

Understanding the Worksheet Quick Start Guide

The worksheet – also referred to as the “degree audit” – provides a comprehensive checklist of requirements for the student’s degree, major, minor, or certificate at Western. When students access Degree Works, they are immediately presented with their own worksheet.

Student Information

Student information is refreshed nightly from Banner. If a change has been made to a student’s information in Banner and the student or advisor would like to see this change in Degree Works, advisors can use the **Refresh Data** button to manually refresh the information prior to the midnight refresh.

In order to view the current information from Banner reflected on the student’s worksheet after the refresh, you must click on **Process New** to refresh the audit.



The screenshot shows the top section of the Degree Works interface. At the top, there are search and filter fields for Student ID (W99999999), Name (Viking, Vicki), Degree (BA), Level (UG), Classification (Junior), Last Audit (Today), and Last Refresh (Today at 2:28 pm). Below these fields are tabs for Worksheets, Plans, Notes, and GPA Calc. The Worksheets tab is active, showing a dropdown menu for Format (Student View) and buttons for View, Save as PDF, and Process New. There are also checkboxes for 'Include in-progress classes' and 'Include preregistered classes', and a link for Class History. A red circle with the number 1 is placed over the Refresh Student Data button (a circular arrow icon) in the top right corner. A second red circle with the number 2 is placed over the Process New button.

- 1 Click the **Refresh Student Data** button.
- 2 Click “Process New” to view the updated information.

Degree Types

If a student is seeking multiple degree types (e.g. both a BA and BS, or a Bachelor’s and a certificate), you must select the appropriate degree type from the dropdown **Degree** list field to view the student’s information for the selected degree. If the student is seeking a double major within the same degree type, information for both majors will be present under the appropriate degree type.



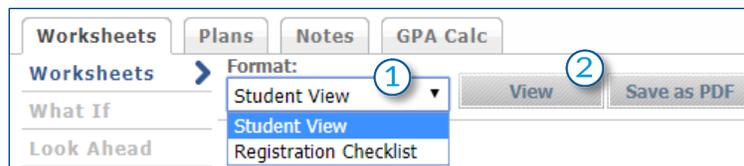
The screenshot shows the same interface as above, but with the Degree dropdown menu open. The dropdown list contains the options BA, BA, and CERT01. A red circle with the number 1 is placed over the dropdown arrow.

- 1 Select the appropriate degree type from the dropdown list.

Format: Student View and Registration Checklist

There are two different formats to view the worksheet in Degree Works: the **Student View**, and the **Registration Checklist** format. By default, the **Student View** is displayed when advisors or students access the worksheet. To change to the **Registration Checklist** format, choose **Registration Checklist** from the dropdown menu and click **View**.

