

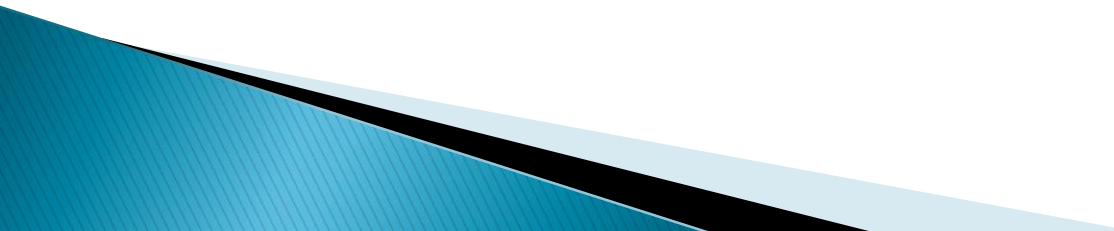


# DegreeWorks 101

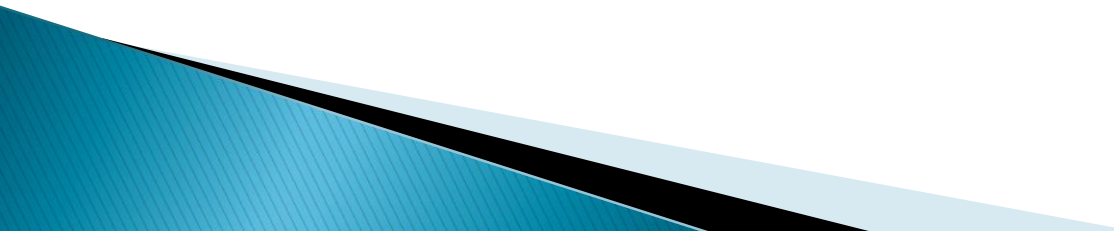
Audits: What Advisors Need to Know  
Spring 2015

# What is DegreeWorks?

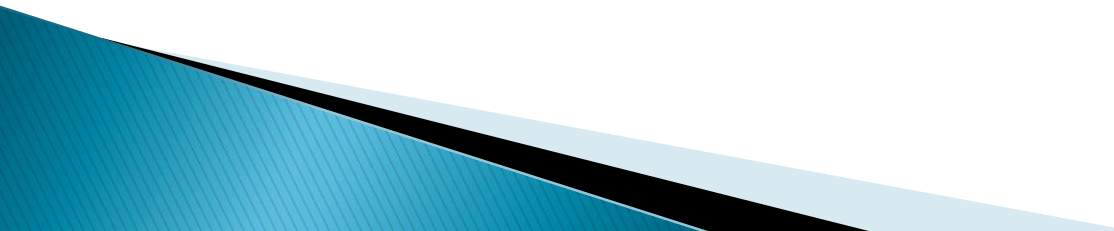
DegreeWorks is a comprehensive academic advising, program planning and degree audit system that helps students and advisors navigate the path toward degree completion.



# Use DegreeWorks to:

- ▶ See requirements for academic programs
  - ▶ See how completed courses apply toward degree requirements
  - ▶ Run 'What-if' audits when considering a change of academic program.
- 

# DegreeWorks is available to USI students who:

- ▶ Are declared under Fall 2013 bulletin or later AND
  - ▶ Began at USI during the fall 2006 semester or later
  - ▶ ALL students may use the 'What-if' function of DegreeWorks
- 

# Access to DegreeWorks

- ▶ Sign in to your myUSI portal
- ▶ Click on the Mortar Board icon
- ▶ Access is also available through Self-Service
  - Student Information menu
  - Degree Evaluation (DegreeWorks)

# Direct Access

The screenshot shows a web browser window displaying the myUSI portal. The browser's address bar shows the URL <https://my.usi.edu/group/mycampus/>. The page header includes the USI logo and the text "University of Southern Indiana". A navigation bar contains links for Home, Campus Life, Password Reset, Feedback, and JMP. The main content area is divided into several sections:

- Eagle Apps:** A sidebar menu with "Edit Preferences" and "USI Online Services". Under "USI Online Services", there are icons for Tk20, HOUSING, UCC, Bb, Bb, and OLD. A blue arrow points to the "5D2WORKS8" icon.
- Announcements:** A section titled "Sign up for RAVE" with the text: "RAVE is a text messaging service that disseminates important information to the campus community, including emergency info, weather alerts, and school closings. [Sign up for RAVE now!](#)"
- Faculty/Staff Email Link:** A section with the text: "Click on the link below to access faculty/staff email:" and a bullet point: "• [outlook.usi.edu](mailto:outlook.usi.edu)"
- Eagle Access Card:** A section with the text: "Click [here](#) to login to manage your Eagle Access Card account."

The footer of the page contains the URL <https://dwprod.usi.edu/IRISLink.cgi?CAS=ENABLED&SERVICE=LOGON&SCRIPT=5D2WORKS8>, copyright information for 2013 University of Southern Indiana, and a logo for "In Partnership with CAMPUSEAI". The Windows taskbar at the bottom shows the time as 2:22 PM on 1/4/2015.

# myUSI



- Personal Information
- Alumni and Friends
- Volunteer
- Student
- Financial Aid
- Faculty Services**
- Employee
- Finance

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Student Information

- [Term Selection](#)
- [ID Selection](#)
- [Student Information](#)
- [Student Address and Phones](#)
- [Student E-mail Address](#)
- [Concise Student Schedule \*\*\\*\\*NEW\\*\\*\*\*](#)
- [Student Schedule](#)
- [Academic Transcript](#)
- [Degree Evaluation \(DegreeWorks\)](#)
- For students on bulletins Summer 2014 and later
- [Degree Evaluation \(DARS\)](#)
- For students on bulletins Spring 2014 and earlier
- [Active Registrations](#)
- [Registration History](#)
- [Advisee Listing](#)
- [View Test Scores](#)
- [View Holds](#)



# Search for Students

- ▶ Enter a Student ID Number OR
- ▶ Use the **FIND** icon

UNIVERSITY OF SOUTHERN INDIANA

Back to Self-Service | FAQ | Help | Print | Exception Management | Temp

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

Worksheets Plans Notes Petitions Exceptions GPA Calc Admin

For students, DegreeWorks:

- 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 students, DegreeWorks:



# Search for Students

The screenshot shows a web browser window displaying the 'Find Students' search interface. The browser address bar shows the URL: <https://dwprod.usi.edu/> - Ellucian Degree Works - University of Southern Indiana Find Students - Windows Internet Explorer.

