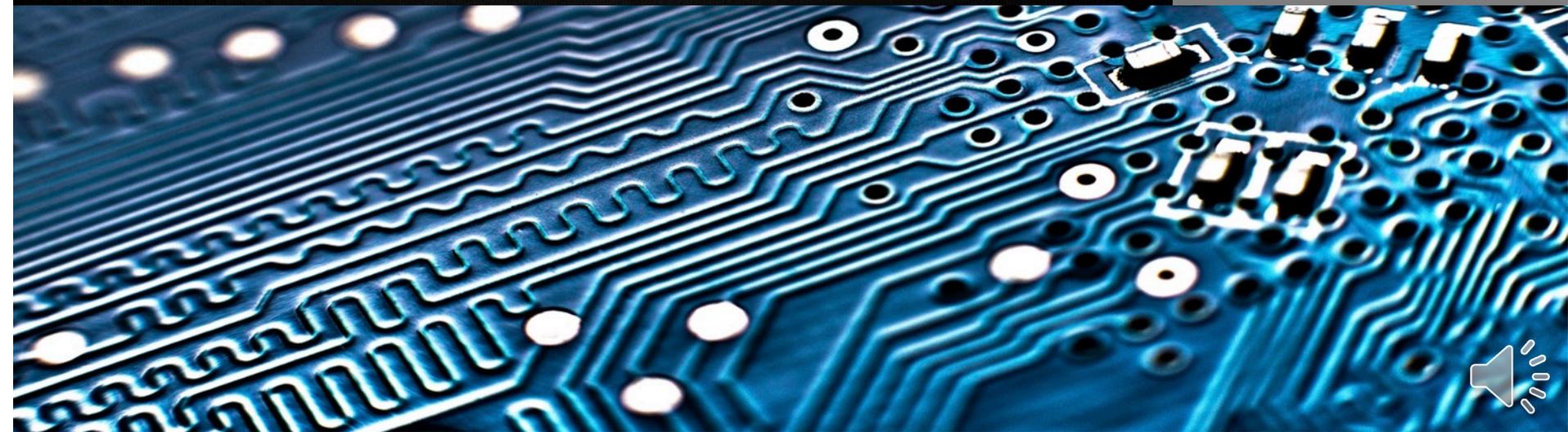
A decorative header featuring several white, paper-cut style clouds of various sizes scattered across a grey background.

 **UNIVERSITY SYSTEM OF GEORGIA**
Information Technology Services

New User Guide to Audits Degree Works 5.0.1 March 28, 2019

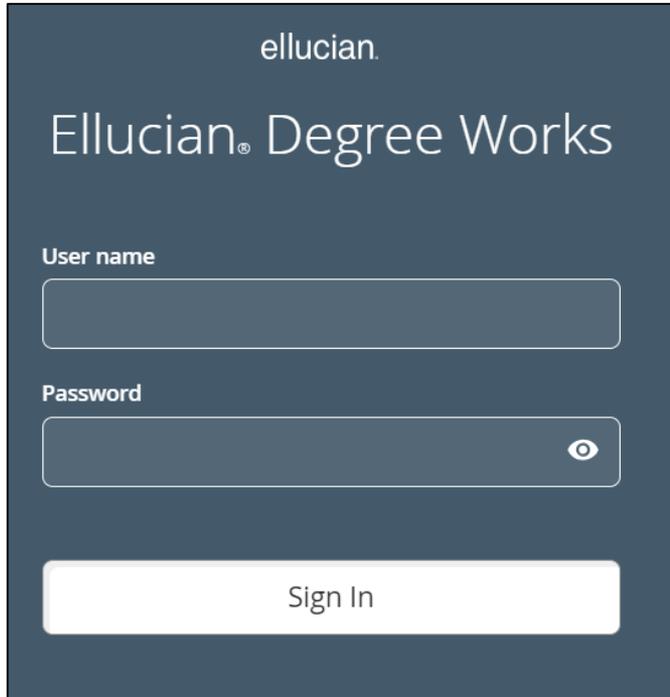


Objectives

- Log on to Degree Works
- Process and View Audits
- Process What-If Audits
- Enter Notes
- Identify and Manage Exceptions
- Use GPA calculators

Log On to Degree Works

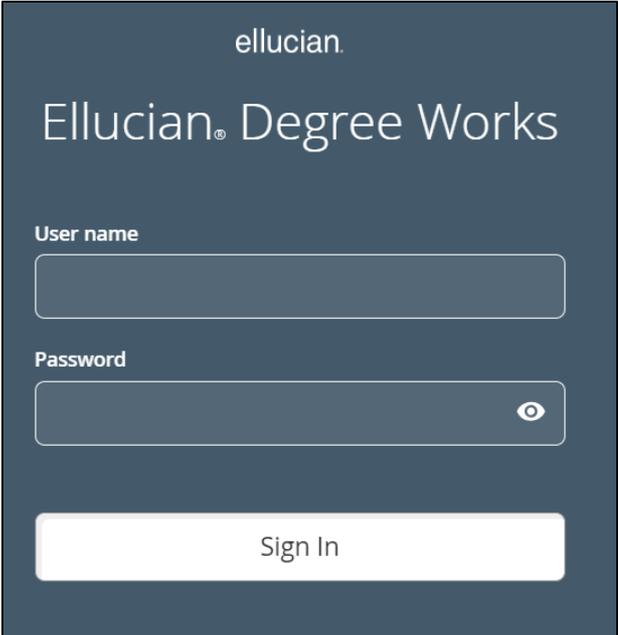
- Access and Authentication
- Home Screen
- Search for a Student
- Retrieve a Student



The screenshot shows the Ellucian Degree Works login page. At the top, it says "ellucian." followed by "Ellucian® Degree Works". Below this are two input fields: "User name" and "Password". The "Password" field has a small eye icon to its right. At the bottom of the form is a "Sign In" button.