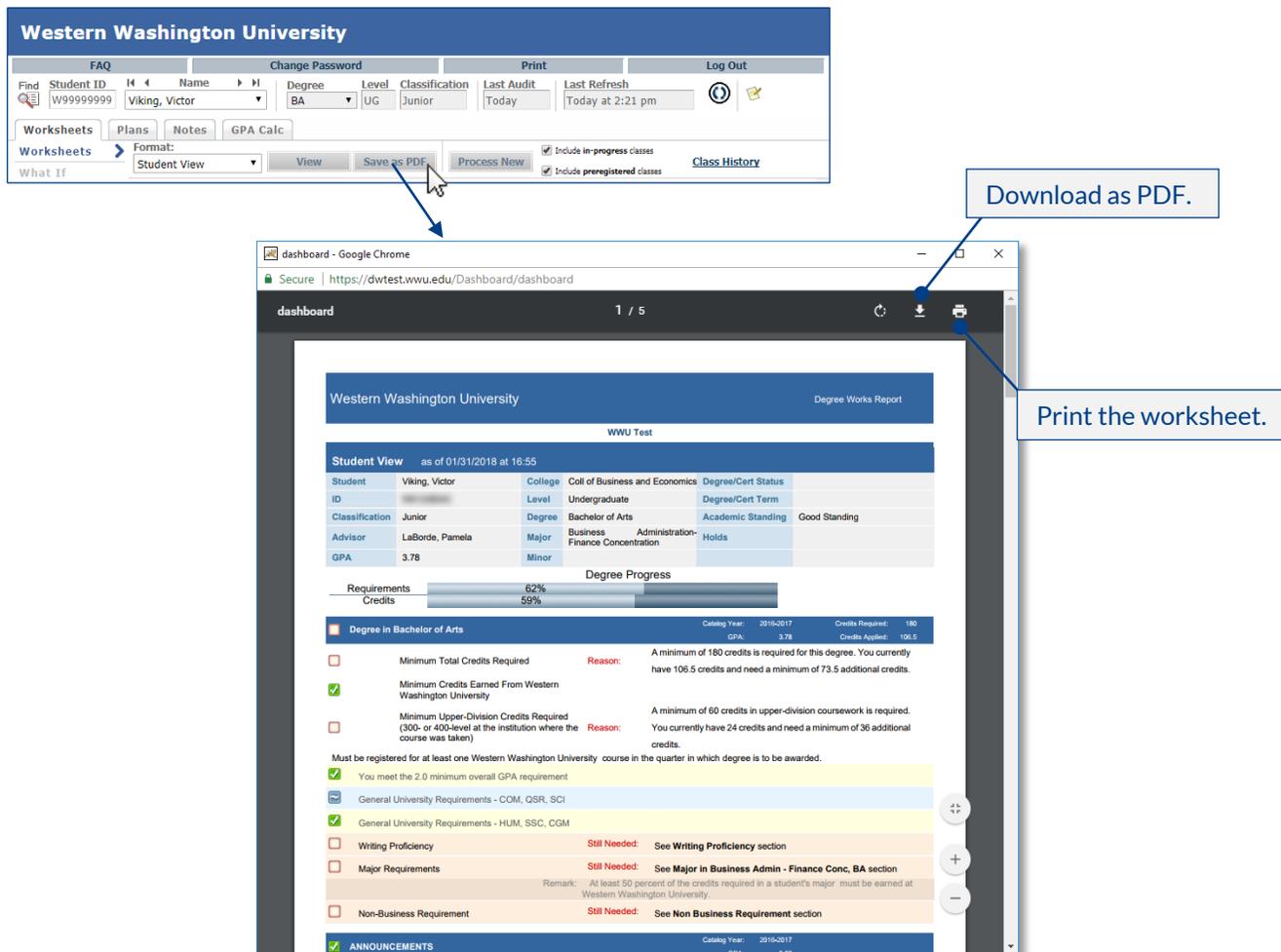
The **Student View** provides a comprehensive checklist for the student’s degree, major, minor or certificate. The **Registration Checklist** format provides a simplified view of the classes still needed to fulfill the student’s outstanding requirements. This view is designed to provide the student and advisor quick access to the classes the student needs to fulfill their outstanding requirements.



- ① Select the desired form from the dropdown list.
- ② Next, click **View** to see the selected worksheet format.

Save as PDF (Printing a Student's Worksheet)

To print a student's worksheet, click the **Save as PDF** button. A new browser window will appear containing the student's worksheet in PDF format. From here you can either print the worksheet or save the worksheet as a PDF.



Please Note: The specific location of the download and print buttons depend on the web browser that you are using. Degree Works is compatible with all web browsers.

Note: When accessing and sharing student information, you must follow the regulations set forth by the Family Education Right and Privacy Act (FERPA). [For more information on FERPA, including a tutorial, please click this link to visit the FERPA information page on the Registrar's Office website.](#)

In-Progress Classes

By default, Degree Works makes use of all classes the student is currently registered for to fulfill outstanding requirements on the student's worksheet. If you would like to remove in-progress and preregistered classes from the student's worksheet, uncheck the boxes from the header section of the student's worksheet and click **Process New**.



① Uncheck boxes to exclude in-progress and preregistered classes from the student's worksheet.

② Click **Process New** to refresh the worksheet reflecting the checked or unchecked selections.

Class History

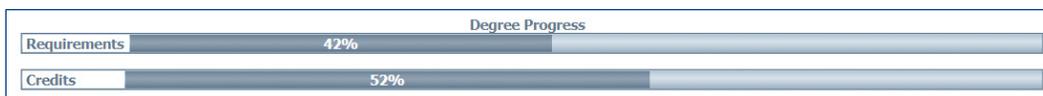
The **Class History** feature allows advisors to view a student's quarter-by-quarter academic history including both the classes taken at Western and classes transferred from other institutions. The **Class History** is similar to the Student Academic History (unofficial transcript) found within Web4U, however, this does not replace the Student Academic History available in Web4U.



