

Degree Works PDF as Major/Minor/Certificate Evaluation Faculty/Advisor Guide

Degree Works worksheets can be used to document departmental approval for a student's graduation from their program of study or certificate completion (not Teaching Certificates). If better suited to a department's needs, department-specific evaluation forms can still be used to document approval instead of Degree Works.

- 1 Click the **Refresh Student Data** button to ensure all information is up to date with Banner.
- 2 Uncheck boxes to exclude **in-progress** and **preregistered** classes from the student's worksheet. Click **Process New** to view all completed requirements.

Note: Degree Works algorithms attempt to find a place to use every course, if at all possible. This means that students may think they need a course that they do not. Running without In Progress and Preregistered courses will show more clearly what requirements are completed versus remaining especially in elective areas, GUR and upper division credit requirements.

- 3 Recheck the **in-progress** and **preregistered** boxes and **Process New** to see all current and upcoming courses applied toward the requirements. Verify the courses remaining for the student.
- 4 Document any exceptions (e.g., course substitutions, advisor-approved electives) to program requirements as a Degree Works **Note** (see [Notes Quick Start Guide](#)) and then **Process New** so they will display at the bottom of the worksheet.
- 5 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 on paper and sign it, or save the worksheet as a PDF (recommended for electronic submission).

- ⑥ OPTIONAL: Use the **Comment** tool to add text boxes with additional information (e.g., Term of remaining courses "ECON 444 Winter 2020", exceptions to catalog requirements, transfer courses accepted)

Western Washington University Degree Works Report

WWU Test

Student View as of 09/23/2019 at 15:33

Student	Viking, Chris	College	Coll of Business and Economics	Degree/Cert Status	
ID	W12345678	Level	Undergraduate		
Classification	Senior	Degree	Bachelor of Arts	Academic Standing	Good Standing
Advisor		Major	Business Administration- General Concentration	Holds	
GPA	2.47	Minor			

Requirements Credits: 67% (90%)

Degree in Bachelor of Arts

Catalog Year: 2019-2020
GPA: 2.47
Credits Required: 180
Credits Applied: 165

Western Washington University Degree Works Report

WWU Test

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Student	Viking, Chris	College	Coll of Business and Economics	Degree/Cert Status	
ID	W12345678	Level	Undergraduate		
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Advisor		Major	Business Administration- General Concentration	Holds	
GPA	2.47	Minor			