Access and Authentication

- May access through Self Service Banner or a direct link
- SSO credentials –
Luminus, CAS, SAML 2.0
- Authentication issues –
contact your SSO
manager



The image shows a screenshot of the Ellucian Degree Works login interface. At the top, the text "ellucian." is displayed in a small font. Below it, the main heading "Ellucian® Degree Works" is centered. The login form consists of two input fields: "User name" and "Password". The "User name" field is a simple text box. The "Password" field is a text box with a small eye icon on the right side, indicating a toggle for password visibility. Below the password field is a large, white "Sign In" button with a dark border.

Degree Works Home Screen

ellucian®

Exception Management		Template Management			Change Password		Print	Log Out
Find	Student ID	Name	Degree	Major	Level	Student Class Level	Last Audit	Last Refresh
	<input type="text"/>							

Worksheets | Planner | Plans | Notes | Petitions | Exceptions | GPA Calc

For students, Degree Works:

- Provides real-time advice and counsel
- Speeds time to graduation
- Provides intuitive web access to self-service capabilities
- Streamlines the graduation process
- Allows direct access to multiple related services and advice through hyperlinks to catalog information, class schedules, transcripts, help desk services, and FAQs

For advisors, Degree Works:

- Supports real-time delivery of academic advice through intuitive web interfaces
- Minimizes errors through consistent degree plans
- Supports more timely degree certification
- Reduces paperwork and manual program check sheets
- Supports and monitors unique program changes



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Search for a Student



Find **Find Students**

Student ID First Name Last Name

Degree All Degree Codes **Major** All Major Codes **Sport** No Sport selected

Level All Level Codes **Minor** All Minor Codes **Academic Standing** All Academic Standings

Student Class Level All Student Class Level Codes **College** All College Codes **Student Attribute** No Attribute selected

Catalog Year All Catalog Year values **Student Type** All Student Type Codes

Chosen Repeatable Search Criteria

Student Search: Enter your criteria and click "Search" to find students.

Student ID	Name	Degree	Major	Level	Student Class Level
------------	------	--------	-------	-------	---------------------

Search for a Student

Find Students

Student ID	First Name	Last Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Degree	Major	Sport
<input type="text" value="All Degree Codes"/>	<input type="text" value="All Major Codes"/>	<input type="text" value="No Sport selected"/>
Level	Minor	Academic Standing
<input type="text" value="All Level Codes"/>	<input type="text" value="All Minor Codes"/>	<input type="text" value="All Academic Standings"/>
Student Class Level	College	Student Attribute
<input type="text" value="All Student Class Level Codes"/>	<input type="text" value="All College Codes"/>	<input type="text" value="No Attribute selected"/>
Catalog Year	Student Type	
<input type="text" value="All Catalog Year values"/>	<input type="text" value="All Student Type Codes"/>	

Chosen Repeatable Search Criteria

MAJOR: Biology - General
Remove

Search
Clear

Students Found: 1000

	ID	Name ▲	Degree	Major	Level
<input checked="" type="checkbox"/>	900010137	Jensen, Jamie J	BS	Biology - General	US
<input checked="" type="checkbox"/>	900010160	Jensen, Jamie J	BS	Biology - General	US
<input checked="" type="checkbox"/>	900010648	Jensen, Jamie J	BS	Biology - General	US

OK
Cancel
Check All
Uncheck All

Process and View Audits

- Viewing the Student Audit
- Other Worksheet Views
- Dynamic Refresh vs Manual Refresh

The screenshot displays a student audit interface for a Bachelor of Science degree. The top navigation bar includes tabs for Exception Management, Template Management, Change Password, and Print. The main content area shows a list of requirements with checkboxes indicating their status. A progress bar for 'Degree Progress' is shown at 73%, and a 'Credits' bar is at 38%. The 'Bachelor of Science' section provides details on credit requirements and lists specific requirements that are either satisfied or still needed.

Requirement	Status
You meet the minimum 2.0 GPA requirement.	Satisfied
Req'd High School Curriculum RHSC	Satisfied
GGC Competency Test	Satisfied
US and Georgia History and Constitution Req	Satisfied
GGC Core Curriculum Requirements	Still Needed
Major Requirements	Still Needed
Req. High School Curriculum-RHSC (Formerly CPC)	Satisfied
English RHSC satisfied	Satisfied
Mathematics RHSC satisfied	Satisfied
Foreign Language RHSC satisfied	Satisfied
Natural Science RHSC satisfied	Satisfied

Student Context Bar

ellucian®

Exception Management Template Management Change Password Print Log Out

Find Name: Jensen, Jamie J Degree: BS Major: Biology - General Level: US Student Class Level: Junior Last Audit: 03/04/2019 Last Refresh: Today at 7:02 am

Worksheets Planner Plans Notes Petitions Exceptions GPA Calc

Worksheets Format: Student View View Save as PDF Process New Include in-progress classes Include preregistered classes [Class History](#)

History What If What If History Look Ahead SOC SOC History

Student View AA27PBYT as of 03/04/2019 at 11:52

Student	Jensen, Jamie J	Level	school test
ID	900010137	Degree	Bachelor of Science
Classification	Junior	College	School of Science & Technology
Advisor		Major	Biology - General
Overall GPA	3.260	Minor	

Degree Progress

Requirements	30%
Credits	41%

Bachelor of Science Catalog Year: 2008 Credits Required: 120
GPA: 3.122 Credits Applied: 49

120 credits are required. You currently have 49, you still need 71 more credits.
The last 31 credits must be taken in residence
A minimum of 39 credits must be taken at 3000 level or above, You have taken 3 but need 36 more credits.

