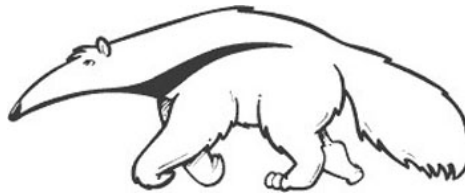


# DegreeWorks User Guide

Graduate 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 Block: degree requirements;
- Major Block: program-specific requirements; and
- Specialization Block: addition required or optional requirements, such as specialization, concentrations, emphasis, or optional masters.

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.

To return to WebAdmin, locate and click on the “Return to WebAdmin” link.

If you are reviewing multiple students in DegreeWorks, you are not required to return to WebAdmin to view a different student. You can view another student’s audit by entering the next student ID number in the “Student ID” field while in the DegreeWorks Application. (Staff level access only.)

### Important Notes:

- Do not use the back button. Doing so may lock you out of the application(s) and will require restart of your browser.

## The Degree Audit: Worksheets View

### Student Information

The Student Information section shows data from WebAdmin:

Student View AF97Byq0 as of 03/26/2020 at 10:14			
Student	AMBER, ANTHONY	Level	Graduate
ID	37647923	Degree	Ph.D.
Classification	Doctoral Pro	College	Graduate Studies
Grad App Status		Major	Education
Overall GPA	4.000	Minor	

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

- Student Name
- Student ID Number
- Classification - Level 5 Masters, Level 6 Ph.D, Level 7 Ph.D.
- Grad App Status - (Are we modifying this for grad students?)
- Overall GPA - The same GPA that is calculated in WebAdmin
- Level - Undergraduate or Graduate
- Degree Type - M.A., M.S., Ph.D., and other degree types
- College - 00 for all graduate students
- Major - The program the student is enrolled in; the major code from WebAdmin
- Minor - Not used for graduate students

**The Degree Audit**

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

<input checked="" type="checkbox"/> Master of Business Administration (Full-time)		Catalogue Year: 2019-2020	Credits Required: 92
		Credits Applied: 54	
<b>Unmet conditions for this set of requirements:</b> 38 Credits needed			
<input checked="" type="checkbox"/> MgmtMBA 200	<b>MGMTMBA 200</b> STRAT THINKING	S	4 2019 Fall
<input checked="" type="checkbox"/> MgmtMBA 201A	<b>MGMTMBA 201A</b> BUSINESS ANALYTICS	B+	4 2019 Fall
<input checked="" type="checkbox"/> MgmtMBA 202	<b>MGMTMBA 202</b> ORG'L BEHAVIOR	A-	4 2020 Winter
<input checked="" type="checkbox"/> MgmtMBA 203A	<b>MGMTMBA 203A</b> FINCL REPORTNG MGMT	A-	4 2019 Fall
<input checked="" type="checkbox"/> MgmtMBA 204A	<b>MGMTMBA 204A</b> MICROECONOMICS	B	4 2020 Winter
<input checked="" type="checkbox"/> MgmtMBA 205	<b>MGMTMBA 205</b> MARKETING PRINCPLS	A	4 2019 Fall
<input checked="" type="checkbox"/> MgmtMBA 207	<b>MGMTMBA 207</b> COMPETNG WITH DIGTL	A-	4 2020 Winter
<input type="checkbox"/> MgmtMBA 208	<b>MGMTMBA 208</b> OPERAT'L EXCELLENCE	IP	(4) 2020 Spring
<input checked="" type="checkbox"/> MgmtMBA 209A	<b>MGMTMBA 209A</b> MANAGERIAL FINANCE	B+	4 2019 Fall
<input type="checkbox"/> MgmtMBA 210	<b>MGMTMBA 210</b> STRAT FNDTNS DYNMCS	IP	(4) 2020 Spring
<input type="checkbox"/> 3 Quarters of MgmtMBA 211: Proseminar	<b>MGMTMBA 211</b> MBA PROSEMINAR	S	0 2019 Fall
	<b>MGMTMBA 211</b> MBA PROSEMINAR	S	0 2020 Winter
	<b>MGMTMBA 211</b> MBA PROSEMINAR	IP	(0) 2020 Spring
<input type="checkbox"/> 48 Units elective courses	<b>MGMTMBA 203B</b> DRVNG PROFITABILITY	A	4 2020 Winter
	<b>MGMTMBA 290</b> POWER AND POLITICS	IP	(4) 2020 Spring
	<b>MGMTMBA 290</b> TRADING LAB	IP	(2) 2020 Spring
	<b>MGMTFE 290</b> ECON DEV CUBA	IP	(4) 2020 Spring
	<b>Still Needed:</b> 34 Credits in <b>MGMTMBA 2@</b> , <b>MGMTPEP 2@</b> , <b>MGMTHC 2@</b> , <b>MGMTFE 2@</b> , <b>MPAC 2@</b> , <b>MGMTPHD 2@</b> , <b>BANA 2@</b> , <b>FIN 2@</b>		
<input type="checkbox"/> 4 Add'l elective units: Global requirement	<b>Still Needed:</b> This requirement can be fulfilled in two ways: (1) Complete an int'l or global elective at UCI or (2) Participate in a Merage global exchange program. See your department for additional information.		

