DegreeWorks

How to Access – Log on to Pipeline, click **Advisors** on the left of the webpage then click "DegreeWorks" for Undergraduate Students [Use Firefox]." Enter student's M# then click submit. A separate window will pop up for DegreeWorks.

After a student registers for courses you click refresh button then click on "Process New" to see the courses the student has registered for. The audit result can be saved as a PDF.

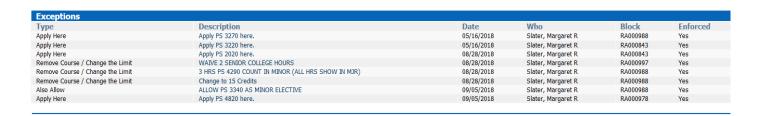
Worksheets

Basic degree audit based on student's current curriculum information.

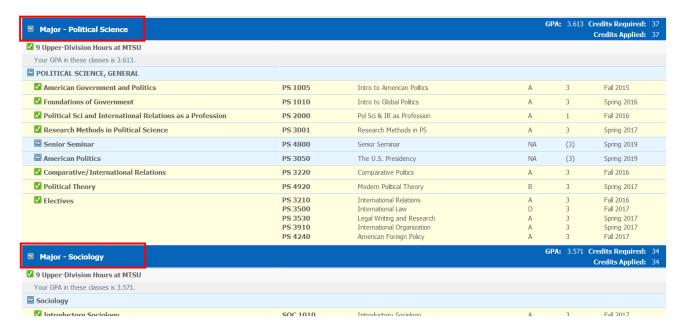
- Credits Applied the credit hours included in progress coursework.
- You can also see **course substitution** and **transfer coursework**.



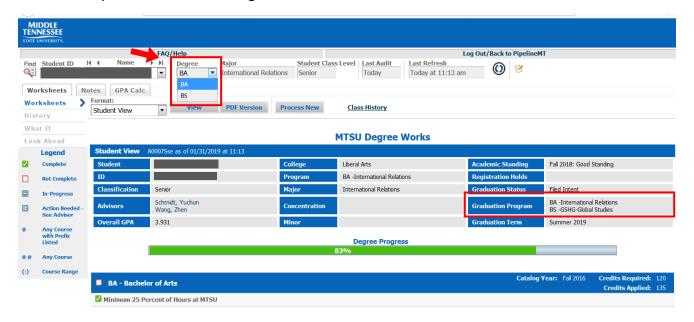
 Special adjustments made to the degree may also be found under "Exceptions" at the bottom of the worksheet.



• **Double major** – a student is pursuing different majors under the same degree. Both (or all) major requirements will be displayed for on the same worksheet.



Dual Degree – a student is pursuing majors with different degrees.
 You need to click on the Degree dropdown menu on the top left-hand corner to see requirements for each degree.

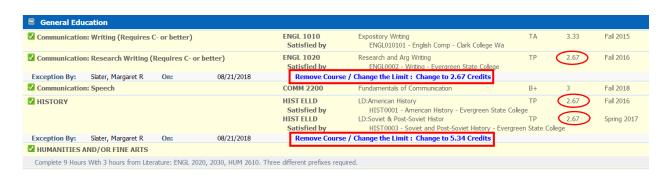


Please note that the requirement of a minor which will be canceled out by the other major will still show as "Not complete."

Waiver for a minor – There will be a green check for the minor.

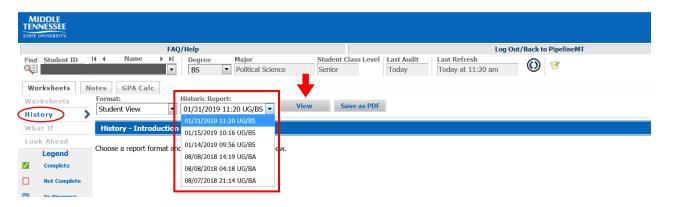


Waiver for credit hours – Ms. Peggy Slater will change the number of required hours.
 Please see the example below "Remove Course / Change the Limit: Change to 2.67
 Credits."



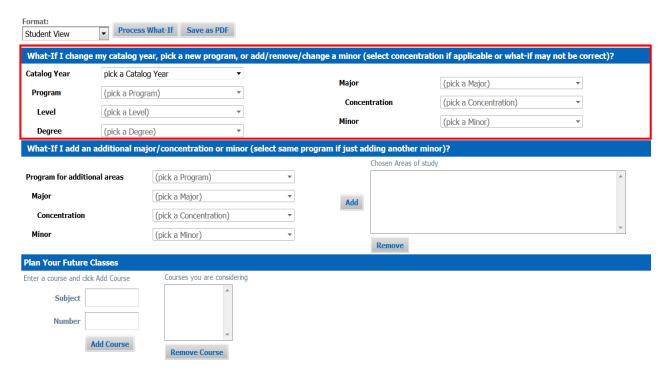
History

• You can see the report history and save as a PDF. Select the **Historic Report** you would like to see then click "View" or "Save as PDF."

