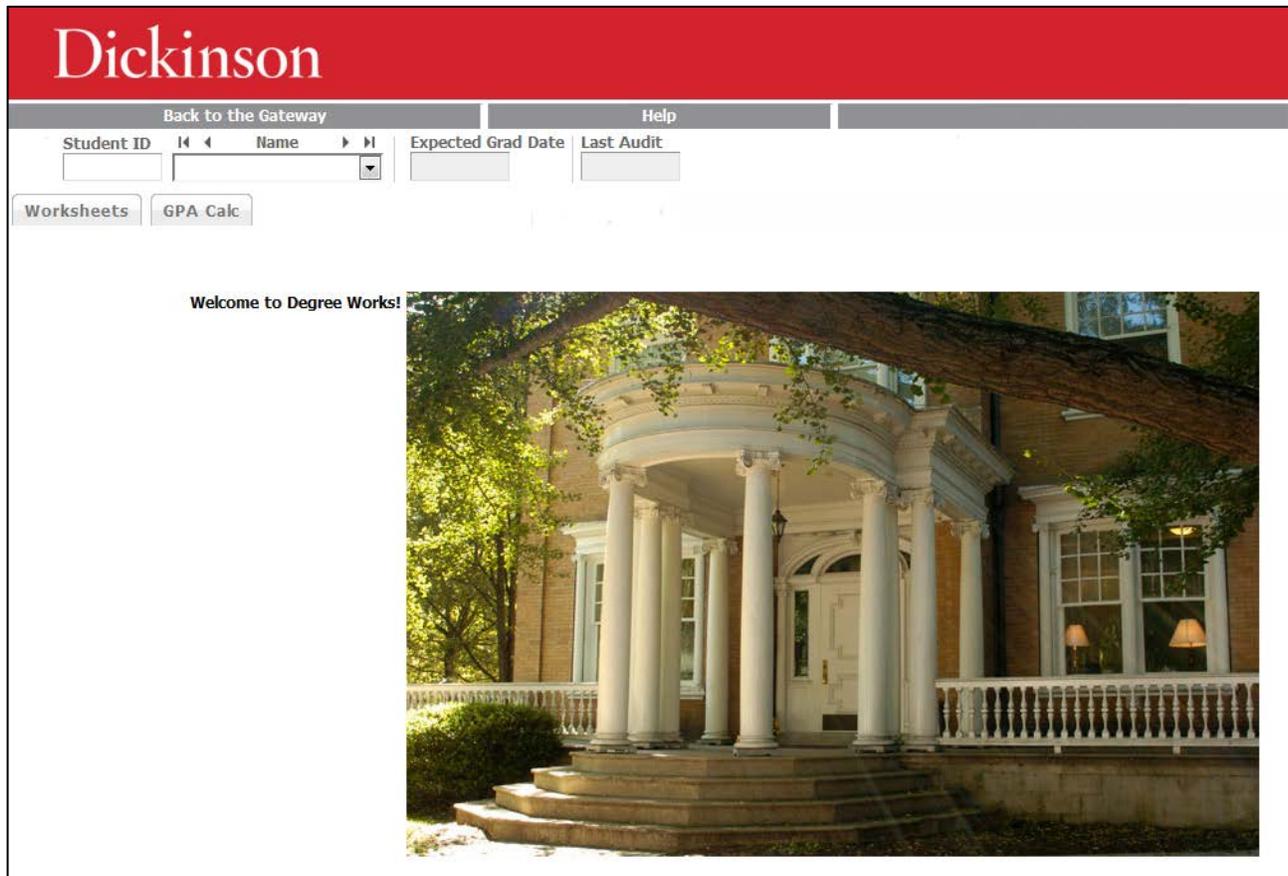# DEGREE WORKS
AT DICKINSON COLLEGE

WHAT IS DEGREE WORKS

Degree Works is a user-friendly, web-based degree audit application and academic advisement tool to track degree progress. It enhances the academic advisement process, but is not intended to replace face-to-face academic advisement. Degree Works is used to inform, but doesn't officially certify completion.