You meet the minimum 2.0 GPA requirement.

Req'd High School Curriculum-RHSC Still Needed: See [Req. High School Curriculum-RHSC \(Formerly CPC\)](#) section

Viewing the Student Audit – Student Header

Exception Management	Template Management	Change Password	Print	Log Out
Find <input type="text" value="Student ID"/> 900010137	Name <input type="text" value="Jensen, Jamie J"/>	Degree <input type="text" value="BS"/> Major <input type="text" value="Biology - General"/>	Level <input type="text" value="US"/> Student Class Level <input type="text" value="Junior"/>	Last Audit <input type="text" value="10/08/2017"/> Last Refresh <input type="text" value="10/12/2017 at 7:01 am"/>

Worksheets	Planner	Plans	Notes	Petitions	Exceptions	GPA Calc
------------	---------	-------	-------	-----------	------------	----------

Format: Include in-progress classes Include preregistered classes [Class History](#)

Student View AA270Bht as of 10/08/2017 at 13:26			
Student	Jensen, Jamie J	Level	school test
ID	900010137	Degree	Bachelor of Science
Classification	Junior	College	School of Science & Technology
Advisor		Major	Biology - General
Overall GPA	3.260	Minor	

Degree Progress	
Requirements	73%
Credits	38%

Catalog Year: 2008 Credits Required: 120

Viewing the Student Audit – Progress Bar

Exception Management	Template Management	Change Password	Print	Log Out
Find <input type="text" value="900010137"/>	Name <input type="text" value="Jensen, Jamie J"/>	Degree <input type="text" value="BS"/> Major <input type="text" value="Biology - General"/>	Level <input type="text" value="US"/> Student Class Level <input type="text" value="Junior"/>	Last Audit <input type="text" value="10/08/2017"/> Last Refresh <input type="text" value="10/12/2017 at 7:01 am"/>

Worksheets	Planner	Plans	Notes	Petitions	Exceptions	GPA Calc
-------------------	---------	-------	-------	-----------	------------	----------

Worksheets	Format: <input type="text" value="Student View"/>	<input type="button" value="View"/>	<input type="button" value="Save as PDF"/>	<input type="button" value="Process New"/>	<input checked="" type="checkbox"/> Include in-progress classes	<input checked="" type="checkbox"/> Include preregistered classes	Class History
-------------------	---------------------------------------------------	-------------------------------------	--------------------------------------------	--------------------------------------------	-----------------------------------------------------------------	-------------------------------------------------------------------	-------------------------------

Student View AA270Bht as of 10/08/2017 at 13:26			
Student	Jensen, Jamie J	Level	school test
ID	900010137	Degree	Bachelor of Science
Classification	Junior	College	School of Science & Technology
Advisor		Major	Biology - General
Overall GPA	3.260	Minor	

Degree Progress	
Requirements	73%
Credits	38%

Bachelor of Science	Catalog Year: 2008	Credits Required: 120
	GPA: 3.152	Credits Applied: 46

120 credits are required. You currently have 46, you still need 74 more credits.
 The last 31 credits must be taken in residence
 A minimum of 39 credits must be taken at 3000 level or above, You have taken 3 but need 36 more credits.

Unmet conditions for this set of requirements:

- You meet the minimum 2.0 GPA requirement.
- Req'd High School Curriculum-RHSC

Viewing the Student Audit – Degree Requirements

Find 900010137 Jensen, Jamie J BS Biology - General US Junior 10/08/2017 10/12/2017 at 7:01 am

Worksheets | Planner | Plans | Notes | Petitions | Exceptions | GPA Calc

Worksheets **Format:** Student View Include in-progress classes Include preregistered classes [Class History](#)

History

What If 3.260

What If History

Look Ahead

SOC

SOC History

Bachelor of Science Catalog Year: 2008 Credits Required: 120
GPA: 3.152 Credits Applied: 46

120 credits are required. You currently have 46, you still need 74 more credits.
The last 31 credits must be taken in residence
A minimum of 39 credits must be taken at 3000 level or above, You have taken 3 but need 36 more credits.

Unmet conditions for this set of requirements:

- You meet the minimum 2.0 GPA requirement.
- Req'd High School Curriculum-RHSC
- Competency Test
- US and Georgia History and Constitution Req
- Core Curriculum Requirements Still Needed: Core Curriculum Requirements - Science section
- Major Requirements Still Needed: See Major in Biology - General Biology Concentration section

Viewing the Student Audit – Major Requirements

Find Student ID Name Degree Major Level Student Class Level Last Audit Last Refresh

Worksheets Planner Plans Notes Petitions Exceptions GPA Calc

Worksheets **Format:** Student View Include in-progress classes Include preregistered classes **Class History**

