Degree Works

Advisors
Degree Works is a tool to help students keep on track with their degree. It allows students and advisors to take a look ahead to see how classes students take in the future will impact their degree progression. Students can also simulate changes in major to see how that would affect their degree progression.

Advisors should use this tool to help keep their students on track to graduate on time, making sure the courses their students take are appropriate and count towards their degree.

Finding Degree Works

1. Log into iROAR with your Clemson Username and Password.

2. Click on the Faculty Services button, then click on the Student Information Menu and click Degree Works.
Degree Audit

A Degree Audit will populate all course information for a student, including courses they have completed, have transferred in and are currently enrolled in.

3. If you want to complete a degree audit on one student, enter their CUID number in the Student ID field and click enter.

Multiple Student Audit

4. To search multiple students, click on the Find button and a search box will populate. Use this to limit your search, either by major, minor, concentration, program, degree, academic class, attribute or graduation status. Once you have chosen how to limit your search, click Search.
Note: When searching for multiple students, there is a maximum limit of 300 students. To avoid receiving an error message, narrow your search further, by curriculum year for example.

5. The search results will populate under the Student Search section. To degree audit all students in the search, click check all and OK. Otherwise check the students you wish to audit and click OK.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Degree</th>
<th>Major</th>
<th>Academic Class</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>BS</td>
<td>Accounting</td>
<td>Senior</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BS</td>
<td>Accounting</td>
<td>Sophomore</td>
</tr>
<tr>
<td></td>
<td></td>
<td>BS</td>
<td>Accounting</td>
<td>Senior</td>
</tr>
</tbody>
</table>

OK  Cancel

Check All  Uncheck All

6. The students will populate in the Student ID tab, to go through each student, click the arrow next to their name, or select the drop-down arrow.

Note: In order to populate accurate information, you MUST click the refresh button and then click Process New. The refresh button will pull new information from INB, the process button will pull that information into Degree Works.

Last Refresh
08/05/2015 at 11:51 pm

Process New
7. Once the student information is entered, click refresh and process new. This will populate the degree audit.

8. If the student is taking a second degree, click the drop-down arrow next to degree to choose between the two audits for each degree.

Excess Electives

9. The excess electives section will show classes the student has taken that do not count towards their major requirement, this may include courses transferred in from another institution.
In-Progress

10. The In-Progress section shows courses a student is currently enrolled in. The audit will specify the term, so where a student has registered for a future term, those courses will also show in the In-Progress section of the audit.

IP will show in the Grade column. When the audit searches, it will automatically put a Graded course above an IP course as major requirements, until the IP course has been completed and graded.

<table>
<thead>
<tr>
<th>In-progress</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 2220</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>HLTH 3800</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>HLTH 4700</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>NCMR 3050</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>SPAN 3050</td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

General Education

11. Students are required to take 31 hours of general education classes. It is the department/advisor’s responsibility to ensure their students have completed those hours.
Notes

12. It is advisable to use the Notes function on DegreeWorks every time you meet with your students. The students will be able to see the notes. Use this section to relay which courses you advised your students to take. This will serve as both a reminder to the student, and as a back-up to your advising session.

13. To get to the notes section, click on the notes tab, click on the add note button and type in your notes. Click Save Note. This will be displayed at the bottom of the DegreeWorks Audit.

View Exceptions/Comments

14. If an advisor has submitted a substitution form, but you cannot see the substitution, look under the Comments section.
**Exceptions**

15. There is a section for Exceptions. This will show any courses that have been approved to be substituted by Enrolled Student Services.

![Exceptions Table]

**What If**

16. If a student wants to change attributes of their degree, such as major or minor, concentration or curriculum year, and wants to see what current courses would count towards that change, perform a What If by clicking on the What If button.

![What If Form]

Here, you can change curriculum year, degree, major, minor etc by clicking on the drop-down arrows and selecting the potential change in degree.

If the student is a double-major, you will need to process a what if for both majors.
17. When you have inputted the change, click Process What If, to see how the degree audit would look with those changes.

![Process What-If]

**Look Ahead**

18. To make sure your advisee is staying on track with their degree, before they sign up for a future class, perform a Look Ahead to see how that class will affect their degree progress. Click Look Ahead.

![Look Ahead]

Simply enter the course subject and number and click add courses. Continue until all future courses appear to the right. Then click Process New. This will generate a new audit, which includes the future courses you added.
Forms

There are three important forms and policies Advisors will need to be familiar with in order to best advise their students. Those are, Academic Forgiveness, Change of Program and Substitution or Exception forms and related policies. The forms are attached to the end of this document.

Academic Forgiveness

This policy allows a student to eliminate up to three courses at grade D or F, from their overall GPA calculation. These are the main rules:

- Courses taken prior to Fall 2003 will not be considered.
- For required courses, D or F grades may be eliminated before the course is repeated, but the course must be completed in order for the student to graduate. In this case, both grades will remain on the student’s transcript and degree progress report. This will not count towards the financial aid requirement of satisfactory academic progress.
- The policy only counts towards courses taken at Clemson.
- Candidates for Graduation must have their forms submitted by the deadline in the Academic Calendar.
- This policy cannot be used after the student has graduated. The student can repeat coursework but both grades will factor into the GPA.
- The policy does not apply to Pass/ No Pass courses.
- The policy does not apply to a course where a student has been found in violation of academic integrity.
- The Academic Advisor must sign the form.
- Once requested, cannot be undone as course is wiped from record.
- Students will be notified by email if their request is denied.
- Forms are processed by Enrolled Student Services
http://www.registrar.clemson.edu/html/acadForgiveness.htm
Change of Program

Change of Program forms are used for changes to the student’s major or field of study. They are also used to declare an additional program.

- Change of Program forms should be completed by the student and signed by both the current department and the new department.
- Changes made before the last day to add will apply to the current term.
- Changes made after the last day to add will apply to the next effective term.
- Advisors must sign the form.
- Graduation candidates should completed this form before applying to graduate.
- Enrolled Student Services process this form.

http://www.registrar.clemson.edu/html/changeMjr_Curr.htm
Substitutions

Substitutions may be appropriate where a student has a reasonable justification for why an elective credit should be used as part of a required credit. It is the job of the Academic Advisor to assist the student in completing this form and collecting the appropriate supporting evidence and justification. There are certain stipulations associated with substitution forms;

- The request is to change curriculum requirements for an individual student only. The substitution is not guaranteed. The outcome will not necessarily be the same for students in identical circumstances.
- Denied requests will be returned to the Academic Advisor.
- The Advisor must meet with the student and fill out the detailed justification section. A clear justification will expedite the process.
- Courses transferring to Clemson as elective credits must have supporting documents attached. The permission to take coursework elsewhere form must be completed prior to enrolling at another institution. Courses taken at 2 year institutions cannot be substituted for 3000 level courses.

There are a number of specific advisor responsibilities:
- Provide a detailed justification.
- Attach supporting documents, which should include a copy of the curriculum map from the Undergraduate announcements, with the specific requirement highlighted. Other documents may include, course syllabi, memoranda of support from the department’s curriculum committee or TCEL data.

- This form is processed by Enrolled Student Services.
- Approved substitutions will appear in the Exceptions section of Degree Works.
http://www.registrar.clemson.edu/html/courseSub.htm
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