

# **DegreeWorks Reference Guide**

## 1. DegreeWorks Basics

### Overview

DegreeWorks is a web-based tool engineered to help students and advisors monitor students' progress toward degree completion. DegreeWorks combines CCRI's degree requirements and individual student's completed coursework into an easy-to-read worksheet. The worksheet helps both students and advisors see which completed and in-progress courses count toward degree requirements. Additionally, the worksheet displays outstanding course requirements.

All currently-enrolled students who attended CCRI starting Fall 2016 **and** who are using the 2016-2017 or a later catalog to fulfill their degree requirements can use DegreeWorks to check their progress toward degree completion.

Through DegreeWorks, students and advisors will be able to:

- View the academic requirements for their degree program(s)
- See how all completed courses apply to degree requirements
- Identify courses needed to complete their degree(s)
- View their grades and academic standing
- View their cumulative grade-point-average (GPA)
- View transfer credit hours earned
- Create What-If evaluations to process speculative degree evaluations based on current class history

**Important Note:** DegreeWorks is designed to aid and facilitate academic advising, but is not intended to replace face-to-face advising sessions. DegreeWorks is neither an official academic transcript nor an official notification of completion of degree requirements.



### Application Features

<i>Degree Checklists - available formats listed below</i>	
Student Degree Evaluation (default)	Provides general information about the student's complete and incomplete requirements, in progress and pre-registered courses, grouped into logical sections/blocks.
Registrar Report	Used primarily by the Registrar's Office. This format contains the same information as the Student View with additional detail from Scribe, DegreeWorks' coding tool. However, this report may be helpful to advisors because it presents some scribe detail for each block, and may present hidden block attributes such as hidden course rules and minimum or maximum course or GPA requirements.
Registration Checklist	Shows only the unfulfilled requirements that are "Still Needed" on the checklist. It does not provide any of the detailed explanations of requirements that may be found in the Student View.
What-If	Allows you to process speculative degree evaluations for a student using their current class history if a student wants to change their major.
Look Ahead	Allows the display of an evaluation which includes courses which are still to be taken.
Class History Link	Provides a listing of all of the courses taken by the student, with grades and credits, grouped by the term taken.

## Getting Started

*Login to MyCCRI and go to the “For Faculty” tab:*

Note: DegreeWorks is best viewed in GoogleChrome or Firefox/Mozilla

- a. Log in to **MyCCRI**
- b. Select the **For Faculty** tab.
- c. Click on the **Student Information for Faculty/Advisor** channel.



- d. Click on the **DegreeWorks for Student Degree Evaluation** link,
  - a. Select a term, click **submit**.

Select a Term: Fall 2016 . . . . . Aug 31, 2016 - Dec 23, 2016

Submit

- b. Enter a student ID or search by first and last name then click **submit**.

Student or Advisee ID:

OR

**Student and Advisee Query**

Last Name:

