

# **DegreeWorks Training Guide**

A Degree Evaluation and Advising Tool for  
UNCSCA

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](#) [Finance](#)

Search   [RETURN TO MENU](#) [SITE MAP](#)

### Faculty and Advisors

#### Student Information Menu

[Term Selection](#)

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[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

Back to E-Z Arts FAQ/Help

Find	Student ID	Name	Degree	Major	Level	Student Class Level	Last Audit
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Worksheets](#) [Notes](#) [GPA Calc](#)

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

https://dwp-uncsa.unccecs.edu/TRISLink.cgi

 **Find Students**

Student ID	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Degree**  
All Degree Codes ▾

**Level**  
All Level Codes ▾

**Student Class Level**  
All Student Class Level Codes ▾

**Major**  
All Major Codes ▾

**Concentration**  
All Concentration Codes ▾


Chosen Repeatable Search Criteria

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.



# Find Students

<b>Student ID</b>	<b>First Name</b>	<b>Last Name</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>


<b>Degree</b>	<b>Major</b>
<input type="text" value="All Degree Codes"/>	<input type="text" value="All Major Codes"/>
<b>Level</b>	<b>Concentration</b>
<input type="text" value="Undergraduate"/>	<input type="text" value="All Concentration Codes"/>
<b>Student Class Level</b>	
<input type="text" value="All Student Class Level Codes"/>	

**Chosen Repeatable Search Criteria**

MAJOR:

**Note: In this example, performing a search of all undergraduate film students totals more than 200 students. Instead, try to narrow your search by class or concentration.**

Message from webpage



There are serious performance ramifications inherent in searching and loading more records into this page than the University has allowed. We have only allowed that a maximum of 200 be loaded and your search has resulted in finding over that number (349). We will, of course, load these 200 records but recommend narrowing your search and trying again.

OK



# Selecting Audits

**Find Students**

Student ID:  First Name:  Last Name:

**Degree**: All Degree Codes  
**Level**: Undergraduate  
**Student Class Level**: C2

**Major**: All Major Codes  
**Concentration**: All Concentration Codes

Chosen Repeatable Search Criteria: MAJOR: Dance

Buttons: Search, Clear, Remove

**To skip audits, uncheck box**

Students Found: 34

ID	Name	Degree	Major	Level	Student Class Level
<input checked="" type="checkbox"/>	<input type="text"/> Adams, <input type="text"/>	BFA	Dance	UG	C2
<input checked="" type="checkbox"/>	<input type="text"/> Burnett, <input type="text"/>	BFA	Dance	UG	C2
<input checked="" type="checkbox"/>	<input type="text"/> Burns, <input type="text"/>	BFA	Dance	UG	C2

Buttons: OK, Cancel, Check All, Uncheck All

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

Back to E-Z Arts FAQ/Help

Find Student ID  Name  Degree  Major  Level  Student Class Level  Last Audit

Worksheets

Worksheets    [Class History](#)

What If

Look Ahead

### E-Z Arts Degree Audit TEST

**Student View** A00001ue as of 10/02/2015 at 23:21

Student	<b>Pickles, Artie</b>	Level	Graduate
ID	9600	Degree	Master of Fine Arts
Classification	G3	College	School of Design & Production
Advisors	Jones, Howard C	Major	Design & Production
Overall GPA	<b>4.0</b>	Concentration	Graduate Scenic Art

**Degree Progress**

Requirements 80%

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.

Back to E-Z Arts FAQ/Help

Find  Student ID  Name  Degree  Major  Level  Student Class Level  Last Audit

Worksheets

Worksheets    [Class History](#)

What If

Look Ahead

## E-Z Arts Degree Audit TEST

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Student	<input type="text" value="Pickles, Artie"/>	Level	Graduate
ID	9600:	Degree	Master of Fine Arts
Classification	G3	College	School of Design & Production
Advisors	Jones, Howard C <input type="text"/>	Major	Design & Production
Overall GPA	<input type="text" value="4.0"/>	Concentration	Graduate Scenic Art

**Degree Progress**

Requirements	80%
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**The Degree Progress Bar** shows a student an *estimation* 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

Credits Applied (includes courses in progress): 124

#### Unmet conditions for this set of requirements:

The last 12 credits must be taken at the University of North Carolina School of the Arts: You have 0 but still need a minimum of 12 credits.

133 credits are required. You currently have 124, you still need 9 more credits.

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 Needed:** See **Liberal Arts General Education Requirements** section

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.

