DegreeWorks User Guide

Undergraduate Student Advisors
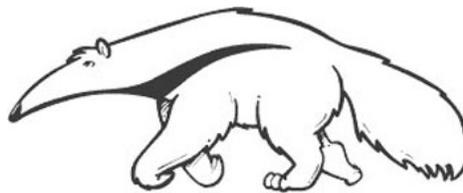
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Introduction

DegreeWorks is a tool used to help advisors and students monitor progress toward degree completion that is always accessible.

- Students can quickly see which requirements or courses are completed or still needed.
- Advisors can access a student's audit to assess a student's time to degree, prepare for in-person counseling, to answer questions regarding the student's degree progress, or to verify degree requirements for certification.

The degree audit is divided into sections:
- Student Information: Information from student records.
- Degree Card: degree requirements.
- Major Card: program-specific requirements.
- Specialization Card: addition required or optional requirements, such as specialization, concentrations, emphasis.
- Minor Card: minor-specific requirements.

DegreeWorks allows students and advisors to collaborate and focus on academic planning towards the successful completion of the student's degree.

Accessing DegreeWorks

DegreeWorks is accessed through WebAdmin. WebAdmin tool is accessible through the University Registrar Website: https://reg.uci.edu

If you require access, you must complete a Request for Systems Access form in order to be granted access to view or administer. (http://reg.uci.edu/faculty-staff/systemsaccess.html)

Accessing DegreeWorks through WebAdmin:

1. Start on the University Registrar Website: https://reg.uci.edu
2. Locate and Click "WebAdmin".
3. You will need to authenticate with your UCInetID and Password.
   (DUO authentication will be required.)
4. Enter the student ID number or UCInetID to load a student in WebAdmin.
5. Locate and Click on "DegreeWorks" from the left column menu.

Returning to WebAdmin:

Use the "WebAdmin/StudentAccess" link found in the "LINKS" drop down menu to return to WebAdmin.

IMPORTANT:
- **DO NOT search or load new students in DegreeWorks.**
- **You must use WebAdmin to search or load new students. Then click on DegreeWorks to load their audit.**
- **Searching or loading students in DegreeWorks will cause inconsistent loading of student data. Always verify the student you are working on.**

The Degree Audit: Worksheets View

Student Information

The Student Information section shows data from WebAdmin:

Typically, you can expect to find the following information displayed here:

- Student Name
- Student ID Number
- Classification – Level 1 Freshmen, Level 2 Sophomore, Level 3 Junior, Level 4 Senior
- Grad App Status
- Overall GPA – The same GPA that is calculated in WebAdmin
- Level – Undergraduate or Graduate
- Degree Type – B.A., B.S., and other degree types. For students who have majors in two different degree types (for example, a B.A. in Psychology and a B.S. in Biological Sciences), you must toggle between the degree types to see the different audits.
- College – The school associated with the student's major
- Major – The program the student is enrolled in; the major code from WebAdmin
- Minor – Minors that are associated with the student
- Include In-Progress classes – Toggle to include or exclude IP courses in the audit (default is to include In-Progress classes)

The Degree Audit

A typical degree audit shows the courses a student must complete along with the courses that the student has taken.

General Education Requirements [INCOMPLETE]

Credits applied: 36   Catalogue year: 2020-2021

	Class	Title	Grade	Credits	Term
⊘ I. Lower-Division Writing (minimum grade C)					
⊘ Writing 39B and 39C					
⊘ Writing 39B	BRWR39B 1	WRITING 39B	T	0	
	Satisfied by:	Eng CompLit AP Exam - -			
⊘ Writing 39C	WRITING 39C	ARGUMENT & RESEARCH	B+	4	2021 WINTER
○ I. Upper-Div Writing (min grade C) (BioSci Majors)	Still needed:	You must complete all of the following:			
○ Bio Sci 100 (min grade C)		**1** Class in **BIOSCI** 100			
○ 3 Upper-Div Bio Sci Labs (min grade C)		**3** Classes in **BIOSCI** D111L or E106L or E112L or E115L or E131L or E140L or E160L or E166L or E179L or E186L or M114L or M116L or M118L or M121L or M130L or N113L or N123L			
⊘ II. Science and Technology					
⊘ 3 courses category II	BIOSCI 93	DNA TO ORGANISMS	A	4	2020 FALL
	BIOSCI 94	ORGANISMS TO ECOSYS	A+	4	2021 WINTER
	CHEM 1B	GENERAL CHEMISTRY	C-	4	2021 WINTER

The left side of the audit are labels. The right side of the audit fills in courses that the student has completed or that the student is currently enrolled in. Courses without grades are considered IP, or in progress. If the student passes the course, the letter grade will fill in. If the student does not pass the class, the course will drop off the audit. For requirements that have not been completed, the audit will provide students with advice on how to complete them.

