UCI University of California, Irvine

DegreeWorks User Guide

Graduate Student Advisors
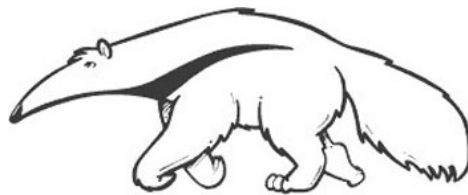
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Introduction

DegreeWorks is a tool used to help advisors and students monitor progress toward degree completion that is always accessible.

- Students can quickly see which requirements or courses are completed or still needed.
- Advisors can access a student's audit to assess a student's time to degree, prepare for in-person counseling, to answer questions regarding the student's degree progress, or to verify degree requirements for certification.

The degree audit is divided into sections:
- Student Information: Information from student records.
- Degree Card: degree requirements.
- Major Card: program-specific requirements.
- Specialization Card: addition required or optional requirements, such as specialization, concentrations, emphasis, or optional masters.

DegreeWorks allows students and advisors to collaborate and focus on academic planning towards the successful completion of the student's degree.

Accessing DegreeWorks

DegreeWorks is accessed through WebAdmin. WebAdmin tool is accessible through the University Registrar Website: https://reg.uci.edu

If you require access, you must complete a Request for Systems Access form in order to be granted access to view or administer. (http://reg.uci.edu/faculty-staff/systemsaccess.html)

Accessing DegreeWorks through WebAdmin:

1. Start on the University Registrar Website: https://reg.uci.edu
2. Locate and Click "WebAdmin".
3. You will need to authenticate with your UCInetID and Password.
   (DUO authentication will be required.)
4. Enter the student ID number or UCInetID to load a student in WebAdmin.
5. Locate and Click on "DegreeWorks" from the left column menu.

Returning to WebAdmin:

Use the "WebAdmin/StudentAccess" link found in the "LINKS" drop down menu to return to WebAdmin.

IMPORTANT:
- **DO NOT search or load new students in DegreeWorks.**
- **You must use WebAdmin to search or load new students. Then click on DegreeWorks to load their audit.**
- **Searching or loading students in DegreeWorks will cause inconsistent loading of student data. Always verify the student you are working on.**

The Degree Audit: Worksheets View

Student Information

The Student Information section shows data from WebAdmin:

Typically, you can expect to find the following information displayed here:

- Student Name
- Student ID Number
- Classification – Level 5 Masters, Level 6 Ph.D, Level 7 Ph.D.Grad App Status
- Overall GPA – The same GPA that is calculated in WebAdmin
- Level – Undergraduate or Graduate
- Degree Type – M.A., M.S., Ph.D., and other degree types
- College – 00, or "Graduate Studies" for all graduate students
- Major – The program the student is enrolled in; the major code from WebAdmin
- In-progress classes – Toggle showing or hiding IP courses in the audit

The Degree Audit

A typical degree audit shows the courses a student must complete along with the courses that the student has taken.

Master of Business Administration (Full-time) INCOMPLETE

Credits required: 92   Credits applied: 52   Catalogue year: 2020-2021

Unmet conditions for this set of requirements: 40 Credits needed

		Class	Title	Grade	Credits	Term
⊘	MgmtMBA 200	MGMTMBA 200	STRAT THINKING	S	4	2020 FALL
⊘	MgmtMBA 201A	MGMTMBA 201A	BUSINESS ANALYTICS	A+	4	2020 FALL
⊘	MgmtMBA 202	MGMTMBA 202	ORG'L LEADERSHIP	A+	4	2021 WINTER
⊘	MgmtMBA 203A	MGMTMBA 203A	FINCL REPORTNG MGMT	A	4	2020 FALL
○	MgmtMBA 204A	**Still needed:**	1 Class in **MGMTMBA** 204A			
○	MgmtMBA 205	**Still needed:**	1 Class in **MGMTMBA** 205			
○	MgmtMBA 207	**Still needed:**	1 Class in **MGMTMBA** 207			
○	MgmtMBA 208	**Still needed:**	1 Class in **MGMTMBA** 208			
○	MgmtMBA 209A	**Still needed:**	1 Class in **MGMTMBA** 209A			
○	MgmtMBA 210	**Still needed:**	1 Class in **MGMTMBA** 210			
○	3 Quarters of MgmtMBA 211: Proseminar	**Still needed:**	3 Classes in **MGMTMBA** 211			
○	48 Units elective courses	**Still needed:**	48 Credits in **MGMTMBA** 2@ or **MGMTEP** 2@ or **MGMTHC** 2@ or **MGMTFE** 2@ or **MPAC** 2@ or **MGMTPHD** 2@ or **BANA** 2@ or **FIN** 2@			