History What If What If History Look Ahead SOC SOC History

<input type="checkbox"/> Digital Media or Intro to Programming	Still Needed: 4 Credits in ITEC 2110* or 2110H or 2120
<input checked="" type="checkbox"/> AREA E - SOCIAL SCIENCE	
<input checked="" type="checkbox"/> American Government	POLS 1101 Satisfied by American Government CT 3 Fall 2006 POLS1101 - American Government - Georgia Perimeter College
<input checked="" type="checkbox"/> U.S. History I or II	HIST 2111 Satisfied by Survey of U.S. History I AT 3 Fall 2006 HIST2111 - United States History I - Georgia Perimeter College
<input checked="" type="checkbox"/> Select one course:	HIST 1111 Satisfied by Surv World History I CT 3 Fall 2006 HIST1501 - World Civilizatn to 1500 - Georgia Perimeter College
<input checked="" type="checkbox"/> Select one of the following:	PSYC 1102 Satisfied by The Psychol Experience AT 3 Fall 2006 PSYC1101 - Intro to General Psychology - Georgia Perimeter College

<input type="checkbox"/> Major in Biology - General Biology Concentration	Catalog Year: 2008 Credits Required: 60 GPA: 3.285 Credits Applied: 14
Unmet conditions for this set of requirements: 60 credits are required. You currently have 14, you still need 46 more credits.	
<input type="checkbox"/> 39 credits at the 3000/4000 Level	Still Needed: A minimum of 39 credits must be taken at 3000 level or above, You have taken 3 but need 36 more credits.
<input type="checkbox"/> REQUIRED BIOLOGY COURSES	
<input type="checkbox"/> Ecology	Still Needed: 4 Credits in BIOL 3500K*
<input type="checkbox"/> Biochemistry	Still Needed: 4 Credits in BCHM 3100K*
<input type="checkbox"/> Genetics	Still Needed: 4 Credits in BIOL 3200K
<input type="checkbox"/> Cell Biology	Still Needed: 4 Credits in BIOL 3400K
<input type="checkbox"/> Interdisciplinary Applications of Biology	Still Needed: 3 Credits in BIOL 4700
<input type="checkbox"/> Choose one from the following:	Still Needed: 3 Credits in STEC 4500 or BIOL 4800 or 4560* or 4570*
<input type="checkbox"/> OTHER REQUIRED COURSES	

Viewing the Student Audit – Fall Through

Find Student ID 900010137 Name Jensen, Jamie J Degree BS Major Biology - General Level US Student Class Level Junior Last Audit 10/08/2017 Last Refresh 10/12/2017 at 7:01 am

Worksheets Planner Plans Notes Petitions Exceptions GPA Calc

Worksheets Format: Student View View Save as PDF Process New Include in-progress classes Include preregistered classes Class History

History What If What If History Look Ahead SOC SOC History

ADDITIONAL ELECTIVES

15 Credits

CHEM 1999L Satisfied by	Survey of Chemistry I Lab	A*T	1	Fall 2006
ENGL 2112 Satisfied by	World Literature II	AT	3	Fall 2006
FINA 3000 Satisfied by	Principles of Finance	C	3	Summer 2008
PHED 2999 Satisfied by	First Aid Safety and CPR	AT	3	Fall 2006

Still Needed: 5 Credits in @ @ additionally you need a minimum of 6 Credits from @ 3@ or 4@ additionally you need a minimum of 3 Credits from BIOL @ or BCHM @

Fallthrough Courses		Credits Applied: 23		Classes Applied: 10	
BIOL 1107	Principles of Biology I	AT	3	Fall 2006	
Satisfied by: BIOL2107 - Principles of Biology I - Georgia Perimeter College					
BIOL 1107L	Principles of Biology I Lab	BT	1	Fall 2006	
Satisfied by: BIOL2107L - Principles of Biology I Lab - Georgia Perimeter College					
BIOL 1108	Principles of Biology II	AT	3	Fall 2006	
Satisfied by: BIOL2108 - Principles of Biology II - Georgia Perimeter College					
BIOL 1108L	Principles of Biology II Lab	AT	1	Fall 2006	
Satisfied by: BIOL2108L - Principles of Biology II Lab - Georgia Perimeter College					
CHEM 1211L	Prin of Chemistry I Lab	BT	1	Fall 2006	
Satisfied by: CHEM1211L - Principles of Chemistry I Lab - Georgia Perimeter College					
COMM 1110	Public Speaking	AT	3	Fall 2006	
Satisfied by: COMM1201 - Public Speaking - Georgia Perimeter College					

Worksheet Views – Student View

- Student View
- Graduation Checklist
- Registration Checklist
- Diagnostics Report
- Student Data Report

The screenshot displays a web application interface with a top navigation bar containing tabs for Worksheets, Planner, Plans, Notes, Petitions, Exceptions, and GPA Calc. A 'Worksheets' dropdown menu is open, showing a 'Format:' section with options: Graduation Checklist (with a dropdown arrow), Registrar Report, Student View (highlighted in blue), Graduation Checklist, Registration Checklist, Diagnostics Report, and Student Data Report. A mouse cursor is positioned over the 'Student View' option. To the right of the menu are buttons for 'View', 'Save as PDF', and 'Process New'. Below the menu, there are checkboxes for 'Include in' and 'Include pr'. At the bottom of the interface, a status bar shows 'Graduation Checklist AA27Oylu as of 03/03/2019 at 17:35' and 'Student Jensen, Jamie J'.