Degree audits are structured by different types of cards. These cards include the degree card, the major card, any mandatory or optional specialization/concentration/emphasis cards, and the minor card.

Disclaimer for students:
You are encouraged to use this degree audit report as a guide in constructing your academic plan to complete the requirements for your degree program and to track your progress toward your degree. When you change your major, exceptions may not always apply to the new major. **GPA and unit counts on your degree audit do not reflect your actual totals or all required GPAs.** *Actual GPA and unit counts may be found on your unofficial transcript in StudentAccess. Contact your academic counselor to confirm your academic plan and to receive assistance in interpreting this report.*

Your degree audit is not the official certification of your degree. Official certification of your degree is determined by your academic counseling office and is reported to the University Registrar for posting to your UCI academic record. Contact your academic counselor to confirm your progress towards degree completion and the University Registrar for copies of your transcript.

The Degree Card

The degree card shows requirements that students must complete to earn their degree. The degree card typically pulls in University requirements, General Education requirements, School requirements, all Major requirements, any optional or mandatory Specialization/Concentration/Emphases requirements, and Minor requirements.

B.A. Degree INCOMPLETE

Credits required: 180   Credits applied: 281   Catalogue year: 2017-2018

⊘ University Requirements

⊘ General Education Requirements

⊘ School Requirements for Humanities

○ School Requirements for Social Sciences | Still needed: | See School Requirements for School of Social Sciences section

○ Requirements for two majors | Still needed: | See Major in Anthropology section

○ Requirements for two minors | Still needed: | See Minor in Gender and Sexuality Studies section
See Minor in Archaeology section

○ Campuswide Honors Program | Still needed: | See Campuswide Honors section

Blocks included in this block

University Requirements
Gen Ed: IGETC/Reciprocity and Upper-Div Writing
School Requirements for Humanities (ComLit Major)
School Requirements for School of Social Sciences
Major in Anthropology
Major in Comparative Literature
Minor in Gender and Sexuality Studies
Minor in Archaeology
Campuswide Honors

If the student is enrolled in more than one major/program, then the degree card will require major/program requirements from all associated programs.

Helpful Tip:
The links allows you to jump down to the specific section.

REMINDER: For students who have majors in two different degree types (for example, a B.A. in Psychology and a B.S. in Biological Sciences), you must toggle between the degree types to see the different audits.

Student ID	✕	Name		B.A.
				B.S.

Level Undergraduate   **Classification** 03 Junior JR   **Major** French   **College** Humanities

Liberal Learning other Humanities major

Academic   What-If

Format	Degree Progress		☑ Include In-Progress classes	**PROCESS**
Student View ⌄	Overall GPA			
	3.796			

Audit date 06/18/2021 6:28 AM

Collapse all ⌃

B.A. Degree   INCOMPLETE ⌃

Credits required: 180   Credits applied: 131   Catalogue year: 2020-2021

Unmet conditions for this set of requirements: 180 units are required to graduate. You still need 49 units.

36 of final 45 units must be earned in residence. *** Repeat courses that are in-progress (IP) may be temporarily applied twice on a requirement/unit count and will be corrected when the IP courses are assigned grades. *** Your audit may not have an accurate GPA/unit count if you have more than 16 units of repeat courses. Verify GPA/unit count with your academic advisor in the school of your major.

⊘	University Requirements		
○	General Education Requirements	**Still needed:**	See General Education Requirements section
○	School Requirements for Humanities	**Still needed:**	See Humanities School Requirements section
○	Requirements for one major	**Still needed:**	See Major in French section

The Major Card

The major card shows requirements that the student must complete for their associated majors. These are usually course requirements but may also include non-course requirements, such as practicums, field studies, and auditions.