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. In the audit above, the student is prompted to complete an additional 34 units to meet the 48 unit elective requirement.

Degree audits are structured by different types of blocks. These blocks include the degree block; the major, or program requirement, block; and any mandatory or optional specialization/concentration/emphasis block.

## The Degree Block

The degree block shows requirements that students must complete to earn their degree. For the most part, graduate degree blocks require that students complete their major requirements in the major blocks below.

<input type="checkbox"/> Doctor of Philosophy Degree		Catalogue Year: 2019-2020
<input type="checkbox"/> Ph.D. Degree Requirements	Still Needed: See <a href="#">PhD in Teaching</a> section	
Students are expected to be in full-time residence for at least six regular academic quarters.		

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

## The Major Block

The major block shows requirements that the student must complete for their particular major or program. These are usually course requirements but may also include non-course requirements such as advancing to candidacy, oral exams, dissertation defenses, and so forth.

<input type="checkbox"/> Doctor of Philosophy Degree		Catalogue Year: 2019-2020
<input type="checkbox"/> Ph.D. Degree Requirements	Still Needed: See <a href="#">Ph.D. in Physics</a> section	
Students are expected to be in full-time residence for at least six regular academic quarters.		
<input type="checkbox"/> Ph.D. in Physics		Catalogue Year: 2019-2020
<input type="checkbox"/> 6 quarters of residence	Still Needed: 1 Class in <b>ELECTIVE @</b>	
<input checked="" type="checkbox"/> PHYSICS 211	PHYSICS 211	CLASSICAL MECHANICS B 4 2019 Fall
<input checked="" type="checkbox"/> PHYSICS 212A	PHYSICS 212A	MATH PHYSICS A- 4 2019 Fall
<input type="checkbox"/> PHYSICS 213A	PHYSICS 213A	ELECTROMAG THEORY IP (4) 2020 Winter
<input type="checkbox"/> PHYSICS 213B or 240C	Still Needed: 1 Class in <b>PHYSICS 213B , 240C</b>	
<input type="checkbox"/> PHYSICS 214A	PHYSICS 214A	STATISTICAL PHYSICS IP (4) 2020 Winter
<input checked="" type="checkbox"/> PHYSICS 215A	PHYSICS 215A	QUANTUM MECHANICS A- 4 2019 Fall
<input type="checkbox"/> PHYSICS 215B	PHYSICS 215B	QUANTUM MECHANICS IP (4) 2020 Winter
<input type="checkbox"/> 2 courses between PHYSICS 200-259	Still Needed: 2 Classes in <b>PHYSICS 20@ , 21@ , 22@ , 23@ , 24@ , 25@</b>	
<input type="checkbox"/> 2 other courses approved by graduate advisor	Still Needed: 2 Classes in <b>ELECTIVE @</b>	
<input type="checkbox"/> Comprehensive examination	Still Needed: 1 Class in <b>ELECTIVE @</b>	
<input type="checkbox"/> Advancement to candidacy	Still Needed: 1 Class in <b>ELECTIVE @</b>	
<input checked="" type="checkbox"/> At least 1 quarter teaching	PHYSICS 399	UNIVERSITY TEACHING S 1 2019 Fall
<input type="checkbox"/> Dissertation defense	Still Needed: 1 Class in <b>ELECTIVE @</b>	

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 squiggly next to the rule. Once the student passes the course, the blue squiggly will turn into a green check.