The search form is titled 'Find Students' and includes the following sections:

- Student ID**, **First Name**, and **Last Name** input fields.
- Degree**: All Degree Codes
- Level**: All Level Codes
- Classification**: All Classification Codes
- Bulletin Term**: All Bulletin Term values
- Major**: All Major Codes
- Minor**: All Minor Codes
- College**: All College Codes
- Concentration**: All Concentration Codes
- Program**: All Program Codes
- Student Type**: All Student Type Codes
- Sport**: No Sport selected
- Academic Standing**: All Academic Standings
- Student Attribute**: No Attribute selected
- Hold**: No Hold Selected
- Graduation Status**: Nothing Selected
- Enrolled**: Nothing Selected

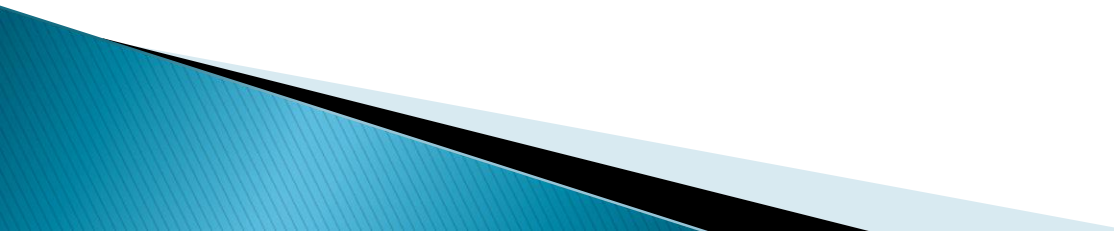
Below the filters is a section for 'Chosen Repeatable Search Criteria' with a text input field and a 'Remove' button.

At the bottom of the search form, there is a 'Student Search' instruction: 'Enter your criteria and click "Search" to find students.'

The search results table has the following columns: Student ID, Name, Degree, Major, Level, and Classification.

Buttons for 'Search', 'Clear', 'OK', 'Cancel', 'Check All', and 'Uncheck All' are visible.

# Search

- ▶ Search by NAME
  - ▶ Search by BULLETIN TERM
  - ▶ Search by MAJOR
  - ▶ Search by ATTRIBUTE
  - ▶ NOTE: All search parameters must be met for the return; that is, LESS IS MORE
- 

# Search

- ▶ Select YES under Enrolled to only search for students currently enrolled.

Codes	▼	<b>Major</b>	All Major Codes	▼	<b>Sport</b>	No Sport selected	▼
Codes	▼	<b>Minor</b>	All Minor Codes	▼	<b>Academic Standing</b>	All Academic Standings	▼
in	▼	<b>College</b>	All College Codes	▼	<b>Student Attribute</b>	No Attribute selected	▼
ation Codes	▼	<b>Concentration</b>	All Concentration Codes	▼	<b>Hold</b>	No Hold Selected	▼
m	▼	<b>Program</b>	All Program Codes	▼	<b>Graduation Status</b>	Nothing Selected	▼
Term values	▼	<b>Student Type</b>	All Student Type Codes	▼	<b>Enrolled</b>	Nothing Selected	▼
						Yes	▼

Chosen Repeatable Search Criteria

# Search

- ▶ When the search results are returned, you may:
  - Click OK – all students will remain in the drop-down box with audits available or
  - UNCHECK ALL and select only the student you want. Only this student's audit will be available.

### Find Students

Student ID:  First Name:  Last Name:

**Degree**  
All Degree Codes

**Level**  
All Level Codes

**Classification**  
All Classification Codes

**Bulletin Term**  
All Bulletin Term values

**Major**  
All Major Codes

**Minor**  
All Minor Codes

**College**  
All College Codes

**Concentration**  
All Concentration Codes

**Program**  
All Program Codes

**Student Type**  
All Student Type Codes

**Sport**  
No Sport selected

**Academic Standing**  
All Academic Standings

**Student Attribute**  
No Attribute selected

**Hold**  
No Hold Selected

**Graduation Status**  
Nothing Selected

**Enrolled**  
Nothing Selected

Chosen Repeatable Search Criteria

---

Students Found: 13

ID	Name ▲	Degree	Major	Level	Classification
<input checked="" type="checkbox"/>	000612912 Student, Sabrina	BSE	Engineering	UG	2nd Sem Freshman
<input checked="" type="checkbox"/>	000602480 Student, Sadie	BA	Pre-Elementary Education	UG	1st Sem Freshman
<input checked="" type="checkbox"/>	000555213 Student, Samantha	BS	Elementary Education	UG	2nd Sem Sophomore
<input checked="" type="checkbox"/>	000191419 Student, Sammy R	BS	Physical Education (Teaching)	UG	2nd Sem Senior

UNIVERSITY OF SOUTHERN INDIANA

Back to Self-Service

Find Student ID: 000606294 Name: Student, Stanley

Worksheets Plans Notes

Worksheets Student View

History

What If

What If History

Look Ahead

Financial Aid

Aid History

Athletic Eligibility

Athletic Eligibility History

General Electives

CIS 151.

CMST 107.

MATH 111.

In-progress

CIS 261.

ENG 201.

HIST 102.

MATH 215.

PHIL 201.

Legend

Complete

Not Complete

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UNIVERSITY OF SOUTHERN INDIANA

Degree Works Ellucian

Password  Log Out

(3.00) Spring 2015

10.00 Classes Applied: 3

3.00 Fall 2014

3.00 Fall 2014

4.00 Fall 2014

15.00 Classes Applied: 5

3.00 Spring 2015

3.00 Spring 2015

3.00 Spring 2015

3.00 Spring 2015

3.00 Spring 2015

\* Course has prerequisite (IP) In-progress/Registered

# The AUDIT

- ▶ DegreeWorks Audits are shown in **BLOCKS**
  - STUDENT BLOCK
  - DEGREE BLOCK
  - UNIVERSITY CORE CURRICULUM/CORE 39 BLOCK
  - MAJOR BLOCK
  - GENERAL ELECTIVES BLOCK
  - INSUFFICIENT BLOCK
  - IN-PROGRESS BLOCK
  - NOT COUNTED BLOCK
  - TRANSFER WORK BLOCK

# STUDENT Block

- ▶ Shows student information pulled directly from BANNER
  - Student classification, GPA,
  - Information about the academic program
  - Information that may pertain to registration status

# Student Block

https://dwtest.usi.edu/ - Ellucian Degree Works - University of Southern Indiana Test - Windows Internet Explorer

