ELLUCIAN DEGREE WORKS

Instruction Guide for Faculty and Staff

LEHIGH UNIVERSITY

Contents

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Degree Works Introduction

Degree Works provides a personalized degree evaluation for each student. It allows one to track degree requirements for graduation and helps to create an educational plan. Degree audit worksheet shows every requirement for major(s), minor(s), and concentration(s) that must be completed to earn a degree from Lehigh University. The audit will show which requirements have been completed, which requirements are in-progress, and which requirements are still outstanding. The worksheet should be used each term when advising students on course selection, as well as when making a long-term, semester-by-semester graduation plan.

HOW TO ACCESS THE DEGREE WORKS WORKSHEET

1) Visit go.lehigh.edu/degreeaudit and select the "Degree Works" link.
2) Click the "Degree Audit" link in the left column on the Advising Profile in Self-Service Banner.
3) Log into connect.lehigh.edu and click the link for the Degree Audit on the Faculty Self-Service.

If you are accessing Degree Works off-campus, you must be connected to the VPN.

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Searching for Students

Degree Works allows you to search for a single student, as well as a population of students.

ID SEARCH
The simplest way to search for a student is to know their student ID. When Degree Works is first opened, the only editable field will be for the student ID number.

Student ID   🔍
Advanced search

Enter the student's ID that you are searching for and hit enter to populate the student's worksheet.

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ADVANCED SEARCH

Below Student ID, the link to begin an advanced search is visible. When that link is clicked, a more robust searching option becomes available.

Using the advanced Search, you can search by Student ID, student name, and/or any combination of the fields above.

NAME SEARCH

Students can be search for by Last Name and/or First and Middle Name. A partial name search can be completed as well. For an example, if an advisor meets with a student, and can not remember if the student spells their first name "Sara" or "Sarah", the advisor can enter "Sara" into the first name search field and find every student in the system named "Sara" or "Sarah."

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However, in addition to getting all of the "Sara's" and "Sarah's," the search will also pull in people named "Sarai" and "Caesar Anthony," since those names also contain a four letter sequence of "Sara."

LEVEL SEARCH
The advanced search can be limited to only students by their specific level.

A search for all "Sara's" in the system may return a large number of students, but adding the Undergraduate level filter may reduce the results.

MAJOR SEARCH
Further limiting the search by major will further reduce the search results. A major search can also be used to find all of the students in a specific major. If advisors or department heads are looking for a quick way to look only at the students active in their major, a broad search like this can return the population they are looking for.

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CUSTOM SEARCHES

In addition to the base curriculum searches available in Degree Works, Lehigh has built custom fields that can be used to identify specific student populations. From the Advanced Search, click the down-arrow to expand the custom search filters. These filters include student status, cohort, sport, academic standing, and student attributes.

Custom ︿

Student Status (0/4) ﹀	Cohort (0/46) ﹀	Sport (1/26) Football ﹀
Academic Standing (0/12) ﹀	Student Attributes (0/2) ﹀	

For example, by selecting "Football" from the custom field of Sport, you can look at the Degree Audits for all of the players on the Football team, as they are identified within Banner.

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SELECTING YOUR STUDENTS

If you've searched for a population of students, keep all of the checkboxes next to student ID checked to view the degree audits for all of the students in the search.

Students found: 90

☑	ID	Name ↑	Degree	Major	Level	Classification
☑			BSBU	Management	UG	Junior
☑			BSEE	Electrical Engineering	UG	Senior
☑			BSBU	Supply Chain Management	UG	Sophomore

If there is only one student to view, students can be deselected from the checkboxes, and only the students that remain checked will have their audit viewable.

Students found: 90

➖	ID	Name ↑	Degree	Major	Level	Classification
☐			BSBU	Management	UG	Junior
☑			BSEE	Electrical Engineering	UG	Senior
☐			BSBU	Supply Chain Management	UG	Sophomore

Press the Brown "Select" box at the bottom of the screen to bring up the worksheet.

Student ID 🔍	Select Student ⌄

Advanced search

All of the students from the search will appear in the "Select Students" dropdown box. Click on the box to view each student's worksheet individually.

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Reading the Worksheet

STUDENT CARD

The student card provides an overall summary of a student's personal academic information including their level, college, program, major(s), classification, transfer hours, advisors, academic standing, cohort information, and current active holds. If applicable, it will also display their minor(s) and concentration(s).