ACCESS TO DEGREE WORKS

SINGLE SIGN-ON

Students, advisors, Department Chairs and Academic Department Coordinators can access Degree Works through the Degree Works button on the Dickinson Gateway.
> *Note: You may see slightly different options on the screen based on your role.*

SCREEN HEADER

Student ID	◄◄ ◄ Name ► ►►	Expected Grad Date	Last Audit
900848096	Rush, Benjamin ▼	05/19/2019	Today

- Student ID – student's Banner ID#
- Name – student's full name*
- Expected Grad Date – student's current expected graduation date
- Last Audit – the last date an audit was run for the current student within Degree Works

* For advisors, this field is a drop-down box containing all of their advisees in alpha order by last name. For Department Chairs and Academic Department Coordinators, this drop-down will include declared majors in their department (and advisees if applicable).

INFORMATION OPTIONS

Format:			
Student View ▼	View	Save as PDF/Print	**Class History**

- Format – the following options are available:
  - Student View – the main degree audit – provides general information about completed and incomplete requirements, as well as in-progress courses
  - Registration Checklist – shows only the unfulfilled requirements that are "Still Needed" on the degree audit

- View – click this button after making a selection from the Format drop-down to open it

- Save as PDF/Print – click this button to open a new window containing a PDF version of the Student View degree audit

- Class History – provides a listing of all of the courses taken by the student, with grades and credits, grouped by term in chronological order

WORKSHEETS

STUDENT VIEW – HEADER

Student View					
Student	Rush, Benjamin	**Degree**	B.A.	**Catalog Term**	Fall 2015
ID	900000000	**Major Concentration**	Archaeology Archaeology - Area A	**Required Credits**	32
Advisors	Maggidis, Christofilis Takacs, C Helen Yarnell, Damon A Marini Maio, Nicoletta	**Certificate**	Soc Innovation/Entrepreneurshp	**Applied Credits**	14.5
Expected Grad Date	May 19, 2019	**Minor**	Film Studies	**Overall GPA**	3.89

- Student – student's full name – includes a link to email the student directly
- ID – student's Banner ID#
- Advisors – student's current advisor(s) and College Dean
- Expected Grad Date – student's current expected graduation date
- Degree – student's declared degree or "Undeclared"
- Major/Concentration – student's declared major(s) and concentration(s) or "Undeclared"
- Certificate – student's declared certificate(s)
- Minor – student's declared minor(s) – only stand-alone minors are included
- Catalog Term – term when the student began at Dickinson, which determines the requirements needed
- Required Credits – all students are required to complete 32 credits
- Applied Credits – includes completed as well as in-progress courses
- Overall GPA – student's cumulative grade point average

DIRECT EMAIL

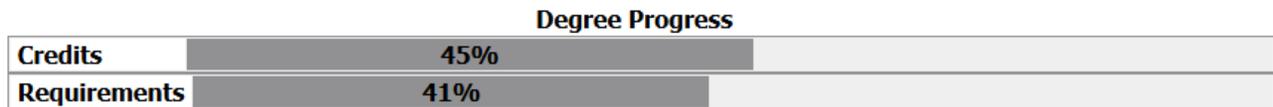Degree Works provides the ability to email the student and/or advisor directly from the audit.

Click on the name/link of the student or advisor and another window will pop-up using your default email client.

Student View	
Student	Rush, Benjamin
ID	900000000
Advisors	Maggidis, Christofilis Takacs, C Helen Yarnell, Damon A Marini Maio, Nicoletta
Expected Grad Date	May 19, 2019

	To...	rushb@dickinson.edu
Send	Cc...	
	Subject	Your Degree Works Audit

PROGRESS BARS

The Credits bar indicates what percentage of the 32 required for graduation has been completed or is in progress.

The Requirements bar indicates what percentage of the student's overall graduation, major, certificate, and minor requirements are complete or in progress. This could vary from the percentage of credits complete because some requirements don't carry academic credit, or some credits don't count toward a specific requirement.