UNIVERSITY OF SOUTHERN INDIANA 15 to FINISH INDIANA

Back to Self-Service | FAQ | Help | Print | Exception Management | Template Management | Change Password | Log Out

Find Student ID: 000606294 | Name: Student, Stanley | Degree: BS | Major: Accounting and Profession | Level: UG | Classification: 1st Sem Fres | Last Audit: 03-Jan-2015 | Last Refresh: 03-Jan-2015 at 11:31 pm

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

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

History: (not frozen) | Save Save this audit with this new description and freeze status

### University of Southern Indiana Test

Student View A0004yTQ as of 03-Jan-2015 at 09:53

<b>Student</b>	Student, Stanley	<b>Level</b>	Undergraduate	<b>Academic Standing</b>	Good Standing
<b>ID</b>	000606294	<b>College</b>	Romain College of Business	<b>Sport</b>	
<b>Classification</b>	1st Sem Freshman	<b>Degree</b>	Bachelor of Science	<b>Graduation Status</b>	
<b>Advisor</b>	McGuire, Brian L	<b>Major</b>	Accounting and Profession Serv	<b>Student Attribute</b>	First-Generation college stdnt
<b>Overall GPA</b>	3.464	<b>Concentration</b>		<b>Hold</b>	
		<b>Minor</b>			

**Disclaimer**  
 This degree audit is an unofficial document and is not official notification of completion of degree or certificate requirements. While you are encouraged to use this degree audit report as a guide when planning your progress toward completion of your degree requirements, students are responsible for complying with all academic policies as published in the University of Southern Indiana (USI) Bulletin, including any requirements which might not be included in this audit. USI is not responsible for any errors or omissions contained in this unofficial degree audit. If you have any questions about the information contained in this audit, please review the FAQ's link at the top of the page. If you still have questions about the content of your audit, please contact your academic advisor. Questions or comments about the Degree Works program itself should be directed to the Office of the Registrar (registrar@usi.edu) from your USI email account. Although this audit includes all courses taken, it is not your academic transcript. Official USI transcripts may be requested via myUSI.

**Degree in Bachelor of Science** Bulletin Term: FALL 2014 Credits Required: 120.00  
Credits Applied: 29.00

39 credits in Inner-level coursework Still Needed: You have taken 0 but need 39 more 300-level or above credits.

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2:49 PM  
1/4/2015

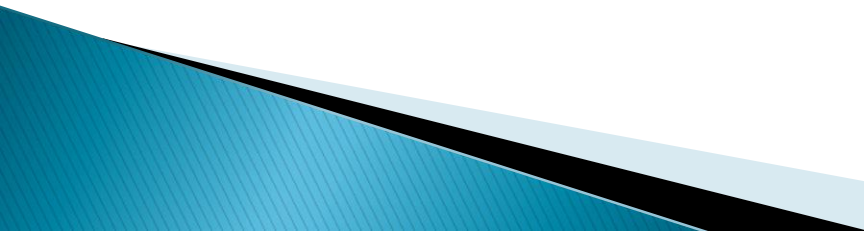


# Degree Block

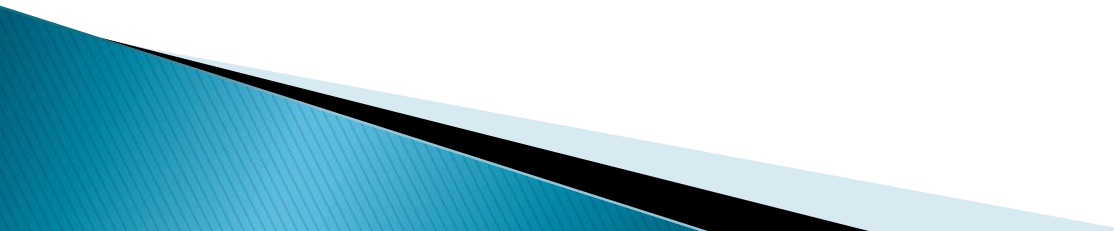
- ▶ Shows general requirements for the degree
  - Minimum number of hours
  - Minimum number of upper-level hours
  - Minimum GPA requirement
  - Hyperlinks to specific section(s) of audit
  - Proxy advice – dynamic

<input type="checkbox"/> Degree in Bachelor of Science		Bulletin Term: FALL 2014	Credits Required: 120.00
		Credits Applied: 29.00	
<input type="checkbox"/> 39 credits in Upper-level coursework	Still Needed:	You have taken 0 but need 39 more 300-level or above credits.	
<input type="checkbox"/> A minimum of 30 credits must be taken at USI	Still Needed:	You have taken 29 but need 1 more credits at USI.	
<input type="checkbox"/> non-Business 56 credit hour minimum	Still Needed:	You have taken 23 but need 33 more non-Business credits.	
<input checked="" type="checkbox"/> You meet the minimum 2.0 GPA requirement			
<input type="checkbox"/> University Core Curriculum	Still Needed:	See <a href="#">Core 39</a> section	
<input type="checkbox"/> Major Requirements	Still Needed:	See <a href="#">Major in Accounting and Professional Services</a> section	

# Course Blocks

- ▶ COMPLETED requirements are shown in light yellow with a green checkmark to the left
  - ▶ Course(s) used to satisfy the requirement(s) shown with grade (including transfer work)
  - ▶ IN-PROGRESS requirements shown in light blue with a single tilde at the left
  - ▶ STILL NEEDED requirements are shown in bold with hyperlinked options available; asterisk indicates prerequisite. Blank box at left means requirement unmet
- 

# Additional Information

- ▶ Select or Deselect to include In-Progress / Preregistered coursework
  - ▶ Additional windows:
    - Class History
    - Test Scores
  - ▶ The '@' sign is a wildcard (course prefix, course number)
- 

# Additional Information

https://dwtest.usi.edu/ - Ellucian Degree Works - University of Southern Indiana Test - Windows Internet Explorer

UNIVERSITY OF SOUTHERN INDIANA 15 TO FINISH INDIANA

Back to Self-Service    FAQ    Help    Print    Exception Management    Template Management    Change Password    Log Out

Find Student ID: 000606294    Name: Student, Stanley    Degree: BS    Major: Accounting and Profession Serv    Level: UG    Classification: 1st Sem Fres    Last Audit: Today    Last Refresh: Today at 3:11 pm

Worksheets    Plans    Notes    Petitions    Exceptions    GPA Calc    Admin

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

History    What If    What If History    Look Ahead    Financial Aid    Aid History    Athletic Eligibility    Athletic Eligibility History