If a student has multiple degrees, they will be audited separately. Change the degree in the right-most dropdown to select the audit for each degree.

DEGREE PROGRESS

The degree progress section of the audit provides a credit spinner of a student's progress toward a degree and shows their current cumulative grade point average. The requirements spinner calculates what percent of their

degree requirements are marked as complete. The credit spinner only calculates what percent of the total credits needed have been completed. The spinners include earned and in-progress credits, but it excludes credits not needed for their degree.

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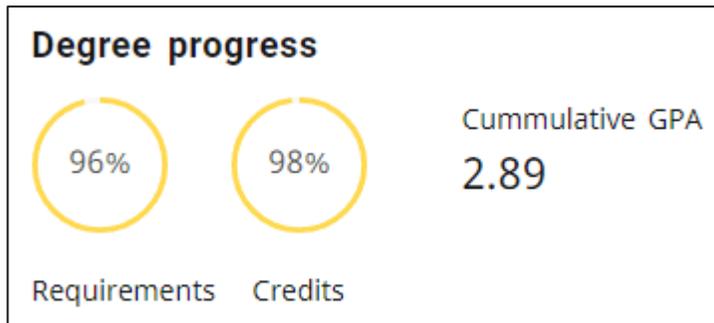
DEGREE BLOCK

The Degree Block provides a summary of a student's graduation requirements. Each requirement listed will have more detailed information further down on the worksheet.

You can see in the example above...

Some requirements have been met; these requirements are those with a green check mark next to them: ⊘

Some requirements have not yet been met; these requirements are those with a red circle next to them: ○

DISTRIBUTION REQUIREMENTS BLOCK

This block is dependent on the college and degree program that a student is pursuing. Different colleges and programs at Lehigh will have unique distribution requirements independent from the major requirements.

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MAJOR BLOCK

The Major Block details a student's major requirements and, if applicable, their concentration requirements.

Major in Journalism, BA INCOMPLETE

Credits required: 45   Credits applied: 26   Catalog year: 2022-2023   GPA: 3.73

		Course	Title	Grade	Credits	Semester	Repeated
○	Minimum Major Credits Required	**Still needed:**	You currently have 26 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 19 additional credits and all major requirements.				
⊘	Minimum Major GPA of 2.0 Required						
⊘	Brown And White	JOUR 001	Brown And White	A	1	Fall 2022	
⊘	Brown And White	JOUR 002	Brown And White	A	1	Spring 2023	
⊘	Brown And White	JOUR 003	Brown And White	A	1	Fall 2023	
◑	Brown And White	JOUR 004	Brown And White	IP	(1)	Spring 2024	
⊘	Media and Society	COMM 001	Media and Society	A	4	Fall 2022	
⊘	Writing For The Media	JOUR 021	Writing For The Media	B+	4	Spring 2023	
⊘	Editing	JOUR 023	Editing	B+	4	Fall 2023	
◑	Visual Communication	JOUR 024	Visual Communication	IP	(4)	Spring 2024	
⊘	Data Journalism	JOUR 025	Data Journalism	A	4	Fall 2023	
○	Media Ethics And Law	**Still needed:**	1 Course in JOUR 122				
○	Writing for Media II	**Still needed:**	1 Course in JOUR 275☑				
○	300-Level Senior Seminar	**Still needed:**	1 Course in COMM 300:399 or JOUR 300:399 Except JOUR 300 and 390 and 391				
○	Capstone	**Still needed:**	1 Course in JOUR 361 or 375☑ or 390				
⊘	Required Elective	JOUR 010	Brown And White	A	2	Spring 2023	

In the example above...

Some requirements are in-progress; these requirements are those with a blue half-circle next to them: ◑

Degree Works displays the grade received for each requirement, the credits associated with that requirement, and the term in which the requirement was completed.

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For requirements that have not been completed yet, clicking on the course will display a detailed description of the requirement. Clicking on JOUR 275 will display this detailed description:

JOUR 275 - 4 Credits - Writing for Media II

This course fulfills the college junior-level writing intensive requirement and is required by the majors of Journalism and Journalism/Science Writing. Building on Writing for the Media I, the class combines essential aspects of Jour 211 Reporting, Jour 212 Feature Writing and Jour 218 Freelance Writing. Students will report and produce in-depth stories, to be published in The Brown and White, in paper and online, which will add substantially to their portfolios.