Worksheet Views – Graduation Checklist

Worksheets | Planner | Plans | Notes | Petitions | Exceptions | GPA Calc

Worksheets > Format: Graduation Checklist [View] [Save as PDF] [Process New] Include in-progress classes [Class History](#)
 Include preregistered classes

Major in Biology - General Biology Concentration		Catalog Year: 2008	Credits Required: 60
		GPA: 3.230	Credits Applied: 13
<input type="checkbox"/> 39 credits at the 3000/4000 Level	Still Needed: A minimum of 39 credits must be taken at 3000 level or above, You have taken 3 but need 36 more credits.		
<input type="checkbox"/> Ecology			
<input type="checkbox"/> Biochemistry			
<input type="checkbox"/> Genetics			
<input type="checkbox"/> Cell Biology			
<input type="checkbox"/> Interdisciplinary Applications of Biology			
<input type="checkbox"/> Choose one from the following:			
<input type="checkbox"/> Intro to Physics I or Principles of Physics I			
<input type="checkbox"/> Intro to Physics II or Principles of Physics II			
<input type="checkbox"/> Statistics			
<input checked="" type="checkbox"/> Calculus I	MATH 2200 (T)		
<input type="checkbox"/> Choose two of the following:			
<input type="checkbox"/> 15 Credits	ENGL 2112 (T), FINA 3000, PHED 2999 (T)		

Worksheet Views – Registration Checklist

<p>■ Bachelor of Science</p> <p><i>Still Needed:</i> See GGC Core Curriculum Requirements - Science section <i>Still Needed:</i> See Major in Biology - General Biology Concentration section</p> <p><input checked="" type="checkbox"/> Req. High School Curriculum-RHSC (Formerly CPC)</p> <p><input checked="" type="checkbox"/> US and Georgia History and Constitution Req</p> <p>■ Core Curriculum Requirements - Science</p> <p><i>Still Needed:</i> 4 Credits in ITEC 1001 or 1001H <i>Still Needed:</i> 3 Credits in CHIN 2@ or GEOG 1101 or FREN 2@ or RELN 1100 or SPAN 2@ <i>Still Needed:</i> 4 Credits in ITEC 2110* or 2110H or 2120</p>	<p>Catalog Year: 2008 Credits Required: 120 GPA: 3.133</p>
<p>■ Major in Biology - General Biology Concentration</p> <p><i>Still Needed:</i> 4 Credits in BIOL 3500K* <i>Still Needed:</i> 4 Credits in BCHM 3100K* <i>Still Needed:</i> 4 Credits in BIOL 3200K <i>Still Needed:</i> 4 Credits in BIOL 3400K <i>Still Needed:</i> 3 Credits in BIOL 4700 <i>Still Needed:</i> 3 Credits in STEC 4500 or BIOL 4800 or 4560* or 4570* <i>Still Needed:</i> 4 Credits in PHYS 1111K* or 2211K* <i>Still Needed:</i> 4 Credits in PHYS 1112K* or 2212K* <i>Still Needed:</i> 3 Credits in MATH 2000* <i>Still Needed:</i> 8 Credits in BIOL 3300K* or 3310K* or 3350K* or 3600K* <i>Still Needed:</i> 6 Credits in @ @</p>	<p>Catalog Year: 2008 Credits Required: 60 GPA: 3.230 Credits Applied: 13</p>

Worksheet Views – Diagnostics Report

Diagnostics Report

Student 900010137
 Audit AA27Oylu
 Date/Time 03/03/2019 at 17:35
 Degree Works Release 5.0.1
 Version
 Percent Done 72%
 Degree Works calculated GPA 3.133
 Student System GPA 3.260

Block Title	Complete	Block ID	Type = Value	GPA	Classes Applied	Credits Applied
<input type="checkbox"/> Bachelor of Science	72%	RA000022	DEGREE = BS	3.133	15	45
<input checked="" type="checkbox"/> Req. High School Curriculum-RHSC (Formerly CPC)	100%	RA000086	OTHER = CPC-RHSC	0.000	0	0
<input checked="" type="checkbox"/> Georgia Gwinnett College Competency Test	100%	RA000015	OTHER = GGCCT	0.000	0	0
<input checked="" type="checkbox"/> US and Georgia History and Constitution Req	100%	RA000013	OTHER = HISTCONS	0.000	0	0
<input type="checkbox"/> GGC Core Curriculum Requirements - Science	60%	RA000036	OTHER = CORES	3.093	11	32
<input type="checkbox"/> Major in Biology - General Biology Concentration	21%	RA000116	MAJOR = BIOL	3.230	4	13

Class Information section

ARTS 1100, BIOL 1107, 1107L, 1108, 1108L, CHEM 1211, 1211L, 1212, 1212L, 1999L, COMM 1110, ENGL 1101, 1102, 2112, FINA 3000, HIST 1111, 2111, INST 1999, MATH 1111, 1113, 2200, 2210, PHED 1999, 2999, POLS 1101, PSYC 1102
 COME=N, COMM=N, COMR=N, CPCE=Y, CPCE=Y, CPCF=Y, CPCF=Y, CPCM=Y, CPCM=Y, CPCN=Y, CPCN=Y, CPCS=Y, CPCS=Y, CPCT=Y, LCNG=Y, LCNU=Y, LHSG=Y, LHSU=Y, RTPR=Y, RTPW=Y;

Section Links

Fall-Through¹¹ / Over-the-limit⁰ / Insufficient⁰ / In-progress⁰ / Degree information / Exceptions⁰ / Block Sharing / Class Chronology / Flags / Appendices