The screenshot shows a browser window displaying the 'Class History' page for a student at Western Washington University. The page title is 'Class History - as of 01/09/2018 @ 09:02'. The student's name is 'Student ID: [redacted]' and they are a 'Junior' in the 'College of Business and Economics'. The table below lists various classes taken, including 'Introduction to Biology', 'Biology', 'Humanities', 'Writing and Critical Inquiry', 'World Cultures', 'Math', 'Physics', 'Psychology', 'Accounting', 'Greek Mythology', 'Business Statistics', 'Intercollegiate Track & Field', 'Critical Thinking', 'Introduction to Psychology', 'Introduction to the Arts', 'Applied Business Statistics', 'Law and the Business Environment', 'Operations Management', 'Energy and Society', 'Principles of Finance', 'Principles of Management Info', and 'Principles of Marketing'. Each row includes the course ID, title, and application status.

Degree Progress Bars

Degree Works helps track the progress of specific program requirements in addition to overall credits required for the degree or certificate. Because many factors go into how these percentages are calculated, it is suggested to use the progress bars as general guidelines towards degree progress.



Legend

At the bottom of the worksheet you will find the legend. The legend is a reference guide to identify the completion status of each requirement on the worksheet.

Legend			
<input checked="" type="checkbox"/> Complete	<input type="checkbox"/> Complete except for classes in-progress	@ Any course number	(T) Transfer Class
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Nearly complete - see advisor	@@ Any subject or course number	

Complete - A checkmark will appear beside requirements within the worksheet that have been completed. The course(s) fulfilling the requirement will appear in the row accompanied by the grade and term the course(s) and credit(s) were completed.

Not Complete - Outstanding requirements still needing completion. Degree Works will provide advice on what course(s) can be used to fulfill the requirement.

Complete except for classes In-progress - This icon will appear when a course the student is currently registered for will complete the outstanding requirement as long as the student achieves a satisfactory grade in the course(s). The course(s) satisfying the requirement will appear in the row accompanied by the term and an 'IP' in the grade field, indicating the course is In-Progress.

Nearly complete - see advisor - Appears when a student is near completion for a requirement, however, there may be an unmet component to the requirement.

@ and @@ Any course number and Any subject or course number - Known as a "wildcard" in Degree Works, the @ symbol stands in place of other characters. For example, if the student needs to complete 12 upper division credits in ACCT for their major, you would see "12 Credits in ACCT 3@ or 4@". The double @ symbol appears when both the subject and course number is part of a range. For example, you would see "90 Credits in @ 1@ or 2@ or 3@ or 4@" if the student could take any 100, 200, 300, or 400 level course from any subject to satisfy this elective requirement.

(T) Transfer Class - Indicates a transfer class on the student's worksheet. The "T" will precede the transfer class grade.

Blocks

Degree Works generates an evaluation which displays classes taken, classes in-progress or registered for, transfer classes, and classes still required to fulfill degree requirements. This evaluation is displayed in a logical hierarchy of sections referred to as "blocks". Each block lists the various components and requirements to complete the student's degree, major, minor, or certificate.

List of block requirements both completed and still outstanding.