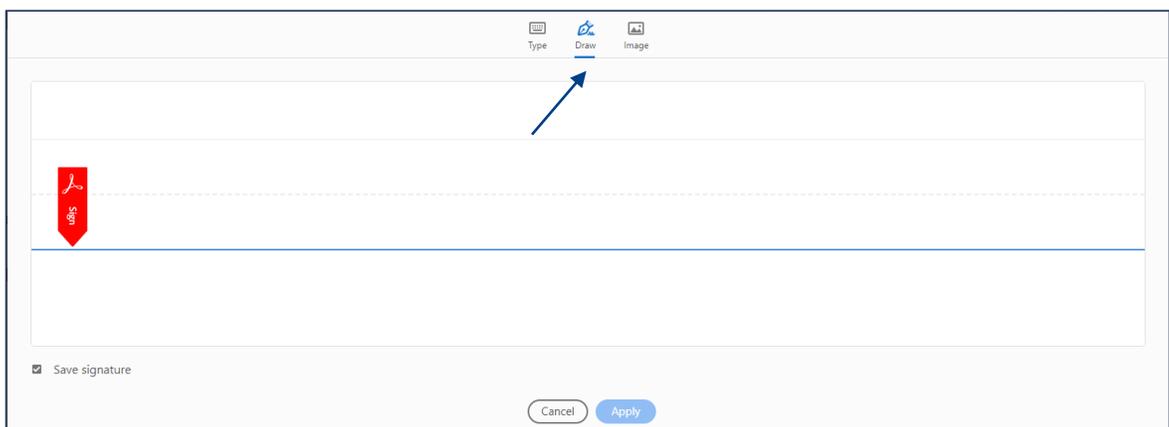
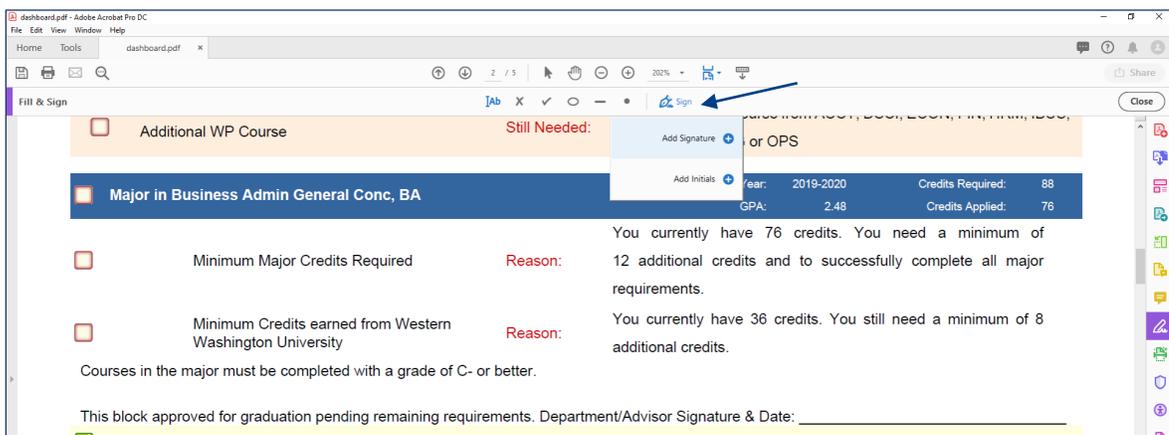
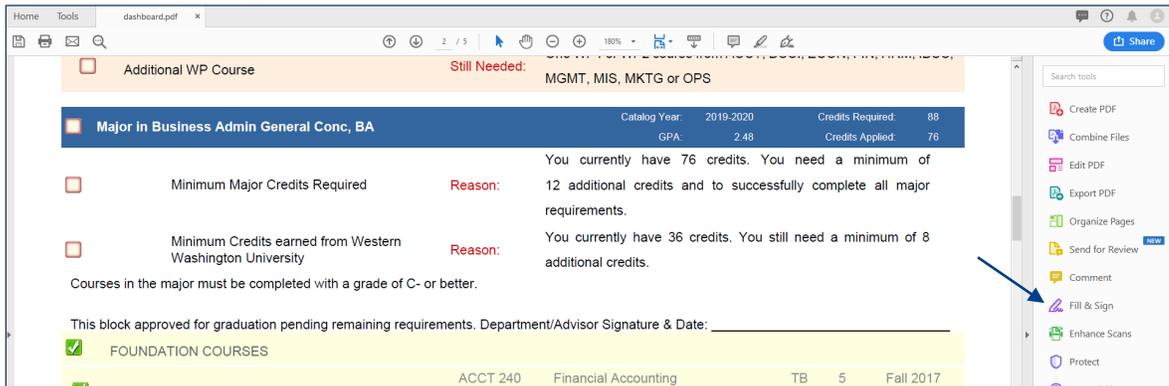
Requirements Credits: 67% (90%)

No Comments Yet
All comments on this document will appear here.

Comment

<input checked="" type="checkbox"/>	Introduction to Macroeconomics	Satisfied by	ECON&202 - MACRO ECONOMICS - Skagit Valley College
<input checked="" type="checkbox"/>	Calculus	Satisfied by	MATH 157 Calc Applications to Bus/Econ TC 5 Fall 2017 MATH&148 - BUSINESS CALCULUS - Skagit Valley College
<input checked="" type="checkbox"/>	Law and the Business Environment	Satisfied by	MGMT 271 Law and the Business Environmt TB 5 Fall 2017 BUS&201 - BUSINESS LAW - Skagit Valley College
<input checked="" type="checkbox"/>	Intro to Business Computer Systems	Satisfied by	MIS 220 Intro:Busnss Comptr Syst w/lab TB 5 Fall 2017 BMT120 - COMPUTERS/BUSINESS I - Skagit Valley College
<input type="checkbox"/>	CORE COURSES		
<input type="checkbox"/>	Applied Business Statistics	Still Needed:	1 Class in DSCI 305 Met by MATH 3TT at WSU