Degree Progress	
Credits	45%
Requirements	41%

LEGEND

The legend, which is located toward the bottom of the screen, defines all of the unique symbols used in the Degree Works audit.

Legend		
✅ Complete	≈ In-progress	(T) Transfer Class
☐ Not Complete	≈ Nearly Complete	@ Any Subject or Course Number

- Complete – the course(s) needed are completed

- Not Complete – the course(s) needed have not been registered/completed

- In-progress – the course(s) needed are currently registered

- Nearly Complete – course requirements are complete, but a component is not yet met, example minimum GPA, etc.

- Any Subject or Course Number – The @ sign means "any." When used in front of a course number/range, it means any subject – ex. @ 200:299, any 200-level course. When used after a subject, it means any course number – ex. BIOL @, any biology course. When two are used together is means any course – ex. @ @ with Attribute US, any course with the US Diversity attribute.

COURSE LINKS

When a requirement is Not Complete, the audit will show the courses/attributes that fulfill the requirement or helpful advice about what's required. The courses/attributes are hyperlinks that can open a new window containing information from the Academic Bulletin, ie. general course information, about courses which could fulfill the requirement.

For example, by clicking on "with Attribute QR":

☐ Quantitative Reasoning	Still Needed:	1 Class in @ @ with Attribute QR

You'll see:

ANTH 241   1 Credit   **Measurement & Quantification**   Print

This course focuses on quantitative data analysis. Students learn how to design, code, and analyze interviews and surveys. Selected databases and statistical programs are used to analyze current social issues and compare samples.
 <i>Prerequisite: At least one course in SOCI, ANTH or AMST.</i>

Attributes: AARA, AARB, QR

ARCH 218   1 Credit   **Geographic Information Systems**

Geographic Information Systems (GIS) is a powerful technology for managing, analyzing, and visualizing spatial data and geographically-referenced information. It is used in a wide variety of fields including archaeology, agriculture, business, defense and intelligence, education, government, health care, natural resource management, public safety, transportation, and utility management. This course provides a fundamental foundation of theoretical and applied skills in GIS technology that will enable students to investigate and make reasoned decisions regarding spatial issues. Utilizing GIS software applications from Environmental Systems Research Institute (ESRI), students work on a progression of tasks and assignments focused on GIS data collection, manipulation, analysis, output, and presentation. The course will culminate in a final, independent project in which the students design and prepare a GIS analysis application of their own choosing.
 <i>Three hours classroom and three hours of laboratory per week. This course is cross-listed as ENST 218 and ERSC 218. </i>

Attributes: AARA, AARB, ENST, ESFN, QR, SINV

Sections:

Term	Crn	Section	Seats Open	Meeting Times	
Fall 2016	7737	01	13 (out of 15)	M W F	09:30 - 10:20
				F	13:30 - 16:30

If a course section of the class is being offered in the current term, the section information will appear below the course. Note: This section information is *only updated once daily* so it may not accurately reflect the correct seats available.

Note: For attributes, this list *only* contains courses that always have that attribute, ie. the attribute is listed in the College Bulletin. If a specific section has the attribute only for a single term, ex. some WID & US Diversity courses, then it *will not be listed.*

REQUIREMENT BLOCKS

Each sections in the Degree Works audit is called a block. There are blocks for each set of requirements, ie. graduation, major, etc., as well as a couple general blocks. Each block has a header containing the title, overall information about the block, and a symbol from the Legend indicating the status of the block.

DEGREE

This block lists overall requirements for the degree, including indicators when the number of credits or minimum gpa are not met. Each block specific to the student's curriculum is also indicated here, as well as a link to that part of the audit.

☐ Bachelor of Arts	
Unmet conditions for this set of requirements: 32 credits are required (maximum of 16 transfer credits).	
☐ Graduation Requirements	Still Needed: See **Graduation Requirements** section
☐ Major Requirements	Still Needed: See **Major in Archaeology** section
☐ Certificate Requirements	Still Needed: See **Certificate in Soc Innovation/Entrepreneurshp** section
☐ Minor Requirements	Still Needed: See **Minor in Film Studies** section

GRADUATION REQUIREMENTS

This block lists graduation requirements as well as the student's catalog term in the header.

