

DegreeWorks Reference Guide

Truman State University

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DegreeWorks Overview and Getting Started

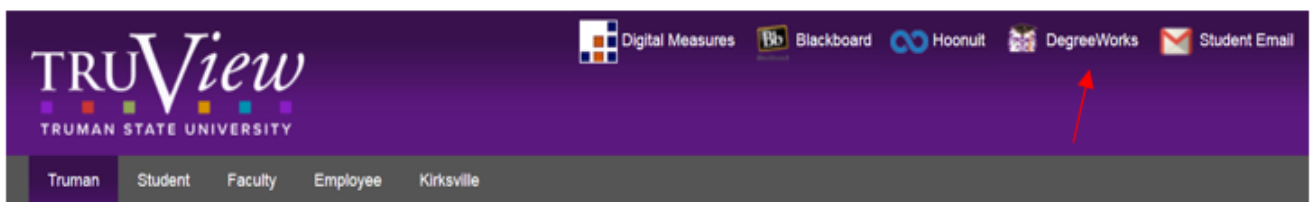
DegreeWorks is designed to assist students and advisors with planning, and tracking degree progress. A DegreeWorks audit will show completed, in-progress classes, and what requirements still remain. It neatly organizes requirements into blocks so that requirements met and still needed can easily be identified. DegreeWorks can also be used to perform What-If scenarios. What-if scenarios will analyze how requirements would change and how completed credits would be applied to a different or additional major, minor, or concentration. Additional features in DegreeWorks include: a class history, look-ahead function, planner, ability to add notes, and a GPA calculator.

Benefits of DegreeWorks

- Up to the date analysis of progress toward degree completion
- Easily identify which courses have been taken at Truman or transferred, which count toward requirements and electives, and what's still needed to complete degree
- View course pre-requisites
- Reduces errors, paper, and the need for manual checklists
- Confirms major, classification, and GPA
- What-if feature that shows how requirements would change if the student were to change their program

Getting Started

DegreeWorks can be accessed through **TruView**.



The Worksheet Tab

The **Student View** under the **Worksheet** tab is the default page. The first section, contains key information such as the student's major, classification, GPA, etc.

DegreeWorks 5.0.1			
Student View AE72Mdz as of 09/12/2018 at 16:09			
Student		Level	Undergraduate
ID		Degree	Bachelor of Arts
Classification	Sophomore	College	School of Business
Advisors	Gordy, Bill J Blodgett, Danny Peterson, Madison Wollmering, Jerry W Speak, Jeri L Smith, Steven J	Major	Business Administration
Overall GPA	3.80	Minor	
Institutional GPA	3.76		

- **Student Name:** A hyperlink is available to open up the default email program to start an email
- **ID:** Displays Truman Banner ID
- **Classification:** Based on current hours earned, doesn't include in-progress hours
- **Advisors:** The primary advisor is listed first. Only one primary advisor can be assigned, others listed are co-advisors, advisors for a second major and/or minor, and others with informal access. A hyperlink is available to open up the default email program to start an email.
- **Overall GPA**
- **Institutional GPA**
- **Level**
- **Degree**
- **College**
- **Major**
- **Minor**

Worksheet Blocks

This first block contains a summary of progress toward degree completion. A green checkmark indicates the requirement is complete. A blue squiggly indicates that the requirement will be met at the end of the current semester. Credits applied includes in-progress hours. Audits can be processed to not include in-progress hours by unchecking the include in-progress and include preregistered classes boxes and clicking on the **Process New** button.

Worksheets
Plans
Notes
GPA Calc

Worksheets
Format:
Student View
View
Process New
☐ Include in-progress classes
☐ Include preregistered classes
Class History

DegreeWorks 5.0.1

The still needed sections contain hyperlinks that will quickly move to that area of the audit.

Bachelor of Science Degree			Catalog Term:	2014-2015	Credits Required:	120
			GPA:	4.00	Credits Applied:	133.5
<input checked="" type="checkbox"/> Last 28 Credits in Residence <input checked="" type="checkbox"/> 120 Credits Required <input checked="" type="checkbox"/> Minimum 45 Credits in Residence <input checked="" type="checkbox"/> Degree requirement of 2.25 GPA or higher <input type="checkbox"/> Graduation Application Status			Still Needed: See Degree Status section			
<input checked="" type="checkbox"/> Liberal Studies Program: Essential Skills <input type="checkbox"/> Liberal Studies Program: Modes of Inquiry <input type="checkbox"/> LSP: Interconnecting Perspectives			Still Needed: See Liberal Studies Program: Modes of Inquiry section			
<input checked="" type="checkbox"/> Missouri Statute <input type="checkbox"/> Business Administration Major and Required Support <input type="checkbox"/> Business Administration Major Block <input type="checkbox"/> Required Support & BS Requirements Block			Still Needed: See Major: Business Administration (BA/BS) section			
<input checked="" type="checkbox"/> 63 Hours LAS Coursework <input checked="" type="checkbox"/> Upper Level Course Requirement			Still Needed: See Required Support & BS Requirements: BSAD section			

The **Degree Status** block indicates whether or not the student has applied to graduate. If the student has applied, this section will show the degree is pending. This doesn't mean the graduation application has been reviewed, but just that there is an application on file. An email will be sent to the student and advisor once the application has been reviewed.

The degree status will change to awarded once the degree has been conferred.

Degree Status	
<input checked="" type="checkbox"/> You are pending for December 2017 graduation	
NOTE: Once your graduation application has been received it will be reviewed. The Application to Graduation is a one time application process. If you make changes after your application has been reviewed please notify the Registrar's Office.	
Degree Status	
<input checked="" type="checkbox"/> Your degree was awarded May 2017	
NOTE: Once your graduation application has been received it will be reviewed. The Application to Graduation is a one time application process. If you make changes after your application has been reviewed please notify the Registrar's Office.	

The next blocks contain the LSP and Missouri Statute requirements for the degree.