- 7 Use the **Fill & Sign** tool to sign the Degree Works worksheet electronically on the line provided. Draw or use an image of your signature, rather than the typed option.



- 8 **Save** then **email** the PDF to the student. The student can submit the electronically-signed **Major/Minor/CERT Evaluation** via email to the Registrar's Office along with their Degree Application (or print if they choose).

Tip: Click the student's name in the Student View block in Degree Works to open an email to their student email address.

Student View	
Student	Viking, Chris
ID	W12345678
Classification	Senior
Advisor	
GPA	2.47

OPTIONAL: Prior to saving to PDF, use the **What If** tool to populate planned future classes to verify they will meet all requirements (**Look Ahead** tool can also be used, but is not as printer-friendly). The “**Choose Your Future Classes**” feature functions identically as **Look Ahead** but applies these future classes to the **What If** scenario.

- ① Select **What If** from under the **Worksheets** tab.
- ② Select the degree, major, minor, or certificate the student is considering, including their declared **Catalog Year**, the **Program**, and **Major** and/or **Minor**.
- ③ If the student has or plans to declare in a second **Major** and/or **Minor**, this must be added in the “additional areas of study” section. You must click **Add** to have the additional area of study selection reflected on the **What If** worksheet.
- ④ Add the remaining planned courses to “Choose Your Future Classes”.
- ⑤ If you wish to save a PDF copy or print the student’s **What If** analysis, you must select **Save as PDF**, before you click **Process What-If**.
- ⑥ Click **Process What-If**. If the courses apply correctly and all boxes are green or blue for the program(s) of study, then the planned remaining coursework will complete requirements.

CAUTION: *Look Ahead/Choose Future Classes tools have limitations. They do NOT:*

- *Perform checks for non-repeatable courses*
- *Perform checks for prerequisite completion*
- *Apply temporary courses (SUBJ 397x), as they are not in the approved catalog.*
- *Apply WP courses to the Writing Proficiency Block. WP are put on at the CRN level, not catalog level.*
- *Allow selection of credits for variable credit courses, instead defaults to highest credits (e.g. 5 credits, even if student only intends to take 1 credit).*

The screenshot shows the 'What If' tool interface with several sections and callouts:

- Callout 1:** Points to the 'What If' tab in the top navigation bar.
- Callout 2:** Points to the 'Major' dropdown menu in the 'Select your primary area of study' section.
- Callout 3:** Points to the 'Add' button in the 'Select your additional areas of study' section.
- Callout 4:** Points to the 'Add Course' button in the 'Choose Your Future Classes' section.
- Callout 5:** Points to the 'Save as PDF' button in the top right.
- Callout 6:** Points to the 'Process What-If' button in the top right.

The interface includes the following sections:

- Navigation:** Worksheets, Plans, Notes, GPA Calc.
- Format:** Student View, Process What-If, Save as PDF.
- Options:** Include in-progress classes, Include preregistered classes.
- Select your primary area of study:** Catalog Year (2017-2018), Program (BA-Huxley), Level (Undergraduate), Degree (Bachelor of Arts), College (Huxley Coll of the Environment), Major (Environmental Studies (BA)), Minor (Biology).
- Select your additional areas of study:** Program for additional areas (BA-Business & Economics), Major (Economics), Minor (pick a Minor), Chosen Areas of study (empty list), Add, Remove.
- Choose Your Future Classes:** Enter a course and click Add Course, Subject (MATH), Number (125), Add Course, Course Catalog, Courses you are considering (MATH 124), Remove Course.