☐ Graduation Requirements					Catalog Term: Fall 2015
☑ First-Year Seminar	FYSM 100	First-Year Seminar	A	1	Fall 2015
☑ WRITING IN THE DISCIPLINE					
☑ Writing in the Discipline Course	ARCH 290	Archaeological Methods	A	1	Spring 2016
☐ Quantitative Reasoning	Still Needed: 1 Class in @ @ with Attribute QR				
⊟ DISTRIBUTION COURSES					
☑ ARTS					
☑ Performance Studies	MUPS 113	Harp (1st semester)	A	0.5	Fall 2015
	MUPS 114	Harp (2nd semester)	A	0.5	Spring 2016
⊟ Humanities	ARTH 205	Mod Ital Cult thru Objects	IP	(1)	Fall 2016
☑ Social Sciences	ARCH 110	Archaeology & World Prehistory	A-	1	Fall 2015
☑ Laboratory Science	ENST 131 Satisfied by	Environmental Science w/Lab - ADVANCED PLACEMENT	TT	1	Fall 2015
☐ Language	Still Needed: 1 Class in **ARBI** 202 or **CHIN** 202 or **FREN** 201 or **GREK** 202 or **GRMN** 201 or **HEBR** 201 or **ITAL** 201 or **JPNS** 202 or **LATN** 202 or **PORT** 201 or **RUSS** 201 or **SPAN** 201				
☑ Comparative Civilizations	ARCH 262	South American Archaeology	A	1	Fall 2015
☑ U.S. Diversity	HIST 117	American Hist 1607 to 1877	A	1	Spring 2016
☑ Sustainability	ANTH 100	Intro to Biological Anthro	A	1	Spring 2016
☐ PHYSICAL EDUCATION REQUIREMENT	Still Needed: A total of four blocks of physical education are required				
☐ 2 Activity Blocks					
☐ 2 Activity Blocks					
☐ Activity Blocks	PHED 291	Intercoll. Track, Indoor-Women	PA	0	Spring 2016
☐ Activity Blocks	PHED 361	First Aid/CPR	PA	0	Spring 2016
☐ Activity/Cognitive Blocks					

MAJOR

This block lists requirements for one major as well as the following information in the header: catalog term, major gpa (including grades from the associated concentration), required credits for the major, and credits applied to the major (including any credits from the associated concentration). If a student has more than one major, there will be a separate block for each one. If the major requires a concentration, that will be noted at the bottom of this block.

☐ **Major in Archaeology**		Catalog Term: Fall 2015	Credits Required: 12
		GPA: 3.86	Credits Applied: 10
Unmet conditions for this set of requirements: 2 Credits needed			
☑ Archaeology and World Prehistory	ARCH 110	Archaeology & World Prehistory	A-	1	Fall 2015
☑ Archaeological Methods	ARCH 290	Archaeological Methods	A	1	Spring 2016
⊡ Archaeological Theory and Intrepretation	ARCH 300	Arch Theory & Interpretation	IP	(1)	Fall 2016
☐ Advanced Studies in Archaeology	Still Needed:	1 Class in **ARCH** 390
☑ Introduction to Biological Anthropology	ANTH 100	Intro to Biological Anthro	A	1	Spring 2016
☐ Earth's Hazards or Earth's Changing Climate	Still Needed:	1 Class in **ERSC** 141 or 142
☐ Field Experience	Still Needed:	1 Class in **ANTH** 395 or **ARCH** 301 or 395 or 550 or **CLST** 301 or **INTR** 770
⊡ Concentration Area A Requirements			

CONCENTRATION

This block lists requirements for the concentration associated with a student's major as well as the student's catalog term in the header.