Block	■ Bachelor of Science - 72%	2007 to 2008	GPA 3.133
RA000022: DEGREE = BS		Classes applied: 15	Credits applied: 45
120 Credits			
LastRes 31 Credits			
MaxClasses 0 in @ 3000:4999 (With DWGRADE < 2000)	Qualifier original fits: [fits are not recorded when the max is zero]		
MinCredits 39 in @ 3000:4999	Qualifier original fits: FINA 3000;		
MaxClasses 0 in @ 0000:0099	Qualifier original fits: [fits are not recorded when the max is zero]		



Worksheet Views – Student Data Report

Primary-Mst																			
Name	Nickname	FormatName	SortName	AssocType	BridgeDate	BridgeTime	ChangeDate	ChangeTime	UserClass	UserDef1	UserDef2	UserDef3	UserDef4	UserDef5	UserDef6	UserDef7	UserDef8	Us	
Jensen, Jamie J			JENSEN,JAMIEJ		20190304	0702	20190303	0702	STU	30137									
Student-Mst																			
Term																			
200805																			
Goal-Dtl																			
School	Degree	Degree Source					CatalogYr			StuLevel									
US	BS	S					2008			JR									
GoalData-Dtl																			
School	Degree	CatalogYr	GoalCode	GoalValue	GoalSeq	AttachCode			AttachValue										
US	BS	2008	COLLEGE	ST	0001														
US	BS	2008	MAJOR	BIOL	0001														
US	BS	2008	PROGRAM	BS_BIOL	0001														
US	BS	2008	STUSTATUS	X	0001														
Term-Dtl																			
School	CumTotEarn	CumTrEarn	CumCrEarn	CumGrAtt	CumGrPts	CumGpa													
US	0068.000	0065.000		0069.000	00225.000	003.260													
Class-Dtl																			
Course	Term	Discipline	CourseNumber	CourseTitle	Audit	Insufficient	Inprogress	Withdraw	Incomplete	PassFlag	PassFail	FinalGrade	FinalGrNum	Credits	CreditsEarn	GpaCredits	GradePoints	C	
FINA 3000	200805	FINA	3000	Principles of Finance	N	N	N	N	N	Y	N	C	0002.000	0003.000	0003.000	0003.000	0006.000	0006.000	A
Transfer-Dtl																			
Course	Term	Discipline	CourseNumber	CourseTitle	TrEts	TrName	TrCrseKey	TrCourse	Audit	Insufficient	Inprogress	Withdraw	Incomplete	Pass	Pas				
ARTS 1100	200608	ARTS	1100	Art Appreciation	5711	Georgia Perimeter College	ARTS1301	Art Appreciation	N	N	N	N	N	N	N				
BIOL 1107	200608	BIOL	1107	Principles of Biology I	5711	Georgia Perimeter College	BIOL2107	Principles of Biology I	N	N	N	N	N	N	N				
BIOL 1107L	200608	BIOL	1107L	Principles of Biology I Lab	5711	Georgia Perimeter College	BIOL2107L	Principles of Biology I Lab	N	N	N	N	N	N	N				
BIOL 1108	200608	BIOL	1108	Principles of Biology II	5711	Georgia Perimeter College	BIOL2108	Principles of Biology II	N	N	N	N	N	N	N				

Dynamic Refresh vs Manual Refresh

Dynamic Refresh

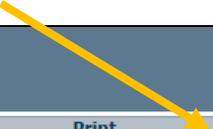
- Occurs as Scheduled (Hourly, Nightly, Weekly, etc)
- Automatic Process
- Bridging Data from Banner

Manual Refresh

- “Process New” and “Refresh”
- Can be used when changes are made to the student record in Banner and you wish to see that reflected in Degree Works immediately

Manual Refresh

1. Refresh



ellucian®

Exception Management Template Management Change Password Print Log Out

Find Student ID Name Degree Major Level Student Class Level Last Audit Last Refresh

900010137 Jensen, Jamie J BS Biology - General US Junior 03/04/2019 Today at 7:02 am

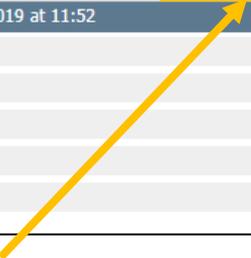
Worksheets Planner Plans Notes Petitions Exceptions GPA Calc

Worksheets Format: Student View View Save as PDF Process New Include in-progress classes Include preregistered classes Class History

Student View AA27PBYT as of 03/04/2019 at 11:52

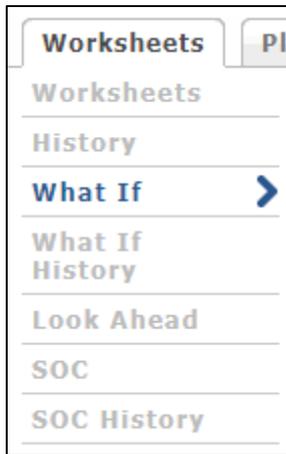
Student	Jensen, Jamie J	Level	school test
ID	900010137	Degree	Bachelor of Science
Classification	Junior	College	School of Science & Technology
Advisor		Major	Biology - General
Overall GPA	3.260	Minor	

