Fall 2013 DAN 5599 Intensive Arts Project P 2 Fall 2014 DAN 5599 Intensive Arts Project P 2 Fall 2015 Satisfied by DAN - Advanced Instit Placement - Advanced Institutional Placemn DAN 5772 Theatrical Concepts D 1 Spring 2013 DAN 5772 Theatrical Concepts B 1 Spring 2015 DAN 5772 Theatrical Concepts A- 1 Spring 2015 DAN 5772 Theatrical Concepts T 1 <t< td=""><td>Courses in the major section of the audit are those courses that are</td><td>e common for all s</td><td>tudents in this major, regardless of concent</td><td>ration.</td><td></td><td></td></t<>	Courses in the major section of the audit are those courses that are	e common for all s	tudents in this major, regardless of concent	ration.		
✓ Dance Perspectives IDAN 1611Dance Perspectives IA-1Fall 2012DAN 5599Intensive Arts ProjectP2Fall 2012DAN 5599Intensive Arts ProjectP2Fall 2013✓ Intensive Arts ProjectsDAN 5599Intensive Arts ProjectP2Fall 2014DAN 5599Intensive Arts ProjectT2Fall 2015Satisfied byDAN - Advanced Instit Placement - Advanced Institutional PlacemnDAN 5772Theatrical ConceptsD1Spring 2013DAN 5772Theatrical ConceptsB1Spring 2014✓ Theatrical ConceptsA-1Spring 2015DAN 5772Theatrical ConceptsA-1Spring 2015DAN 5772Theatrical ConceptsT1Fall 2015Satisfied byDAN - Advanced Instit Placement - Advanced Institutional Placemn	✓ Performance Attendance			-	_	
DAN 5599 Intensive Arts Project P 2 Fall 2012 DAN 5599 Intensive Arts Project P 2 Fall 2013 ✓ Intensive Arts Projects DAN 5599 Intensive Arts Project P 2 Fall 2014 DAN 5599 Intensive Arts Project T 2 Fall 2015 Satisfied by DAN - Advanced Instit Placement - Advanced Institutional Placemn DAN 5772 Theatrical Concepts D 1 Spring 2013 DAN 5772 Theatrical Concepts B 1 Spring 2014 ✓ Theatrical Concepts A- 1 Spring 2015 DAN 5772 Theatrical Concepts T 1 Fall 2015 Satisfied by DAN - Advanced Instit Placement - Advanced Institutional Placemn	✓ Music Perspectives I	DAN 1512	Music Perspectives I	C+	2	Spring 2013
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DAN 5772Theatrical ConceptsB1Spring 2014✓ Theatrical ConceptsDAN 5772Theatrical ConceptsA-1Spring 2015DAN 5772Theatrical ConceptsT1Fall 2015Satisfied byDAN - Advanced Instit Placement - Advanced Institutional Placemn	✓ Intensive Arts Projects	DAN 5599 DAN 5599 DAN 5599	Intensive Arts Project Intensive Arts Project Intensive Arts Project	P P T	2 2 2	Fall 2013 Fall 2014 Fall 2015
✓ Music Perspectives II DAN 2511 Music Perspectives II C 2 Fall 2013	▼ Theatrical Concepts	DAN 5772 DAN 5772 DAN 5772	Theatrical Concepts Theatrical Concepts Theatrical Concepts	B A- T	1 1 1	Spring 2014 Spring 2015 Fall 2015
	Music Perspectives II	DAN 2511	Music Perspectives II	С	2	Fall 2013

The Concentration block displays requirements that are specific to the student's concentration. A red box would be present next to a course if the requirement had not yet been met.