<input type="checkbox"/> Liberal Arts General Education Requirements		Bulletin: 2012-2013	Credits Required: 36			
		GPA: 2.090	Credits Applied (includes courses in progress): 27			
<b>Unmet conditions for this set of requirements:</b> 36 credits are required. You currently have 27, you still need 9 more credits.						
<input checked="" type="checkbox"/>	Composition I	ENG 1101	Composition I	B+	3	Fall 2012
<input checked="" type="checkbox"/>	Composition II	ENG 1102	Composition II	B-	3	Spring 2013
<input checked="" type="checkbox"/>	Digital Media for the Artist	MST 1100	Digital Media for the Artist	B-	3	Spring 2013
<input checked="" type="checkbox"/>	Self, Society, and Cosmos	HUM 2101	Self, Society and Cosmos	B+	3	Fall 2013
<input type="checkbox"/>	Paths to the Present	<b>Still Needed:</b> 1 Class in <b>HUM 2102*</b> or <b>2103*</b> or <b>2104*</b> or <b>2105*</b> or <b>2106*</b> or <b>2107*</b> or <b>2108*</b> or <b>2109*</b> or <b>2110*</b> or <b>2111*</b> or <b>2112*</b>				
<input checked="" type="checkbox"/>	Philosophy or Psychology	PSY 2200	Top in Psy:Abnormal Psychology	D	3	Spring 2014
<input checked="" type="checkbox"/>	Nutrition	SCI 1110	Nutrition and Personal Health	B-	3	Fall 2012
<input checked="" type="checkbox"/>	Anatomy I	SCI 2101	Studies Hum Anat & Physiology I	B	3	Fall 2013
<input checked="" type="checkbox"/>	Anatomy II	SCI 2102	Studies Hum Anat&Physiology II	C	3	Spring 2014
<input checked="" type="checkbox"/>	Biology of Movement	SCI 3200	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.

Bulletin: 2012-2013					
<b>✓ Common Coursework for Dance Majors</b>					
Courses in the major section of the audit are those courses that are common for all students in this major, regardless of concentration.					
<b>✓ Performance Attendance</b>	DAN 1400	Performance Attendance	P	0	Fall 2012
	DAN 1400	Performance Attendance	P	0	Spring 2013
<b>✓ Music Perspectives I</b>	DAN 1512	Music Perspectives I	C+	2	Spring 2013
<b>✓ Dance Perspectives I</b>	DAN 1611	Dance Perspectives I	A-	1	Fall 2012
	DAN 5599	Intensive Arts Project	P	2	Fall 2012
<b>✓ Intensive Arts Projects</b>	DAN 5599	Intensive Arts Project	P	2	Fall 2013
	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		
<b>✓ Theatrical Concepts</b>	DAN 5772	Theatrical Concepts	D	1	Spring 2013
	DAN 5772	Theatrical Concepts	B	1	Spring 2014
	DAN 5772	Theatrical Concepts	A-	1	Spring 2015
	DAN 5772	Theatrical Concepts	T	1	Fall 2015
Satisfied by		DAN - Advanced Instit Placement - Advanced Institutional Placemn			
<b>✓ Music Perspectives II</b>	DAN 2511	Music Perspectives II	C	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.

 <b>Ballet Concentration</b> <span style="float: right;">Bulletin: 2012-2013</span>					
 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
	DAN 1142	Men's Training Camp IB	A-	2	Spring 2013
 Men's Class IIA & IIB	DAN 2141	Men's Class IIA	B+	2	Fall 2013
	DAN 2142	Men's Class IIB	A-	2	Spring 2014
 Men's Class IIIA & IIIB	DAN 3141	Men's Class IIIA	A-	2	Fall 2014
	DAN 3142	Men's Class IIIB	A-	2	Spring 2015
 Men's Class IVA & IVB	DAN 4141	Men's Class IVA	T	2	Fall 2015
	<b>Satisfied by</b> DAN 4142	DAN - Advanced Instit Placement - Advanced Institutional Placemn 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 Not Applied to Your Degree		Credits Applied: 12	Classes Applied: 4
HUM 1198	Topics in Humanities	T 3	Spring 2013
<b>Satisfied by:</b> ENG; Gov & P - Advanced Placement - Advanced Placement			
HUM 1198	Topics in Humanities	T 3	Spring 2013
<b>Satisfied by:</b> ENG; Gov & P - Advanced Placement - Advanced Placement			
HUM 1198	Topics in Humanities	T 3	Spring 2013
<b>Satisfied by:</b> ENG; Gov & P - Advanced Placement - Advanced Placement			
MAT 2300	Calculus	T 3	Spring 2013
<b>Satisfied by:</b> 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			
Type	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.

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## Legend

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 Complete	 Complete except for classes in-progress	 (T) Transfer Class	 * Prerequisites Required
 Not Complete	 Nearly complete	 @ Any course number	 IP In-progress

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](mailto: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.