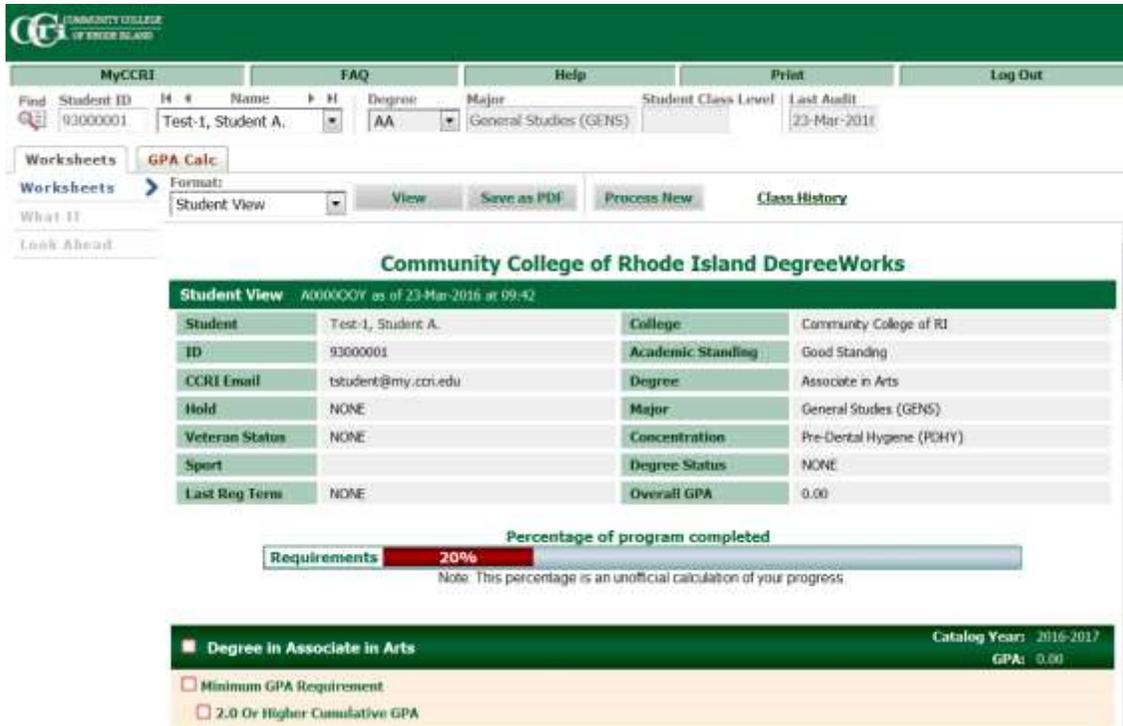
First Name:

Search Type:  Students  
 Advisees  
 Both  
 All

- c. Student Name will display and click **submit**.

**Student A. Test-1** is the name of the student or advisee that you selected.

- e. After a couple of seconds, a new web page will open. If your student exists within DegreeWorks, the student information will automatically display. (If the student does not exist in DegreeWorks send an email to [registrar@ccri.edu](mailto:registrar@ccri.edu), with the student's name and ID.)



The screenshot shows the DegreeWorks interface. At the top, there are navigation links: MyCCRI, FAQ, Help, Print, and Log Out. Below these is a search bar with the following fields: Student ID (93000001), Name (Test-1, Student A.), Degree (AA), Major (General Studies (GENS)), Student Class Level, and Last Audit (23-Mar-2016). There are also buttons for Worksheets, GPA Calc, and Class History.

The main content area is titled "Community College of Rhode Island DegreeWorks" and "Student View" for "0000000Y as of 23-Mar-2016 at 09:42". It displays a table of student information:

Student	Test-1, Student A.	College	Community College of RI
ID	93000001	Academic Standing	Good Standing
CCRI Email	tstudent@my.ccri.edu	Degree	Associate in Arts
Hold	NONE	Major	General Studies (GENS)
Veteran Status	NONE	Concentration	Pre-Dental Hygiene (PDHY)
Sport		Degree Status	NONE
Last Reg Term	NONE	Overall GPA	0.00

Below the table is a "Percentage of program completed" section with a progress bar showing "Requirements" at 20%. A note states: "Note: This percentage is an unofficial calculation of your progress."

At the bottom, there is a section for "Degree In Associate in Arts" with a "Catalog Year" of 2016-2017 and a "GPA" of 0.00. It includes checkboxes for "Minimum GPA Requirement" and "2.0 Or Higher Cumulative GPA", both of which are currently unchecked.

*Navigation*

Navigation Toolbar

Once successfully logged, on the top of every page is a navigation toolbar. Below is a description of each of the links:

MyCCRI	FAQ	Help	Print	Log Out
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<b>FAQ</b>	Links to frequently asked questions pertaining to DegreeWorks
<b>Help</b>	Links to the DegreeWorks home page
<b>Print</b>	Allows the user to print current page
<b>Log Out</b>	Logs user out of DegreeWorks

### Student Summary Toolbar

Below the Navigation Toolbar is another toolbar providing basic information regarding the student you have selected to review. The chart below outlines what information is included within the Student Summary Toolbar:



	<p>Unless student CCRI ID is known, the find button will be used to search for students</p>
<p><b>Student ID</b> 93000001</p>	<p>Here the user can enter a student's CCRI ID and bring up their evaluation</p>
<p>Name Test 1, Student A.</p>	<p>Student name will display here</p>
<p><b>Degree</b> AA</p>	<p>Current student's degree will be displayed here. The drop down can be used to switch between primary and secondary degree's</p>
<p><b>Major</b> Social Services</p>	<p>Current student's major will be displayed here</p>
<p><b>Last Audit</b> Today</p>	<p>Displays the last date an evaluation was performed for the current student within DegreeWorks</p>
<p><b>Last Refresh</b> Today at 5:18 pm</p> 	<p>Displays the last date and time the student data was refreshed from the Student Information System (Banner). Click  to refresh the student data from Banner. Do this if the student's curriculum information has changed since the last evaluation. When a student information refresh is done, the student's reevaluation will need to be rerun so that it reflects the new information.</p>

### Understanding Degree Evaluations

#### Student Header

The first section of the evaluation, the Student Header, contains key elements of your student record such as Name, ID, Degree, Major, Concentration, Academic Standing, GPA, etc.

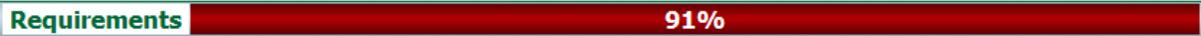
#### Community College of Rhode Island DegreeWorks

Student View A000000Y as of 23-Mar-2016 at 09:42			
Student	Test-1, Student A.	College	Community College of RI
ID	93000001	Academic Standing	Good Standing
CCRI Email	tstudent@my.ccri.edu	Degree	Associate in Arts
Hold	NONE	Major	General Studies (GEN5)
Veteran Status	NONE	Concentration	Pre-Dental Hygiene (PDHY)
Sport		Degree Status	NONE
Last Reg Term	NONE	Overall GPA	0.00

#### Degree Progress Bar

This section indicates the percentage of your program completed.

#### Percentage of program completed



Note: This percentage is an unofficial calculation of your progress.

#### Evaluation Blocks

Each section in a DegreeWorks evaluation is called a "Block". Each block header will contain a title for the block and will also display specific course information for that block such as credits applied, classes applied, and GPA for that block. Like individual requirements, the block header will also contain a symbol stating the status of all requirements within the block.

Degree in Associate in Arts			Catalog Year:	2016-2017	Credits Required:	0
			GPA:	2.00	Credits Applied:	0
<b>Minimum GPA Requirement</b>						
2.0 or Higher Cumulative GPA						
<b>Pre-Admission Requirements</b>						
<b>Major Requirements</b>						
<b>Pre-Admission Requirements (Optional)</b>						
Requirements listed in this section of the audit are optional for the General Studies degree. They are required only as an ADMISSION OUTCOME for your intended program of study.						
<b>High School Transcript</b>						
<b>Critical Reading</b>						
Composition I	WR11 0010	Composition I	A	3	Fall 2014	
Mathematics Elective	MATH 1200	Applied for Technology	T	3	Summer 2012	
Introduction to Radiography	WR11 0000	WR1111 - Rhode Island College	A	3	Fall 2014	
<b>Pre-Admission: Aptitude and Natural Sciences</b>						
<b>Major in General Studies</b>						
Minimum credits at CCRI						
<b>GENERAL EDUCATION REQUIREMENTS (32 CREDITS)</b>						
Composition I	WR11 0010	Composition I	A	3	Fall 2014	
Nature Elective	WR11 1010	Stories of Western Civ II	B+	3	Spring 2015	
Humanities Elective	WR11 0110	Elementary French I	A	3	Fall 2014	
Literature Elective	WR11 1010	Elementary French I	A	3	Spring 2015	
Mathematics Elective	MATH 1200	Intro to Literature	C	3	Summer 2014	
Science	MATH 1200	College Algebra	F	3	Fall 2015	
<b>1st Semester Option I</b>						
World History Elective	WR11 1000	History in the Western World	A-	4	Fall 2015	
	WR11 1010	Western History	B+	4	Spring 2015	
	WR11 1030	Developmental Knowledge	B+	3	Spring 2015	
	WR11 1010	General Studies	A-	3	Spring 2015	
	WR11 0000	PH1012 - Intro to Physics	F	4	Summer 2015	



**Pre-Admission Requirements** – This block is displayed for General Studies students with a Pre-Health Science concentration. This block will list the pre-admission requirements for that specified health science program.