Liberal Studies Program: Essential Skills						Catalog Term:	2014-2015
<input checked="" type="checkbox"/> Writing as Critical Thinking	ENG 190	Satisfied by	Writing as Critical Thinking	A	3	Fall 2014	
<input checked="" type="checkbox"/> Public Speaking	COMM 170		Public Speaking	A	3	Fall 2014	
<input checked="" type="checkbox"/> Math Skill							
<input checked="" type="checkbox"/> Higher Level Math Course	MATH 198	Satisfied by	Analytic Geom & Calc I	A	5	Fall 2014	
<input checked="" type="checkbox"/> Statistics	STAT 190	Satisfied by	MATH171 - Calc/Analytic Geom I - Lewis and Clark Comm College	A	4	Fall 2014	
<input checked="" type="checkbox"/> Personal Well Being			Basic Statistics	A	4	Fall 2014	
<input checked="" type="checkbox"/> Lifetime Health and Fitness	HLTH 195		MATH235 - Statistics - Lewis and Clark Comm College	A	1.5	Spring 2015	
	ES 109		Varsity Baseball	A	1	Spring 2016	
Liberal Studies Program: Modes of Inquiry						Catalog Term:	2014-2015
<input checked="" type="checkbox"/> Qualitative Modes: Choose 3 of 4							
<input checked="" type="checkbox"/> Aesthetic: Visual & Performing Arts	MUST 205		Persp in Music: World Musics	A	3	Spring 2017	
<input checked="" type="checkbox"/> Historical	HIST 105		US History II, 1877-Present	A	3	Spring 2015	
<input checked="" type="checkbox"/> Philosophy and Religion	PHRE 185		Exploring Religions	A	3	Fall 2014	
<input checked="" type="checkbox"/> Quantitative Modes: Choose 3 of 4							
<input checked="" type="checkbox"/> Mathematical	MATH 198	Satisfied by	Analytic Geom & Calc I	A	5	Fall 2014	
<input checked="" type="checkbox"/> Life Sciences	AGSC 100		MATH171 - Calc/Analytic Geom I - Lewis and Clark Comm College	A	4	Fall 2015	
<input checked="" type="checkbox"/> Social Sciences	ECON 200		Food, Agri, Environ with Lab	A	3	Spring 2015	
			Principles of Macroeconomics	A	3	Spring 2015	
LSP: Interconnecting Perspectives						Catalog Term:	2014-2015
<input checked="" type="checkbox"/> Truman Program	INDV 101		Truman Week	P	1	Fall 2014	
<input checked="" type="checkbox"/> JINS (Interdisciplinary WE Junior Seminar)	JINS 341		WE/Sport & Society	A	3	Summer 2016	
<input checked="" type="checkbox"/> Intercultural Perspective	MUST 205		Persp in Music: World Musics	A	3	Spring 2017	
<input checked="" type="checkbox"/> Two Additional Writing Enhanced Courses	ACCT 498		WE/Accounting Capstone	IP	(3)	Fall 2017	
<input checked="" type="checkbox"/> Elementary Foreign Language Requirement	BSAD 460		WE/Strategic Management	A	3	Spring 2017	
Missouri Statute Requirement						Catalog Term:	2014-2015
<input checked="" type="checkbox"/> Missouri Statute	HIST 298		American Institutional History	A	1	Fall 2015	

Major requirements along with Required Support, and BA or BS Requirements are found in the next blocks. In the audit, if the course number has an asterisk after it, the course has a pre-requisite. Clicking on the course number will display the pre-requisite requirement and attribute information.

Major: Business Administration (BA/BS)						Catalog Term:	2015-2016	Credits Required:	30
						GPA:	2.88	Credits Applied:	39
<input checked="" type="checkbox"/> 30 Credits in major requirement met <input checked="" type="checkbox"/> Major GPA 2.25 or higher <input checked="" type="checkbox"/> Major 24 Credits in residence <input checked="" type="checkbox"/> Accounting Requirement <input checked="" type="checkbox"/> Intro to Financial Acct & Intro to Management Acct <input checked="" type="checkbox"/> Information Technology <input checked="" type="checkbox"/> Legal Environment of Business <input checked="" type="checkbox"/> Principles of Marketing <input checked="" type="checkbox"/> Principles of Finance <input checked="" type="checkbox"/> Organizational Behavior <input checked="" type="checkbox"/> Operations Management <input type="checkbox"/> Strategic Management <input checked="" type="checkbox"/> Intermediate Macroeconomics <input checked="" type="checkbox"/> International Internship or Study Abroad Exception By: Hatfield, Charisse On: 03/24/2017 <input type="checkbox"/> International Business Concentration <input type="checkbox"/> Intl Mkt, Mngmnt, and Financial Mngmnt <input type="checkbox"/> One Additional Course <input type="checkbox"/> Management Concentration									
	ACCT 220	Intro to Financial Accounting	B	3	Spring 2015				
	ACCT 221	Intro to Management Accounting	B	3	Fall 2016				
	BSAD 157	Information Technology	C	3	Fall 2014				
	BSAD 234	Legal Environment of Business	B	3	Fall 2014				
	BSAD 325	Principles of Marketing	B	3	Spring 2017				
	BSAD 329	Principles of Finance	B	3	Summer 2017				
	BSAD 349	Organizational Behavior	B	3	Spring 2017				
	BSAD 352	Operations Management	IP	(1)	Fall 2017				
	Still Needed: 1 Class in BSAD 460*								
	ECON 303	Intermediate Macroeconomics	B	3	Spring 2017				
	GER 305	Munich & National Socialism	B	3	Fall 2015				
Apply Here : GER 305 approved by BG email 23-MAR-2017									
	BSAD 430	International Marketing	IP	(3)	Fall 2017				
	Still Needed: 2 Classes in BSAD 453* or 455*								
	Still Needed: 1 Class in BSAD 554* or ECON 308* or 402* or 403* or 412* or FREN 326* or GEOG 417 or POL 230 or 250 or 370 or SPAN 366*								

