



# DegreeWorks An Overview

## About DegreeWorks

DegreeWorks is a Web-based tool that allows students and advisers to plan future academic coursework and keep track of academic progress toward graduation. With DegreeWorks, students and advisers are able to see at any time what course requirements for a degree have been met and which ones still remain. These degree worksheets are available to all students, so coursework for the degree can be planned from the first semester right up to the last semester and graduation. Any changes to that plan are quickly and easily recorded and saved and can be reviewed at any time, not just at registration time.

Students should remember that they are ultimately responsible for knowing and satisfying all of the requirements for a degree. DegreeWorks makes it much easier to do just that. You are invited to log in to DegreeWorks and take a look at what is now available to you.

## Using DegreeWorks

The following is a list of DegreeWorks features and how to use them.

### Instructions for Logging In

- 1.) Access BannerWeb through the Rhodes website and log in.
- 2.) At the top of the page you will see a row of tabs. Click the one that says "Student."
- 3.) Once there, click on the word "Degree Planning."
- 4.) Then hit the DegreeWorks button.
- 5.) You should now be logged into DegreeWorks.

## The Worksheet

This DegreeWorks feature allows you to view your records as they currently stand in Banner. When you are looking at your worksheet, you should be able to see the courses you've taken or are registered for, as well as your cumulative GPA, Major GPA and the courses you still need in order to earn your degree. You should also be able to see any foundation or general degree requirements as well as major, minor, or concentration requirements that are being met by the courses you've taken or that may be met upon satisfactory completion of courses in progress. When you log in to DegreeWorks, the Worksheet will be the first thing that you see.

## What-If

The What-If feature allows you to change your major or minor hypothetically.

To use this feature:

- 1.) Click on the What-if tab.
- 2.) Choose a degree type from the first drop down menu.
- 3.) Choose the appropriate catalog year from the second drop down menu.
- 4.) Select the major, minor and/or concentration you desire.
- 5.) Hit the "Process What-if" button and you will be transferred to a worksheet that displays your progress according to the hypothetical information you selected.

## The Planner

The Planner allows you to map out your future course schedule.

To use the Planner:

- 1.) Click on the Planner tab.
- 2.) Choose the semester you want to plan for from the drop down menu above each plan.
- 3.) Then drag and drop or type in the courses you'd like to take from the left side of the page where you can see the course you still need.
- 4.) If you'd like to add a note to your planner, simply type the note in the text box labeled "notes" and press save.

*\*Note: Be sure to check that the courses you put into your plan are offered in the semester you'd like to take them. This information is available in BannerWeb and the college catalog. Remember that not all courses are offered every year or every semester.*

## The GPA Calculator

This DegreeWorks feature has three different types of GPA calculators: graduation, term and advice. To use this tab, simply fill in the information the calculator asks for and then press the "Calculate" button.



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## Look Ahead

This feature allows you to see how specific planned future courses will satisfy requirements.

To use this feature:

- 1.) Click on the Look Ahead tab.
- 2.) Enter the four letter subject code (e.g. PHIL for Philosophy) into the Subject box.
- 3.) Enter the number of the course you'd like to take into the Course Number box.
- 4.) Hit the Add Course button.
- 5.) Repeat steps (2) - (4) as necessary to add more classes.
- 6.) Hit Process New and your Look Ahead courses will appear on your Look Ahead worksheet in blue.

## FAQ

### Who can see my DegreeWorks account?

Your adviser, your department chair, the Registrar, and some student services staff will have varying levels of access to your DegreeWorks account.

### If I think the information on my worksheet is incorrect, whom do I contact?

Start by reviewing the catalog and conferring with your academic adviser. If the two of you determine that the worksheet is incorrect, you should email the registrar's office with specific information about the error (e.g., "RS 259 fulfills a Life credit but isn't showing up on my worksheet as such."). Copy your adviser on the message.

### How current will my information be on DegreeWorks?

The information in DegreeWorks is refreshed each night. Any changes made today (e.g., grade changes or classes added/dropped) will be seen in DegreeWorks tomorrow.

### Are my grades visible in DegreeWorks?

Yes. Once grades have been processed at the end of the semester, they are viewable in DegreeWorks (one day after they are viewable in BannerWeb). Courses in-progress or for which you have registered for next semester are listed with an "N/A" grade.

### Can I register for classes in DegreeWorks?

No. DegreeWorks is a snapshot of courses in-progress, planned, and in your academic history. Registration and drop/add, are still handled through already-established procedures. For more information about these procedures please visit the Registrar's page on the Rhodes website (<http://www.rhodes.edu/1380.asp>).

### Is DegreeWorks a transcript? Is this the same as my transcript?

No. DegreeWorks is an unofficial audit of your coursework, as well as an outline of requirements still needed to complete your program of study.

### Can I declare a major through DegreeWorks?

No. To declare a major you must fill out the appropriate forms, which can be found in the Registrar's office.