Pre-Admission Requirements (Optional)				Catalog Year: 2016-2017	Credits Required: 3
				GPA: < 0.0	Credits Applied: 0
Requirements listed in this section of the audit are optional for the General Studies degree. They are required only as an ADMISSION CRITERIA for your intended program of study.					
High School Transcript					
Critical Reading					
Composition I	ENGL 1010	Composition I	A	3	Fall 2014
Mathematics Elective	MATH 1000	Algebra for Technicians	T	3	Summer 2013
		Satisfied by		MATH001 - Rhode Island College	
Introduction to Radiography	SIWAY 1000	Introduction to Radiography	A	3	Fall 2014
PSAT Academic Aptitude and Natural Sciences					

**Insufficient** – This block will display all the courses that do not meet the minimum required grade for the major. It will also include courses with a “W”, “WP”, “WF”, “IC” or an “I.”

Insufficient		Credits Applied: 0	Classes Applied: 3
LAWS 2010	Law of Evidence	WF	0 Spring 2015
SOCS 1010	General Sociology	W	0 Fall 2014
SPAN 1030	Elementary Spanish I	W	0 Spring 2015

**In-Progress** – Within this block will be a list of all the courses that you are currently taking and also the courses you are pre-registered for. The top-right corner of the block will display the total number of credits applied and classes applied for this block.

In-progress		Credits Applied: 13	Classes Applied: 4
LAWS 1040	Criminalistics II	R	3 Spring 2016
LAWS 2040	Law and Society	R	3 Spring 2016
LAWS 2050	Law of Contracts	R	3 Spring 2016
LIBA 1010	Cooperative Work Experience I	R	4 Spring 2016

**Not Counted** – Within this block will be all of the courses that are not counted towards your degree.

Not Counted		Credits Applied: 0	Classes Applied: 1
ENGL 0500	Basics of Composition	B+*	0 Fall 2013

**Exceptions** – This block lists any substitutions and/or exceptions that have been applied to your degree requirements

Exceptions					
Type	Description	Date	Who	Block	Enforced
Substitution	Replace engl 1010 with ENGL 1005	28-Mar-2016	Picard-Tessier, Cathy L.	RA000124	Yes

Legend

The legend contains all of the unique symbols that are important for interpreting the DegreeWorks evaluation.

Legend			
Complete	Complete except for classes in-progress	Transfer Class	Course has a prerequisite
Not Complete	Nearly complete - see advisor	Any course number	

**✔ Complete** - This symbol will appear beside all requirements that have been completed within the evaluation. The row will be highlighted and will display the course(s) that fulfilled the requirement along with the grade and term in which the course was taken.

**❑ Not Complete** - This symbol will appear beside all requirements that have not yet been completed. The row will be highlighted and will also indicate the course(s) that will be required to complete the requirement.

**🔄 Complete except for classes in-progress** - This symbol will appear for requirements where the classes needed to fulfill the requirement are currently being taken or are registered to be taken for a future term. The grade section for the course will display “R”.

**@ Any course number** - The “@” symbol in DegreeWorks works as a wildcard. This means that it represents all classes when used as a prefix, and can also be used to represent all course numbers. When a course prefix is followed by the @ symbol this means any course number for that prefix can be used to fulfill the requirement. For example ENGL @ means any course with a subject code of ENGL.

**(T) Transfer Class** - Transfer coursework displays a grade of “T” and the institution the course was transferred from.

GENERAL EDUCATION REQUIREMENTS (27 CREDITS)				
<input checked="" type="checkbox"/>	Composition I	ENGL 1010 Satisfied by	Composition I ENG101 - City College Ny	T 3
<input checked="" type="checkbox"/>	Mathematics (1000-level or higher)	MATH 1910 Satisfied by	Calculus I MAT210 - Salem State College	T 4
		MATH 1920 Satisfied by	Calculus II MAT202 - City College Ny	T 4

**\* Course has a prerequisite** - This symbol shows next to course requirements that have prerequisites that must also be met but may or may not be requirements for the student's degree.