■ Required Support & BS Requirements: BSAD						Catalog Term:	2014-2015							
<div><div><div><div><div><div></div><div>BS Requirements</div></div><div><div><div><div><div><div></div><div>Intermediate Economics</div></div><div><div><div><div><div></div><div>One Additional Course</div></div></div></div></div></div></div></div></div></div></div></div></div>								ECON 300	Intermediate Microeconomics	IP	(3)	Fall 2017		
<div><div><div><div><div><div></div><div>Required Support</div></div><div><div><div><div><div></div><div>Principles Course(s)</div></div><div><div><div><div><div></div><div>Principles of Macro & Micro Economics</div></div><div><div><div><div><div></div><div>Calculus Course</div></div></div></div></div></div></div></div></div></div></div></div></div></div></div>								STAT 378	Linear Regression/Time Series	A	3	Spring 2017		
<div><div><div><div><div><div></div><div>Principles Course(s)</div></div><div><div><div><div><div></div><div>Principles of Macro & Micro Economics</div></div><div><div><div><div><div></div><div>Calculus Course</div></div></div></div></div></div></div></div></div></div></div></div>								ECON 200	Principles of Macroeconomics	A	3	Fall 2014		
								ECON 201	Principles of Microeconomics	A	3	Spring 2015		
								MATH 192	Essentials of Calculus	A	4	Fall 2015		
								BSAD 444	Electronic Commerce	A	3	Summer 2017		
<div><div><div><div><div><div></div><div>2 Additional Courses from BS Requirements List</div></div></div></div></div></div>								Still Needed: 1 Class in ACCT 367* or BSAD 387* or 423* or 542* or CS 170:599 or ECON 301:599 or MATH 263* or 264* or STAT 375* or 376* or 378* Except ECON 372* or 303*						

Course Information - Google Chrome

Secure | https://mercury2.truman.edu:8443/DashboardServlet-DW4PROD/dashboard

BSAD 460

3 Credits

WE/Strategic Management

Print

Prerequisites:

BSAD 325 minimum grade of D and BSAD 349 minimum grade of D
 and BSAD 352 minimum grade of D and BSAD 329 minimum grade of D

Attributes:

BSAS - Special Course Fee: Bus Admin
 CP - Capstone Experience
 PQ - Click CRN then Title for P-Req
 WE - Writing-Enhanced Course

If a student is pursuing a minor, it will be in the next block.

Minor: Economics						Catalog Term:	2016-2017	Credits Required:	15
						GPA:	4.00	Credits Applied:	6
<input type="checkbox"/> 15 Credits in minor requirement met <input checked="" type="checkbox"/> Minor GPA 2.0 or higher <input type="checkbox"/> 9 Credits in residence <input checked="" type="checkbox"/> Intermediate Microeconomics <input checked="" type="checkbox"/> Intermediate Macroeconomics <input type="checkbox"/> 300+ Electives with Advisor Approval									
Still Needed: 15 credits are required. You currently have 6, you still need 9 more credits.									
Still Needed: A minimum of 9 credits must be taken in residence.									
	ECON 300	Intermediate Microeconomics	A	3	Spring 2017				
	ECON 303	Intermediate Macroeconomics	IP	(3)	Fall 2017				
Still Needed: 9 Credits in ECON 302:599 Except ECON 303*									

Truman students are required to complete 63 hours of Liberal Arts and Sciences. These courses will be displayed in the LAS block, along with the number of LAS hours still needed.

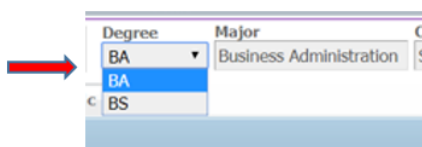
40 hours of upper-level credit is required as well. These credits are tracked in the upper-level block.

63 Hours LAS coursework						Catalog Term: 2016-2017
63 Credits in Liberal Arts and Sciences courses						
Still Needed: 63 Credits in Liberal Arts and Sciences required. You have taken 44 LAS credits but need 19 more credits.						
ART 203	IntroVisualArts:StopMotionAnim	IP	(3)	Fall 2017		
CHEM 100	Chem for Contemp Living w Lab	B	4	Fall 2016		
Satisfied by						
ECON 201	CHEM1 - Chemistry - Univ of Cambridge Intl Exam					
ECON 300	Principles of Microeconomics	A	3	Fall 2016		
ECON 303	Intermediate Microeconomics	A	3	Spring 2017		
ENG 190	Intermediate Macroeconomics	IP	(3)	Fall 2017		
INDV 150	Writing as Critical Thinking	A	3	Fall 2016		
MATH 186	The Master Tutor	IP	(1)	Fall 2017		
Satisfied by						
MATH 198	Precalculus	C	3	Fall 2016		
ECON 130	MATH1 - Mathematics - Univ of Cambridge Intl Exam					
STAT 190	Analytic Geom & Calc I	A	5	Fall 2016		
PHRE 185	Introduction to Economics	A	3	Fall 2016		
PHYS 100	ECON1 - Economics - Univ of Cambridge Intl Exam					
POL 161	Basic Statistics	A	3	Spring 2017		
Satisfied by						
	Exploring Religions	A	3	Spring 2017		
	Concepts in Physics with Lab	C	4	Fall 2016		
	PHYS1 - Physics - Univ of Cambridge Intl Exam					
	American Natl Government	A	3	Spring 2017		
Still Needed: 19 Credits in @ @ with Attribute LA						
40 Credits in Upper Level Course Requirement						Catalog Term: 2016-2017
40 Credits in upper level coursework						
Still Needed: 40 Credits in upper level coursework required. You have taken 6 upper level credits but need 34 more credits.						
ECON 300	Intermediate Microeconomics	A	3	Spring 2017		
ECON 303	Intermediate Macroeconomics	IP	(3)	Fall 2017		
Upper Level Course Requirements						
Still Needed: 34 Credits in @ 300:599 or 030						

The final blocks contain fall through courses (free electives), insufficient, in-progress classes, and not counted courses. The fall through courses are not being used toward specific course requirements, but may count toward overall credits. Fall through courses will alert students and advisors of courses not being applied to the degree. The insufficient area will list courses that are not awarded credit such as withdrawals, failures, and repeats. The in-progress block will show courses that are currently in-progress but not complete.