Prerequisites:
JOUR 021 with a minimum grade of TR and JOUR 023 with a minimum grade of TR

Attributes:
WRIT   W   SS

Sections:

Semester	CRN	Section	Seats open	Meeting times
Spring 2024	11667	010	1 (out of 7)	Tu Th 01:35pm - 02:50pm

The title and credit hours for the course are displayed, followed by the full course description, followed by any prerequisites associated with the course, followed by attributes assigned to the course, and, if the course is being offered, the dates and times of the section(s).

Clicking on a range of courses, such as COMM 300:399, will pull this detailed description for any courses that fit within that range or have the associated attribute. This can be particularly helpful if there are a number of electives that can meet a requirement and a student wants to explore all of the options available to them.

Course Information ✕

COMM 300 - 1 to 4 Credits - Apprentice Teaching

Sections:

Semester	CRN	Section	Seats open	Meeting times
Spring 2024	10558	010	19 (out of 19)	To be announced

COMM 352 - 4 Credits - Soc/Psych Effects Comm Tech

Communication technology, ranging from the Internet and social media to robots and the Internet of Things, has changed the ways that we communicate, think and behave, and reshaped our society as a result. In this class, we discuss the impact of communication technology and the social and psychological mechanisms through which such impact is made possible. Specifically, we will look at how technology affects cognition, attitude and action of individuals and among groups. Senior seminar open to majors only.

Attributes:
SW   SS

COMM 375 - 4 Credits - Global Media and Culture

Cultural Studies investigates dominant understandings; issues of identity and experience; and society. A Cultural Studies approach to understanding representations of difference in global media. Focus will center upon the role of media in shaping the contemporary dominant understandings of various groups in a globalized world; introductions to philosophies and theories that function as fundamental texts on the relationship between media, social life and human behavior; and the ways in which media socially construct a new, globalized reality.

Attributes:
SS   CC

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MINOR BLOCK

If a student has a minor, or multiple minors, the Minor Block will appear independent of their Major Block. Depending on your program of study, courses may be shared between the major and minor, so if HMS 343 was a requirement for a major, it can still be used here to complete a requirement for a minor.

Minor in Health, Medicine, and Society   [INCOMPLETE]

Credits required: 16   Credits applied: 11   Catalog year: 2020-2021   GPA: 4.00

A maximum of 4 credits of HMS 221 Peer Health Adviser Training, HMS 291 Independent Study, HMS 292 Supervised Research, HMS 293 Internship, or HMS 294 Health Equity Internship mayfulfill the minor elective requirement. No more than one course for a maximum of 4 credits may be taken outside of Lehigh, including non-Lehigh study abroad.

		Course	Title	Grade	Credits	Semester	Repeated
○	Minimum Minor Credits Required	Still needed:	You currently have 11 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 5 additional credits and all minor requirements.				
⊘	Minimum Minor GPA of 2.0 Required						
⊘	Required Core Elective	SOC 160	Medicine And Society	A	4	Fall 2022	
○	Core and Elective Requirements	HMS 150	Health Communication	TR	3	Spring 2023	
		Satisfied by:	HMS - Health Promotion & Disease Pre - DIS Copenhagen				
		HMS 343	Racism and Health Inequities	A	4	Summer 2022	
		Still needed:	1 Course in **BIOS** 010 or **ECO** 368☑ or **EES** 029 or **HMS** 002 or 101 or 110 or 115 or 116 or 117 or 118 or 120 or 123 or 125 or 130 or 138☑ or 155 or 160 or 162 or 170 or 176 or 180 or 221 or 226 or 291 or 292 or 293 or 294 or 301 or 302☑ or 307 or 314 or 315 or 316 or 319☑ or 320 or 322 or 327☑ or 331 or 334 or 341 or 344☑ or 348☑ or 349☑ or 354 or 373 or 375 or 386☑				

FREE ELECTIVES BLOCK

Free electives are courses that can count toward a student's overall credit total or residency requirement but are not used elsewhere on the worksheet.

Free Electives

Credits applied: 7   Courses applied: 4

Course	Title	Grade	Credits	Semester	Repeated
COMM 150	Health Communication	IP	(4)	Spring 2024	
JOUR 010	Brown And White	A	1	Fall 2023	
JOUR 232	Journalism Practicum	A	2	Fall 2023	
MATH 012	Basic Statistics	IP	(0)	Fall 2022	

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COURSES INELIGIBLE FOR USE TOWARD A DEGREE BLOCK

Courses that have been failed, withdrawn from, repeated, or that did not meet the minimum grade requirement will populate in this block.