<input type="checkbox"/>	<b>Managerial Accounting</b>	Still Needed: 1 Class in <b>ACCT 1020*</b>
<input type="checkbox"/>	<b>Computerized Accounting</b>	Still Needed: 1 Class in <b>ACCT 1030*</b>
<input type="checkbox"/>	<b>Personal Income Taxes</b>	Still Needed: 1 Class in <b>ACCT 1500</b>
<input type="checkbox"/>	<b>Intermediate Accounting I</b>	Still Needed: 1 Class in <b>ACCT 2010*</b>
<input type="checkbox"/>	<b>Intermediate Accounting II</b>	Still Needed: 1 Class in <b>ACCT 2020*</b>

Disclaimer

This section outlines important disclaimer information regarding the new Degree Evaluation system.

**Disclaimer**

DegreeWorks is an online tool for students and advisors to review and monitor progress toward degree or certificate completion. You are encouraged to use this degree audit report as a guide. Advising and Counseling or the Office of Enrollment Services may be contacted for assistance in interpreting this report. DegreeWorks is designed to aid and facilitate academic advising but not replace meeting with an advisor. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Office of Enrollment Services regarding this degree audit report, your official degree or certificate completion status, or to obtain a copy of your academic transcript.

*Searching for Additional Students*

Typically, you will first search for the student via MyCCRI and the information for that student will display within DegreeWorks. However, once you have navigated into DegreeWorks, as an advisor you do have the ability to perform degree evaluations on additional students rather than navigating back into MyCCRI and searching for another student there.

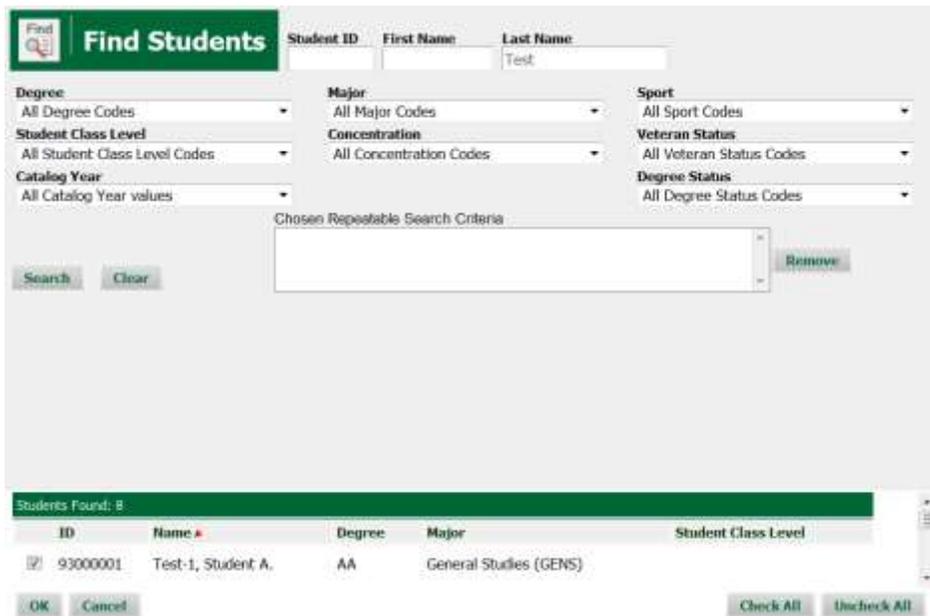
To search for students within DegreeWorks:

Find Student(s)

1. Click **Find**, which will take you to the **Find Students** search page.



- a. An image of the **Find Students** search page is provided below:



- b. Type last name and/or first name and click  or ....

- c. Type a CCRI ID into the Student ID search box and click .

## FAQs

### ***Q: What is DegreeWorks?***

“DegreeWorks” is a computerized degree evaluation program and academic advising tool designed to assist you and advisors in reviewing your degree progress. A Web-based program, DegreeWorks re-organizes your transcript chronologically and categorically, easily identifying courses you have completed and what courses you still need in order to fulfill your degree requirements.