Fallthrough Courses					Credits Applied: 8	Classes Applied: 4
BSAD 107	Computer Applications	A	3	Spring 2017		
Satisfied by: CAP1516 - Computer Application - Cowley County Community Colleg						
BSAD 131	Introduction to Business	A	3	Spring 2017		
Satisfied by: BUS1311 - Introduction to Business - Cowley County Community Colleg						
ES 010	ES Elective 100-200	A	1	Spring 2017		
Satisfied by: HPR6379 - Weight Training II - Cowley County Community Colleg						
ES 010	ES Elective 100-200	A	1	Spring 2017		
Satisfied by: HPR6378 - Weight Training I - Cowley County Community Colleg						
Insufficient					Credits Applied: 3	Classes Applied: 4
ACCT 220	Intro to Financial Accounting	A	3	Spring 2017		
Satisfied by: ACC1150 - Principles of Accounting I - Cowley County Community Colleg						
NTC 001	Non-Transferable Course	NT	0	Spring 2017		
Satisfied by: PSY6720 - Orient-College Life - Cowley County Community Colleg						
NTC 001	Non-Transferable Course	NT	0	Spring 2017		
Satisfied by: EDU2301 - Capstone - Fort Scott Community College						
STAT 220	Fundamentals of Data Science	W	0	Fall 2017		
In-progress					Credits Applied: 12	Classes Applied: 4
ACCT 302	Inter Financial Accounting I	IP	3	Fall 2018		
BSAD 329	Principles of Finance	IP	3	Fall 2018		
BSAD 352	Operations Management	IP	3	Fall 2018		
STAT 220	Fundamentals of Data Science	IP	3	Fall 2018		

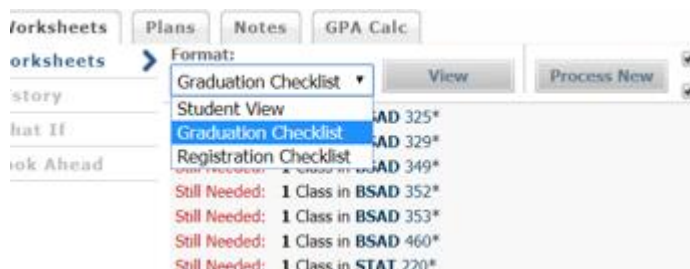
NOTE: If a student is doing dual degrees, both degrees will not display on the same audit. Click on the degree drop-down arrow at the top of the page to select the degree needed to view.



Other Worksheet Viewing Formats:


The **Graduation Checklist** is a simplified mini report of the audit. Primarily used only by the Registrar's Office.

The **Registration Checklist** is less detailed and shows only still needed requirements.



Other Features under the Worksheet Tab:

Class History: Clicking on the **Class History** link will open up a new window. The class history is broken down by semesters, much like an unofficial transcript. Transfer classes, AP credit, study abroad, etc. will all show in the class history.



Worksheets	Planner	Plans	Notes	GPA Calc	Class History
Worksheets	Format: Student View	View	Process New	<input checked="" type="checkbox"/> Include in-progress classes <input checked="" type="checkbox"/> Include preregistered classes	

Fall 2014					
BIOL	100	Biology with Lab	A	4	
BSAD	157	Information Technology	A	3	
COMM	170	Public Speaking	A	3	
		Transferred from: COMM115 - Fund/Public Speaking - Missouri State University			
ECON	200	Principles of Macroeconomics	A	3	
ENG	010	ENG Elective 100-200	A	3	
		Transferred from: ENG210 - Writing II: Acad Wrtg - Missouri State University			
ENG	190	Writing as Critical Thinking	A	3	
		Transferred from: ENG110 - Writing I - Missouri State University			
HIST	104	US History I, 1607-1877	T	3	
		Transferred from: APUSH45373 - U.S. History - Score of 3 or 4 - Advanced Placement			
HIST	132	World Civ AD 500 to 1700	A	3	
INDV	101	Truman Week	P	1	
MATH	156	College Algebra	A	3	
		Transferred from: MTH135 - College Algebra - Missouri State University			
MATH	157	Plane Trigonometry	A	2	
POL	012	POL 161 Not MO Statute	T	3	
		Transferred from: APGPUS - Gov & Politics U.S. - Advanced Placement			
Spring 2015					
ACCT	230	Intro to Financial Accounting	A	3	
BSAD	234	Legal Environment of Business	A	3	
ECON	201	Principles of Microeconomics	A	3	
PHRE	187	Logic	A	3	
STAT	190	Basic Statistics	A	3	
Fall 2015					
ACCT	231	Intro to Management Accounting	A	3	
HIST	298	American Institutional History	A	1	
LATN	150	Elementary Latin I	A	3	
MATH	192	Essentials of Calculus	A	4	
PHRE	285	Cults and Sects	T	3	
Spring 2016					

History: The **History** tab enables a past audit to be reviewed. There may be one or more viewable dates. This is helpful when needing to compare a current audit to a past one.

What-If Scenarios: If a student is considering changing or adding to certain aspects of their program, such as majors, concentrations, minors, or curriculum year, a what-if scenario can be processed to see how requirements will change. Click on the **What-If** button, select the potential changes that are being considered, and then click on the **Process What-If** button.

Look Ahead: Perform a Look Ahead to see how registering for or dropping a class will affect degree progress. Click **Look Ahead** and simply add the course subject and number, and click add courses. Continue until all future classes have been added. Click **Process New**. To view how dropping a course will affect the degree audit, uncheck the include in-progress and include preregistered classes boxes. Then add back in all the courses that are currently in-progress except for the course to be dropped. Click the **Process New** button.

The Plans Tab

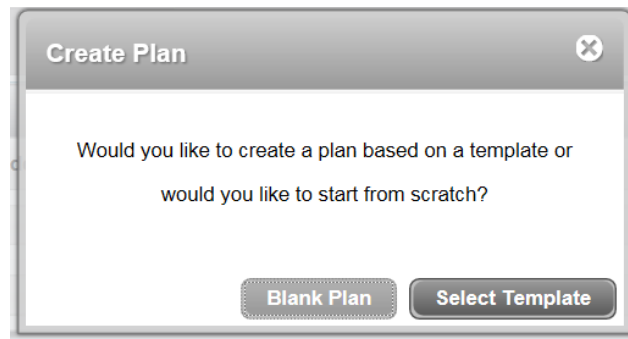
This feature allows the student or advisor to create an academic plan and then process an audit to see if the plan will lead to graduation. The plan can be saved and will display a list of recommended classes to take and the sequence in which they should be taken.