Major in Biology, BA 1		Catalog Year: 2017-2018		Credits Required: 75
		GPA: 3.50	Credits Applied: 57	
<input type="checkbox"/> Minimum Major Credits Required	Still Needed:	You currently have 57 credits. You need a minimum of 18 additional credits and to successfully complete all major requirements.		
<input checked="" type="checkbox"/> Minimum Credits earned from Western Washington University	Courses in the major must be completed with a grade of C- or better. BIOL 245 and BIOL 348 may not be counted toward this major.			
<input checked="" type="checkbox"/> Introduction to Evolution, Ecology and Biodiversity	BIOL 204	Intro to Evol,Ecol, Biodiverst	A	5 Fall 2016
<input checked="" type="checkbox"/> Introduction to Cellular and Molecular Biology	BIOL 205	Intro to Cellulir/Molectr Biol	A-	5 Winter 2017
<input checked="" type="checkbox"/> Introduction to Organismal Biology	BIOL 206	Intro to Organismal Biology	A-	5 Spring 2017
<input type="checkbox"/> Genetics	BIOL 321	Genetics	IP	(4) Winter 2018
<input type="checkbox"/> Cell and Molecular Biology	Still Needed:	1 Class in BIOL 323		
<input type="checkbox"/> Ecology	BIOL 325	Ecology	IP	(4) Winter 2018
<input type="checkbox"/> Evolutionary Biology	Still Needed:	1 Class in BIOL 432		
<input checked="" type="checkbox"/> CHEMISTRY				
<input checked="" type="checkbox"/> General Chemistry I, II, III	CHEM 121	General Chemistry I w/lab	B	5 Spring 2016
	CHEM 122	General Chemistry II w/lab	B	5 Fall 2016
	CHEM 123	General Chemistry III w/lab	B	4 Winter 2017
<input checked="" type="checkbox"/> Elementary Organic Chemistry or Organic Chemistry	CHEM 351	Organic Chemistry	B-	4 Spring 2017
<input checked="" type="checkbox"/> Math	MATH 240	Intro to Statistics	TS	4 Fall 2015
	Satisfied by	MATH122 - AP90 Statistics Exam - AP/CEEB Tests/College Credit		
<input type="checkbox"/> Physics Analysis or Principles of Physics I	Still Needed:	1 Class in PHYS 101 or 114		
<input type="checkbox"/> Upper-Division Biology	BIOL 408	Ecological Methods	A	6 Summer 2017
	BIOL 409	Research Reptile Ecology	A	6 Summer 2017
	Still Needed:	5 Credits in BIOL 3@ or 4@		

① Block title. The block pictured above is the "Major in Biology, BA" block.

② Block information including Catalog Year, Credits Required and Applied, and GPA for the classes completing the block requirements. Transfer class grades do not contribute to the student's GPA.

Block titles are in the top left corner of the block header. Selected blocks on the student's worksheet list the Catalog Year for the block's requirements. Additionally, blocks making up the student's degree, major, minor, or certificate

list the GPA for qualifying classes which fulfill the requirements, as well as the credits required and credits applied to complete the block's requirements, including classes both completed and currently registered classes.

Catalog Year

Degree Works is available for students with a catalog year of 2016-17 or later. A student's catalog year is set upon admission or declaration for their degree, major, minor, or certificate. If a student is currently declared in a catalog year prior to 2016-17, they may continue to access the prior degree audit system known as CAPP. [Click here for more information on CAPP.](#)

Because catalog years are specific to each block, a student may have different catalog years listed for each block on their worksheet. For example, a student may have a catalog year of 2016-17 for their major and a catalog year of 2017-18 for their minor.

Note: Students with a catalog year prior to 2016-17 may use the **What If** feature within Degree Works. Students may view how completed classes would contribute towards the completion of a new major, minor, or certificate should they declare in a catalog year 2016-17 or later. Additionally, students with a catalog year prior to 2016-17 may use the **GPA Calculators** within Degree Works.

Minor in French						Catalog Year:	2017-2018	Credits Required:	24
						GPA:	3.17	Credits Applied:	26
<input checked="" type="checkbox"/>	Minimum Minor Credits Required								
<input checked="" type="checkbox"/>	Minor GPA Requirement (minimum 2.5 required)								
<input checked="" type="checkbox"/>	Minimum Credits earned from Western Washington University								
Courses in the minor must be completed with a grade of C- or better.									
<input checked="" type="checkbox"/>	Grammar Review	FREN 301	Grammar Review	B	4	Fall 2017			
<input checked="" type="checkbox"/>	Written Exposition	FREN 302	Written Exposition	IP	(3)	Winter 2018			
<input checked="" type="checkbox"/>	French Courses at 200, 300 or 400 Level	FREN 201	Intermediate French	B	5	Fall 2016			
		FREN 202	Intermediate French	B	5	Winter 2017			
		FREN 203	Intermediate French	B	5	Spring 2017			
		FREN 385	Culture and Conversation	A	4	Summer 2017			
A maximum of 15 credits of 200-level FREN is allowed.									

Announcements Block

Important information and announcements are displayed directly on the student's worksheet in the **Announcements Block**. Content posted in the **Announcements Block** is updated regularly to ensure all students have access to relevant academic and Degree Works news and information.