### Specializations, Concentrations, Emphases Blocks

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” tab. The “Major Info” tab will be discussed in the next section.

<input type="checkbox"/> <b>Educational Policy and Social Context (EPSC)</b>		<b>Still Needed:</b> See <b>Educational Policy and Social Context (EPSC)</b> section				
Elective Courses: Students are expected and strongly encouraged to take courses beyond the 12 courses required that provide training essential to the student's research interests and professional development throughout their five years of doctoral study. These courses may come from their own area, from the other two areas, from other appropriate classes in the School of Education, from other departments on campus, or from other campuses within the University of California. Elective courses must be graduate-level courses taken for a letter grade. Independent study courses (e.g., EDUC 298) are also acceptable when taken for a letter grade, pending approval and syllabus is provided.						
<input type="checkbox"/> <b>Educational Policy and Social Context (EPSC)</b>		<b>Catalogue Year:</b> 2019-2020				
<input type="checkbox"/> <b>HDIC core course: EDUC 229A</b>	<b>Still Needed:</b> 1 Class in <b>EDUC 229A</b>					
<input type="checkbox"/> <b>EPSC core course: EDUC 253</b>	<b>EDUC 253</b>	FOUND EDUC POLICY	IP	(4)	2020 Spring	
<input checked="" type="checkbox"/> <b>TLEI core course: EDUC 237</b>	<b>EDUC 237</b>	FOUND OF TCH & LRN	A	4	2020 Winter	
<input type="checkbox"/> <b>Economics of Education course</b>	<b>Still Needed:</b> 1 Class in <b>ECON 249 , EDUC 264</b>					
<input type="checkbox"/> <b>Education Policy course</b>	<b>Still Needed:</b> 1 Class in <b>EDUC 251 , 254 , 276</b>					
<input type="checkbox"/> <b>Structure &amp; Social Context of Schools course</b>	<b>Still Needed:</b> 1 Class in <b>EDUC 261 , 252 , SOCIOL 237 , 279</b>					
<input type="checkbox"/> <b>EDUC 258</b>	<b>Still Needed:</b> 1 Class in <b>EDUC 258</b>					
Educational Policy and Social Context does not require its students to take more than the set of quantitative courses required, but it does strongly encourage students to take additional methods courses within or outside the School of Education: EDUC 284, EDUC 287A, EDUC 287B						

## Major Info

Major Info is an administrative tab in DegreeWorks. 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 block, Program/Major block, General Education (GE) block, and the Minor block. The catalogue year for Degree, Program/Major, and GE blocks default to the students 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 in order 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.
- **Optional Masters (Graduate Students Only):** This feature is available to programs that offer an Optional MA. These programs typically do not offer terminal master's degree program.
  - N – (default) Requirements for the Optional Masters is not included in the DegreeAudit.
  - Y – Requirements for the Optional Masters is included in the DegreeAudit.
- **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 person to update the DegreeAudit with the student’s new program or major manually. The new program or major must already be updated in WebAdmin in order 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 “Process New” 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 “Process New” 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.

Reminder: Substitutions and course waivers must be submitted to and approved by the Graduate Division via the General Petition process before departmental staff may apply exceptions in DegreeWorks. While DegreeWorks is a tool used to help manage degree completion, the Graduate Division will also conduct a final degree check to determine if all degree requirements have been met for degree certification.

