

STUDENT GUIDE

DEGREEWORKS

Last updated: 2023



Table of Contents

<u>DEGREEWORKS: KNOW THE REQUIREMENTS FOR YOUR DEGREE</u>	2
A. ACCESSING DEGREEWORKS	2
B. THE WORKSHEET (AUDIT)	2
C. THE PLAN	5
D. DEGREEWORKS AND REGISTRATION	9

DEGREEWORKS: KNOW THE REQUIREMENTS FOR YOUR DEGREE

DegreeWorks is an audit and planning tool with two parts:

- **The Worksheet (also referred to as audit):** What courses you have to complete to graduate.
- **The Plan:** When you should take the courses.

A.ACCESSING DEGREEWORKS

1. Log in to [DrexelOne](#).
2. Choose the Academics tab.
3. In the Registration channel, select the “DegreeWorks Graduation Requirements” link.



Registration

Prepare to Register
If you need help prior to registering, schedule an appointment with your academic advisor.

[Review Registration Information](#)
View your current information such as academic status, program, and when you can register for courses.

[DegreeWorks Graduation Requirements](#)
Use DegreeWorks to review your graduation requirements and completed courses as you build your registration schedule.

B.THE WORKSHEET (AUDIT)

Your DegreeWorks worksheet will open in a new window. If it does not, please check to be sure your pop-up blockers are off and try again.

Remember: The worksheet displays the courses you are required to take to graduate.

1. At the top of the window, the Student Information block will display your student information.

Student ID

Name
Fire, Dragon B

Degree
BSBE Biomedical Engineering

College Sch.of Biomed Engr,Sci & Hlth **Level** Undergraduate Quarter **Classification** Senior **Majors** Biomedical Engineering, Honors Program

Concentrations 5 YR UG Co-op Concentration, Biomechanics & Human Performance Engineering **Minors** Marketing, Health Services Admin

Program Code BSBE-BMES **Undergrad Admit Term** BSBE = Fall Quarter 18-19 **Grad Admit Term** MSBE = Fall Quarter 18-19 **Admit Code** N

Undergraduate Overall GPA 3.73 **Undergraduate Overall Credits** 227.5 **Academic Standing** Good Standing **Campus** UC

Undergrad Degree Status BSBE=AP[202235] **Grad Degree Status** MSBE=AP[202235] **FT/PT Indicator** F **Academic Advisor** Lenz, Laurie

Accelerated Program BSMS **US Citizen** Y **Coop Advisor** Stagg, Amanda **Coop Advisor Email** as5653@drexel.edu **Coop Cycle** CCCX

Honors Program HON

2. Above this section, you will see a **printer** and **envelope** icon. The printer icon allows you to print or save your worksheet to PDF while the envelope icon provides you with the name and email address of your

STUDENT GUIDE:

advisor; you can email your advisor by selecting the email address.

STUDENT GUIDE:

3. Immediately below the Student View is a listing of the courses required for your degree program. Each course has an accompanying symbol:
 - a. Empty, red circles represent courses you must still complete.
 - b. Half-filled, blue circles indicate courses you are currently enrolled in.
 - c. Circles with a green check mark indicate that you have completed the associated course.

