COLLEGE of CHARLESTON
OFFICE OF THE REGISTRAR

Degree Works

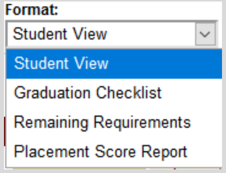
Quick Reference Guide for Students

Last updated: May 2020

WHERE IS DEGREE WORKS LOCATED?

- Log into MyCharleston (my.cofc.edu)
- Accepted students who have paid their deposit should select the **Academic Services** tab.
- Accepted students who have not paid their deposit should select the **Applicant Status** tab.
- Look for the **Degree Works** channel.
- Click on the **Open Degree Works** link.
- The Degree Works Audits tab with your most current audit.

AUDIT VIEWING FORMATS



- Audits can be viewed in four different formats:
- To change the desired view, select the format from the drop-down list box and click the **View Audit** button.
- The **Student View** is the most comprehensive view, showing all requirements, courses taken, grades and transfer credits.
- The **Graduation Checklist** view shows the completed and remaining requirements to complete your degree(s).
- The **Remaining Requirements** view shows only requirements that have not been completed.
- The **Placement Score Report** shows scores for foreign language and math.
- The **Term by Term History** link shows courses by term with GPA information.

Term By Term History

PRINTING AND SAVING AN AUDIT

Printing Your Audit

- If you would like to print a copy of your audit, click the **Print** link near the top of the screen (next to **Help**).

Create PDF

- To view, print and/or save your audit as a PDF file, click on the **Create PDF** button.
- A separate window ill open with the PDF file in it.
- Use the icons within the PDF to print, download or e-mail a copy of your audit.

READING AN AUDIT

Blocks

- Each section of the audit is called a **Block**. Each block has a title in the maroon header and a box at the far left which shows levels of completion (see the **Legend** to interpret the box). All audits begin with a degree block and are followed by additional blocks for major, minor, etc.

Student Information Header

- The first section of the audit reflects the date and time of the audit. Student information is captured in this section. Not all fields will have data for every student.
- Click on the advisor’s name to e-mail your advisor.

Navigating Dual Degree Audit Paths

- Students following more than one degree path should use the **Credential** dropdown at the top of the audit, next to the major, to toggle between audits.

Additional Course Information

- Course numbers listed in the audit are hyper-links to additional course information.
    - Hover your mouse over the course number to reveal the name and credit hours of a course.
    - Click on the course number to dis-play the course description and schedule (if available) information.

Legend

- The legend can be found at the top and bottom of the audit. It describes some of the notations on the audit.
- For more information about any of the items on the legend, click on the **Help** button at the top of the audit.

UNDE___ Courses

Some transfer courses may require evaluation by a Department Chair evaluator. These courses are listed in the body of the audit with the following indicators:

- UNDE COU: The College of Charleston does not have an official course description. The stu-dent must provide a course description.
- UNDE XXX: Departments are currently evalu-ating the course.
- UNDE SYL: The course description has been evaluated but the student must provide a course syllabus for the final course credit deci-sion process.
- UNDE DEP: The student must meet with the department.

N/A N/X Courses

- These courses are not applicable for transfer credit at the College of Charleston

Work Not Applicable to Any Program

- Students have earned zero hours for courses listed in this section of the audit. Example: courses with W (withdrawal) or F (failed).

In-progress

- This section lists courses that are currently in-progress.

Courses that Exceed Policy Limits

- This section lists courses that exceed policy limits. Example: N/A N/X or UNDE courses.

Notes

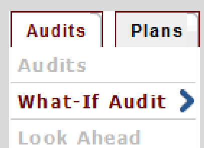
- This section of the audit will contain notes entered by an advisor regarding the audit. This does not include notes written in the Plan notes mode.

Exceptions

- There may also be an exceptions block at the bottom of the audit to show any classes that were substituted for a required class. If a stu-dent changes his or her major, the exception(s) will not be applied to the new major.

WHAT-IF AUDIT

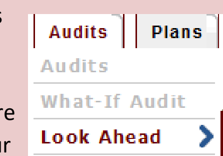
- The **What-If** audit allows students to process speculative degree audits based on their current class history. Access the **What-If** from the left side of the audit.