Creating a New Plan

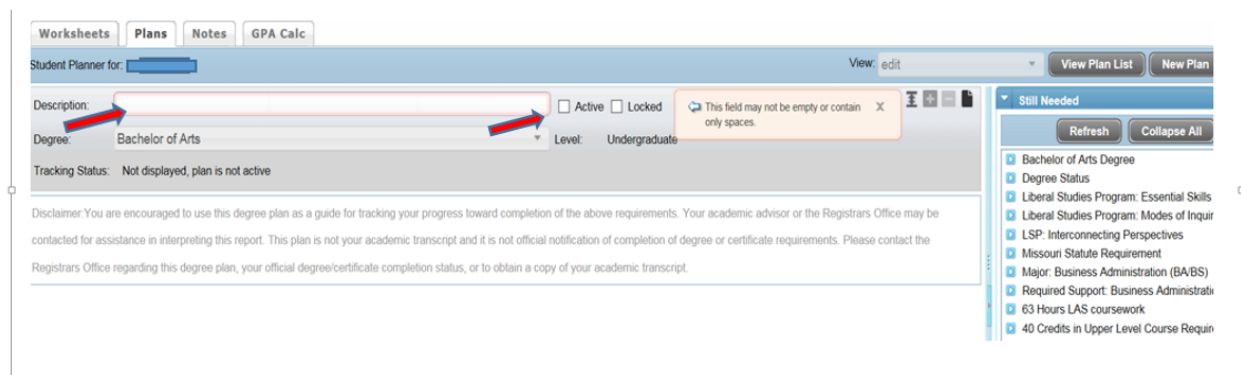
There are two different options to create a new plan: Blank Plan or Select Template. Blank Plans will be useful for students that have completed a significant portion of their degree, while Templates will be most beneficial to new students. Truman isn't currently using Templates.

To Create a Blank Plan

1. Log into Degree Works through TruView
2. Select the Plans tab near the top of the page
 - a. If a plan exists, the page will default to the plans page, you can select a new plan by selecting, "New Plan" in the upper right corner
 - b. If a plan does not exist, you will be prompted to create one
 - c. Select Blank Plan if prompted

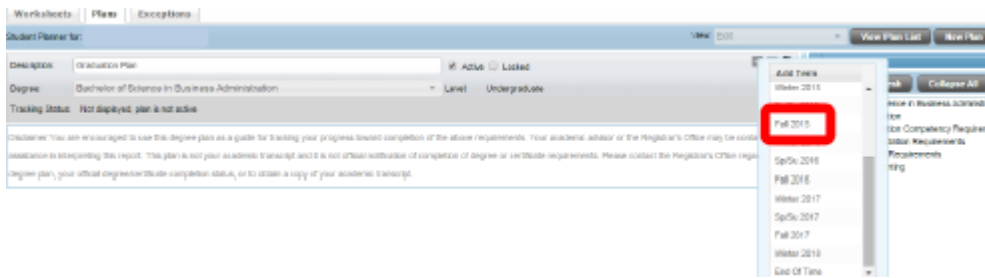
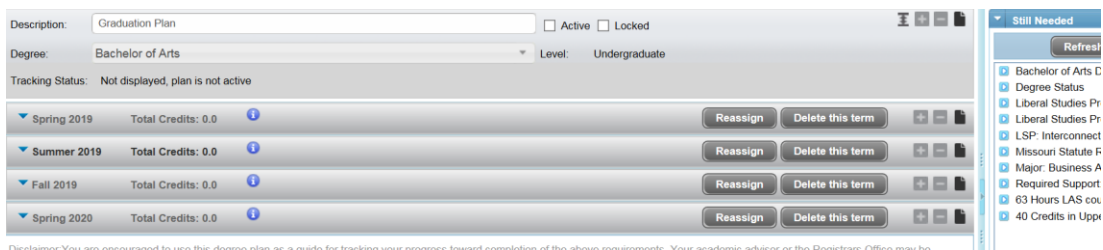


3. Enter a Description such as "Graduation Plan"

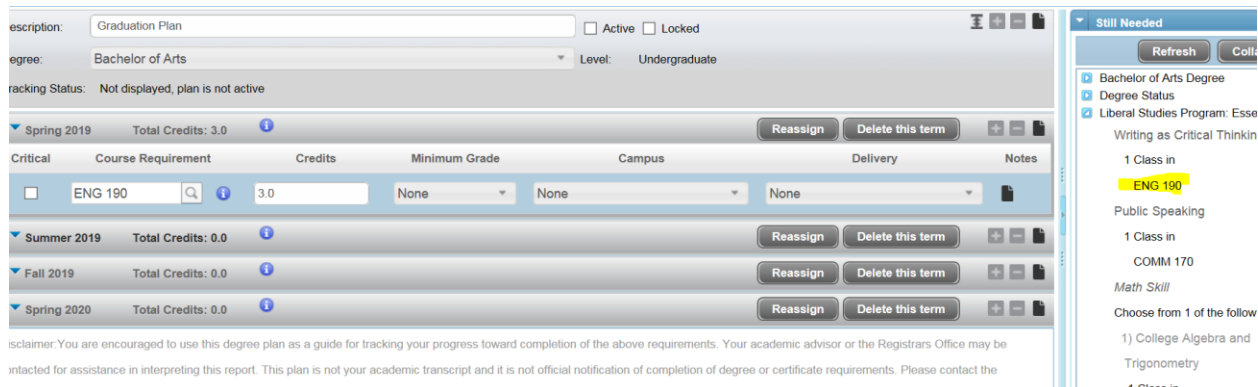


- a. Check the Active box, to make it active and the default plan when the Plans tab is selected
NOTE: Any other active plans will become inactive, without notice
- b. Students will not have an option to lock or unlock a plan. Only advisors can lock a plan.
NOTE: Locking a plan will not allow for future changes by advisors or the student. A plan will need to be locked in order to use the plan-based registration functionality.