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

### Policy Guidelines

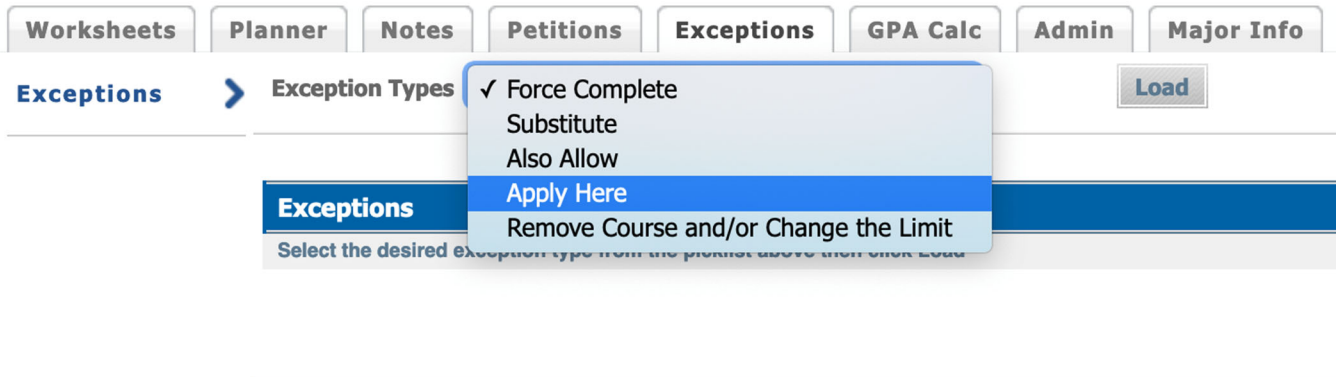
Graduate advisors must adhere to current Graduate Division policy regarding substitutions:

“A student who has taken relevant graduate courses at UCI may petition to have a specific course certified as equivalent to one that satisfies UCI requirements. The petition should describe the two courses and the student’s prior course work.”

For additional information, the Graduate Division’s Graduate Policy and Procedure handbook can be found here: <https://www.grad.uci.edu/forms/academics/Graduate-Policies-and-Procedures.pdf>.

### 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
- Use the drop down menu to select the desired exception type
- Click the Load button

**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.

**Apply Here a specific class**

Apply Subject  Number

With

Description

**Third Year**  **Sum needed:** Choose from 6 of the following.

LowestPriority

ART 262 must be taken every quarter during student's third year.

**Art 230: Grad Group Critique**  ( 1 Class in **ART 230** ) and

MINGRADE 3.0

**Art 261: Grad Thesis Writing sem**  ( 1 Class in **ART 261** ) and

MINGRADE 3.0

**Art 262: Grad Thesis Independent Study (3 quarters)**  ( 3 Classes in **ART 262** ) and

MINGRADE 3.0

**Art 263: Grad Thesis Exhibition Critique**  ( 1 Class in **ART 263** ) and

MINGRADE 3.0

**Two Classes from Art 215, 236, 250, 251, or 255**  ( 2 Classes in **ART 215 , 236 , 250 , 251 , 255** ) and

MINGRADE 3.0

**Two 4-unit Graduate Courses**  ( 2 Classes in **ART 215 , 240 , 251 , 399 , ELECTIVE @** )

MINGRADE 3.0

- Scroll through the audit and click the radio button where the course should be applied.

**Worksheets** | Planner | Notes | Petitions | Exceptions | GPA Calc | Admin | Major Info

Exceptions > Exception Types Apply Here [v] [Load] [Remove Exception] [Run New Audit]

---

**Apply Here a specific class**

Apply Subject ART Number 259

With [ ] [ ]

Description Allow ART 259 to count for elective. [Add Exception]

Third Year  [ ]  LowestPriority

- Click the Add Exception button.
- Click the Run New Audit button.
- Return to the audit by clicking on the Worksheets tab.


**Substitute**

- Enter the Subject (Department) and Course Number that *will be* substituted.
- To the right, enter the Subject (Department) and Course Number that will now be used.
- Add a description: Explain the reason for the exception.