2. Process New



Process What If Audits

- Access
- Major View
- Future Courses View



Access What-If Audits

Exception Management			Template Management			Change Password		Print
Find	Student ID	Name	Degree	Major	Level	Student Class Level	Last Audit	Last Refresh
	900010137	Jensen, Jamie J	BS	Biology - General	US	Junior	03/03/2019	Today at 7:02 am
Worksheets	Planner	Plans	Notes	Petitions	Exceptions	GPA Calc		
Worksheets	Format:		Student View		Process What-If	<input type="checkbox"/> create PDF	<input checked="" type="checkbox"/> Include in-progress classes	<input checked="" type="checkbox"/> Include preregistered classes
History	What-If							
What If	Level: Undergraduate							
What If History	Degree: Bachelor of Science							
Look Ahead	Catalog Year: 2019-2020							
SOC	Choose Your Different Areas of Study							
SOC History	Select an item to add it to your Chosen Area of Study				Chosen Areas of study			
	Program	Pick a Program			PROGRAM: BS Chemistry			
	Major	Pick a Program			<input type="button" value="Remove"/>			
	Minor	AS Environmental Science						
	College	BA English - Lit and Lang Conc						
	Concentration	BA English Teacher Cert Conc						
	Choose Your F	BA English-Interdiscip. Conc						
	Enter a course	BA English-Writing & Rhet Conc						
	Subject	BA History - Teacher Cert Conc						
	Number	BA History - US History Conc						
		BA History - Western Civ Conc						
		BA History-Thematic/Inter Conc						
		BA History-World History Conc						
		BA Pol Sci - Inter'l Rel Conc						
		BA Pol Sci - Teacher Cert Conc						
		BA Pol Sci Amer Govt Conc						
		BA Pol Sci-Comp Politics Conc						
		BA Pol Sci-Legal Studies Conc						
					Courses you are considering			

What-If Audits: Major View

ellucian®

Exception Management | Template Management | Change Password | Print | Log Out

Find Student ID: 900010137 | Name: Jensen, Jamie J | Degree: BS | Major: **Biology - General** | Level: JS | Student Class Level: Junior | Last Audit: 03/04/2019 | Last Refresh: Today at 10:28 am

Worksheets | Planner | Plans | Notes | Petitions | Exceptions | GPA Calc

Worksheets: Back | Save as PDF | Selected What-If Items: | Look Ahead Courses Used: | **What If Audit**

History: **What If** | Student View WA006MeQ as of 03/06/2019 at 10:28

Student	Jensen, Jamie J	Level	school test
ID	900010137	Degree	Bachelor of Science
Classification	Junior	College	
Advisor		Major	Chemistry - Professional
Overall GPA	3.260	Minor	

Degree Progress

Requirements	79%
Credits	29%

Bachelor of Science | Catalog Year: 2011-2012 | Credits Required: 123 | GPA: 3.083 | Credits Applied: 36

Unmet conditions for this set of requirements: The last 31 credits must be taken in residence
123 credits are required. You currently have 36, you still need 87 more credits.

- ✓ You meet the minimum 2.0 GPA requirement.
- ✓ Req'd High School Curriculum-RHSC (CPC)
- ✓ U.S. and Georgia Constitution Requirement

What-If Audits: Future Courses

Worksheets | Planner | Plans | Notes | Petitions | Exceptions | GPA Calc

Worksheets | History | What If | What If History | Look Ahead | SOC | SOC History

Format: Student View | Process What-If | create PDF | Include in-progress classes | Include preregistered classes

Level: school test | Degree: Bachelor of Science | Catalog Year: Pick a Catalog Year

Choose Your Different Areas of Study

Select an item to add it to your Chosen Area of Study

Program: Pick a Program | Chosen Areas of study: PROGRAM: BS Chemistry | Remove

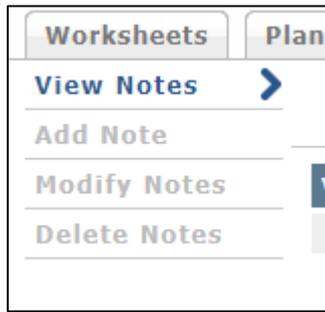
Major: Pick a Major | Minor: Pick a Minor | College: Pick a College | Concentration: Pick a Concentration

Choose Your Future Classes

Enter a course and click Add Course

Subject: BIOL | Number: | Add Course | Courses you are considering: BIOL 3500K | Remove Course

Enter Notes



- Access
- Add, Modify, Delete

Enter Notes

Exception Management		Template Management			Change Password		Print	Log Out		
Find	Student ID	Name	Degree	Major	Level	Student Class Level	Last Audit	Last Refresh		
	900010137	Jensen, Jamie J	BS	Biology - General	US	Junior	03/04/2019	Today at 10:28 am		
Worksheets	Planner	Plans	Notes	Petitions	Exceptions	GPA Calc				
View Notes										
Add Note										
Modify Notes										
Delete Notes										
View Notes										
Note Text							Created By	Create Date		
Face-to-face meeting.							Faulkner, William	03/04/2019		

Enter Notes

Exception Management			Template Management			Change Password		Print			
Find	Student ID	Name	Degree	Major	Level	Student Class	Level	Last Audit	Last Refresh		
	900010137	Jensen, Jamie J	BS	Biology - General	US	Junior		03/03/2019	Today at 11:42 am		

Worksheets | **Planner** | **Plans** | **Notes** | **Petitions** | **Exceptions** | **GPA Calc**

View Notes
Add Note >
Modify Notes
Delete Notes

Add New Note
Enter your note and click the Save Note button

Face-to-face meeting.

Choose a predefined note from the list below

Face-to-face meeting.

Phone communication.

Left voicemail.

Student did not return call.

Email or electronic communication.

Student did not reply to email.

Student did not attend scheduled advising appointment.

Personal issues.

Student and mentor discussed the withdrawal process.

Discussed implications of withdrawing from course(s).

