

DEGREEWORKS STUDENT HELP SHEET

❖ How to LOGIN

- Login to EKUDirect ► Student Services & Financial Aid ► Student Records ► DegreeWorks

❖ How to EMAIL your advisor – in audit view (“Student View”) simply click on advisor’s name

❖ DEGREE AUDIT - Reviewing Progress To Degree — The Roadmap to Graduation

- ✓ Full Audit – “STUDENT VIEW” – **Do NOT print this** (lots of paper)
 - Course Information – click on course and a box will appear with course description, any pre-reqs, and real time data on offerings in the current schedule of classes.
- ✓ Registration Checklist – what’s left to do – **PRINT this version**
- ✓ PDF button – to save your audit.

❖ WHAT IF AUDIT - how would existing coursework apply if you decide to change your program

❖ LOOK AHEAD – add specific courses to a Look Ahead degree audit to see how they would fit into your program

❖ ACADEMIC PLANNER

- You should develop a plan, save a plan and make it active for your advisor to check and lock it
1. Click on PLANNER
 2. Full audit appears on left – blank academic plan on right
 3. Load in a “**pre-defined plan**” (a template curriculum guide)
 - ✓ This defaults to **NOTES MODE** – a view that allows the department to include written term by term reminders to use when creating the academic plan.
 4. Customize your plan and select specific courses
 - ✓ Either type in the correct course or click, drag, and drop courses from the audit to your plan.
 - ✓ Save the plan and make it Active.
 - ✓ Have your advisor check your plan. Once you both agree on the plan, your advisor will lock it.
 - ✓ Locked plans cannot be revised. If revisions are needed contact your advisor.
 - ✓ Only Active LOCKED plans can be used by ECU to predict needed course offerings.
 5. NOTES – your advisor may create notes on your academic progression. View them in Calendar Mode.
 - ✓ If you want to print the plan, print the **CALENDAR MODE** (this view saves paper and includes your advisors notes).

❖ CHECK ACADEMIC PLAN – are all courses listed? – are any wrong courses entered on the plan?

- Important – be sure the plan is a good plan.
- At bottom of page click on “CHECK ALL TERMS”
 1. Can also select only a few terms to be placed into planner worksheet
- At top click on “PROCESS NEW” – all courses in checked terms will be placed on to the planner worksheet for your review.
- Carefully review the audit – are all areas met? Are there unnecessary or unwanted Free Electives or courses not used? If you find mistakes correct the academic plan —————► SAVE the plan for your advisor to check and LOCK.

❖ CLASS HISTORY – a listing of courses taken and/or registered in chronological order.

❖ **GPA Calculator**

- How many hours would it take to reach a desired GPA or what grades would you need to receive in specific courses in order to reach a desired GPA.

❖ **Other planner buttons:**

- **Save AS** – should you decide to create a new or change an existing approved plan you would have to save the plan under another name which would require approval
- **Uncheck All** – unchecks all terms previously checked

❖ **Questions** – Check out the DegreeWorks FAQ. Questions about your audit? Contact your advisor.