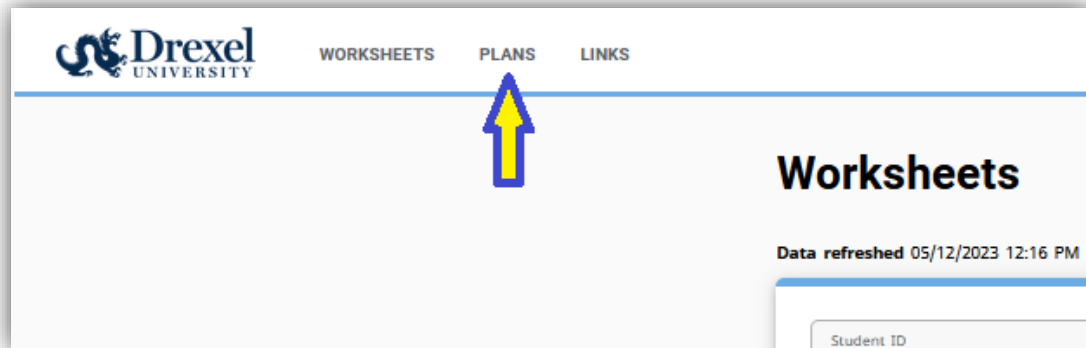
BSBA Degree Shared Core Business Requirements		INCOMPLETE					
Catalog year: 2020-2021		GPA: 3.74					
	Course	Title	Grade	Credits	Term	Repeated	
<input checked="" type="checkbox"/>	Financial Accounting Foundations	ACCT 115	Fin Accounting Foundations	P	4	Spring Quarter 20-21	
<input checked="" type="checkbox"/>	Managerial Accounting Foundations	ACCT 116	Managrl Acctg Foundations	A	4	Spring Quarter 21-22	
<input type="checkbox"/>	Business Law I	Still needed:	1 Class in BLAW 201				
<input type="checkbox"/>	Introduction to Finance	FIN 301	Introduction to Finance	(4)	Spring Quarter 22-23		
<input checked="" type="checkbox"/>	International Business	INTB 200	International Business	B+	4	Summer Quarter 21-22	
<input type="checkbox"/>	Strategy and Competitive Advantage	Still needed:	1 Class in MGMT 450				

By checking DegreeWorks regularly, you will always know what courses you have registered for, what courses you have already completed, and what courses you still need to complete.

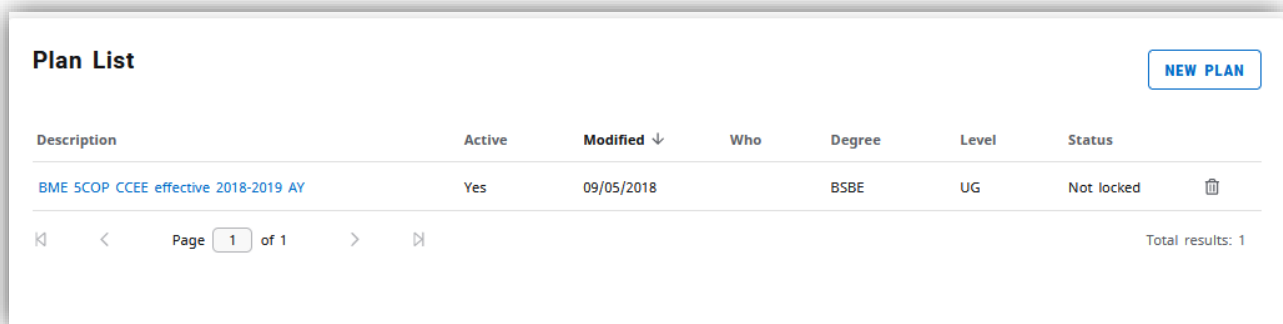
C.THE PLAN

Your college has a recommended specific plan for your major, its accuracy may depend on factors such as AP Credits, transfer credits, and math/science placement. The plan includes term-by-term requirements so that you progress toward your degree and graduate on time.

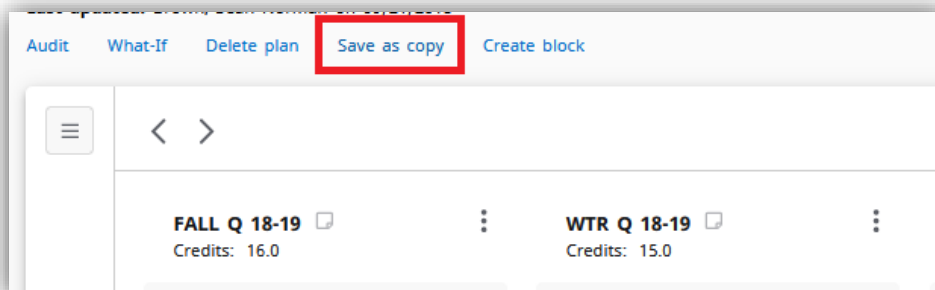
Remember: The worksheet is the what, the plan is the when.