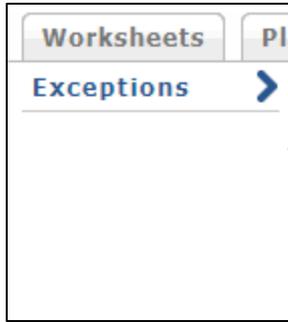
Student was advised to consider financial aid consequences before withdrawing from any course.

Referred student to Financial Aid.

Referred student to the Academic Enhancement Center for tutoring.

Referred student to the Counseling Center.

Identify and Manage Exceptions



- Purpose of Exceptions
- Identify an Exception
- Manage Exceptions

Types of Exceptions

- Also Allow
- Substitute
- Apply Here
- Change Limit
- Force Complete – only use as last resort

Manage Exceptions

- Requires specific permissions
- Load or Remove
- Run New Audit to View
- Best practice – make sure the exception applied before moving on
- Best practice – add a detailed note

Identifying Exceptions

- Enforced Exception:

<input checked="" type="checkbox"/> AREA B - INSTITUTIONAL OPTION							
<input checked="" type="checkbox"/> Introduction to Computing	MATH 2210	Calculus II	BT	4	Fall 2006		
Satisfied by		MATH2432 - Calculus II - Georgia Perimeter College					
Exception By:	Faulkner, William	On:	03/04/2019	Also Allow : MATH 2210 for ITEC 1001			

Exceptions					
Type	Description	Date	Who	Block	Enforced
Also Allow	MATH 2210 for ITEC 1001	03/04/2019	Faulkner, William	RA000036	Yes

- Unenforced Exception:

<input type="checkbox"/> AREA B - INSTITUTIONAL OPTION					
<input type="checkbox"/> Introduction to Computing					
		Still Needed: 4 Credits in ITEC 1001 or 1001H			

Exceptions					
Type	Description	Date	Who	Block	Enforced
Also Allow	MATH 2210 for ITEC 1001	03/04/2019	Faulkner, William	RA000036	No

Use GPA Calculators



- Graduation Calculator
- Term Calculator
- Advice Calculator

Use GPA Calculators

Worksheets | Planner | Plans | Notes | Petitions | Exceptions | **GPA Calc**

Graduation Calculator >

Term Calculator

Advice Calculator

Current GPA

Credits Remaining

Credits Required

Desired GPA

Calculate

Graduation Calculator

Graduation Calculator >

Term Calculator

Advice Calculator

Current GPA	3.26
Credits Remaining	90
Credits Required	120
Desired GPA	3.4

Calculate

Graduation Calculator >

Term Calculator

Advice Calculator

Current GPA	3.26
Credits Remaining	90
Credits Required	120
Desired GPA	3.4

You need to average a 3.44 over your final 90 Credits to graduate with your desired GPA.

Recalculate

Term Calculator

[Graduation Calculator](#)
[Term Calculator](#) >
[Advice Calculator](#)

Current GPA 3.26
 Credits Earned So Far 69

	Credits	Grade
Calculus	3	B [3.00] ▼
Ecology	3	A [4.00] ▼
Statistics	3	A [4.00] ▼
Physics	4	B [3.00] ▼
Class 5		A [4.00] ▼
Class 6		A [4.00] ▼
Class 7		A [4.00] ▼
Class 8		A [4.00] ▼
Class 9		A [4.00] ▼
Class 10		A [4.00] ▼

[Calculate](#)

[Graduation Calculator](#)
[Term Calculator](#) >
[Advice Calculator](#)

Current GPA 3.26
 Credits Earned So Far 69

Class	Credits	Grade	
Calculus	3	B	3.00
Ecology	3	A	4.00
Statistics	3	A	4.00
Physics	4	B	3.00

Calculated GPA 3.29
 By achieving the grades listed here, your GPA at the end of the term will be 3.29

[Recalculate](#)

Advice Calculator

Graduation
Calculator

Term
Calculator

Advice
Calculator >

Current GPA	3.26
Credits Earned	69
Desired GPA	3.5

Calculate

Graduation
Calculator

Term
Calculator

Advice
Calculator >

Current GPA	3.26
Credits Earned	69
Desired GPA	3.5

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

34 Credits at 4.00 (A) grade average

Note: Results that would require you to take more than 150 Credits have been omitted.

Recalculate

For Inquiring Minds

- More Information
- Resources
- Information and Support

Looking for More Information?

- Ellucian resources are available!
 - Gain access from your Banner Project Leader
 - Documentation
 - Community
- GeorgiaBEST website
- In Person Opportunities
 - interactUSG
 - Ellucian Live and Degree Works Forum
 - CoHEsion

Resources

- Ellucian Documentation
<https://login.ellucian.com/>
 - *Degree Works Web Interface User Guide*
- GeorgiaBEST Training
http://www.usg.edu/georgia_best/training
 - *Scribe on the Web*
 - *Upgrades*
 - *Shepentry and Sure Code*
 - *Transit*
- Helpdesk
 - Helpdesk@usg.edu

More Information and Support

More Information and Support:

For emergency, business interruption or other production down situations, immediately call the ITS Helpdesk (706-583-2001 or 888-875-3697 toll-free within Georgia).

For non-urgent issues, submit a service request at <https://usg.service-now.com/usgsp>. (Self-service support or service requests require a user ID and password; email helpdesk@usg.edu for assistance.)

Additional Resources:

For information about ITS maintenance schedules or Service Level Guidelines, please visit

http://www.usg.edu/customer_services/service_level_guidelines.

For USG services status, please visit <http://status.usg.edu>.



UNIVERSITY SYSTEM OF GEORGIA

Information Technology Services