⊡ **Concentration in Archaeology - Area A**			Catalog Term: Fall 2015
☑ **AREA A ELECTIVES**			
☑ Area A Electives	ARCH 120	Greek Art & Archaeology	B+	1	Fall 2015
	ARCH 150	Near Eastern Art & Archaeology	A	1	Fall 2015
⊡ Area A Electives	ARCH 250	Anc Greek Rel & Sanctuaries	A	1	Spring 2016
	CLST 100	Greek and Roman Mythology	IP	(1)	Fall 2016
	CLST 251	Greek History	IP	(1)	Fall 2016
☑ Area B Elective	ARCH 262	South American Archaeology	A	1	Fall 2015

CERTIFICATE

This block lists requirements for one certificate as well as the following information in the header: catalog term, certificate gpa, required credits for the certificate, and credits applied to the certificate. If a student has more than one certificate, there will be a separate block for each one.

☐ **Certificate in Soc Innovation/Entrepreneurshp**		Catalog Term: Fall 2015	Credits Required: 6
		GPA: 3.67	Credits Applied: 2
Unmet conditions for this set of requirements: 4 Credits needed			
☐ Intro to Soc Innovation/Entrepreneurshp	Still Needed:	1 Class in **SINE** 201
☐ SR Seminar in Soc Innovation/Entrepreneurshp	Still Needed:	1 Class in **SINE** 400
☐ Soc Innovation/Entrepreneurshp Electives	ARCH 110	Archaeology & World Prehistory	A-	1	Fall 2015
	ENST 131	Environmental Science w/Lab	TT	1	Fall 2015
	Satisfied by	- ADVANCED PLACEMENT
	Still Needed:	A total of four (4) electives from at least two (2) different academic departments.
☐ Experiential Learning Component	Still Needed:	Experiential Learning Component
☐ Student Dossier	Still Needed:	Student Dossier

MINOR

This block lists requirements for one minor as well as the following information in the header: catalog term, minor gpa, required credits for the minor, and credits applied to the minor. If a student has more than one minor, there will be a separate block for each one.

Minor in Film Studies			Catalog Term: Fall 2015	Credits Required: 6
			GPA: 3.00	Credits Applied: 2
Unmet conditions for this set of requirements: 4 Credits needed				
☐ Introduction to Film Studies	Still Needed:	1 Class in **FLST** 101		
☐ The History of Film	Still Needed:	1 Class in **FLST** 201		
☑ Film Studies or Media Elective	**MUAC 221**	Music in Film	B	1	Spring 2016
⊟ Film Studies Elective	**FLST 310**	Screenwriting	IP	(1)	Fall 2016
☐ 200-Level or above Film Studies Electives	Still Needed:	2 Classes in **FLST** 200:499 or **COCV** 200 with Attribute FLST or **ENGL** 212 with Attribute FLST or 335 or **FREN** 230 with Attribute FLST or 358 with Attribute FLST or **GRMN** 370 or **HIST** 315 with Attribute FLST or **MUAC** 221 or **RELG** 241 with Attribute FLST or **RUSS** 243		

ADDITIONAL BLOCKS

GENERAL ELECTIVES

This block contains any courses which do not fulfill any of the specific requirements in the blocks listed above. The credits still count toward the 32 required for graduation.

General Electives				
HIST 118 American Hist 1877 to Present		B	1	Spring 2016
INST 170 International Relations		C+	1	Spring 2016
ITAL 101 Elementary Italian		C	1	Fall 2015
ITAL 102 Elementary Italian		B	1	Spring 2016

INSUFFICIENT

This block contains any courses which don't count toward the requirements or credits for graduation – examples, W, F, AU, etc.

Insufficient				
INST 170 International Relations		W	0	Fall 2015

IN-PROGRESS

This block contains any courses for which the student is currently registered.

In-progress				
CLST 100 Greek and Roman Mythology		IP	1	Fall 2016
CLST 251 Greek History		IP	1	Fall 2016
FLST 310 Screenwriting		IP	1	Fall 2016

REGISTRATION VIEW

This view shows a concise listing of which requirements have yet to be fulfilled.

