Introduction

Welcome to the pilot testing of DegreeWorks, the new degree audit system that will soon replace the SASS report with a more accessible, convenient, and organized way for students to know where they are academically and how they can plan the rest of their college career. The system is still in a developmental stage, so it is up to you help us make an audit system that is made by students, for students.

As you look through the system, we’ll help you learn how to use DegreeWorks to plan for future classes, keep track of requirements, and see the objectives that have to be met to reach an academic goal.

We hope you’re pleased with the new direction we’re taking, and look forward to the feedback in order to perfect the new program that will be implemented throughout the USF system.
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Accessing DegreeWorks

Sign in to Blackboard using your Net ID and password.

Then Click on the Service & Resources tab. If your department is participating in the DegreeWorks Pilot, you will click on the Click here to enter DegreeWorks links and proceed from there.

If your department is not participating in the Pilot, you will see this message included below. To find more information on DegreeWorks, click on the link.
The student view gives you a demographic and academic summary. This gives a quick view of how you stand with the university by giving you information such as the college in which you are enrolled, your overall GPA, your level, and your USF ID.
Audit Functionality

Progress Bars

The Degree Progress bars are an estimation of your path towards graduation.

The Requirements bar shows the percentage of your requirements (General Education, Gordon Rule, Summer Requirement, Quantitative Methods, etc.) that are complete.

The Credits bar shows the percentage of your degree’s required credits that are complete.

Legend

One of the greatest advantages of DegreeWorks is that, it is very visual and more aesthetically pleasing. Much of the information is categorized with colors and symbols. Here is how you interpret them.

Legend

- Complete
- Complete except for classes in-progress
- Nearly complete - see advisor
- Transfer Class
- Any course number

Classes with green backgrounds are complete.
Classes with blue backgrounds are in progress.
Classes with red backgrounds are in-complete.
Requirements Section

The Worksheet gives you a view of all your requirements and the classes that have been taken to satisfy them and the classes that may be taken in order to satisfy them. The very first block is a summarization of all the requirements for your degree and lists how many are complete and still incomplete.

<table>
<thead>
<tr>
<th>Completed Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree in Bachelor of Science</td>
</tr>
<tr>
<td>GPA: 1.6-4.0</td>
</tr>
</tbody>
</table>

Unmet conditions for this set of requirements: A minimum of 46 credits at 3.00 or above are required. You have taken 27 but need 34 more credits, 120 credits are required. You currently have 46, you still need 84 more credits.

- General Education Requirements
- Gordon Rule Requirements
- Exit Requirements
- Foreign Language Requirements
- Summer Requirements
- Major Requirements

Still Needed: See Liberal Arts Exit Requirements section

Completed Requirements

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Grades</th>
<th>Credits</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gordon Rule Requirements</td>
<td>GPA: 2.0</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>GE (General Education)</td>
<td>A</td>
<td>3</td>
<td>Summer 2007</td>
</tr>
<tr>
<td>Writing</td>
<td>A</td>
<td>3</td>
<td>Fall 2007</td>
</tr>
<tr>
<td>EM 1102</td>
<td>A</td>
<td>3</td>
<td>Spring 2008</td>
</tr>
<tr>
<td>MAC 2203</td>
<td>A+</td>
<td>4</td>
<td>Fall 2007</td>
</tr>
<tr>
<td>QMB 3200</td>
<td>A</td>
<td>3</td>
<td>Spring 2009</td>
</tr>
</tbody>
</table>

Once all the objectives have been made to satisfy a requirement, the whole block will be checked off.
Incomplete Requirements

Incomplete requirements will show you which classes have been applied in order to satisfy the requirement, which classes are currently being taken to satisfy the requirement, and the sections of the requirement that are still unmet and the suggested courses that will satisfy them.

Still-Needed Courses

This is a list of classes that you could take to satisfy any unmet requirements. You can click on any of the course links to learn more about the class.
Fallthrough Courses

<table>
<thead>
<tr>
<th>Fallthrough Courses</th>
<th>Credits Applied: 14</th>
<th>Classes Applied: 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 3103 Interned Financial Acc I</td>
<td>IP 3 Fall 2009</td>
<td></td>
</tr>
<tr>
<td>ACG 3341 Cost Accounting and Control I</td>
<td>IP 3 Fall 2009</td>
<td></td>
</tr>
<tr>
<td>FRE 2200 French III</td>
<td>NG 3 Spring 2007</td>
<td></td>
</tr>
<tr>
<td><strong>Satisfied by:</strong> FRE 2200 - Exam Credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FRE 2201 French IV</td>
<td>NG 3 Spring 2007</td>
<td></td>
</tr>
<tr>
<td><strong>Satisfied by:</strong> FRE 2201 - Exam Credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SLS 1101 The University Experience</td>
<td>A 2 Fall 2007</td>
<td></td>
</tr>
</tbody>
</table>

Fallthrough courses are classes that have been taken but do not meet any requirement toward your degree. These classes may still be calculated in your GPA.