Courses that the student has completed and are currently enrolled in from WebAdmin are bridged into DegreeWorks. Grades listed on the transcript in WebAdmin are the same grades that are displayed in DegreeWorks. And any courses that the student is currently enrolled in (in the Study List), are designated as IP courses in DegreeWorks.

Once a student has completed a particular requirement, a green check mark will appear next to the rule. If an "in progress" course is being applied, then the student will see a blue half circle icon next to the rule. Once the student passes the course, the blue half circle will turn into a green check.

Major in Economics   INCOMPLETE

Credits applied: 20   Catalogue year: 2019-2020

		Class	Title	Grade	Credits	Term	Repeated
○	2 Four-Unit Intro Courses in School of Social Sciences	Still needed:	2 Classes in ANTHRO 2A or 2B or 2C or 2D or INTLST 11 or LINGUIS 3 or POLSCI 11A or 11B or 11C or PSYCH 7A or SOCSCI 1A or 5A or 5B or 5D or SOCIOL 1 or 2 or 3				
⊘	Econ 20A and 20B	ECON 20A	BASIC ECONOMICS I	A+	4	2020 Winter	
		ECON 20B	BASIC ECONOMICS II	A	4	2020 Spring	
○	Econ 15A and 15B	Still needed:	2 Classes in ECON 15A or 15B				
◑	Math 2A and 2B	MATH 2A	CALCULUS	D+	4	2020 Fall	
		MATH 2B	CALCULUS	IP	(4)	2021 Winter	
○	Econ 100A-100B-100C	Still needed:	3 Classes in ECON 100A or 100B or 100C				
○	Econ 122A	Still needed:	1 Class in ECON 122A				
○	6 Add'l Econ Courses, 1 may be Lower-Div	ECON 13	GLOBAL ECONOMY	A	4	2020 Fall	
		Still needed:	5 Classes in ECON 10@ with credits >= 4 or 11@ with credits >= 4 or 12@ with credits >= 4 or 13@ with credits >= 4 or 14@ with credits >= 4 or 15@ with credits >= 4 or 16@ with credits >= 4 or 17@ with credits >= 4 or 18@ with credits >= 4 or 19@ with credits >= 4 Except ECON 190BW				

Specializations, Concentrations, Emphases Cards

Some programs contain specializations, emphases, or concentrations. These may be mandatory or optional. If a program requires specializations, emphases, or concentrations, these may be selected from a drop-down menu in the "Major Info" section in WebAdmin. "Major Info" will be discussed in the next section (page 10).

Specialization in Oceanography   INCOMPLETE

Credits applied: 16   Catalogue year: 2015-2016

	Class	Title	Grade	Credits	Term	Repeated
○ 4 Science courses	EARTHSS 112	GLOBAL CLIMATE CHNG	A	4	2018 Fall	
	EARTHSS 148	MARINE ECOSYSTEMS	IP	(4)	2019 Winter	
	EARTHSS 199	UNDERGRAD RES	A	4	2018 SSI	
	Still needed:	1 Class in EARTHSS 101 or 130 or 144 or 170				
⊘ 1 Advanced Tools Course	EARTHSS 138	REMOTE SENSING	B+	4	2017 Spring	

The Minor Card

The minor card shows requirements that the student must complete for their selected minors. Minors can be selected from the "Major Info" section in WebAdmin. "Major iInfo" will be discussed in the next section (page 10.)

Minor in Accounting   INCOMPLETE

Credits applied: 0   Catalogue year: 2019-2020

Unmet conditions for this set of requirements:	Minimum GPA unsatisfied	
○ Mgmt 131A, 131B, 132A	Still needed:	3 Classes in MGMT 131A or 131B or 132A
○ 2 Accounting Elective Courses	Still needed:	2 Classes in MGMT 133 or 136 or 137 or 138 or 194
○ 2 Additional Electives	Still needed:	2 Classes in MGMT 133 or 136 or 137 or 138 or 194 or 1 or 101 or 102 or 105 or 107 or 109 or 110 or 113:129 or 141:184 or 189 or 192

Major Info

Major Info is an administrative menu in WebAdmin. The Major Info section allows DegreeWorks Admins to:

- Change specific details of the student's audit, such as catalogue year, specialization, minor, etc.
- Sync Majors.
- Manually retrieve updated student data (schedules, grades, transfer work, etc.) from WebAdmin to update the DegreeAudit.