Save Save this audit with this new description and freeze status

### University of Southern Indiana Test

Student View A0004yeu as of 04-Jan-2015 at 15:11

<b>Student</b>	Student, Stanley	<b>Level</b>	Undergraduate	<b>Academic Standing</b>	Good Standing
<b>ID</b>	000606294	<b>College</b>	Romain College of Business	<b>Sport</b>	
<b>Classification</b>	1st Sem Freshman	<b>Degree</b>	Bachelor of Science	<b>Graduation Status</b>	
<b>Advisor</b>	McGuire, Brian L	<b>Major</b>	Accounting and Profession Serv	<b>Student Attribute</b>	First-Generation college stdnt
<b>Overall GPA</b>	3.464	<b>Concentration</b>		<b>Hold</b>	
		<b>Minor</b>			

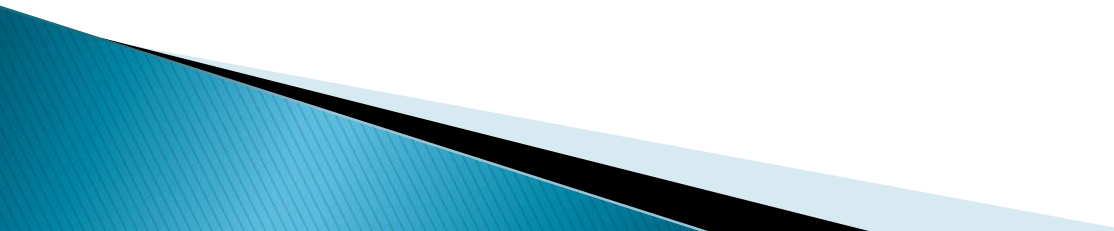
**Disclaimer**  
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**Degree in Bachelor of Science**    Bulletin Term: FALL 2014    Credits Required: 120.00    Credits Applied: 29.00

39 credits in Upper-level coursework    Still Needed: You have taken 0 but need 39 more 300-level or above credits.

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# Core Block

- ▶ Shows specific requirements for University Core Curriculum or Core 39, depending on student's bulletin
  - ▶ Shows total number of hours applied
  - ▶ Auditor evaluates all requirements and attempts to 'check the most boxes'
  - ▶ Audit is dynamic; may change as student enrolls in additional coursework
- 

# Core Block

- ▶ For UCC
  - Requirements are set up according to individual requirements (R&CI, R&CII, Speech, Math, Ethics, etc.)

# UCC

https://dwtest.usi.edu/ - Ellucian Degree Works - University of Southern Indiana Test - Windows Internet Explorer

UNIVERSITY OF SOUTHERN INDIANA 15 to FINISH INDIANA  Degree Works Ellucian

Back to Self-Service    FAQ    Help    Print    Exception Management    Template Management    Change Password    Log Out

Find Student ID: 000103550    Name: Lee, Andrew Jacob    Degree: BA    Major: English    Level: UG    Classification: 1st Sem Fres    Last Audit: 03-Jan-2015    Last Refresh: 03-Jan-2015 at 8:40 pm

Worksheets    Plans    Notes    Petitions    Exceptions    GPA Calc    Admin

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

History     Language Proficiency Verification    **Still Needed:** 1 Class in ARAB 2@ or 3@ or 4@ or CHIN 2@ or 3@ or 4@ or FREN 2@ or 3@ or 4@ or GERM 2@ or 3@ or 4@ or JPN 2@ or 3@ or 4@ or LATIN 2@ or 3@ or 4@ or SPAN 2@ or 3@ or 4@

What If     **University Core Curriculum**    Bulletin Term: FALL 2013    Credits Required: 50.00    Credits Applied: 36.00

What If History    **Unmet conditions for this set of requirements:** 50 credits are required. You currently have 36, you still need 14 more credits.

<input checked="" type="checkbox"/> Rhetoric and Composition I: Literacy & the Self	ENG 101.	Rhet&Comp I:Literacy/Self	B	3.00	Fall 2013
<input checked="" type="checkbox"/> Rhetoric and Composition II: Literacy & the World	ENG 201.	Rhet&Comp II:Literacy/World	IP	(3.00)	Fall 2014
<input checked="" type="checkbox"/> Speech	CMST 107.	Intro Interpersonal Comm	IP	(3.00)	Sum 1 2015

Look Ahead     Mathematics    **Still Needed:** 1 Class in MATH 107.\* or 108.\* or 111.\* or 114.\* or 115.\* or 118.\* or 122.\* or 202.\* or 203.\* or 215.\* or 230.\*

Financial Aid     Ethics    PHIL 201.    Intro to Ethics    IP    (3.00)    Spring 2015

Aid History     The Arts    ENG 265.    Intro to American Lit Hist    IP    (3.00)    Spring 2015

Health    KIN 281.    Personal Health Sci    IP    (3.00)    Spring 2015

Athletic Eligibility     Fitness    **Still Needed:** 1 Class in KIN 1@ or PET 287. Except KIN 186. or 188. or 192.

History    HIST 112.    World Civ II    B+    3.00    Spring 2014

Individual Development/Social Behavior    ECON 175.    Fundamtlis of Econ    IP    (3.00)    Fall 2014

POLS 102.    Intr American Polit    IP    (3.00)    Fall 2014

**8 to 9 Credits in ANTH 131. or ASTR 201. or BIOL 105. or 112. or 114. or 121. or 122.\* or 133.\* or 141.\* or 151.\* or 152.\* or 176. or 208. or 251. or 282. or 285.\* or CHEM 103. or 107. or 141. or 175. or 261.\* or 262.\* or GEOG 112. or 215.\* or GEOL 101. or 115. or 121. or 131. or 132. or 151.\* or 161.\* or 162.\* or 234.\* or PHYS 101. or 175.\* or 176.\* or 205.\* or 206.\* or 207. or 208.**

**Still Needed:** 1 Lab course is required to complete the C3-Science category.

Either CHEM 103 or 107 and either GEOL 151 or 161 may be used. Only if PHYS 175, 176, 205, 206 labs are passed can the lecture meet the C3-Science Core requirement.

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Windows Taskbar: 3:40 PM 1/4/2015

# Core 39 Block

- ▶ For Core 39:
  - Requirements are separated into:
    - Foundation Skills Requirements
    - BA/BS Skills Requirements
    - Ways of Knowing
    - Embedded Experience



# Core 39 Block

https://dwtest.usi.edu/ - Ellucian Degree Works - University of Southern Indiana Test - Windows Internet Explorer

UNIVERSITY OF SOUTHERN INDIANA

15 to FINISH INDIANA

Degree Works Ellucian

Back to Self-Service | FAQ | Help | Print | Exception Management | Template Management | Change Password | Log Out

Find Student ID: 000606294 | Name: Student, Stanley | Degree: BS | Major: Accounting and Professio | Level: UG | Classification: 1st Sem Fres | Last Audit: Today | Last Refresh: Today at 3:11 pm

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

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

History

**Core 39** Bulletin Term: FALL 2014 Credits Required: 39.00  
Credits Applied: 16.00

What If

Unmet conditions for this set of requirements: 39 credits are required. You currently have 16, you still need 23 more credits.