To access the Registration View, choose it from the Format drop-down, then click the View button:

Format:
Registration Checklist ▾   View   Save as PDF/Print   **Process New**   ☑ Include **in-progress** classes   ☑ Include **preregistered** classes   **Class History**

☐ Bachelor of Arts   Catalog Year: Fall 2015

Still Needed: See Graduation Requirements section
Still Needed: See Major in Archaeology section
Still Needed: See Certificate in Soc Innovation/Entrepreneurshp section
Still Needed: See Minor in Film Studies section

☐ Graduation Requirements

Still Needed: **1** Class in **@ @**   with Attribute QR
Still Needed: **1** Class in **@ @**   with Attribute DV1Awith Attribute DV1B
Still Needed: **1** Class in **ARBI** 202 or **CHIN** 202 or **FREN** 201 or **GREK** 202 or **GRMN** 201 or **HEBR** 201 or **ITAL** 201 or **JPNS** 202 or **LATN** 202 or **PORT** 201 or **RUSS** 201 or **SPAN** 201
Still Needed: A total of four blocks of physical education are required

☐ Major in Archaeology   Catalog Year: Fall 2015   Credits Required: 12
                                                                       GPA: 3.86   Credits Applied: 9

Still Needed: **1** Class in **ARCH** 300 or **ANTH** 300
Still Needed: **1** Class in **ARCH** 390
Still Needed: **1** Class in **ERSC** 141 or 142
Still Needed: **1** Class in **ANTH** 395 or **ARCH** 301 or 395 or 550 or **CLST** 301 or **INTR** 770

⊠ Concentration in Archaeology - Area A   Catalog Year: Fall 2015

☐ Certificate in Soc Innovation/Entrepreneurshp   Catalog Year: Fall 2015   Credits Required: 6
                                                                       GPA: 3.67   Credits Applied: 2

Still Needed: **1** Class in **SINE** 201
Still Needed: **1** Class in **SINE** 400
Still Needed: A total of four (4) electives from at least two (2) different academic departments.
Still Needed: Experiential Learning Component
Still Needed: Student Dossier

☐ Minor in Film Studies   Catalog Year: Fall 2015   Credits Required: 6
                                                                       GPA: 3.00   Credits Applied: 2

Still Needed: **1** Class in **FLST** 101
Still Needed: **1** Class in **FLST** 201
Still Needed: **2** Classes in **FLST** 200:499 or **COCV** 200   with Attribute FLST or **ENGL** 212   with Attribute FLST or 335 or **FREN** 230   with Attribute FLST or 358 with Attribute FLST or **GRMN** 370 or **HIST** 315   with Attribute FLST or **MUAC** 221 or **RELG** 241   with Attribute FLST or **RUSS** 243

OTHER FUNCTIONS

WHAT IF AUDIT

Students and advisors who want to see how the student's coursework would fulfill requirements for a major, certificate or minor which the student has not yet declared can do so by running a What If Audit.

1. Click on What If on the left side of the screen below Worksheets.
2. Choose a Catalog Term – ie. the term the student began at Dickinson.
3. Choose a Program – either BA or BS – from the drop-down. The Level and Degree fields will default.
4. Choose a Major – if the major has an asterisk (*), a concentration must also be chosen.
5. Press the red Process What-If button at the top and your what-if audit will process, then appear on the screen.

Note: What If audits can also be run for stand-alone minors or certificates. Follow steps 1-4 above, then…

- *choose a minor from the drop-down located below Concentration*
- *choose a certificate from the drop-down in the middle of the screen and **press the Add button**, so that the certificate appears in the Chosen Areas of Study box on the right side of the screen*

Then click Process What-If.

If you would like to include courses in your What If Audit that you plan to take in the future but have not yet added, you can enter them in the bottom portion of this screen. Enter a subject and course number then click the Add Course button. It will be added to the Courses You Are Considering box. To remove a course from that box, select the course, then click the Remove Course button.

LOOK AHEAD

This feature offers students and advisors the opportunity to see how courses which the student has not yet officially added can fulfill the requirements for the student's current curriculum.