The following items can be added or modified through Major Info:

- **Catalogue Year:** The catalogue year is associated to the Degree card, the Major card, the General Education (GE) card, the Minor card, and any additional Specialization cards. The catalogue year is defaulted to the student's entering Fall Term. However, they can be modified through the drop-down menu for each corresponding catalogue year. Please refer to your program policy for catalogue year requirements.

- **Specializations, Concentrations, and Emphasis:** Some programs require additional requirements in the form of specializations, emphases, or concentrations. These may be mandatory or optional. If a program requires specializations, emphases, or concentrations, the applicable requirements is found in the drop-down menu.

- **Other Program-specific Details or Flags:** There are some programs that require additional details or flags to be determined in Major Info to display the correct requirements. Such as, instrument, area of focus, period of focus, area of study, etc. These are typically additional checkboxes or dropdown menus in Major Info.

- **Minors (Undergraduate Students Only)**: Optional minor and its catalogue year can be selected and added to the student's DegreeAudit.

Sync Major

DegreeWorks generally update automatically overnight. However, this feature allows the staff to update the DegreeAudit with the student's new program or major manually. The new program or major must already be updated in WebAdmin to update the DegreeAudit.

Save Changes

The "Save Changes" button has two functions:

- Save changes made in Major Info. Once the changes are saved, you can click the purple "Process" button on the Worksheets page to apply the changes made in Major Info to the audit.

- Manually retrieve updated student data, such as schedules, grades, transfer work, etc., from WebAdmin to update the DegreeAudit. In cases where no changes are required in Major Info, but there is updated data from WebAdmin, the staff person can click the "Save Changes" button to initiate the process to look for updated data from WebAdmin. Once saved, you can click on the purple "Process" button on the Worksheets page to update the audit with new WebAdmin data.

Exceptions

What is an Exception?

DegreeWorks gives advisors the ability to make exceptions (may also be referred to as substitutions) to a student's degree audit.

Exceptions are used when a course does not automatically apply to a requirement, or when a course can be used in the place of a required course.

An exception may also be used to force complete a requirement when a course will not be used to fulfill a requirement, such as an exam or paper.

Types of Exceptions

There are five different types of exceptions that may be used.

Apply Here

Moves a course from my area to another, ignoring DegreeWorks automated determination of a Best Fit.

Also Allow

Used when you like a requirement to have additional, non-programmed options.

Substitute

Used for a one-to-one substitution, replace Course A with Course B.

Remove Course / Change the Limit

Used to remove a listed course or change a requirement course number/unit number. For example, 4 Credits might be listed but a particular student needs to complete 6 credits.

Force Complete

A complete waiver of a requirement.
- Please try to use one of the exceptions above before considering the use this option. This exception should only be used as a last resort.
- When using this exception, you need to apply it to specific rule requirements. Do not use on the "parent-requirement" of a group rule.

Accessing the Exception Dashboard

Click on the "EXCEPTIONS" tab to access the Exception Dashboard.

Step-by-step: How to Use Exceptions (with Screenshots)

Exceptions may be placed on parts of the audit by navigating to the Exceptions Tab along to the top of the screen.

- Click on Exceptions Tab
- Navigate to the dial where you want to place the exception.
- Click on the plus sign (+) next to the dial and choose the type of exception you want to use.

Apply Here/Also Allow

The "Apply Here' and "Also Allow" exceptions are placed on audits in the same manner.

- Enter the Subject (Department) and Course Number.
- Add a description: Explain the reason for the exception.
  Use the "Details" field for longer explanations. It will be shown as hover text.
- Click on the purple "Add exception" button. The audit will automatically refresh.
- Return to the worksheet and verify that your changes have been made correctly.

Add Exception   ✕

Exception for: Writing 39B

Exception type
Apply Here ⌄

Apply | Subject* (T)ENGL | Number* 1A |

With | Qualifier ⌄ | Operator ⌄ | Value |

Description*
Apply transfer course ENGL 1A to GE 1.

Details

Cancel   Add exception

- NOTE: To apply a transfer course, make sure you append the subject code with (T). In the above example, the subject code is (T)ENGL and the course number is 1A.

Helpful Tip:

The "Qualifier" option is not required. However, when using qualifiers, always use exact spelling and make sure there are no extra spaces. Otherwise, this will prevent the exception from applying.