1. To access the plan, select the "Plans" tab, next to worksheets at the top of the window.
2. To view an existing plan of study you will click on the hyperlinked description. Your plan of study will load, showing four terms at a time.

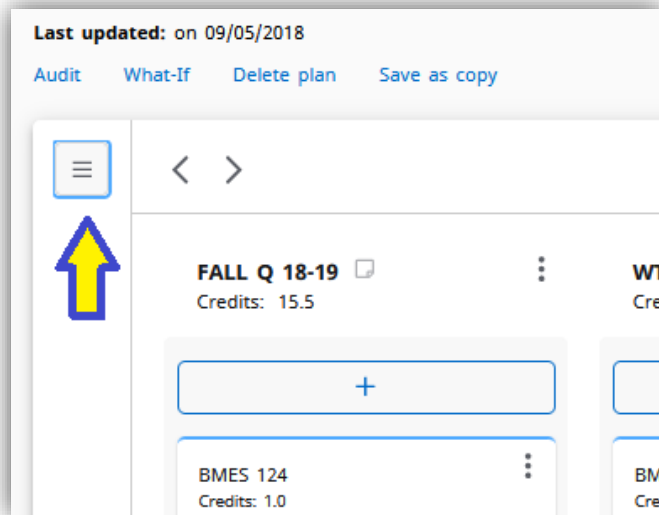


3. **Plans will auto-save any changes.** To avoid overwriting your current plan before making any edits click the "Save as Copy" button located above the plan.

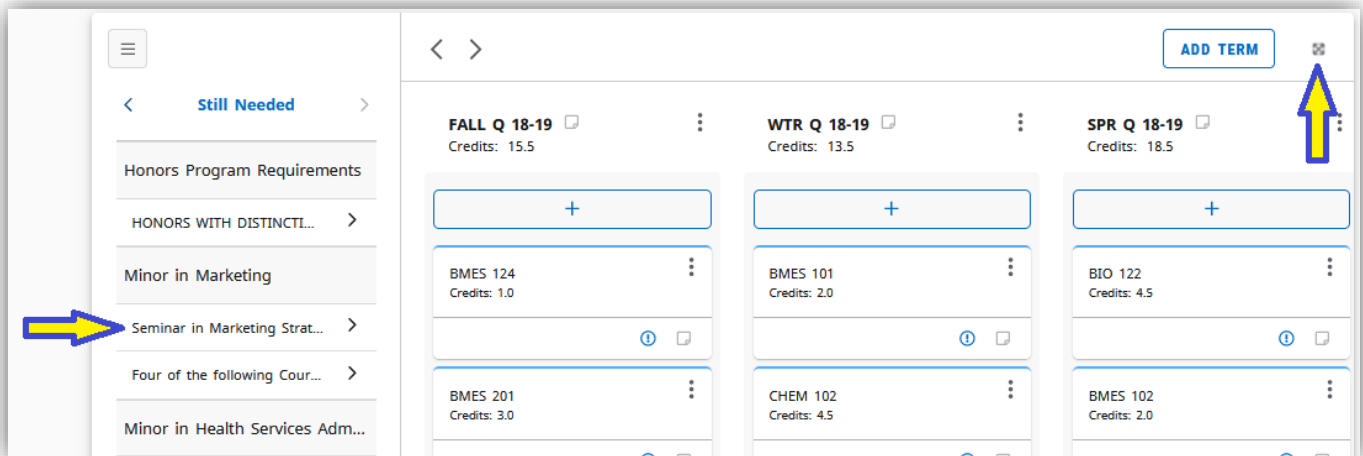


STUDENT GUIDE:

1. Once in the selected plan of study, click on the three lines on the left sidebar to expand the menu..



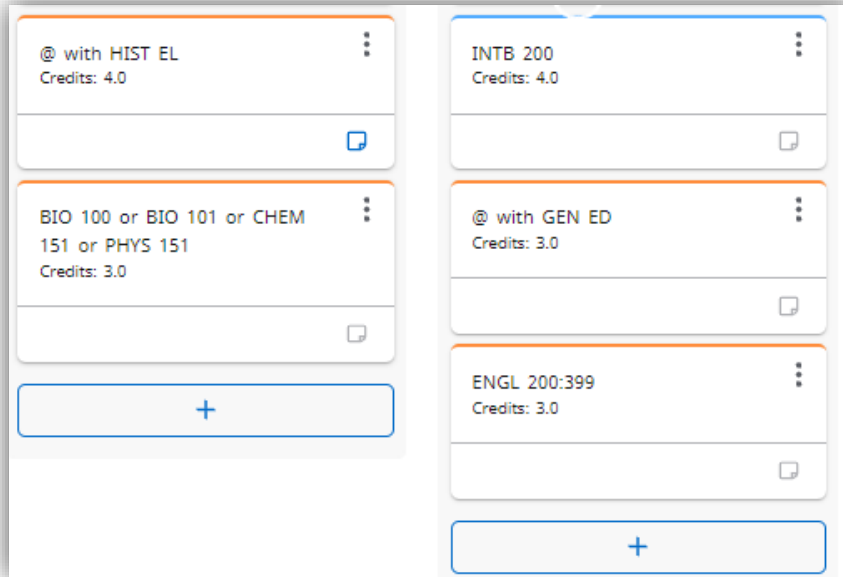
2. This will display course requirements that are still needed. You can drag courses into your plan and the requirement list will update. You can also toggle left of **Still Needed** to add requirements to your plan, or toggle left again to search for a specific course. Requirements that are open (Free Elective are designated by @@ (Any Subject, Any Course Number). You will not be able to drag this @@ into the plan, a specific course can be added using the requirements (course), or course search.



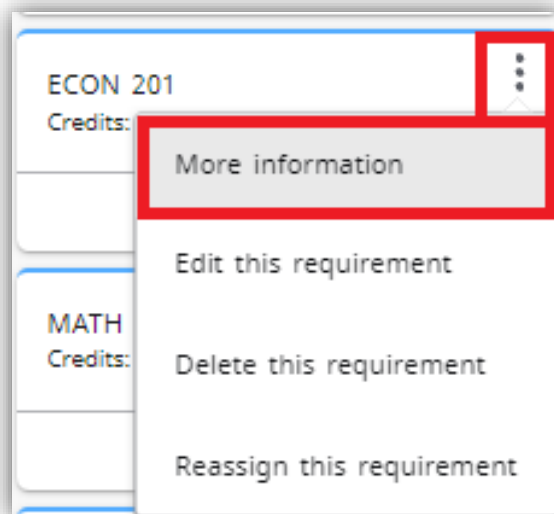
3. To expand to full page view click the expand icon in the top right corner.

STUDENT GUIDE:

4. @ is a wildcard, which means that there are multiple courses that can fulfill the particular requirement (i.e., @ with HIST EL means multiple science courses could be taken to fulfill that history elective requirement). You can view a list of the course options that will meet that requirement on your worksheet (Audit). You can view comments by hovering over the text.
5. If there are any notes on a particular course, the paper icon will be blue (@ with HIST EL example)



6. For courses in the current academic year, you can view course information (When courses are offered, pre-reqs, seats open, meeting times, etc) by clicking the three dots (ellipsis) then **More Information**.