**Substitute one class for another**

Replace **Subject** ART **Number** 230 **With** **Subject** ART **Number** 299

With

Description   **Add Exception**

**Art 262: Graduate Thesis Independent Study**  ( 1 Class in **ART 262** )  
 MINGRADE 3.0

**Third Year**  **Still Needed:** Choose from 6 of the following:  
 LowestPriority

ART 262 must be taken every quarter during student's third year.

**Art 230: Grad Group Critique**  ( 1 Class in **ART 230** ) and  
 MINGRADE 3.0

**Art 261: Grad Thesis Writing sem**  ( 1 Class in **ART 261** ) and  
 MINGRADE 3.0

**Art 262: Grad Thesis Independent Study (3 quarters)**  ( 3 Classes in **ART 262** ) and  
 MINGRADE 3.0

- Scroll through the audit and click the radio button where the course should be applied.
- Click the Add Exception button.
- Click the Run New Audit button.
- Return to the audit by clicking on the Worksheets tab.

**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.

**Remove Course and/or Change the Limit**

Remove Subject  Number

Change Limit to

Description



Add Exception

LowestPriority

ART 262 must be taken every quarter during student's third year.


- |   |                          |  |
|---|--------------------------|--|
| <input type="radio"/> <b>Art 230: Grad Group Critique</b>                               | <input type="checkbox"/> | ( <b>1</b> Class in <b>ART 230</b> ) and                           |
|   | <input type="radio"/>    | MINGRADE 3.0   |
| <input type="radio"/> <b>Art 261: Grad Thesis Writing sem</b>                           | <input type="checkbox"/> | ( <b>1</b> Class in <b>ART 261</b> ) and                           |
|   | <input type="radio"/>    | MINGRADE 3.0   |
| <input type="radio"/> <b>Art 262: Grad Thesis Independent Study (3 quarters)</b>        | <input type="checkbox"/> | ( <b>3</b> Classes in <b>ART 262</b> ) and                         |
|   | <input type="radio"/>    | MINGRADE 3.0   |
| <input type="radio"/> <b>Art 263: Grad Thesis Exhibition Critique</b>                   | <input type="checkbox"/> | ( <b>1</b> Class in <b>ART 263</b> ) and                           |
|   | <input type="radio"/>    | MINGRADE 3.0   |
| <input checked="" type="radio"/> <b>Two Classes from Art 215, 236, 250, 251, or 255</b> | <input type="checkbox"/> | ( <b>2</b> Classes in <b>ART 215 , 236 , 250 , 251 , 255</b> ) and |
|   | <input type="radio"/>    | MINGRADE 3.0   |

- 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.

**Remove Course and/or Change the Limit**

Remove Subject  Number

Change Limit to

Description  

ART 262 must be taken every quarter during student's third year.

- Art 230: Grad Group Critique**  ( **1** Class in **ART 230** ) and  
 MINGRADE 3.0
- Art 261: Grad Thesis Writing sem**  ( **1** Class in **ART 261** ) and  
 MINGRADE 3.0
- Art 262: Grad Thesis Independent Study (3 quarters)**  ( **3** Classes in **ART 262** ) and  
 MINGRADE 3.0
- Art 263: Grad Thesis Exhibition Critique**  ( **1** Class in **ART 263** ) and  
 MINGRADE 3.0
- Two Classes from Art 215, 236, 250, 251, or 255**  ( **2** Classes in **ART 215 , 236 , 250 , 251 , 255** ) and  
 MINGRADE 3.0
- Two 4-unit Graduate Courses**  ( **2** Classes in **ART 215 , 240 , 251 , 399 , ELECTIVE @** )  
 MINGRADE 3.0

- Scroll through the audit and click the radio button where the limit should be changed.
- Click the Add Exception button.
- Click the Run New Audit button.
- Return to the audit by clicking on the Worksheets tab.