Substitute

- Enter the Subject (Department) and Course Number that *will be* substituted.
- Below that, enter the Subject (Department) and Course Number that will now be used.
- Add a description: Explain the reason for the exception.
  Use the "Details" field for longer explanations. It will be shown as hover text.
- Click on the purple "Add exception" button. The audit will automatically refresh.
- Return to the worksheet and verify that your changes have been made correctly.

Add Exception   ✕

Exception for: Va. Quantitative Literacy

Exception type
Substitute ∨

Change   Subject*   LPS   Number*   31

To   Subject*   PHILOS   Number*   31

With   Qualifier ∨   Operator ∨   Value

Description*
Replace LPS 31 requirement with PHILOS 31.

Details

Cancel   Add exception

- NOTE: To apply a transfer course, make sure you append the subject code with (T). In the above example, the subject code is (T)ENGL and the course number is 1A.

Helpful Tip:

The "Qualifier" option is not required. However, when using qualifiers, always use exact spelling and make sure there are no extra spaces. Otherwise, this will prevent the exception from applying.

Remove Course / Change the Limit

- To remove a course, enter in the Subject (Department) and Course Number that you no longer want to apply.
- Add a description: Explain the reason for the exception.
  Use the "Details" field for longer explanations. It will be shown as hover text.
- Click on the purple "Add exception" button. The audit will automatically refresh.
- Return to the worksheet and verify that your changes have been made correctly.

Add Exception ✕

Exception for: 6 Add'l Econ Courses, 1 may be Lower-Div

Exception type
Remove Class and/or ...

Remove | Subject: ECON | Number: 122A

Change | Limit | Units

Description *
Student may not take ECON 122A as elective.

Details

Cancel   Add exception

- To change the limit, enter in the new limit and select if you would like to change the number of classes or the number of credits.
- Add a description: Explain the reason for the exception.
  Use the "Details" field for longer explanations. It will be shown as hover text.
- Click on the purple "Add exception" button. The audit will automatically refresh.
- Return to the worksheet and verify that your changes have been made correctly.

Add Exception   ✕

Exception for: 6 Add'l Econ Courses, 1 may be Lower-Div

Exception type
Remove Class and/or ... ⌄

Remove | Subject | | Number |

Change | Limit | Units |
          | 5 | Classes ⌄ |

Description *
Student only required to take 5 electives.

Details

Cancel   Add exception

Force Complete

Please try to use one of the other exceptions before considering the use this option. This exception should only be used as a last resort.

- When using this exception, you need to apply it to specific rule requirements. Do not use on the "parent-requirement" of a group rule.
- To completely waiver of a requirement, you simply need to type in the reason for the explanation. Use the "Details" field for longer explanations. It will be shown as hover text.
- Click on the purple "Add exception" button. The audit will automatically refresh.
- Return to the worksheet and verify that your changes have been made correctly.

Add Exception   ✕

Exception for: Alternate Approved Practicum Courses

Exception type
Force Complete ⌄

Description *
Practicum requirement has been completed.

Details

Cancel   Add exception

Additional Options

Certain exceptions allow you to modify the type of course that you want to be used.

The "With" modifier allows you specify a course's grade, term, or title. For example, you can apply a course with an "A" grade, a course that was taken in the Fall 2020 terms, or a "Special Topics" course with a specific title.

Add Exception ✕

Exception for: 4 or 5 Add'l Psych Courses (Max 1 Lower-Div)

Exception type
Apply Here ⌄

Apply

Subject *
PSYCH

Number *
149

With

Qualifier
DW Term ⌄

Operator
equal to ⌄

Value
Fall 2020.

Description *
Apply PSYCH 149 from Fall 2020 term.

Details

Cancel   Add exception

Helpful Tip:

The "Qualifier" option is not required. However, when using qualifiers, always use exact spelling and make sure there are no extra spaces. Otherwise, this will prevent the exception from applying.

Removing exceptions

- To remove an exception, scroll to the section where the exception was placed.
- Click on the "trash can" icon. DegreeWorks will not prompt you to remove the exception. Once the "trash can" icon has been clicked, the exception will be automatically removed, and audit will be refreshed.
- Return to the worksheet and verify that your changes have been made correctly.