The left side of the audit are labels. The right side of the audit fills in courses that the student has completed or that the student is currently enrolled in. Courses without grades are considered IP, or in progress. If the student passes the course, the letter grade will fill in. If the student does not pass the class, the course will drop off the audit. For requirements that have not been completed, the audit will provide students with advice on how to complete them.

Degree audits are structured by different types of cards. These cards include the degree card; the major, or program requirement card; and any mandatory or optional specialization/concentration/emphasis cards.

Disclaimer for students:

You are encouraged to use this degree audit report as a guide in constructing your academic plan to complete the requirements for your degree program and to track your progress toward your degree. When you change your major, exceptions may not always apply to the new major. **GPA and unit counts on your degree audit do not reflect your actual totals or all required GPAs.** *Actual GPA and unit counts may be found on your unofficial transcript in StudentAccess. Contact your academic counselor to confirm your academic plan and to receive assistance in interpreting this report.*

Your degree audit is not the official certification of your degree. Official certification of your degree is determined by your academic counseling office and is reported to the University Registrar for posting to your UCI academic record. Contact your academic counselor to confirm your progress towards degree completion and the University Registrar for copies of your transcript.

The Degree Card

The degree card shows requirements that students must complete to earn their degree. For the most part, graduate degree cards require that students complete their program requirements in the major cards below.

Helpful Tip:
The links allows you to jump down to the specific section.

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The Major Card

The major card shows requirements that the student must complete for their program. These are usually course requirements but may also include non-course requirements such as advancing to candidacy, oral exams, and dissertation defenses.

Courses that the student has completed and are currently enrolled in from WebAdmin are bridged into DegreeWorks. Grades listed on the transcript in WebAdmin are the same grades that are displayed in DegreeWorks. And any courses that the student is currently enrolled in (in the Study List), are designated as IP courses in DegreeWorks.

Once a student has completed a particular requirement, a green check mark will appear next to the rule. If an "in progress" course is being applied, then the student will see a blue half circle icon next to the rule. Once the student passes the course, the blue half circle will turn into a green check.

Ph.D. in Physics   INCOMPLETE

Credits applied: 24   Catalogue year: 2020-2021

	Class	Title	Grade	Credits	Term	Repeated
⊘ PHYSICS 211	PHYSICS 211	CLASSICAL MECHANICS	A-	4	2020 Fall	
⊘ PHYSICS 212A	PHYSICS 212A	MATH PHYSICS	A	4	2020 Fall	
◑ PHYSICS 213A	PHYSICS 213A	ELECTROMAG THEORY	IP	(4)	2021 Winter	
◯ PHYSICS 213B or 240C	**Still needed:**	1 Class in **PHYSICS 213B or 240C**				
◑ PHYSICS 214A	PHYSICS 214A	STATISTICAL PHYSICS	IP	(4)	2021 Winter	
◑ PHYSICS 215A and 215B	PHYSICS 215A	QUANTUM MECHANICS	A	4	2020 Fall	
	PHYSICS 215B	QUANTUM MECHANICS	IP	(4)	2021 Winter	
◯ 4 Add'l PHYSICS Courses	**Still needed:**	You must complete all of the following:				
◯ 2 Courses: PHYSICS 200-259		2 Classes in **PHYSICS 200:259 or 20@ or 21@ or 22@ or 23@ or 24@ or 25@**				
◯ 2 Courses Approved by Graduate Advisor		2 Classes in **ELECTIVE @**				

Specializations, Concentrations, Emphases Cards

Some programs contain specializations, emphases, or concentrations. These may be mandatory or optional. If a program requires specializations, emphases, or concentrations, these may be selected from a drop-down menu in the "Major Info" section in WebAdmin. "Major Info" will be discussed in the next section (page 10.)