Insufficient Courses

This block lists any course that’s been failed, withdrawn with or without penalty, or uncompleted. These classes may still be counted towards your GPA. We don’t have a picture of this section because Rocky The Bull is a good student.

In-progress Section

<table>
<thead>
<tr>
<th>In progress</th>
<th>Credits Applied: 12</th>
<th>Classes Applied: 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACG 3103 Interned Financial Acc I</td>
<td>IP 3 Fall 2009</td>
<td></td>
</tr>
<tr>
<td>ACG 3341 Cost Accounting and Control I</td>
<td>IP 3 Fall 2009</td>
<td></td>
</tr>
<tr>
<td>LAE 4414 Literature in Childhood Ed</td>
<td>IP 3 Fall 2009</td>
<td></td>
</tr>
<tr>
<td>MAN 3025 Principles of Management</td>
<td>IP 3 Fall 2009</td>
<td></td>
</tr>
</tbody>
</table>

This section lists the classes in which you are currently enrolled. Changes to or unsatisfactory completion of the current registration may change approval of these degree requirements.
If you are planning to change your major, add a minor or a concentration, or you’re still not enrolled in the department you desire, running a What-If audit will help you see how any of those changes will affect your progress toward a degree. Fill out the sections as they apply to you, choose a level: graduate or undergraduate, pick the degree that you are planning on pursuing (Bachelor of Science or Bachelor of Arts), and the academic year. Also pick a major, a minor, a concentration, and choose the classes in which you would like to enroll. You don’t have to fill out every section. You can just choose to fill out the sections that apply to your future goals. When you’re done, click **Process What-If** located at the top of the page. The What-If audit looks exactly like the worksheet, but it includes the changes that apply to the What-If scenario. Here, you can see how your progress changes, see which previous classes can still be applied towards your degree, which previous classes won’t count, and which new classes have to be taken for your desired change.
Planner Functionality

The planner is a great tool for organizing the classes needed to satisfy your unmet requirements. If you plan on changing your major or for any other reason want to use the What If scenario to plan more effectively, you can click on the Use What If Scenario. The degree audit appears on the left side and the planning options are on the right side. You can drag and drop courses from the audit report on the left to the right side, and course information such as the credit hours, will also be transferred. After inserting all the classes for future terms, click on Process New at the bottom of the planning side, and a new audit with the classes from the planner appears. This new audit shows you how your academic progress is affected by those changes. You can also use all the button options located at the bottom of the right side to maintain your plans.
# GPA Calculator

The Graduation Calculator will tell you if a desired graduating GPA is possible and, if it is possible, how to obtain it. First, you must fill in all the fields. For Credits remaining, input the number of required credits minus the number of credits applied. Input the number of credits for your degree in the Credits Required field. Then, input the GPA you desire for graduation.

| Current GPA | 3.94 |
| Credits Remaining | 34 |
| Credits Required | 120 |
| Desired GPA | 3.95 |

After clicking **Calculate**, the Graduation Calculator will tell you what objective you must achieve so that you may graduate with your desired GPA. If the Graduation Calculator tells you that your goal is unattainable, then you may have to click **Recalculate** and adjust your inputs.

You need to average a 3.97 over your final 34 credits to graduate with your desired GPA.
If you want to know what your GPA will be if you end the current semester with certain projected grades, you can input that into the Term Calculator. Just select the estimated grade for each class and then click Calculate.

Be aware that the Term Calculator cannot confirm if the grade put in for each individual class is still attainable, so be realistic when putting in the grades. Don’t put A+ when you’re near the end of the semester with a C.

Click Recalculate if you want to see your GPA after different circumstances.
Advice Calculator

Advice Calculator is almost like Graduation Calculator. If you’re not sure how many credits are required or remaining, you can still input a desired GPA. After clicking Calculate, the Advice Calculator will show you how that goal can be achieved.

| Current GPA | 3.94 |
| Credits Earned | 68 |
| Desired GPA | 3.95 |

To achieve your desired GPA, you need one of the following:

13 Credits at 4.00 ( A+ ) grade average
13 Credits at 4.00 ( A ) grade average

Note: Results that would require you to take more than 150 Credits have been omitted.

If the conditions for attaining the desired GPA are too daunting, you can always click Recalculate to change your desired GPA.
Look Ahead Functionality

If you want to plan ahead and see how the classes you are planning to take will affect your current audit report, then the Look Ahead option is the right tool to use. First, enter the Subject (such as ENC) and then the Number (like 1101) and click Add Course to add a class such as ENC 1101 to the list. Add as many or as little classes as you want.

After adding all your planned classes, you must choose a Format. The Student View is very similar to a Worksheet, but it shows which requirements the planned classes will satisfy. The Look Ahead audit will also show you how much you will progress when these classes are taken. Planned classes will show up with blue font in the Worksheet. The Registration Checklist will show you which requirements are still unsatisfied even after the planned courses are taken.

Click Process New when you’re ready.

Please keep in mind that this is a planning tool and doesn’t actually register you for classes.