UNH Degree Works (DW)

Quick Guide

• What is Degree Works
• Block Definitions
• Legend/Key
• Sign In
• Find a Student or Group of Students
• Sign Out

Need Help? Start here:
unh.edu/registrar/graduation-diplomas/degree-works-faqs.html

Questions, Comments or Concerns?
E-mail: degree.works@unh.edu
UNH Degree Works (DW)

Is an online check sheet for students and their advisors to review and monitor progress towards degree completion. It organizes academic coursework into “blocks” of requirements to help students easily identify institutional requirements, courses still needed to complete, courses in progress, as well as courses completed with grades earned. DW pulls data from the SIS (Student Information System) a.k.a. BANNER.

Blocks Defined

The audit is broken up into pre-defined blocks. Each “block” holds a sequence of courses or set of requirements. The block will not be marked as completed until ALL requirements, including course work, are reflected as completed. Below is a brief description of the blocks for the University of New Hampshire as of Fall 2013.

**Student Information Block** – contains key elements of the student record such as name, ID, overall GPA, class, degree, major and minor, holds, confidentiality flag, and more.

**Degree Block** – This is the main block which serves as a summary of ALL the blocks within the audit and lists each group of requirements needed to satisfy degree requirements. This particular block will not have the “complete” symbol until all other blocks have been completed.

**Honor’s Program Block** – only displays in an audit when a student is an Honor’s Program Student. The block lists all the Honor’s Program requirements that need to be completed for graduation and tracks requirements that have been met, are in progress, or still needed.

**Discovery Inquiry Block** – lists the Discovery Program Inquiry requirement that needs to be completed for graduation and tracks if the requirement has been met, are in progress, or still needed.

**Discovery Program Block** – lists all the Discovery Program requirements that need to be completed for graduation and tracks requirements that have been met, are in progress, or still needed.
Writing Intensive Block – the first block is a summary of all the Writing Intensive requirements that need to be completed for graduation and tracks requirements that have been met, are in progress, or still needed.

Writing Intensive Blocks (Major, Upper-level, Additional, First Year Writing) – lists each Writing Intensive requirement individually that need to be completed for graduation and tracks requirements that have been met, are in progress, or still needed.

Foreign Language Block – only displays as a requirement for BA students and lists the foreign language requirement that needs to be completed for graduation and tracks requirements that have been met, are in progress, or still needed.

Major Block – shows requirements of the major according to the catalog year in which students were admitted.

Other Courses Block – All courses reflected here will be counted as elective credits towards degree completion. All transfer courses that did not have a direct equivalency will fall here as well.

Insufficient – any course that is attempted but not successfully completed will slot into this category, W’s, AF’s, D’s and F’s are common. It also includes courses with grades that fall below the minimum grade required for a particular major.

In progress – Courses that the student is registered for at the time the audit is run; will include all currently open registration windows.

Legend Key – Abbreviations

A legend is located at the bottom of every audit for reference.

Other abbreviations found in the grade column of audits:
IP = in progress		TCR = transfer credit		CR = Credit/Fail
Logging into Degree Works – Webcat (via MyUNH/Bb)

Introduction

For security purposes, a login is required before you may access DW.

1. Go to: http://myunh.unh.edu and sign in as usual.
Logging into Degree Works – Webcat (via MyUNH/Bb)

Continued…

2. Click the ‘Webcat/Services’ tab.

3. Click ‘Continue’ button.
4. Click ‘Faculty Services’ Tab.

5. Click ‘Advisor Menu’ from the list.
6. Click ‘Degree Works – For student first admitted to UNH Fall 2013 and after’ from the menu.

NOTE: Users may get the following message “There is a problem with this website’s security certificate”, click, ‘continue to this website’, it may occur once per user/computer.

7. Your browser will open a new window and the Degree Works Introduction page as seen
Navigating the Web Interface

Introduction

Once on the Degree Works (DW) Introduction page (shown below). The top-level navigation menu buttons will vary based on the level of your user class.
How do I find a specific student or group of students?

Introduction

DW is a searchable system. To find a student click the find icon in the upper left corner of the DW home page.