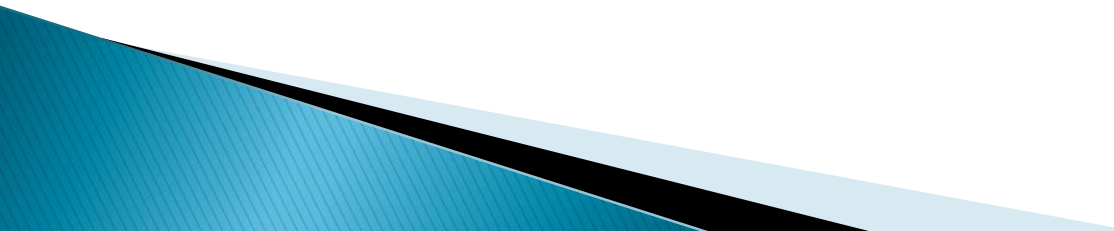
What If History

Requirement	Course	Prerequisites	Grade	Credits	Term
<input checked="" type="checkbox"/> Composition I	ENG 101.	Rhet&Comp I:Literacy/Self	B+	3.00	Fall 2014
<input checked="" type="checkbox"/> Composition II	ENG 201.	Rhet&Comp II:Literacy/World	IP	(3.00)	Spring 2015
<input type="checkbox"/> Communication	Still Needed: 1 Class in CMST 101.				
<input checked="" type="checkbox"/> Mathematics	MATH 215.	Survey of Calculus	IP	(3.00)	Spring 2015
<input type="checkbox"/> PHYSICAL ACTIVITY AND WELLNESS	Still Needed:				
<input type="checkbox"/> Wellness and Fitness Concepts or Personal Health Science	( 1 Class in KIN 192. or 281. )				
<input checked="" type="checkbox"/> First Year Experience	UNIV 101.	First Year Experience	A	1.00	Fall 2014
<input type="checkbox"/> BACHELOR OF SCIENCE REQUIREMENTS	Still Needed: See Bachelor of Science Skills Requirement section				
<input type="checkbox"/> WAYS OF KNOWING					
<input type="checkbox"/> Required Ways Of Knowing Coursework	Still Needed: Choose from 1 of the following:				
<input type="checkbox"/> Social Inquiry	( 1 Class in ECON 208.* ) and				
<input checked="" type="checkbox"/> Moral and Ethical Reasoning	PHIL 201.	Intro to Ethics	IP	(3.00)	Spring 2015
<input type="checkbox"/> Additional Ways Of Knowing Coursework	Still Needed: Choose from 1 of the following:				
<input type="checkbox"/> Creative and Aesthetic Expression	( 1 Class in ART 104. or 201. or ENG 105. or 285. or 361.* or FREN 275. or GERM 275. or SPAN 275. or THTR 101. or 251. or 361.* ) or				
<input checked="" type="checkbox"/> Historical Inquiry	HIST 102.	U.S. since 1865	IP	(3.00)	Spring 2015

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3:11 PM 1/4/2015

# Major Block

- ▶ Shows requirements for the declared academic program
  - ▶ Depending on the program requirements, additional blocks may be used (e.g., Other Supporting Coursework, Prerequisite Coursework, etc.)
- 

# Major Block

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UNIVERSITY OF SOUTHERN INDIANA

15 to FINISH INDIANA

Degree Works Ellucian

Back to Self-Service | FAQ | Help | Print | Exception Management | Template Management | Change Password | Log Out

Find Student ID: 000606294 | Name: Student, Stanley | Degree: BS | Major: Accounting and Professional Services | Level: UG | Classification: 1st Sem Freshman | Last Audit: Today | Last Refresh: Today at 3:11 pm

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

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

History

What If

What If History

Look Ahead

Financial Aid

Aid History

Athletic Eligibility

Athletic Eligibility History

**Major in Accounting and Professional Services** | Bulletin Term: FALL 2014 | Credits Required: 61.00 | GPA: 0.000 | Credits Applied: 6.00

Unmet conditions for this set of requirements: 61 credits are required. You currently have 6, you still need 55 more credits. Your GPA is 0; a GPA of 2.0 is required

<input type="checkbox"/> Business Core Required	Still Needed: See <b>Business Core</b> section
<input type="checkbox"/> Other Business Supporting Courses	Still Needed: See <b>Other Business Supporting Courses</b> section
<input type="checkbox"/> Intermediate Accounting I	Still Needed: 1 Class in <b>ACCT 303.*</b>
<input type="checkbox"/> Intermediate Accounting II	Still Needed: 1 Class in <b>ACCT 304.*</b>
<input type="checkbox"/> Introduction to Federal Income Taxation	Still Needed: 1 Class in <b>ACCT 311.*</b>
<input type="checkbox"/> Cost Accounting	Still Needed: 1 Class in <b>ACCT 315.*</b>
<input type="checkbox"/> Accounting Information Systems	Still Needed: 1 Class in <b>ACCT 413.*</b>
<input type="checkbox"/> Auditing Theory and Practice	Still Needed: 1 Class in <b>ACCT 415.*</b>
<input type="checkbox"/> DIRECTED ELECTIVES	Still Needed: Choose from 1 of the following:
<input type="checkbox"/> Financial Accounting Track	( 4 Classes in <b>ACCT 401.*</b> and <b>411.*</b> and <b>422.*</b> and <b>BLAW 363.*</b> ) or
<input type="checkbox"/> Financial Management Track	( Choose from 2 of the following: ) or
<input type="checkbox"/> Required	( 3 Classes in <b>ACCT 401.*</b> and <b>FIN 433.*</b> and <b>461.*</b> ) and
<input type="checkbox"/> Option	( 1 Class in <b>ECON 361.*</b> or <b>FIN 361.*</b> )

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3:50 PM 1/4/2015

# General Electives

- ▶ Courses counted toward graduation but do not satisfy a specific requirement

General Electives		Credits Applied: 10.00		Classes Applied
CIS 151.	Computer Appl. in Bus.	A	3.00	Fall 2014
CMST 107.	Intro Interpersonal Comm	C	3.00	Fall 2014
MATH 111.	College Algebra	A	4.00	Fall 2014