Courses Ineligible for use Toward a Degree

Credits applied: 0   Courses applied: 1

Course	Title	Grade	Credits	Semester	Repeated
ME 252	Mechanical Elements	F	0	Spring 2022	

IN-PROGRESS BLOCK

In addition to displaying where they fit on the worksheet, this section of the audit lists a student's in-progress and pre-registered coursework.

In-progress

Credits applied: 13   Courses applied: 6

Course	Title	Grade	Credits	Semester	Repeated
MATH 012	Basic Statistics	IP	(0)	Fall 2022	
COMM 150	Health Communication	IP	(4)	Spring 2024	
EES 022	Exploring Earth	IP	(1)	Spring 2024	
EES 096	GlobalChanges,Microbial Forces	IP	(3)	Spring 2024	
JOUR 004	Brown And White	IP	(1)	Spring 2024	
JOUR 024	Visual Communication	IP	(4)	Spring 2024	

LEGEND

The legend at the bottom of the worksheet provides explanations of all the symbols used on the worksheet. Degree Works will display additional information on the symbol when hovering over each symbol.

Legend

⊘	Complete	○	Not complete
⦿	Complete (with courses in-progress)	ⓘ	Nearly complete - see advisor
⚑	Prerequisite	@	Any subject or course number
(R)	Repeated course		

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Degree Works What-if

The What-if feature of Degree Works allows a student to explore what their current progress would look like if they were to alter their current academic program. Degree Works will display what would happen if they were to add to or change their major, or add a program of study in additional minors or concentrations. Students may also use this tool to see what it would look like if they were to complete classes not currently on the academic record.

It is important to note that the What-if option is for unofficial planning purposes only. Students must follow the University's curriculum change process to formally change academic programs. Additionally, planned courses do not serve as an official course registration. Students must continue registering for courses online through Banner in accordance with University policy.

HOW TO ACCESS THE DEGREE WORKS WHAT-IF

1) From the Degree Works Worksheet, click on the What-If link, directly underneath the student card:

2) This will bring you directly to the What-If Analysis.

Using What-If Analysis

WHAT-IF ANALYSIS ELEMENTS

The What-If Analysis is broken up into three different functions: changing a student's current academic program entirely, adding additional programs to the current curriculum, and adding courses for future planning

CHANGING A MAJOR

To see what a student's audit would look like with a different major, use the top two sections of What-If: the Program and the Areas of Study. First select a catalog year., Students follow the catalog that was in place during their first semester as a degree-seeking student at Lehigh. Students may choose to follow a more recent catalog, but may not elect to follow an earlier catalog. (For more information, visit https://catalog.lehigh.edu/usingthecatalog/) After selecting the catalog year, select a degree from the drop down box. After selecting a degree, a college *may* be required, but if only one college is associated with a degree then this box will automatically fill in with the appropriate information.

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Finally, after a college has been selected, a major *may* need to be selected in the Areas of Study section.

As an example, if the degree of BS in Applied Science is selected, the college and the major cannot be edited, as there is only one valid choice for that degree:

What-If Analysis

☐ Use current curriculum   ☑ In-progress courses   ☑ Preregistered courses

Program

Catalog year * 2022-2023	Level * Undergraduate	Degree * BS in Applied Science

College * P.C.Rossin Engrg & Applied Sci

Areas of study

Major * Applied Science	Concentration	Minor

However, if a degree of Bachelor of Arts is selected, the following options will be displayed on the College dropdown menu:

Arts & Sciences

Arts Engineering

Health

Additionally, once the college is selected, the major will need to be selected in the Area of Study. This drop down will bring in all valid options for the combination of degree and college.

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ADDING ONTO THE EXISTING ACADEMIC PROGRAM
When keeping the original major and adding a second major or second minor is being explored, What-If can be used to see more than one area of study at a time.

Begin by putting the degree, college, major, minor, and concentration in to match the current program of study. The student card at the top of the screen will display this information.

Next, click on Additional Areas of Study to add a second major or minor.

