DegreeWorks – Student Instructions

DegreeWorks is an easy-to-use, web-based, degree audit and academic advising software designed to enhance the advisement and academic planning process (e.g., track degree progress, prepare for registration, and plan for graduation). DegreeWorks has powerful tools that allow you to view your academic progress at any time and confirm how your course choices fulfill degree requirements. It is designed to aid and facilitate academic advising, but is not intended to replace face-to-face advising sessions with your academic advisor.

Accessing DegreeWorks
Log into Self Service Carolina. Select the “Student” tab, then click on “DegreeWorks.”

Next, click on the red button marked “Aiken Campus”; you will automatically be logged into DegreeWorks.

Important Notices

1. Questions about how to use DegreeWorks please visit: Self Service Carolina Help.
2. Questions or concerns about the content of your DegreeWorks audit, please contact your academic advisor.
   - If you do not have an assigned advisor, please contact the academic office that is responsible for your major or program of study, or visit: Advising FAQs.
3. If you are unable to login, you may contact the UTS Service Desk between the hours of 8:00 AM and 6:00 PM, Monday - Friday (except holidays), at 803-777-1800 or at UTS Service Desk. Please Note: UTS cannot answer questions about the content of your audit, only your advisor is authorized to address such items.
4. While DegreeWorks is a helpful reference for students and advisors, it is not an authoritative source. Contact your advisor with any questions or concerns, such as those listed below.

   a. Admitted to graduate school? - Upper level undergraduate students who have been admitted to any USC campus for graduate school, law school, or medical school will not be presented with an audit of your undergraduate degree, at this time. Consult your academic advisor instead.
   b. Transfer credits? - Advanced Placement and International Baccalaureate courses (AP, IB), coursework transferred from another college/university, study abroad coursework, or courses taken on another USC Campus are uploaded to individual student’s academic record after transcripts are checked in and processed by the admissions office. Unevaluated coursework will be evaluated by subject matter experts and may take longer to process. Transfer Credits FAQs.
   c. Exceptions or substitutions? - Any exceptions or course substitutions previously authorized by your advisor or department chair may not be accurately recorded in DegreeWorks. Please keep an eye out for these and contact your advisor to resolve these again.
   d. Multi-campus student? - If you are taking courses or pursuing a degree on more than one USC campus at the same time, your degree audit may not be entirely accurate or complete for either campus. Consult your advisors on all of your campuses.
   e. Beginning Summer 2017 - USC will no longer maintain a transfer GPA, on the academic record, for both new students and continuing students who add transfer work to their academic record from transient or study abroad institutions. As a result, a transfer GPA will not be recorded on the DegreeWorks degree audit report.

Choose your campus to view your audit:

Aiken Campus  Beaufort Campus  Columbia Campus  Lancaster Campus
Sallalah Campus  Sumter Campus  Union Campus  Upstate Campus
Viewing Degree Audits

Degree audits are individualized, printable degree reports displaying courses taken, transfer credits, courses still needed to meet your degree requirements, and courses in-progress. Audits may be viewed in three different formats:

- **Student View** – provides a complete and detailed audit of your academic record (default upon login).
- **Graduation Checklist** – provides a condensed view of your academic record.
- **Registration Checklist** – lists only the courses still needed to meet degree requirements.

To process and view an audit, choose one of the three options above from the drop-down menu under “Format” (top left) and click “View.” DegreeWorks defaults to the “Student View” format upon login.

It is highly recommended that students click on the "Process New" button every time that they view their audit. This will "refresh" the audit and ensure that the most up to date information is being presented.

**Note:** students have access to their own academic records ONLY. Advisors also have access to student records in order to support student progress through their academic careers.

**Reviewing Your Worksheet**

The top part (header) of your “Student View” contains basic information about your degree program, GPA, classification, holds, advisor’s name, etc.
The next part of your audit shows any unmet degree requirements. This block shows total credits required, credits applied, cumulative GPA, and major requirements. Important advice will be displayed in this block (e.g., if your GPA falls below 2.0, you will be directed to your academic advisor).

In the “Still Needed” box, if you hover your mouse over a course, the title and credit hours will show. If you click on the course, you will see a pop-up screen listing all sections of the course offered in the upcoming academic year.

(Prereq: Grades of C or better in BIOL A121 and A122) Phylogenetic and comparative aspects of anatomy and embryology. Laboratory designated: three laboratory hours per week.
Additional sections may appear at the end of your audit. Any courses that aren't needed to fulfill requirements will be listed in the “Electives” section. Any courses you have failed, repeated/withdrawn from, will be displayed in the “Insufficient” section. These courses do not count toward your total credits.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits Applied</th>
<th>Class Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td>3</td>
<td>Full 2007</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>3</td>
<td>Su 12 2018</td>
</tr>
<tr>
<td>ENGL 205</td>
<td>3</td>
<td>Su 2017</td>
</tr>
<tr>
<td>HIST 106</td>
<td>3</td>
<td>Spring 2005</td>
</tr>
<tr>
<td>IDS 100</td>
<td>3</td>
<td>Fall 2007</td>
</tr>
<tr>
<td>MATH 111</td>
<td>4</td>
<td>Fall 2007</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>3</td>
<td>Fall 2008</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>3</td>
<td>Fall 2008</td>
</tr>
<tr>
<td>SOC 105</td>
<td>3</td>
<td>Spring 2009</td>
</tr>
<tr>
<td>STAT 110</td>
<td>3</td>
<td>Spring 2009</td>
</tr>
<tr>
<td>STAT 210</td>
<td>3</td>
<td>Fall 2008</td>
</tr>
<tr>
<td>UNIV 101</td>
<td>A</td>
<td>Fall 2008</td>
</tr>
</tbody>
</table>

All evaluated transfer courses appear in the audit in the appropriate section (major requirements, electives, insufficient) based on how they apply to your degree requirements.

You can view all the courses you’ve taken in a transcript-style format by clicking “Class History”: 

![Image of Aiken University transcript with a highlighted Class History section.](image-url)
What-If Audits

What-If audits can simulate a change of major or bulletin year. This audit will show how the courses you have already completed would apply towards meeting the requirements for a different program or bulletin. Students and advisors can instantly view how any changes would affect the time to degree completion. To view or process a “What-If” audit:

1. Click “What-If” on the DegreeWorks function bar to the left.
2. Select a degree and major from the drop-down menus. Notice the major appears in the “Chosen Areas of Study” box to the right. If you want to select a different major, click on the first major that appears in the box and click “Remove.” Now select the new one from the drop-down box.
3. Click the “Process What-If” button to view your What-If audit report.

Note: you must click “Process What-If” each time after you select new criteria to refresh and view the latest version of an audit.
Look Ahead
The Look Ahead function is a planning tool that allows you to see an audit showing courses for which you plan to register in future semesters. To process a Look Ahead audit:

1. Click “Look Ahead” on the DegreeWorks function bar to the left.
2. Enter the discipline code (e.g., ENGL, MATH, BIOL) and complete course number in the respective fields.
3. Click “Add Course” to create your list of “Courses you are considering.” To de-select a course, click on the course you want to remove and click “Remove Course.”
4. Once you have created your list of “Courses you are considering,” click “Process New” to view your Look Ahead audit. Planned courses used in the Look Ahead function will appear in blue under the appropriate section.
5. Click “Back” to return to the “Look Ahead” screen.

Below is an example of how a "Planned" course appears on your audit:

For questions about DegreeWorks, stop by the Registrar's Office in Penland #109 or call (803) 641-3435.