Human Development in Context (HDIC)   INCOMPLETE

Credits applied: 16   Catalogue year: 2019-2020

	Class	Title	Grade	Credits	Term	Repeated
⊘ HDIC core course: EDUC 229A	EDUC 229A	THEOR&ISS HMN DEV I	A	4	2020 Fall	
⊘ EPSC core course: EDUC 253	EDUC 253	FOUND EDUC POLICY	A	4	2020 Spring	
⊘ TLEI core course: EDUC 237	EDUC 237	FOUND OF TCH & LRN	A	4	2020 Winter	
◯ Four courses within the HDIC area.	EDUC 208	READ & WRIT DEVLOP	A	4	2019 Fall	
	Still needed:	3 Classes in EDUC 220 or 223 or 225 or 229B or 232 or 235 or 236 or 238 or 239 or 268 or 274 or 285				

Major Info

Major Info is an administrative menu in WebAdmin. The Major Info section allows DegreeWorks Admins to:

- Change specific details of the student's audit, such as catalogue year, specialization, minor, etc.
- Sync Majors.
- Manually retrieve updated student data (schedules, grades, transfer work, etc.) from WebAdmin to update the DegreeAudit.

The following items can be added or modified through Major Info:

- **Catalogue Year:** The catalogue year is associated to the Degree card, the Major card, and any additional Specialization card. The catalogue year is defaulted to the student's entering Fall Term. However, they can be modified through the drop-down menu for each corresponding catalogue year. Please refer to your program policy for catalogue year requirements.

- **Specializations, Concentrations, and Emphasis:** Some programs require additional requirements in the form of specializations, emphases, or concentrations. These may be mandatory or optional. If a program requires specializations, emphases, or concentrations, the applicable requirements is found in the drop-down menu.

- **Other Program-specific Details or Flags:** There are some programs that require additional details or flags to be determined in Major Info to display the correct requirements. Such as, instrument, area of focus, period of focus, area of study, etc. These are typically additional checkboxes or dropdown menus in Major Info.

- **Optional Masters (Graduate Students Only):** This feature is available to programs that offer an Optional MA. These programs typically do not offer terminal master's degree program.
    - N – (default) Requirements for the Optional Masters is not included in the DegreeAudit.
    - Y – Requirements for the Optional Masters is included in the DegreeAudit.

Sync Major

DegreeWorks generally update automatically overnight. However, this feature allows the staff to update the DegreeAudit with the student's new program or major manually. The new program or major must already be updated in WebAdmin to update the DegreeAudit.

Save Changes

The "Save Changes" button has two functions:

- Save changes made in Major Info. Once the changes are saved, you can click the purple "Process" button on the Worksheets page to apply the changes made in Major Info to the audit.

- Manually retrieve updated student data, such as schedules, grades, transfer work, etc., from WebAdmin to update the DegreeAudit. In cases where no changes are required in Major Info, but there is updated data from WebAdmin, the staff person can click the "Save Changes" button to initiate the process to look for updated data from WebAdmin. Once saved, you can click on the purple "Process" button on the Worksheets page to update the audit with new WebAdmin data.

Exceptions

What is an Exception?

DegreeWorks gives advisors the ability to make exceptions (may also be referred to as substitutions) to a student's degree audit.

Exceptions are used when a course does not automatically apply to a requirement, or when a course can be used in the place of a required course.

Reminder: Substitutions and course waivers must be submitted to and approved by the Graduate Division via the General Petition process before departmental staff may apply exceptions in DegreeWorks. While DegreeWorks is a tool used to help manage degree completion, the Graduate Division will also conduct a final degree check to determine if all degree requirements have been met for degree certification.

An exception may also be used to force complete a requirement when a course will not be used to fulfill a requirement, such as an exam or paper.

Types of Exceptions

There are five different types of exceptions that may be used.

Apply Here

Moves a course from my area to another, ignoring DegreeWorks automated determination of a Best Fit.

Also Allow

Used when you like a requirement to have additional, non-programmed options.

Substitute

Used for a one-to-one substitution, replace Course A with Course B.

Remove Course / Change the Limit

Used to remove a listed course or change a requirement course number/unit number. For example, 4 Credits might be listed but a particular student needs to complete 6 credits.

Force Complete

A complete waiver of a requirement.