4. Select the  symbol to select and add a term(s) to the plan.

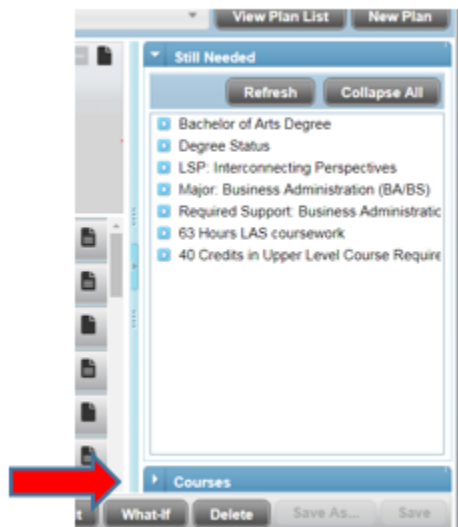
5. To add a class to a term, select from the **Still Needed** menu on the right and drag it to the term you want, when you see a blue check mark next to it – you can drop it into that term. In this example, the student needs ENG 190.




6. Continue adding classes. To update the **Still Needed** menu to show only classes not already selected, hit the **Refresh** button at any time.


NOTE: The plans function doesn't recognize when a pre-requisite course may be needed. Clicking on the course link or the  symbol will give the pre-requisite information. The Center for Academic Excellence's website has four-year plans for most majors that are helpful for semester by semester planning.

- Courses may also be added to the plan by using the **Courses** option. This is helpful when given a range of courses such as “1 class in ECON 300:599”.



Add Requirement Option

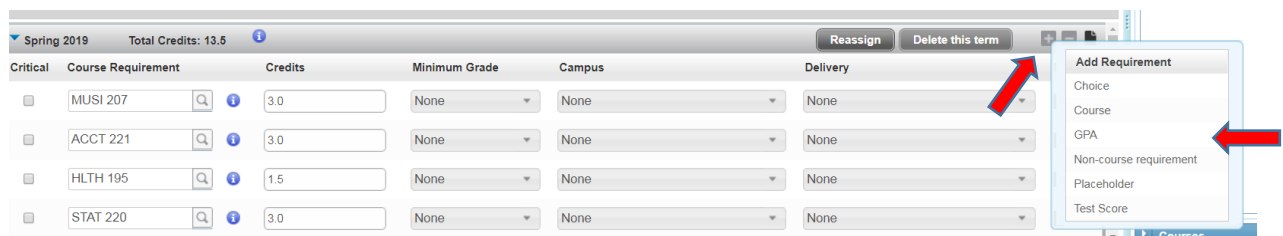
Alternately, courses and other requirements can be added manually using the **Add Requirements** option. After adding a term, click on the  symbol. This will show a list of requirement options to choose from.

Choose **Course** to manually add a course. If the course number isn't know, click on the magnifying glass symbol  to search for courses.

Choose **Choice** when the student may choose between two or more courses that semester.
Note: When using the choice option, the courses will not show in the audit as being planned.

Choose **GPA** when you would like to a notation about GPA requirements.

Non-course requirement, **Placeholder**, and **Test Score** are all options that can be chosen as well to comment on other non-course requirements.



8. Save the Plan by clicking the **Save** button at the bottom of the page.

Description: Graduation Plan ☐ Active ☐ Locked

Degree: Bachelor of Arts Level: Undergraduate

Tracking Status: Not displayed, plan is not active

Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	ENG 190	3.0	None	None	None	
<input type="checkbox"/>	MATH 192	4.0	None	None	None	
<input type="checkbox"/>	ACCT 220	3.0	None	None	None	
<input type="checkbox"/>	THEA 275	3.0	None	None	None	
<input type="checkbox"/>	HIST 298	1.0	None	None	None	

Spring 2019 Total Credits: 14.0

Summer 2019 Total Credits: 0.0

Save

9. Click on the **Audit** button to see a summary of which degree requirements are planned and which ones still need to be added to the plan.

Plan Audit

☐ **Has not applied to graduate.**

UNDERGRADUATE STUDENTS ONLY: Once your graduation application has been received it will be reviewed. The Application to Graduation is a one time application process. If you make changes after your application has been reviewed please notify the Registrar's Office. If your degree has been awarded please disregard.

☒ **Liberal Studies Program: Essential Skills** Catalog Term: 2018-2019

☒ Writing as Critical Thinking (ENG 190)

☐ Public Speaking Still Needed: 1 Class in COMM 170

☒ Math Skill (MATH 192)

☒ Higher Level Math Course

☐ Statistics Still Needed: 1 Class in STAT 190 , 290

☒ Personal Well Being

Audit

- a. A symbol indicates which classes/requirements are planned or in-progress.
- b. A symbol indicates which classes/requirements are complete.
- c. At the bottom of the audit where the in-progress classes are listed, courses currently in-progress will be in black lettering, while planned classes are in blue lettering

An **Audit** can only be run for one degree at a time. If a student is seeking two degrees, the same plan can include courses for both degrees, but the audit will need to be run separately. This can be done by switching to the **Degree** to plan, audit, or edit. Click **Refresh** to bring up requirements that may still be needed for that degree.


Editing a Plan

To make any changes to the academic plan, the **Edit View** must be displayed. Editing can't be done in other view formats.

Moving a course

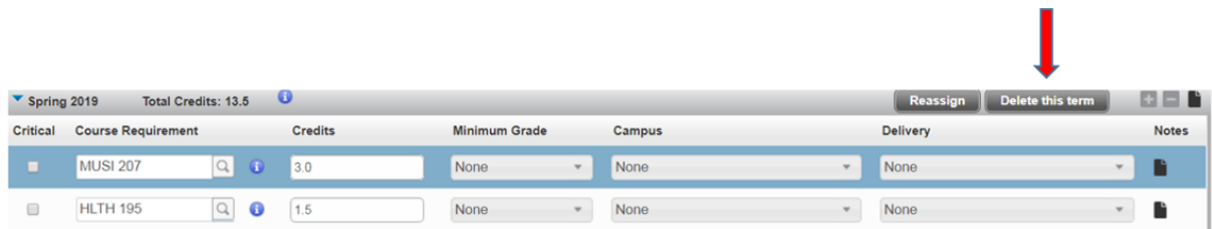
Courses can be moved to a different term by dragging it from the current term and dropping it into the new term.