# Insufficient

- ▶ Withdrawn/Failed coursework is shown as insufficient; not counted toward degree requirements
- ▶ Courses not meeting a minimum grade requirement will also show as insufficient

Insufficient		Credits Applied: 0.00		Classes Applied: 2
CMST 101.	Intro Public Spkng-Nurs&HP LLC	W	0.00	Fall 2014
HP 115.	Medical Terminology	F	0.00	Fall 2014

# In-Progress

- ▶ Courses in progress and preregistered will show in this block

In-progress		Credits Applied: 15.00		Classes Applied: 5
CIS 261.	Adv Micro Applicat	IP	3.00	Spring 2015
ENG 201.	Rhet&Comp II:Literacy/World	IP	3.00	Spring 2015
HIST 102.	U.S. since 1865	IP	3.00	Spring 2015
MATH 215.	Survey of Calculus	IP	3.00	Spring 2015
PHIL 201.	Intro to Ethics	IP	3.00	Spring 2015

# Not Counted

- ▶ Developmental courses that were completed but do not apply toward the degree are listed in this section

## Not Counted

GENS 097. Algebra Review	DNP	3.00	Fall 2003
GENS 097. Algebra Review	DP	3.00	Fall 2005
GENS 099. Strategies:College Readng	DP	3.00	Fall 2003
GENS 099. Strategies:College Readng	DP	3.00	Spring 2005

# Transfer Work

- ▶ Transfer work is divided into coursework from 2-year institutions and 4-year institutions

## Transfer Courses from 2-Year Institutions

Course	Title	Credits	Grade	Transfer School	Transfer Course
GENS 1-17	GENS 100 Elective	0.00	TA	Ivy Tech Comm Coll-Evansville	SCIN101
MATH 2-01	MATH 200 Elective	0.00	TA	Ivy Tech Comm Coll-Evansville	MATH121
TECH 1-02	TECH 100 Elective	0.00	TA	Ivy Tech Comm Coll-Evansville	BCOM102
TECH 1-03	TECH 100 Elective	0.00	TA	Ivy Tech Comm Coll-Evansville	BCOM115
TECH 1-04	TECH 100 Elective	0.00	TA	Ivy Tech Comm Coll-Evansville	BCOM105
TECH 1-05	TECH 100 Elective	0.00	TA	Ivy Tech Comm Coll-Evansville	BCOM103
TECH 1-06	TECH 100 Elective	0.00	TA	Ivy Tech Comm Coll-Evansville	BCOM240
TECH 1-07	TECH 100 Elective	0.00	TA	Ivy Tech Comm Coll-Evansville	BCOM206
TECH 1-08	TECH 100 Elective	0.00	TA	Ivy Tech Comm Coll-Evansville	BCOM210
TECH 1-09	TECH 100 Elective	0.00	TA	Ivy Tech Comm Coll-Evansville	BCOM104
TECH 1-10	TECH 100 Elective	0.00	TA	Ivy Tech Comm Coll-Evansville	BCOM235
TECH 1-11	TECH 100 Elective	3.00	TIP	Ivy Tech Comm Coll-Evansville	BCOM220
TECH 1-12	TECH 100 Elective	0.00	TA	Ivy Tech Comm Coll-Evansville	DESN103
TECH 1-13	TECH 100 Elective	0.00	TA	Ivy Tech Comm Coll-Evansville	DESN210
TECH 1-14	TECH 100 Elective	0.00	TB	Ivy Tech Comm Coll-Evansville	DESN221
TECH 1-15	TECH 100 Elective	3.00	TIP	Ivy Tech Comm Coll-Evansville	DESN222

## Transfer Courses from 4-Year Institutions

Course	Title	Credits	Grade	Transfer School	Transfer Course
NOTR 1-16	Not Transferred-No Credit	0.00	TNT	Ivy Tech Comm Coll-Evansville	CONT101



# Notes / Exceptions

- ▶ Advising NOTES and EXCEPTIONS to the program requirements are shown at the bottom of the audit

# Legend and Disclaimer

https://dwtest.usi.edu/ - Ellucian Degree Works - University of Southern Indiana Test - Windows Internet Explorer

UNIVERSITY OF SOUTHERN INDIANA

15 TO FINISH INDIANA

Degree Works Ellucian

Back to Self-Service    FAQ    Help    Print    Exception Management    Template Management    Change Password    Log Out

Find Student ID: 000191419    Name: Student, Sammy R    Degree: BS    Major: Physical Education (Teac)    Level: UG    Classification: 2nd Sem Ser    Last Audit: 26-Mar-2014    Last Refresh: 11-Aug-2014 at 9:25 pm

Worksheets    Plans    Notes    Petitions    Exceptions    GPA Calc    Admin

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

History	Course	Title	Credits	Grade	Transfer School	Transfer Course
	TECH 1-04	TECH 100 Elective	0.00	TA	Ivy Tech Comm Coll-Evansville	BCOM105
	TECH 1-05	TECH 100 Elective	0.00	TA	Ivy Tech Comm Coll-Evansville	BCOM103
	TECH 1-06	TECH 100 Elective	0.00	TA	Ivy Tech Comm Coll-Evansville	BCOM240
	TECH 1-07	TECH 100 Elective	0.00	TA	Ivy Tech Comm Coll-Evansville	BCOM206
	TECH 1-08	TECH 100 Elective	0.00	TA	Ivy Tech Comm Coll-Evansville	BCOM210
	TECH 1-09	TECH 100 Elective	0.00	TA	Ivy Tech Comm Coll-Evansville	BCOM104
	TECH 1-10	TECH 100 Elective	0.00	TA	Ivy Tech Comm Coll-Evansville	BCOM235
	TECH 1-11	TECH 100 Elective	3.00	TIP	Ivy Tech Comm Coll-Evansville	BCOM220
	TECH 1-12	TECH 100 Elective	0.00	TA	Ivy Tech Comm Coll-Evansville	DESN103
	TECH 1-13	TECH 100 Elective	0.00	TA	Ivy Tech Comm Coll-Evansville	DESN210
	TECH 1-14	TECH 100 Elective	0.00	TB	Ivy Tech Comm Coll-Evansville	DESN221
	TECH 1-15	TECH 100 Elective	3.00	TIP	Ivy Tech Comm Coll-Evansville	DESN222

What If

What If History

Look Ahead

Financial Aid

Course	Title	Credits	Grade	Transfer School	Transfer Course
NOTR 1-16	Not Transferred-No Credit	0.00	TNT	Ivy Tech Comm Coll-Evansville	CONT101