- Typically used for non-course requirements such as "Qualifying Examination" requirement.
- When using this exception, you need to apply it to specific rule requirements. Do not use on the "parent-requirement" of a group rule.
- Please try to use one of the exceptions above before considering the use this option. This exception should only be used as a last resort.

Accessing the Exception Dashboard

Click on the "EXCEPTIONS" tab to access the Exception Dashboard.
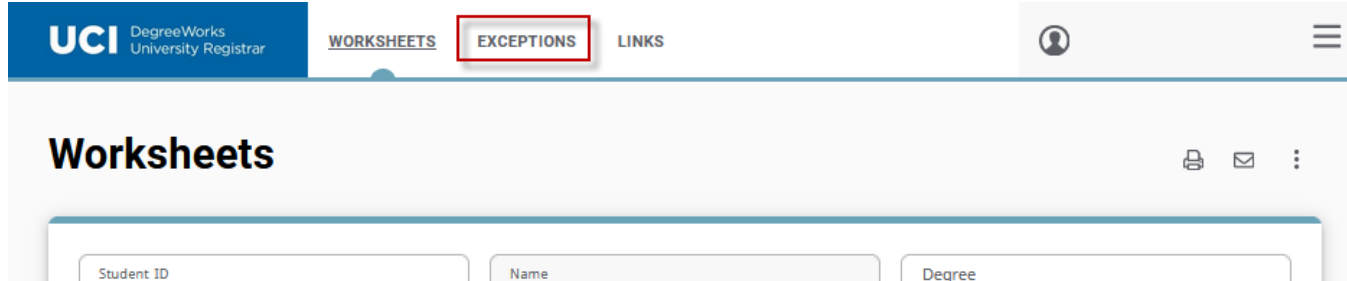
Policy Guidelines

Graduate advisors must adhere to current Graduate Division policy regarding substitutions:

"A student who has taken relevant graduate courses at UCI may petition to have a specific course certified as equivalent to one that satisfies UCI requirements. The petition should describe the two courses and the student's prior course work."

For additional information, the Graduate Division's Graduate Policy and Procedure handbook can be found here: https://www.grad.uci.edu/forms/academics/Graduate-Policies-and-Procedures.pdf.

Step-by-step: How to Use Exceptions (with Screenshots)

Exceptions may be placed on parts of the audit by navigating to the Exceptions Tab along to the top of the screen.

- Click on Exceptions Tab
- Navigate to the dial where you want to place the exception.
- Click on the plus sign (+) next to the dial and choose the type of exception you want to use.

Apply Here/Also Allow

The "Apply Here' and "Also Allow" exceptions are placed on audits in the same manner.

- Enter the Subject (Department) and Course Number.
- Add a description: Explain the reason for the exception.
  Use the "Details" field for longer explanations. It will be shown as hover text.
- Click on the purple "Add exception" button. The audit will automatically refresh.
- Return to the worksheet and verify that your changes have been made correctly.

Add Exception   ✕

Exception for: 4 Add'l PHYSICS Courses

Exception type
Apply Here ⌄

Apply

Subject *	Number *
PHYSICS	220

With

Qualifier ⌄	Operator ⌄	Value

Description *
Apply PHYSICS 220 as elective.

Details

Cancel   **Add exception**

Helpful Tip:

The "Qualifier" option is not required. However, when using qualifiers, always use exact spelling and make sure there are no extra spaces. Otherwise, this will prevent the exception from applying.

Substitute

- Enter the Subject (Department) and Course Number that *will be* substituted.
- Below that, enter the Subject (Department) and Course Number that will now be used.
- Add a description: Explain the reason for the exception.
  Use the "Details" field for longer explanations. It will be shown as hover text.
- Click on the purple "Add exception" button. The audit will automatically refresh.
- Return to the worksheet and verify that your changes have been made correctly.

Add Exception   ✕

Exception for: PHYSICS 211

Exception type
Substitute ∨

	Subject *	Number *
Change	PHYSICS	211

	Subject *	Number *
To	PHYSICS	220

With   [Qualifier ∨]   [Operator ∨]   [Value]

Description *
Replace PHYSICS 211 with PHYSICS 220.

Details
Student petition approved on MM/DD/YYYY.

[Cancel]   [**Add exception**]

Helpful Tip:

The "Qualifier" option is not required. However, when using qualifiers, always use exact spelling and make sure there are no extra spaces. Otherwise, this will prevent the exception from applying.