ANNOUNCEMENTS		Catalog Year:	2016-2017
		GPA:	0.00
Degree Works is available for students beginning with the 2016-17 catalog year. A student's catalog year is set upon admission or declaration to their program of study.			
This is NOT an official evaluation. Although it can be used to provide an estimate of requirements remaining for your degree or certificate program, it becomes an official major, minor or certificate evaluation only when signed by your advisor. For undergraduate students, final approval for graduation is required by the departmental advisor(s) and the Registrar's Office. For graduate students, final approval for graduation is required by the departmental advisor(s) and the Graduate School.			

Electives Block

Classes that count towards the total credits required for the student's degree but do not fulfill any specific program requirements are listed under the **Electives** block.

Electives		Credits Applied:	42	Classes Applied:	11
DNC 100	Mod-Hop I	S	2	Spring 2017	
ENG 1TT	AP English Lit & Comp	TS	4	Fall 2014	
Satisfied by: ENG104/3 - AP37 Eng Lit & Comp Exam - AP/CEEB Tests/College Credit					
ENG 1TT	AP English Lang & Comp	TS	4	Fall 2014	
Satisfied by: ENG105/3 - AP36 Eng Lang & Comp Exa - AP/CEEB Tests/College Credit					
JOUR 106	Writing Structure	B-	2	Fall 2014	
LBRL 278	Islamic Civilization	B	5	Spring 2016	
MATH 107	Math Reasoning & Applications	B-	4	Fall 2014	
MATH 112	Functions & Algebraic Methods	B-	5	Winter 2015	
MATH 114	Precalculus I	B-	5	Spring 2015	
MATH 124	Calculus & Analytic Geometry I	D	5	Winter 2017	
PE 169	Beginning Self-Defense	S	1	Spring 2016	
PSY 274	Psychology of Child Rearing	C+	5	Fall 2015	

Insufficient Block

Courses appearing in the **Insufficient Block** are not used towards fulfilling degree requirements. Courses in which a student has withdrawn or received an unsatisfactory grade will be present in the **Insufficient** block. Courses with sufficient grades that are in the **Insufficient Block** are courses that have been repeated. The repeat indicators on the courses determine which courses are applied to the requirements and which appear in insufficient.

Insufficient		Credits Applied: 26	Classes Applied: 6
A/HI 240	Visual Cult W Europe 19th C	W	3
CHEM 121	General Chemistry I w/lab	F	5
CSCI 102	Computr-Mediatd Commun w/lab	SW	3
MATH 115	Precalculus II	D	5
MATH 124	Calculus & Analytic Geometry I	F	5
MATH 124	Calculus & Analytic Geometry I	W	5

Course Links

Degree Works provides information on which course(s) the student can take to complete remaining requirements for their degree, major, minor, or certificate. To view information on these classes from Western's catalog, simply click on the course link from within the student's worksheet to view course description, prerequisites, attributes, and section availability in current and future terms.

Minor in Psychology Catalog Year: 2017-2018 Credits Required: 24
GPA: 2.70 Credits Applied: 15

Minimum Minor Credits Required Still Needed: You currently have 15 credits. You need a minimum of 9 additional credits and to successfully complete all minor requirements.

Minimum Credits earned from Western Washington University
Courses in the minor must be completed with a grade of C- or better.

Introduction to Psychology PSY 101 Introduction to Psychology B- 5 Fall 2016

Cognition or Behavioral Neuroscience Still Needed: 1 Class in PSY 210 or 220

Lifespan Dev Psych, Social Psychology or Intro to Abnormal Psych PSY 250 Introduction to Abnormal Psych IP (5) Winter 2018
PSY 230 Lifespan Developmental Psych IP (5) Winter 2018

Electives Under Advisement Still Needed: 4 Credits in PSY 101, 202 or 302 or 402

Course Information - Google Chrome

Secure | https://dwttest.wvu.edu/Dashboard/dashboard

PSY 210 5 Credits **Cognition** Print

Provides an overview of the theories, methods and practical applications of cognitive psychology. The higher mental processes, particularly the ways in which knowledge is acquired, stored and used, will be emphasized. The course also examines how theories and findings from cognitive psychology can help us to understand mental activities in everyday life.

PSY 101

Prerequisites: PSY 101 minimum grade of C- or HNRS 204 minimum grade of C-

Attributes: VARF

Sections:

Term	Crn	Section	Seats Open	Meeting Times
Spring 2018	20399	0	85 (out of 85)	M W F 10:00 - 11:20