- Students should use the **What-If** if they are considering declaring a new major, minor or concentration.
- The What-If is for modeling purposes only. It defaults to the requirements for the current catalog year only.
- This catalog year will apply to ALL require-ments in the What-If audit, even the general education requirements, which may be differ-ent from your own general education require-ments. Please review this audit in consultation with an advisor.
- Not all combinations of majors, minors, con-centrations are valid. Please consult the Aca-demic Catalog and speak to your advisor.
- Use the drop-down boxes to select your pro-gram of study. You may select up to 3 majors. Pay attention to the * and # notations to know when concentrations are available or required with a major.
- **Future Courses You are Considering** (this step is optional) To include courses for which you plan to register in future terms in your What-If audit, use the form to enter the four letter Subject code and Number of each anticipated course. The planned courses will appear in blue text in your audit with the letters **PL** indicating Planned Term.
- Click the **Process What-If** button to execute the audit.

LOOK AHEAD

- The **Look Ahead** feature, located on the left side of the audit, allows you to enter a list of courses that you are considering to see where they might apply to your current program of study.



- Classes entered are not considered in the GPA calculations that appear on the audit report.
- Classes that are not valid will show in the Courses that Exceed Policy Limits section of the audit.

LOOK AHEAD continued

- Click **Add Course** after each subject (four letter code) and Number (course number) entered.
- Once you have created your list of courses, click on the **Process New** button.
- Look Ahead courses will appear in blue text along with the letters PL indicating Planned Term

PLANS

The **Plans** tab provides students and advisors a place to create future semester plans based upon the needed classes from a student's degree audit. Plans from the older Planner tab were converted over to the new Plans format.

Creating a new plan

- If you don't have any plans when you access the plans tab, you will be prompted to create a **Blank Plan**.
- If you already have plans, and want to create a new one, click on the **New Plan** button.
- All plans must have a description.
- Students may only have one active plan at a time for each degree they are pursing.(i.e. BA, BS, AB, MA, MS)
- Only plans that are locked and active will be tracked. Only advisors may lock and unlock plans.

Plan Views

- The default view is the **Edit** view. This is the view where you will build your plan. You can see where your planned courses fit into your audit after you have saved it by clicking on the **Audit** button at the bottom right. A new window with your audit showing planned courses in (blue) will pop up.
- The **Audit** view allows you to see your plan side by side with your audit, which will show the planned courses in (blue)
- The **Notes** view shows planned courses along with the notes that have been added for the plan, each term and/or each requirement in an easy to view format. Notes are available on the Edit view, but must be expanded.

Adding terms and requirements

- Use the to add terms and requirements to your plan.
- For courses, you may alternately add them to the plan by dragging and dropping from the **Still Needed** list at the right of the Edit view.

Saving a plan

- Use **SAVE** when you are making changes to a new or current plan.
- Use **SAVE AS** when you are creating a new plan from an existing one .

Tracking

Plans that are active and locked can be tracked. Tracking allows you to visually see at a glance how well you are adhering to your plan. There are three tracking statuses:

- On-Track – the planned course has been completed or is in-progress
- Warning – the planned course is in danger of becoming Off-Track
- Off-Track – the planned course is critical and is not in-progress, or the planned course was not completed

NOTES

Only Faculty Administrators and Advisors may add notes on the Notes tab. Students may view notes on the Notes tab or at the bottom of the audit.

GPA CALCULATOR

- **Term Calculator**: This calculator will project your GPA based on your performance for the term.
- Your Current GPA and Credits Earned So Far (these are *Quality Hours) will automatically be entered.
- Use the drop-down **Grade** box to indicate the projected grade for each in-progress course.
- Click **Calculate**.
- **Goal Calculator**: This calculator takes your desired GPA and projects different combinations of grades needed to achieve the desired GPA.
- Your Current GPA and Credits Earned (these are *Quality Hours) will automatically be entered.
- Enter your **Desired GPA** (must have the same number of decimal places (to the thousandths) as the Current GPA (X.XXX).
- Click **Calculate**.

**Quality Hours are the total number of graded credit hours attempted at CofC, including failed courses,*

AUDIT ERRORS / MORE INFORMATION

- If you believe there is an error in your audit, it is your responsibility to print/screenshot a copy of the audit and contact the Registrar's Office at degreeworks@cofc.edu.
- For help within Degree Works, click the **Help** link at the top of the page.
- Also, please read the Degree Works Student User Guide in the **Help & Training** tab in My-Charleston (my.cofc.edu).