Aid History

Athletic Eligibility

Complete     Complete except for classes in-progress    (T) Transfer Class    \* Course has prerequisite  
 Not Complete     Nearly complete - see advisor    @ Any course prefix, course number, or course suffix    (IP) In-progress/Registered

Athletic Eligibility History

Disclaimer

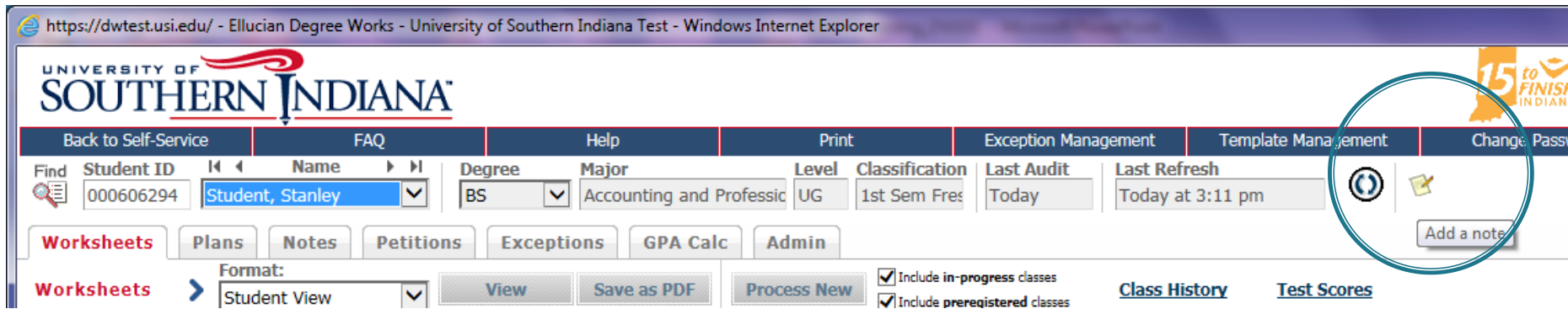
This degree audit is an unofficial document and is not official notification of completion of degree or certificate requirements. While you are encouraged to use this degree audit report as a guide when planning your progress toward completion of your degree requirements, students are responsible for complying with all academic policies as published in the University of Southern Indiana (USI) Bulletin, including any requirements which might not be included in this audit. USI is not responsible for any errors or omissions contained in this unofficial degree audit. If you have any questions about the information contained in this audit, please review the FAQ's link at the top of the page. If you still have questions about the content of your audit, please contact your academic advisor. Questions or comments about the Degree Works program itself should be directed to the Office of the Registrar (registrar@usi.edu) from your USI email account. Although this audit includes all courses taken, it is not your academic transcript. Official USI transcripts may be requested via myUSI.

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5:37 PM 1/4/2015

# Advising Notes

- ▶ Add a NOTE by clicking on the icon at the top of the audit:



https://dwtest.usi.edu/ - Ellucian Degree Works - University of Southern Indiana Test - Windows Internet Explorer

UNIVERSITY OF SOUTHERN INDIANA

Back to Self-Service | FAQ | Help | Print | Exception Management | Template Management | Change Password

Find	Student ID	Name	Degree	Major	Level	Classification	Last Audit	Last Refresh
	000606294	Student, Stanley	BS	Accounting and Professic	UG	1st Sem Fres	Today	Today at 3:11 pm

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

Worksheets | Format: Student View | View | Save as PDF | Process New

Include in-progress classes  
 Include preregistered classes

[Class History](#) | [Test Scores](#)

**Add a note** (highlighted with a red circle)

# Advising Notes

- ▶ Or add a note by using the tab at the top of the audit

The screenshot shows the University of Southern Indiana advising system interface. At the top, the university logo is displayed. Below it, there are navigation links: "Back to Self-Service", "FAQ", "Help", "Print", and "Exce". The main search area includes fields for "Find Student ID" (000606294), "Name" (Student, Stanley), "Degree" (BS), "Major" (Accounting and Professic), "Level" (UG), "Classification" (1st Sem Fres), and "Last" (Tod). Below the search fields, there are several tabs: "Worksheets", "Plans", "Notes", "Petitions", "Exceptions", "GPA Calc", and "Admin". The "Notes" tab is highlighted with a red circle. Below the tabs, there is a "format:" section with a dropdown menu showing "Student Vi" and "Notes". To the right of the dropdown are buttons for "View", "Save as PDF", and "Process New". There are also checkboxes for "Include in-progress" and "Include preregistere". At the bottom right, there is a "Save" button and the text "Save this audit with this" followed by the University of Sou logo.

# Refresh and Process New

- ▶ REFRESH – refreshes a student’s information from Banner (e.g., after student drops or adds a class), click the REFRESH button at the top of the audit
  - Only advisors can REFRESH a student’s audit
- ▶ PROCESS NEW – generates a new audit.
- ▶ **ALWAYS** ‘Process New’ after Refreshing

# Process New

# Refresh

https://dwtest.usi.edu/ - Ellucian Degree Works - University of Southern Indiana Test - Windows Internet Explorer

UNIVERSITY OF SOUTHERN INDIANA

15 TO FINISH INDIANA

Degree Works Ellucian

Back to Self-Service | FAQ | Help | Print | Exception Management | Template Management | Change Password | Log Out

Find Student ID: 000606294 | Name: Student, Stanley | Degree: BS | Major: Accounting and Prof... | Level: UG | Classification: 1st Sem Fres | Last Audit: Today | Last Refresh: Today at 3:11 pm

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

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

History: (not frozen) | Save | Save this audit with this new description and freeze status

### University of Southern Indiana Test

Student View A0004yeu as of 04-Jan-2015 at 15:11					
Student	Student, Stanley	Level	Undergraduate	Academic Standing	Good Standing
ID	000606294	College	Romain College of Business	Sport	
Classification	1st Sem Freshman	Degree	Bachelor of Science	Graduation Status	
Advisor	McGuire, Brian L	Major	Accounting and Profession Serv	Student Attribute	First-Generation college stdnt
Overall GPA	3.464	Concentration		Hold	
		Minor			

**Disclaimer**  
This degree audit is an unofficial document and is not official notification of completion of degree or certificate requirements. While you are encouraged to use this degree audit report as a guide when planning your progress toward completion of your degree requirements, students are responsible for complying with all academic policies as published in the University of Southern Indiana (USI) Bulletin, including any requirements which might not be included in this audit. USI is not responsible for any errors or omissions contained in this unofficial degree audit. If you have any questions about the information contained in this audit, please review the FAQ's link at the top of the page. If you still have questions about the content of your audit, please contact your academic advisor. Questions or comments about the Degree Works program itself should be directed to the Office of the Registrar (registrar@usi.edu) from your USI email account. Although this audit includes all courses taken, it is not your academic transcript. Official USI transcripts may be requested via myUSI.