✓ Ballet Concentration			Bulletin	2012-2013
✓ Ballet Technique IA	DAN 1011	Ballet Tech (BC) IA	A- 3	Fall 2012
☑ Ballet Technique IB	DAN 1012	Ballet Tech (BC) IB	A- 3	Spring 2013
✓ Contemporary Technique IA	DAN 1051	Contemp Tech&Comp (BC) IA	A- 3	Fall 2012
✓ Contemporary Technique IB	DAN 1052	Contemp Tech (BC) IB	A 3	Spring 2013
✓ DANCE CLASS				
✓ MEN'S CLASS				
Men's Class IA & IB	DAN 1141	Men's Training Camp IA	A- 2	Fall 2012
Mell's Class IA & ID	DAN 1142	Men's Training Camp IB	A- 2	Spring 2013
Men's Class IIA & IIB	DAN 2141	Men's Class IIA	B+ 2	
Tion o diado zari et zab	DAN 2142	Men's Class IIB	A- 2	Spring 2014
Men's Class IIIA & IIIB	DAN 3141	Men's Class IIIA	A- 2	
Tion o diado III de III de	DAN 3142	Men's Class IIIB	A- 2	Spring 2015
	DAN 4141	Men's Class IVA	T 2	Fall 2015
✓ Men's Class IVA & IVB	Satisfied by	DAN - Advanced Instit Placement		
_	DAN 4142	Men's Class IVB	T 2	Fall 2015

The Insufficient block displays courses that the student has withdrawn from or has received a grade that is not acceptable for their major. If your student does not have coursework that fits this description, this block may be missing from the audit.

Insufficient		Credits Applied: 0	Classes Applied: 5
ENG 1101	Composition I	F 0	Fall 2014
ENG 1102	Composition II	F 0	Summer2 2015
HUM 1198	Topics: Who Goes To College	F 0	Spring 2015
HUM 2101	Self, Society and Cosmos	W 0	Fall 2015
MST 1100	Digital Media for the Artist	F 0	Fall 2014

Courses appear in the **Courses Not Applied to Your Degree block** if DegreeWorks does not find a place to use these courses toward the degree. Occasionally, transfer credits will appear here even though they are intended to satisfy a requirement. If you see a course in this box that should be satisfying a requirement, contact the Registrar's Office.

Courses No	Applied to Your Degree	Credits Applied	: 12	Classes Applied: 4
HUM 1198	Topics in Humanities	T	3	Spring 2013
Satisfied by:	ENG; Gov & P - Advanced Placement - Advanced Placement			
HUM 1198	Topics in Humanities	Т	3	Spring 2013
Satisfied by:	ENG; Gov & P - Advanced Placement - Advanced Placement			
HUM 1198	Topics in Humanities	T	3	Spring 2013
Satisfied by:	ENG; Gov & P - Advanced Placement - Advanced Placement			
MAT 2300	Calculus	T	3	Spring 2013
1111 2000	SALVAIMA	·		opinig 2020

Satisfied by: ENG; Gov & P - Advanced Placement - Advanced Placement

The Exceptions block shows when requirements have been waived or substitutions have been approved. A substitution memo is required by the Dean or his/her designee. This block will only show if an exception has been applied.

Exceptions			
Туре	Description	Date	Who
Remove Course / Change the Limit	Waived 8 Classes in DAN 1400 per B. Daniels	07/29/2015	Stumpf, Lynne D

The Legend explains the symbols next to each requirement or course.

- The green check mark means a requirement/course has been completed.
- An empty box means that it has not been initiated.
- A blue tilde indicates that it is in progress.
- A double blue tilde indicates that a requirement is nearly complete.
- (T) is an indication that the course was a transfer course.
- @ is a wildcard that represents any course number.
- * indicates that a Prerequisite is required for that course.
- IP means the course is in progress.

The complete legend is at the bottom of the audit and shown below.



Also, all hyperlinks should be clickable and will give you more information.

Predefined advisor notes can be posted in a student's degree audit. Remember, that anyone who has access to a student's audit can see the notes, including the student.

Notes		
	Entered by	Date
Student did not attend scheduled advising appointment.	Advisor	07/29/2011
Discussed major selection and/or assistance available to help student choose a major.	Advisor	07/29/2011

Help Us Make DegreeWorks Work Even Better

If you have questions or concerns after using DegreeWorks, please email the Registrar's Office at registrar@uncsa.edu.

We will need the student's name and a brief description of the problem to provide you with the best assistance. We will email you as soon as we have resolved the issue or recorded your suggestion.