A pop-up box will appear with the course information:

Course Information ✕

PSY 245 - 3 Credits - Sports Psychology

Prerequisites:
PSY 101 with a minimum grade of D or PSY 112 with a minimum grade of D

Attributes:
WI

Sections:

Term	CRN	Section	Seats open	Meeting times
FALL Q 22-23	10684	001	0 (out of 27)	Tu Th 09:30am - 10:50am

D.DEGREWORKS AND REGISTRATION

You will use your DegreeWorks plan once you start to schedule your own courses. This functionality will be available to first-year students for their second quarter at Drexel.

Note: It is very important to work with your advisor to make sure your plan is always up-to-date. Making changes to the order of the courses on the plan might cause you to miss certain classes and delay graduation. The plan will not update itself if your registration deviates from the suggested course sequence.

To access your DegreeWorks plan for registration:

1. Log in via [DrexelOne](#).
2. Choose the Academics tab.
3. In the Registration Channel, under Prepare to Register, select "Schedule Ahead".



Registration

Prepare to Register
If you need help prior to registering, schedule an appointment with your academic advisor.

[Review Registration Information](#)
View your current information such as academic status, program, and when you can register for courses.

[DegreeWorks Graduation Requirements](#)
Use DegreeWorks to review your graduation requirements and completed courses as you build your registration schedule.

[Review the Term Master Schedule](#)
Use the Term Master Schedule as a guide before you actually register.

[Schedule Ahead](#)
Build your schedule before your registration time ticket opens. You can register from your schedule when you are ready.







4. On the registration landing page, select the "Schedule Ahead" link.



Student » Registration

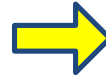
Registration

What would you like to do?

<p> Review Registration Information View your current information such as academic status, program, and when you can register for courses.</p> <p> Schedule Ahead Build your schedule before your registration time ticket opens. You can register from your schedule when you are ready.</p> <p> View Schedules View your current and past schedules.</p>	<p> Register for Courses Search for and add or drop courses, view and manage your schedule.</p> <p> Check Course Availability Looking for course sections? Browse the listing of current course sections.</p> <p> Browse Course Catalog Look up basic course information like subject, course and description.</p>
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STUDENT GUIDE:

- Choose the term and select "Continue."
- You will see that you have a DegreeWorks plan listed.



Note: It is best to follow your DegreeWorks plan, so it is important to make sure you keep the plan updated. Your advisor is a great resource for when you need help or have questions.

- To view the DegreeWorks plan, select the "Create a New Plan" button.
- Select the "DegreeWorks Plans" tab in the top navigation, to the right of the Find Classes button.
- The DegreeWorks Plan has the title of all courses, the subject and course numbers under details, a description for the choice requirements with several options, and a summary of the options. More details about the options are on the worksheet in DegreeWorks.

It is important to make sure the plan is accurate before you register for courses.

Please note: If you do not see a DegreeWorks plan, you can create a new one using the Schedule Ahead tool. Use your DegreeWorks worksheet as your guide to ensure you are selecting courses that will support your progress to degree.

Critical Indicator	Title	Details	Hours	Choice Group	Choice Description	Attribute Summary
✓	Hum Past: Anth/Prehis Arc	ANTH 110	3			
✓	Composition and Rhetoric II	ENGL 102	3			
✓	Intro to Civic Engagement	CIVC 101	1			
✓	Algebra I	MATH @	3	1	MATH @ with MATH EL (min_credit:3.0)	MATH (MATH EL)
✓		@	4	2	@ with LANGUAGE (min_credit:4.0)	FOREIGN LANGUAGE (LANGUAGE)

- When it is time to register for courses, you will be able to use the functionality on the right side of the screen to view sections offered and to add courses for the term.

MATH @ with MATH EL (min_credit:3.0)	MATH (MATH EL)	<input type="button" value="View Sections"/>	<input type="button" value="Add Course"/>
@ with LANGUAGE (min_credit:4.0)	FOREIGN LANGUAGE (LANGUAGE)	<input type="button" value="Pick a Course"/>	

More in-depth information about registration is available on the Drexel Central website at drexel.edu/drexelcentral/registration/courses/adding-dropping.