### ***Q: What are the benefits of using DegreeWorks?***

DegreeWorks will help you:

- Determine what requirements you need to complete your degree.
- View individual course grades, cumulative grade-point average (GPA), see if transfer work has been articulated, and see program GPA.
- Determine which courses you have taken or transferred in, and how they apply to your program.
- View transfer credits, substitutions, waivers, and exemptions applied toward degree.
- See how your coursework could be applied toward another major, or concentration using the *What If* option.
- Confirm your academic standing.
- See how far along you are in the completion of your degree.

### ***Q: How do I access DegreeWorks?***

Login in to your MyCCRI account:

- a. Go to the “For Student” tab and click on the “DegreeWorks Student Degree Evaluation” link in the “Registration Tools” channel.

### ***Q: When should a student/advisor review a degree evaluation?***

A degree evaluation can be reviewed at any time. Below are some examples of when it might be helpful to review a degree evaluation:

- 1) Before registration.
- 2) After registration to ensure courses apply to program requirements.
- 3) After grades for each semester are posted.
- 4) Any time changes are made to a record.



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

There are a few possibilities as to why certain 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 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: How does DegreeWorks handle repeated courses?***

DegreeWorks adheres to CCRI's repeat policy when producing a degree evaluation. According to the policy, courses with the best grade and best fit will be used to evaluate degree completion. Previous attempts will go into the insufficient section.

For example: if you took ENGL-1010 during the Spring of 2015 and got a C and retook the course during the fall of 2015 and got an A, the Spring 2015 attempt of the course will be moved to the "Insufficient" section of your evaluation.

***Q: How does DegreeWorks determine which set of degree requirements to use?***

DegreeWorks uses a student's catalog year to determine the set of degree requirements to use when producing a degree evaluation. Every student in DegreeWorks will start with the 2016-2017 catalog year.

***Q: What is a Catalog Year?***

The catalog year determines which catalog/degree requirements students follow to obtain a degree. This is the year the student was admitted to CCRI.

***Q: Can DegreeWorks be used to evaluate a student who is currently in a non-degree program?***

Yes, unclassified or non-degree students must use the What-If option to produce a degree evaluation. However, in order to be evaluated for degree completion by the registrar's office, the student must have a valid major assigned in Banner.

***Q: Who updates the student information in Banner?***

The student's curriculum in Banner must be correct in order for DegreeWorks to function properly. The following is a list of who can/should update what information:

- Changes of major and/or concentration can be done in MyCCRI according to college policies

***Q: Who inputs Exceptions in DegreeWorks?***

The Registrar's Office will process all approved exceptions, substitutions, and waivers to a student's degree requirement.

## 2. What-If Evaluations

### Overview

Students, who plan on changing their major or concentration, can access the **What-If Evaluation**. The **What-If Evaluation** can be found under the worksheets tab, on the left menu; it is designed to offer students an opportunity to view how proposed changes can affect their path towards graduation.

### Getting Started

#### *Performing a What If Scenario*

1. To access the What If option, click on the **“What If”** link on the left-side of the evaluation screen under the “Worksheets” tab:
2. Once at the What If screen, you will be able to use the drop-down boxes to select the desired Level, Degree, Academic Year (Catalog Year) Major and/or Concentration, as well as add additional future classes to the evaluation scenario.
3. Your selection for each area will be added to a list box on the right hand side. If you would like to remove any of your choices, select it from the list and click the **“Remove”** button located below the list box. After selecting the desired criteria, press the **“Process What-If”** button. DegreeWorks will then take your entire course history and apply it to an evaluation with the newly selected changes. Any wrong combination of degree, major, minor, or concentration will result in error.
4. Once the new evaluation has been generated, you will notice that all of your selections will appear as if it were a real evaluation.

#### *Printing a What If Evaluation:*

1. Once all of your selections have been made on the **“What If”** parameter screen, you have the option to **“Save as PDF”**. Clicking this button at the top of the screen will run the **“What If”** scenario and insert it into a PDF document that you can either save or print out.

### FAQs

#### ***Q: Why am I receiving an error when I run a What If scenario?***

The “What If” tool requires that you make a selection in the “Major” field. Failure to select a major will result in error.

#### ***Q: Why isn’t the advisor showing when I run a What If scenario?***

Advisors do not display when a major different from student’s current major is chosen within the What If tool.