NOTE: Running a Look Ahead audit DOES NOT register the student for the courses, nor is it a guarantee that these courses will be offered.

1. Enter the 4-character subject code in the Subject box.
2. Enter the 3-digit course number in the Number box.
3. Click the Add Course button to add it to the Courses You Are Considering box.
    Note: You may enter more than one course by repeating steps 1-3. You may remove a course from the box by selecting it and clicking the Remove Course button.
4. Once all of the courses are entered, click the red Process New button at the top. A new audit will process and appear on the screen.

The course(s) selected will appear beside the requirement(s) as "Planned" in blue.

Graduation Requirements					Catalog Term: Fall 2015
✅ First-Year Seminar	FYSM 100	First-Year Seminar	A	1	Fall 2015
✅ WRITING IN THE DISCIPLINE					
✅ Writing in the Discipline Course	ARCH 290	Archaeological Methods	A	1	Spring 2016
☑ Quantitative Reasoning	MATH 121	Elementary Statistics	PLAN	(1)	PLANNED
☑ DISTRIBUTION COURSES					
✅ ARTS					
✅ Performance Studies	MUPS 113	Harp (1st semester)	A	0.5	Fall 2015
	MUPS 114	Harp (2nd semester)	A	0.5	Spring 2016
☑ Humanities	ARTH 205	Mod Ital Cult thru Objects	IP	(1)	Fall 2016
✅ Social Sciences	ARCH 110	Archaeology & World Prehistory	A-	1	Fall 2015
✅ Laboratory Science	ENST 131	Environmental Science w/Lab	TT	1	Fall 2015
	Satisfied by	- ADVANCED PLACEMENT			
☑ Language	SPAN 201	Intermediate Spanish	PLAN	(1)	PLANNED

GPA CALCULATORS

Degree Works offers 3 different GPA calculators to assist students and advisors with planning and goal setting.

NOTE: These calculators use data entered by the user and provide only estimates, NOT OFFICIAL records of grades or GPA.

GRADUATION CALCULATOR

This calculator can be used to determine the grade point average the student will need to earn in his/her remaining credits in order to achieve the desired GPA.

1. The student's current GPA defaults.
2. Enter the number of Credits Remaining in order to reach the 32 required for graduation.
3. Enter 32 for the total number of Credits Required.
4. Enter the Desired GPA – ie. the GPA the student wishes to achieve by graduation.
5. Press the Calculate button.

The calculator will either show what GPA is needed:

Or it will indicate that the goal GPA is not reachable:

TERM CALCULATOR

This calculator can be used to enter expected grades for the current term and determine the cumulative grade point average by the end of the term. This calculator is particularly helpful for students on probation.

1. The student's current GPA, Credits Earned and Current Courses default.
2. Select a grade for each course listed.
   Note: Additional classes can be added or removed as needed.
3. Press the Calculate button.

The calculator will return an estimated cumulative GPA for the end of the term.

ADVICE CALCULATOR

This calculator can be used to determine the number of credits and average needed to reach a desired grade point average.

Worksheets	GPA Calc		
Graduation Calculator		Current GPA	3.89
Term Calculator		Credits Earned	9
Advice Calculator >		Desired GPA	3.95

Calculate

Disclaimer
Use this screen to calculate the number of credits and average needed to reach your desired cumulative gpa.
Enter your desired cumulative gpa, then press Calculate.
Note: This calculator uses data entered by the user and does not provide an official record of your grades or gpa.

1. The student's current GPA and Credits Earned default.
2. Enter the Desired GPA – ie. the GPA the student wishes to achieve.
3. Press the Calculate button.

The calculator will either show the GPA and number of credits needed:

Current GPA	3.89
Credits Earned	9
Desired GPA	3.95

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

11 Credits at 4.00 (A) grade average

Recalculate

Or it will indicate that the desired GPA is not reachable:

Current GPA	3.89
Credits Earned	9
Desired GPA	4.00

Error: Achieving your desired GPA is not possible or not realistic. It would require too many Credits

Recalculate