When clicking the “find” icon a new window will automatically open. If you know the student you are looking for enter the name or student ID into the corresponding field or you can search the system using criteria to refine your results.
Search Criteria

You can search by Advisor ID, degree, major, student class level, student type, etc. Once the student information, based on a singular ID or a group of students, is identified the user can select an individual or a specific population of students.

The screen shot below displays the criteria used to search/identify a group of students who are BS in Physics majors.

1. From the Major drop down menu, choose ‘Physics (BS PHYS)’, which then will display in the Chosen Repeatable Search Criteria field.

2. Click, ‘Search’.

![Screenshot of Find Students interface]

**Student Search:** Enter your criteria and click “Search” to find students.

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Name</th>
<th>Degree</th>
<th>Major</th>
<th>Student Class Level</th>
</tr>
</thead>
</table>

[OK | Cancel]
Search Results

The screen shot below shows the results of the search.

1. Next choose to check all (default), or uncheck specific students.
2. Then click ‘OK’,
3. The ‘Find Students’ window will close.
Search Results

The screen shot below now displays all students selected in the previous step and appears in the main DW window.

To view individual student audits use the ‘Name’ drop down or use the forward/back arrows to ‘page’ through the student audits in the list.
Training scenario step by step

In this scenario you are searching for students in a major that are currently enrolled in the BS in Physics. This exercise involves a search:

Steps

Follow these steps to complete the process.

1. Log into DW, click the Find icon.

2. Click the Major drop-down and select Physics (PHYSBS).

3. Click the Search (on left side of screen) button to search for the specific population.

4. Once the population is found, (will appear in the box under the search criteria) click or unclick the check boxes in the list of student names until you have the list of students for which you want to retrieve records.

   Note: You have the option to click the Check All button to select all the population or Uncheck All to deselect all students.

5. Click the OK button to retrieve student records.

6. The first student record is displayed and the degree audit will automatically load for review.

7. Click the Name drop-down to view additional records or use the ‘forward/back arrows’ (right/left of ‘Name’) to ‘Page’ through the records.
Log Out

At this time, do not click the ‘Log Out’ button. DW will automatically time out after 30 minutes of inactivity. Just close the browser window open with DW.

For students, DegreeWorks:
- Provides real-time advice and counsel
- Speeds time to graduation
- Provides intuitive web access to self-service capabilities
- Streamlines the graduation process
- Allows direct access to multiple related services and advice through hyperlinks to catalog informations, class schedules, transcripts, help desk services, and FAQs

For advisors, DegreeWorks:
- Supports real-time delivery of academic advice through intuitive web interfaces
- Minimizes errors through consistent degree plans
- Supports more timely degree certification
- Reduces paperwork and manual program check sheets
- Supports and monitors unique program changes
Glossary

**DW**  
Degree Works

**Student ID**  
Displays the student’s name. If multiple students are selected from your Search, click the NAME drop-down to view list of students. Alternatively click the advance arrows to the right/left of ‘Name’ to view the next or previous audits.

**Degree**  
Displays currently enrolled degree(s) for the student ID shown. (AS, AA, BS, BA, etc) If students have enrolled in dual degrees, click the **Degree** drop-down to view list of degrees for that student. Select desired degree.

**Major**  
Displays student’s major within a chosen degree. Outlines specific courses attached to an individual major within a degree

**Level**  
Displays student’s level (e.g., Undergraduate, Graduate, Graduate non-degree)

**Class**  
Displays the student’s class for the chosen degree. (Freshman, Sophomore, Senior etc.)

**Last Audit**  
Displays the date an audit was last processed for the chosen degree.

**Last Refresh**  
Displays the date the student’s data updated in BANNER was last verified.

**Requirements**  
Display the percent complete to ALL requirements reflected in the audit. This does not just refer to credits. (residency requirements, minimum GPA, praxis, etc.)

**Wild Card**  
Displays within the audit as the @ sign. @ Symbol means that you can take any course in a specific prefix. For example ENGL@ means that the student can take any course with an ENGL prefix.