Deleting a course or requirement

Courses and requirements can be deleted by highlighting the course or requirement line and then clicking on the delete selected requirement symbol .

Deleting a term

Terms may also be deleted by selecting the **Delete This Term** button.




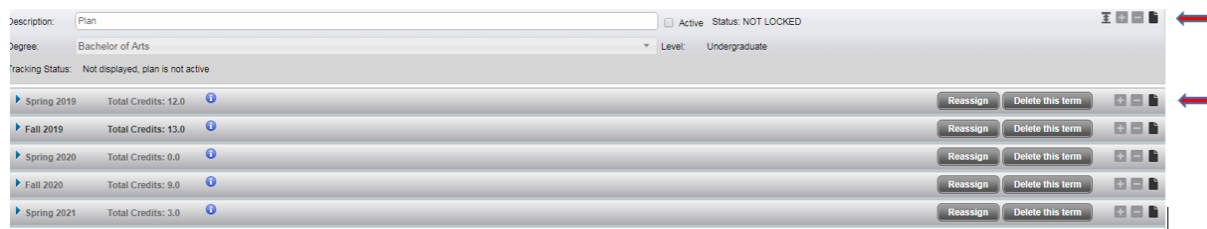
Reassigning a term

All courses in a term can be reassigned to another term using the **Reassign** button.

Note: Courses can't be re-assigned to another term that is already in the plan. A new term has to be selected. Dragging and dropping courses to another term may be a better option.

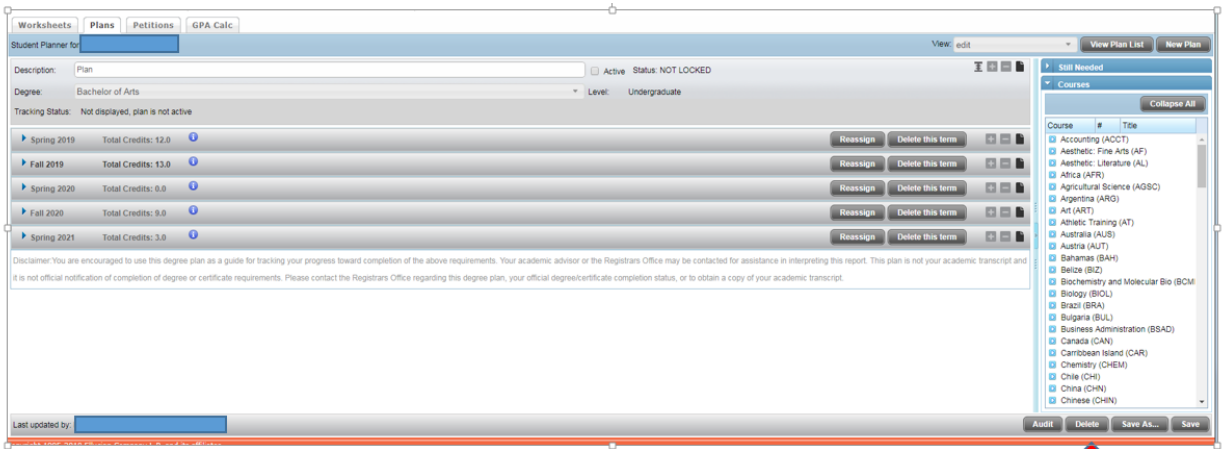
Adding notes

Notes can be added to a semester or a course by clicking on the  symbol found at the right of each course or semester. Notes can later be viewed by scrolling over the note symbol or looking in the **Notes View** in the **Plans** tab. **Notes** are tied to a specific plan. They don't cross-over and can't be viewed in other plans or on the **Worksheet** tab.

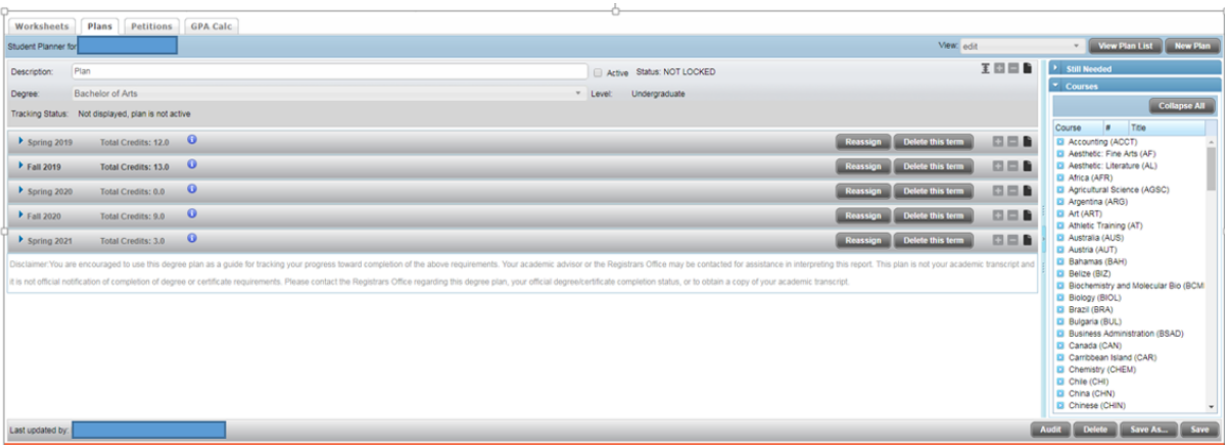


Deleting a plan

A plan may be deleted by selecting the **Delete** button.

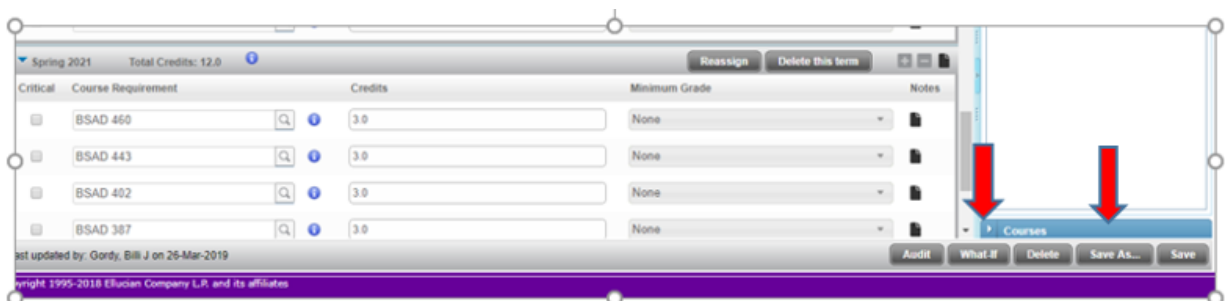


Up to five plans can be saved using the **Plans** tab. Using the **Save As** button will make a copy of the active plan. Copying plans can potentially speed-up the process of adding new plans.