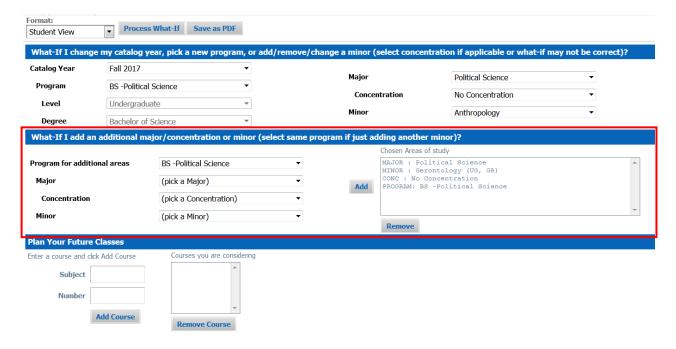


What if

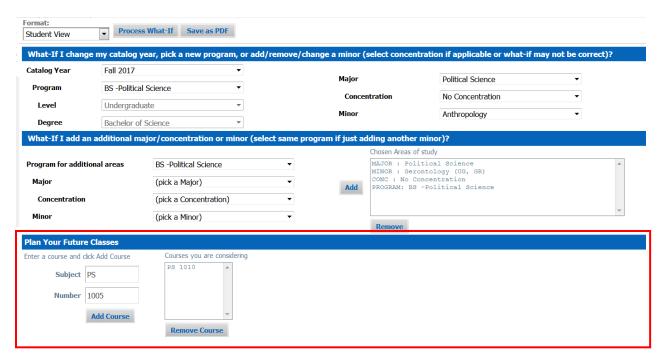
You can change catalog year, pick a new program, or add/remove/change a minor. You
also need to select concentration if applicable.



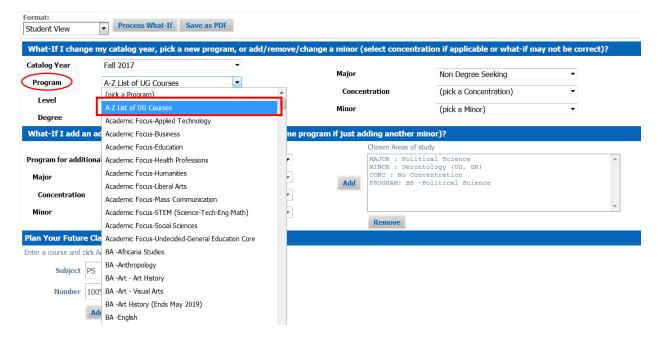
 When adding a second minor, you need to repeat the same degree, major, concentration (if applicable) and select a different minor then click "Add," then click on "Process What If" at the top of the page to see the audit result.



• You can also "Plan Your Future Classes" when using "What if," just simply enter the subject and course number and click "Add Course."

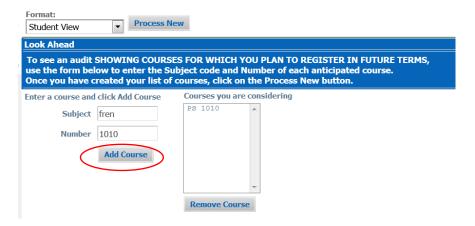


 You can also see A-Z list of undergraduate courses. First, select a catalog year then go to "Program" and select "A-Z List if UG Courses" at the top of dropdown menu and click "Process What-If."



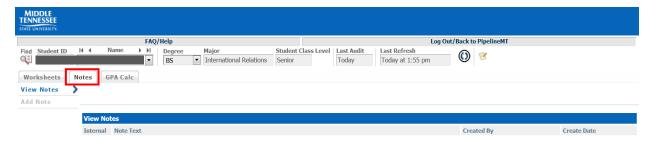
Look Ahead

- Enter subject (course prefix) and course number, such as FREN 1010 then click on "Add."
- Repeat this step until you enter all the courses you are considering then click "Process New" on the top to see the result.



Notes

We currently are using Navigate as our note-taking system.



GPA Calculator

DegreeWorks also has a GPA Calculator built in.