Helpful Tip:
You can also scroll to the bottom to the "Exceptions" card to delete exceptions.
- Checkmark the exception and click the "trash can" icon to delete the exception.
- Checkmark the box next to "Type" and click the "trash can" icon to delete all exceptions.

Exceptions

Type	Description	Created on	Created by	Block	Enforced
Remove Class and/or Change the Limit	Remove AFAM 40A - apply toward GE III and VII only	04/05/2021	New	General Education Requirements	Yes
Apply Here	Apply AFAM 40A here.	04/05/2021	New	General Education Requirements	Yes
Substitute	Replace FRENCH 102C with FRENCH 62	04/05/2021	New	Major in French	Yes

Additional Features

Notes

This feature allows the admin user to add, delete, and modify notes in the DegreeAudit. The notes section is found on the bottom of the audit. This is different for the Notes feature in WebAdmin. Students can view these notes. They are useful if there are special instructions or advisement to the student regarding their DegreeAudit and progress to their degree. The notes section is found in the 3-Dots menu.
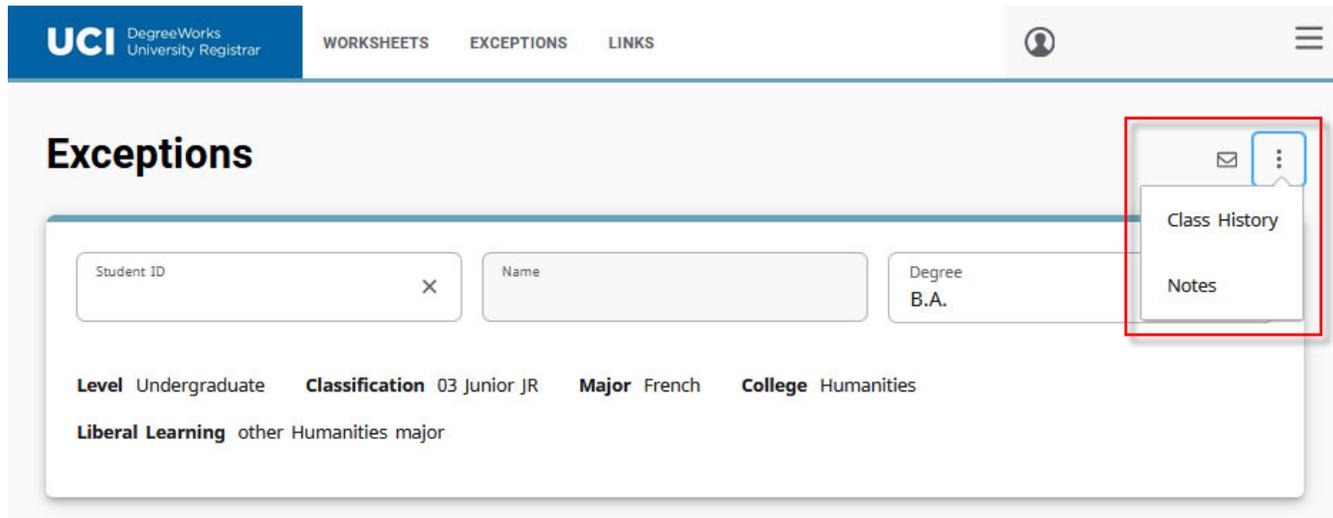
What-If (Undergraduate Students Only)

This feature is intended to provide a DegreeAudit based on a different major. In other words, "What if my major is ….." The user (student or staff) will be able to view how the current courses would apply to a different major. This is not available to all majors. Certain majors are excluded per the request of the respective School. Refer to the What-If Guide found in the "Links" drop-down menu for additional information.

Future Classes Only (found in What-If tool)

This feature allows the user (student or staff) to look ahead and determine where a course or courses would apply in the audit without the need to be enrolled. Refer to the What-If Guide found in the "Links" drop-down menu for additional information.

Printing

The printing option is found near the 3-dots menu.

- The print option will only print cards that are expanded (not collapsed).
- To print the full audit, make sure all cards are expanded or click "Expand All"
- The print option may print extra blank pages when cards are collapsed.

Planner/Student Educational Planner SEP

This allows advisors to create a term by term plan of all the required courses for the program. The student will be able to view the planner to stay on course. This feature is useful for programs that require sequenced courses. This is also effective in planning courses with prerequisites to ensure they are taken in the correct order.