Running a What-If Scenario in Plans

The **What-If** scenario under the Plans tab works much like the one under the Worksheet tab. Under the Plans Tab different scenarios can be audited that will include the courses that are in the planner. Students can save plans for hypothetical majors/minors/concentrations, etc. that are being considered. Using the **Save As** feature in conjunction with the **What-If** is helpful when planning semesters. Students are then able to edit an already existing plan. When saving plans that are being considered, it is important to have a good description so that hypothetical plan(s) can be easily identified.



Other Views under the Plans tab

Audit View

The **Audit** view will show how courses in the plan will meet degree requirements and which courses or requirements may still need to be added to the plan. It will also show term by term course listing that can be printed.



Calendar View

The **Calendar** view is a term by term view of the courses planned. It also includes credit hours planned each semester. Notes can be viewed by scrolling over comments and the notes symbol. This view has a print friendly option.

2019-2020			
Fall 2019, Total Credits: 15.0		Spring 2020, Total Credits: 15.0	
ACCT 302	3.0	JINS 329	3.0
ACCT 319	3.0	ACCT 303	3.0
BSAD 325	3.0	POL 230	3.0
BSAD 329	3.0	ACCT 367	3.0
BSAD 349	3.0	ECON 300	3.0

Notes View

The **Notes** view will show a term by term view with notes, as well as courses, and credit hour information that may be printed.

Spring 2019, Total Credits: 13.5						
Critical	Course Requirement	Minimum Grade	Campus	Delivery	Credits	Notes
	MUSI 207				3.0	
	HLTH 195				1.5	
	COMM 273				3.0	
	ACCT 221				3.0	
	STAT 220				3.0	

Summer 2019, Total Credits: 0.0	Plans to study abroad Russia - 6 hours
Gordy, Bill J 2018-09-14 15:14:15	

The GPA Calculator Tab

Graduation Calculator: Used to find out if a particular GPA is attainable before graduation.

Term Calculator: Used to enter anticipated grades for the semester. The resulting overall GPA will be calculated.

NOTE: The current GPA and credit hours boxes can be manipulated with major and Truman information to calculate the major and Truman GPA's. When inputting grades, be careful to just put the major grades or Truman grades. Leave other grades off that shouldn't be calculated into a particular GPA calculation. It's always a good idea to manually calculate GPA's to verify DegreeWorks calculations.

Advice Calculator: Used to determine if it is realistic that a certain GPA can be achieved. If it would require too many credits, it will state that.

The screenshot shows the GPA Calculator interface with the 'Term Calculator' tab selected. The sidebar on the left has three links: 'Graduation Calculator', 'Term Calculator' (which is highlighted with a blue arrow), and 'Advice Calculator'. The main area displays the 'Current GPA' as 3.79 and 'Credits Earned So Far' as 89. Below this is a table for entering anticipated grades and credits for various classes. The table has three columns: 'Class', 'Credits', and 'Grade'. The classes listed are ACCT 303, BSAD 325, BSAD 406, ECON 303, HIST 298, JINS 300, Class 7, Class 8, Class 9, and Class 10. The 'Credits' column has values 3, 3, 3, 3, 1, 3, and empty cells for Class 7, Class 8, Class 9, and Class 10. The 'Grade' column has dropdown menus for each class, all currently set to 'A@[4.00]'. A 'Calculate' button is located at the bottom right of the table.

Class	Credits	Grade
ACCT 303	3	A@[4.00]
BSAD 325	3	A@[4.00]
BSAD 406	3	A@[4.00]
ECON 303	3	A@[4.00]
HIST 298	1	A@[4.00]
JINS 300	3	A@[4.00]
Class 7		A@[4.00]
Class 8		A@[4.00]
Class 9		A@[4.00]
Class 10		A@[4.00]

Calculate

FAQ's

Q: What if information in DegreeWorks isn't up to date?

There could be many reasons that information in DegreeWorks is not up to date. One is that DegreeWorks may not have been refreshed since a change was made (information is refreshed nightly) to a student record. Second, there could be some paperwork that must be completed. For example, if a grade change or substitution is pending, it is possible the form has not reached the Registrar's Office. Check with the Registrar's Office regarding information not being up to date.

Q: Can I change a major through DegreeWorks?

No, program changes must be made by the student through TruView.

Q: Does the DegreeWorks audit show all my courses even if I have taken them elsewhere?

Yes, all courses transferred in from other colleges, taken as AP Credit, or while studying abroad should show on the degree audit.

Q: Why isn't my transfer work meeting a requirement?

There could be two reasons. First, the course did not meet either the minimum number of credits and/or minimum grade requirement for use in your program of study. Second, all requirements have been met and this course is simply not needed.

Q: Why is DegreeWorks not displaying my concentration?

DegreeWorks will not display a concentration until it is have declared in TruView.

Q: When will my substitution show?

Substitutions for coursework will not appear in DegreeWork until an official transcript with a final grade is received. Any deviation from the major/minor requirements must be requested on a substitution form or graduation waiver and approved by the appropriate department chair and dean.

Q: How does Degree Works know where to place courses that I've completed?

Degree Works looks at your entire program and places each course using a "best fit" scenario for courses applying to the LSP, major, minor and concentrations. The "best fit" process will not always be perfect, particularly when multiple possibilities exist.

Q: Degree Works placed one of my courses in two different places. Is that okay?

Yes. Degree Works is programmed to recognize that some courses can fulfill more than one requirement. In some cases one course will fulfill a LSP requirement and a requirement for a major or minor (or concentration).