Remove Course / Change the Limit

- To remove a course, enter in the Subject (Department) and Course Number that you no longer want to apply.
- Add a description: Explain the reason for the exception.
  Use the "Details" field for longer explanations. It will be shown as hover text.
- Click on the purple "Add exception" button. The audit will automatically refresh.
- Return to the worksheet and verify that your changes have been made correctly.

Add Exception   ✕

Exception for: 4 Add'l PHYSICS Courses

Exception type
Remove Class and/or ...   ⌄

Remove   Subject   Number
          PHYSICS   220

Change   Limit   Units   ⌄

Description *
Do not allow PHYSICS 220 as elective.

Details

Cancel   Add exception

- To change the limit, enter in the new limit and select if you would like to change the number of classes or the number of credits.
- Add a description: Explain the reason for the exception.
  Use the "Details" field for longer explanations. It will be shown as hover text.
- Click on the purple "Add exception" button. The audit will automatically refresh.
- Return to the worksheet and verify that your changes have been made correctly.

Add Exception ✕

Exception for: 4 Add'l PHYSICS Courses

Exception type
Remove Class and/or ... ⌄

| Remove | Subject | Number |

| Change | Limit | Units |
| | 3 | Classes ⌄ |

Description *
Only 3 elective courses are required.

Details

Cancel   Add exception

Force Complete

- When using this exception, you need to apply it to specific rule requirements. Do not use on the "parent-requirement" of a group rule.
- To completely waiver of a requirement, you simply need to type in the reason for the explanation. Use the "Details" field for longer explanations. It will be shown as hover text.
- Click on the purple "Add exception" button. The audit will automatically refresh.
- Return to the worksheet and verify that your changes have been made correctly.

Add Exception   ✕

Exception for: Comprehensive Examination

Exception type
Force Complete ⌄

Description *
Comp Exam was passed on MM/DD/YYYY.

Details

Cancel   Add exception

- Typically use of Force Complete includes clearing non-course requirements such as "Qualifying Examination" requirement.
- Please try to use one of the other exceptions before considering the use this option. This exception should only be used as a last resort.

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Additional Options

Certain exceptions allow you to modify the type of course that you want to be used.

The "With" modifier allows you specify a course's grade, term, or title. For example, you can apply a course with an "A" grade, a course that was taken in the Fall 2020 terms, or a "Special Topics" course with a specific title.

Helpful Tip:

The "Qualifier" option is not required. However, when using qualifiers, always use exact spelling and make sure there are no extra spaces. Otherwise, this will prevent the exception from applying.

Removing exceptions

- To remove an exception, scroll to the section where the exception was placed.
- Click on the "trash can" icon. DegreeWorks will not prompt you to remove the exception. Once the "trash can" icon has been clicked, the exception will be automatically removed, and audit will be refreshed.
- Return to the worksheet and verify that your changes have been made correctly.

Helpful Tip:
You can also scroll to the bottom to the "Exceptions" card to delete exceptions.

- Checkmark the exception and click the "trash can" icon to delete the exception.
- Checkmark the box next to "Type" and click the "trash can" icon to delete all exceptions.

Additional Features

Notes

This feature allows the admin user to add, delete, and modify notes in the DegreeAudit. The notes section is found on the bottom of the audit. This is different for the Notes feature in WebAdmin. Students can view these notes. They are useful if there are special instructions or advisement to the student regarding their DegreeAudit and progress to their degree. The notes section is found in the 3-dots menu.

Future Classes Only (found in What-If tool)

This feature allows the user (student or staff) to look ahead and determine where a course or courses would apply in the audit without the need to be enrolled. Refer to the What-If Guide found in the "Links" drop-down menu for additional information.

Printing

The printing option is found near the 3-dots menu.
- The print option will only print cards that are expanded (not collapsed).
- To print the full audit, make sure all cards are expanded or click "Expand All"
- The print option may print extra blank pages when cards are collapsed.
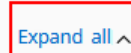

Planner/Student Educational Planner SEP

This allows advisors to create a term by term plan of all the required courses for the program. The student will be able to view the planner to stay on course. This feature is useful for programs that require sequenced courses. This is also effective in planning courses with prerequisites to ensure they are taken in the correct order.