**Degree in Bachelor of Science**

Bulletin Term: FALL 2014 Credits Required: 120.00  
Credits Applied: 29.00

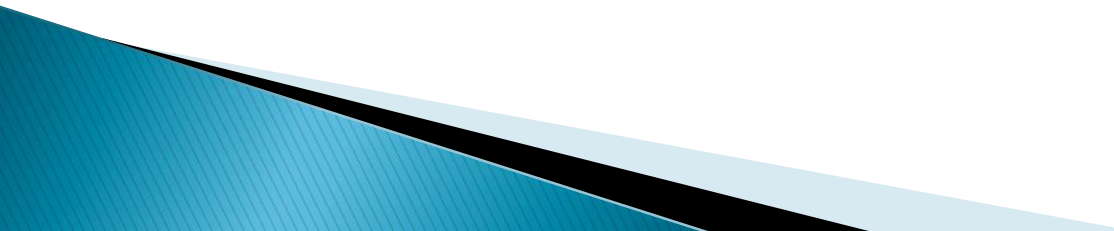
39 credits in Under-level coursework Still Needed: You have taken 0 but need 39 more 300-level or above credits.

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CardMinder Viewer

5:53 PM 1/4/2015

# What-if Audits

- ▶ See how completed and in-progress coursework would apply to a different academic program
  - ▶ Choose from options in the picklists
  - ▶ Options with the red asterisk are required
  - ▶ Future classes may be included but are not required.
  - ▶ When finished, select the Process What-If tab at the top.
- 

# What-if Audits

The screenshot displays the Degree Works Ellucian web application. At the top, the University of Southern Indiana logo is visible on the left, and the '15 TO FINISH INDIANA' logo and 'Degree Works Ellucian' logo are on the right. The navigation bar includes links for Back to Self-Service, FAQ, Help, Print, Exception Management, Template Management, Change Password, and Log Out. Below this is a search bar with fields for Student ID (000606294), Name (Student, Stanley), Degree (BS), Major (Accounting and Professional), Level (UG), Classification (1st Sem Freshman), Last Audit (Today), and Last Refresh (Today at 3:11 pm). A secondary navigation bar contains tabs for Worksheets, Plans, Notes, Petitions, Exceptions, GPA Calc, and Admin. The main content area is titled 'Worksheets' and includes a 'Format' dropdown set to 'Student View', a 'Process What-If' button, a 'Save as PDF' button, and two checked checkboxes: 'Include in-progress classes' and 'Include preregistered classes'. A red warning message states: 'Items with a red asterisk (\*) are required to process a correct What-If audit. In addition to these items, you may select one or more of the following: Minor or Concentration.' The 'What-If' section contains three required dropdown menus: 'Level \*' (Undergraduate), 'Degree \*' (Bachelor of Science), and 'Bulletin Term \*' (Pick a Bulletin Term). Below this is the 'Choose Your Different Areas of Study' section, which has a 'Select an item to add it to your Chosen Area of Study' instruction and four dropdown menus: 'Major \*' (Pick a Major), 'Minor \*' (Pick a Minor), 'College \*' (Pick a College), and 'Concentration \*' (Pick a Concentration). A 'Remove' button is located below the 'Chosen Areas of Study' list. The 'Choose Your Future Classes' section has an 'Enter a course and click Add Course' instruction and two input fields for 'Subject' and 'Number', with an 'Add Course' button below them. A 'WARNING: Please' message is partially visible at the bottom of the main content area. The footer contains the copyright notice 'Copyright 1995 - 2013 Ellucian Company L.P. and its affiliates.' and a 'Dropbox 3.0.3 Up to date' notification. The Windows taskbar at the bottom shows the system clock as 6:07 PM on 1/4/2015.



# Exceptions

- ▶ Exceptions to student audits may be entered if approved:
  - Exceptions to degree requirements must be approved by the Provost and entered by Registrar's Office
  - Exceptions to UCC/Core 39 must be approved by the Director of the Core Council and entered by Registrar's Office
  - Exceptions to program requirements must be entered by the department of the major

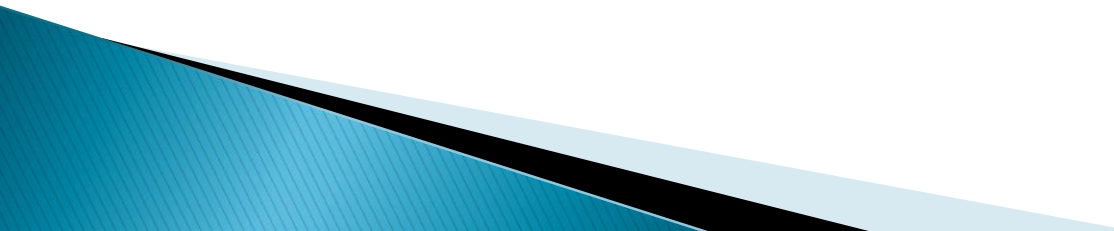
# Types of Exceptions

- ▶ **Substitute** – substitute a specific course for a required course
- ▶ **Also Allow** – add an additional course to a list of required options
- ▶ **Remove Course/Change the Limit** – remove a required course and/or change the required number of credits required
- ▶ **Apply Here** – force a course to satisfy a specific requirement; ignores ‘rules’
- ▶ **Force Complete** – overrides all stated requirements and forces the requirement complete (Registrar’s Office only)

# Troubleshooting the Audit

- ▶ Degree requirements not reading properly?
  - Contact the Registrar's Office; there may be a problem with the Scribe (the coding language used by DW)
  - Check the latest curriculum record on file
- ▶ Total number of hours in question?
  - Deselect in-progress and registered hours
  - Check Banner statistics
- ▶ Other issues? Contact Registrar's Office

# What's next???

- ▶ Scribing forward
  - ▶ Scribing backward
  - ▶ Continue reviewing and refining audits
  - ▶ DegreeWorks upgrade
    - Performance improvement
    - Side-by-side view of Audit and Plan
    - Student Education Plan improvements
- 

# Hang in there!

- ▶ DegreeWorks is a definite improvement over the DARS system in use
  - ▶ USI is moving forward with enhanced tools to improve academic advising and student persistence/success.
  - ▶ By working together, we will create a system that provides accurate, timely information to help students reach their academic goals.
- 