Force Complete

**Force Complete a rule or qualifier**

Description



**Add Exception**

<input type="radio"/> ANTHRO 215C	<input type="checkbox"/>	<input type="radio"/> MINGRADE 3.0
<input type="radio"/> 6 Electives in Consultation with Advisor	<input checked="" type="checkbox"/>	<b>ANTHRO 235A, ANTHRO 252A, ANTHRO 289, ANTHRO 289, ANTHRO 289 (IP), ANTHRO 289 (IP)</b>
<input type="radio"/> Foreign Language Requirement	<input type="checkbox"/>	<input type="radio"/> MINGRADE 3.0
<input checked="" type="radio"/> Formal Evaluation After First Year	<input type="checkbox"/>	<b>Still Needed: 1 Class in ELECTIVE @</b>
<input type="radio"/> Advancement to Candidacy	<input type="checkbox"/>	<b>Still Needed: 1 Class in ELECTIVE @</b>
	<input type="checkbox"/>	<b>Still Needed: Choose from 3 of the following:</b>

- For force completes, you simply need to type in the reason for the explanation.
- Scroll through the audit and click the radio button where the requirement should be completed.
- Click the Add Exception button.
- Click the Run New Audit button.
- Return to the audit by clicking on the Worksheets tab.

**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.

**Apply Here a specific class**

**Apply Subject** ANTHRO **Number** 215C

**With** DW Term equal to 2020 Fall

Description ANTHRO 215C must be completed in Fall 2020 term.  **Add Exception**

<input type="radio"/> <b>Proseminar: ANTHRO 202B</b>	<input checked="" type="checkbox"/>	<input type="radio"/> MINGRADE 3.0
<input type="radio"/> <b>Proseminar: ANTHRO 202C</b>	<input checked="" type="checkbox"/>	<input type="radio"/> MINGRADE 3.0
<input type="radio"/> <b>ANTHRO 215A</b>	<input checked="" type="checkbox"/>	<input type="radio"/> MINGRADE 3.0
<input type="radio"/> <b>ANTHRO 215B</b>	<input type="checkbox"/>	<b>Still Needed: 1 Class in ANTHRO 215B</b> <input type="radio"/> MINGRADE 3.0
<input checked="" type="radio"/> <b>ANTHRO 215C</b>	<input type="checkbox"/>	<b>Still Needed: 1 Class in ANTHRO 215C</b> <input type="radio"/> MINGRADE 3.0

Removing exceptions

Worksheets | Planner | Notes | Petitions | **Exceptions** | GPA Calc | Admin | Major Info

Exceptions > Exception Types Force Complete [dropdown] [Load] [Remove Exception] [Run New Audit]

---

**Exceptions**

Select the desired exception type from the picklist above then click Load

---

<input type="radio"/> ANTHRO 215B	<input type="checkbox"/>	Still Needed: 1 Class in <b>ANTHRO 215B</b>
	<input type="radio"/>	MINGRADE 3.0
<input type="radio"/> ANTHRO 215C	<input type="checkbox"/>	Still Needed: 1 Class in <b>ANTHRO 215C</b> Term = 202092
	<input type="radio"/>	MINGRADE 3.0
<input type="radio"/> 6 Electives in Consultation with Advisor	<input checked="" type="radio"/>	Exception: Apply Here : ANTHRO 215C must be completed in Fall 2020 term.
	<input type="checkbox"/>	ANTHRO 235A, ANTHRO 252A, ANTHRO 289, ANTHRO 289, ANTHRO 289 (IP), ANTHRO 289 (IP)
	<input type="radio"/>	MINGRADE 3.0
<input type="radio"/> Foreign Language Requirement	<input type="checkbox"/>	Still Needed: 1 Class in <b>ELECTIVE @</b>
<input type="radio"/> Formal Evaluation After First Year	<input type="checkbox"/>	Still Needed: 1 Class in <b>ELECTIVE @</b>

- To remove an exception, click on the dial where the exception was placed.
- Click on the Remove Exception button,
- Click the Run New Audit button.
- Return to the audit by clicking on the Worksheets tab.

## 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 are able to view these notes. They are useful if there are special instructions or advisement to the student regarding their DegreeAudit and progress to their degree.

### 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.

### Look Ahead

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.

### Planner/Student Educational Planner SEP

(Pending version implemented.)

This allow 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.