Program

Catalog year *	Level *	Degree *
2022-2023	Undergraduate	Bachelor of Arts

College *		
Arts & Sciences		

Areas of study

Major *	Concentration	Minor
Journalism		Astronomy

Additional areas of study ︿

Degree: Bachelor of Arts   College: Arts & Sciences   Minor: Writing   ×

+

The college, major and minor can be altered in this section. In the example above, the student's initial area of study was set to match their current program of study, but the Additional Areas of Study field was updated to add a second minor onto the program. The What-If audit will now pull both minors into a Degree Works What-If Worksheet:

Minor in Astronomy   [INCOMPLETE]

Credits required: 15   Credits applied: 0   Catalog year: 2022-2023   GPA: 0.00

○	Minimum Minor Credits Required	**Still needed:**	You currently have 0 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 15 additional credits and all minor requirements.
○	Minimum Minor GPA of 2.0 Required	**Still needed:**	Your minor GPA is 0.00
○	100-Level or Above Astronomy Electives	**Still needed:**	**9** Credits in **ASTR** 100:399
○	Astronomy and Physics Electives	**Still needed:**	**6** Credits in **ASTR** 000:399 or **PHY** 000:399

Minor in Writing   [INCOMPLETE]

Credits required: 16   Credits applied: 0   Catalog year: 2022-2023   GPA: 0.00

○	Minimum Minor Credits Required	**Still needed:**	You currently have 0 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 16 additional credits and all minor requirements.
○	Minimum Minor GPA of 2.0 Required	**Still needed:**	Your minor GPA is 0.00
○	Introduction Elective	**Still needed:**	**1** Course in **ENGL** 142 or 143 or 144 or 171
○	Advanced Elective	**Still needed:**	**1** Course in **ENGL** 201 or 342☑ or 343☑ or 344☑
○	Writing Electives	**Still needed:**	**2** courses in **ENGL** 142 or 143 or 144 or 171 or 201 or 342☑ or 343☑ or 344☑ or **JOUR** 123 or 212☑

FUTURE CLASSES

Classes that have not been taken can be added into the Future Courses area to determine where on a worksheet those courses will be applied.

Future courses

| Subject | Number | ADD ANOTHER COURSE OPTION |

ENGL 201 ✕   ENGL 343 ✕

RESET   PROCESS

Here, ENGL 201 and ENGL 343 have been factored into as passed courses, and the minor in Writing now reflects that there have been additional courses in-progress:

Minor in Writing   [INCOMPLETE]

Credits required: 16   Credits applied: 8   Catalog year: 2022-2023   GPA: 0.00

		Course	Title	Grade	Credits	Semester	Repeated
○	Minimum Minor Credits Required	**Still needed:**	You currently have 8 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 8 additional credits and all minor requirements.				
○	Minimum Minor GPA of 2.0 Required	**Still needed:**	Your minor GPA is 0.00				
○	Introduction Elective	**Still needed:**	**1** Course in **ENGL** 142 or 143 or 144 or 171				
◐	Advanced Elective	ENGL 343	Advanced Creative Non-Fiction	PLAN	(4)	Planned Term	
○	Writing Electives	ENGL 201	Special Topics In Writing	PLAN	(4)	Planned Term	
		Still needed:	**1** Course in **ENGL** 142 or 143 or 144 or 171 or 342☑ or 343☑ or 344☑ or **JOUR** 123 or 212☑				

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Degree Works Tools

HOVER HINTS

When a course is still needed, hover over the subject and number to see the course title and credits:

> 1 Course in JOUR 122
>
> Media Ethics And Law - 4 Credits
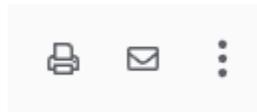
PRINTER ICON

The Printer Icon allows for the creation of a .pdf file of the worksheet for saving or printing. It will automatically be formatted slightly different for the page.

THE ENVELOPE ICON

The Envelope Icon allows a user to see the email addresses for the student and any advisors associated with the student. These are clickable links that will open the email program on the computer or phone being used.

COURSE HISTORY

Under the three dot menu, course history will display all of the courses a student has taken in chronological order.

GPA ESTIMATOR

Under the three dot menu, GPA Estimator will display three separate calculators to determine the following:

- Graduation Calculator will display what GPA a student will need to maintain to achieve their final goal GPA.
- Semester Calculator will display what a student's end-of-term GPA will be based upon a student's expected final grades for unfinished coursework.
- Advice Calculator will show what a student's GPA going forward needs to be to achieve their desired GPA.

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