

FACULTY ADVISORS Reference Guide Need help? Send text or email to ithelp@catawba.edu or call the IT Help Desk at 704-637-4666

Login and Find Students

1. Login to **CatLink**: Open a web browser, go to www.catawba.edu, click **Cat-U**, enter Catawba username and password*
*If you are unable to login to **CatLink**, contact the IT Help Desk (see info above right)
2. Click the **Faculty** tab, go to the **Faculty Advising & Registration** channel and click the **DegreeWorks** link—you should see the **DegreeWorks** main page

3. Click the **Find** button—the **Find Students** window will open

4. Typically, you'll search for your advisees; notice, however, that you may filter your search by any field(s) on this screen to facilitate your search*

5. To find your advisees, click the drop-down arrow on the **Primary Advisor** field and select your name, then click **Search**

6. You'll see the list of your advisees at the bottom of the window (please be advised that the count of **Students Found** displayed here may not be an accurate number)

7. To work with only one specific student, click the **Uncheck All** button (bottom right), click checkbox beside name of student you wish to view, then click **OK**

8. To load all of your advisees, simply click **OK**

*See back page for information on most efficient selections you can use in **Find Students** search fields

9. If you load all of your advisees, there are a couple of ways you can navigate through the list and select a specific student:
 - A. Click the arrow symbols at left or right of the **Name** field heading to navigate to student, or
 - B. Click the drop-down arrow beside student's name—you'll see entire **Student List** and may click to select student

Basics of Worksheet—Student View (Audit)

Once you have selected student to work with, the audit will open—default view is the **Student View Worksheet**

Navigation toolbar area

- Enter a **Student ID** or select student
- Worksheets** tab includes audit, **What-If** and **Look Ahead** (*What-If and Look Ahead will be covered in a later guide*)
- Student View** is the default view, with general information about student's complete and incomplete requirements, grouped into blocks. **Catawba Checklist** is used by the Registrar's Office to verify graduation requirements.
- Click **View** to see results after selecting a different view; click **Save as PDF** to easily convert and print or save audit in PDF format; **Process New** to run new audit and apply information that was recently changed.
- Include in-progress classes** identifies any classes student is currently taking; **Include preregistered classes** displays classes student will be taking next semester. Although neither option is selected by default, you may select one or both of these.

Requirements blocks and Legend

Each section in a **DegreeWorks** audit is called a “block.” Each block header contains a title for the block and displays specific information for that block, such as credits applied and classes applied. For all students, you'll see blocks showing **Program** and **General Education** requirements. If the student has already declared a **Major** and/or **Minor** and/or **Concentration**, you'll also see those blocks and requirements. **Students who entered beginning in Fall 2013 will also have Foundations & Skills and Perspectives blocks.** Courses and requirements are color coded and marked with an icon indicating status within each block.

<input checked="" type="checkbox"/> Creative Requirements(3)	COMM 1101 Satisfied by	Public Speaking COM231 - Public Speaking - Davidson County Cmty Coll	TA	3	Spring 2014
<input type="checkbox"/> Scientific Requirement(7)	BIOL 1101 Satisfied by	BioScience BIO110 - Principles of Biology - Davidson County Cmty Coll	TC	4	Spring 2014
Still Needed: To select Scientific courses, consult your advisor or class schedule					
<input checked="" type="checkbox"/> One Additional Course from CREA, INTE or HIST (3)	SOC 1101 Satisfied by	Introduction to Sociology SOC210 - Introduction to Sociology - Davidson County Cmty Coll	TC	3	Spring 2014
<input checked="" type="checkbox"/> Major in Psychology				Catalog Year: 2013-2014	Credits Required: 30
				GPA: 1.978	Credits Applied: 30
Unmet conditions for this set of requirements: Your GPA is 1.978; a GPA of 2.0 is required					
A student must complete the minimum requirements in the major with an average of at least 2.00 GPA and not more than four semester hours of D to count towards the major requirements.					
<input checked="" type="checkbox"/> Data Analysis for Behavioral Sciences(3)	PSYC 2221	Data Anal for Beh Science	C+	3	Fall 2014
<input checked="" type="checkbox"/> Experimental Psychology(4)	PSYC 2222	Experimental Psychology L/L	D-	4	Spring 2015
<input checked="" type="checkbox"/> Child or Adolescent Psychology(3)	PSYC 2350 Satisfied by	Adolescent Psychology EDU145 - Child Development II - Davidson County Cmty Coll	TA	3	Spring 2014
<input checked="" type="checkbox"/> Psychology of Personality(3)	PSYC 3380	Psychology of Personality	C	3	Spring 2014
<input checked="" type="checkbox"/> Abnormal Psychology(3)	PSYC 3480	Abnormal Psychology	C+	3	Fall 2014
<input type="checkbox"/> Fund of Learning or Cognitive Process (4)	PSYC 3530	Fund Of Cognitive Process L/L	NR	(4)	Fall 2015
<input type="checkbox"/> Social Psychology(4)	PSYC 3560	Social Psychology L/L	NR	(4)	Fall 2015
<input checked="" type="checkbox"/> Psychology Electives(6)	PSYC 1160 PSYC 3980	Interpersonal Relations Behavior Modification	C B	3 3	Fall 2014 Spring 2015

- Block headers contain a symbol denoting the status of all requirements within the block, as well as a summary with **Catalog Year**, **Credits Required**, **GPA**, and **Credits Applied** for each particular requirement
- Complete** — requirements that have been completed are highlighted in light yellow and have a green check mark icon; course(s) that fulfilled the requirement are displayed, as well as grade and term course was taken
- In Progress** — requirements where the student is currently taking or has preregistered for a needed course are highlighted in light blue and have a one of two types of blue wave icon
- Not Complete** — requirements that have not been completed are highlighted in pink and have a red square outline icon; course(s) still needed to complete the requirement will be listed here

The **Legend**, shown near bottom of audit screen, has key to icon symbols found on each requirement.

Legend		
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	(T) Transfer Class
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Nearly complete - see advisor	@ Any course number

NOTE: Catawba does not use this code

Optional blocks and Disclaimer

These blocks may or may not display, depending on whether the student has courses that fall into these areas: **Fallthrough**, **In-sufficient**, **In Progress**, **Exceptions**, and/or **Notes**. In addition, the **Disclaimer** box is present at the bottom of most screens and is intended to counsel users of the limits of information presented here and sources that can provide official confirmation.

Fallthrough courses

Any course that does not fulfill a specific requirement will show up in **Fallthrough Courses**. These courses count toward graduation, but are not used elsewhere.

Fallthrough Courses				Credits Applied: 37	Classes Applied: 12
ACC 1901	Principles of Accounting I	D	3	Fall 2014	
ECON 1901	Principles of Macroeconomics	C-	3	Spring 2014	
EDUC 0001	Foundations in Education	TA	4	Spring 2014	
Satisfied by: EDU216 - Foundations in Education - Davidson County Cmty Coll					
EDUC 0001	Early Children Literature	TC	3	Spring 2014	
Satisfied by: EDU282 - Early Children Literature - Davidson County Cmty Coll					
ENGL 2215	Maj Amer Writers:Begin-1890	TA	3	Spring 2014	
Satisfied by: ENG231 - American Literature I - Davidson County Cmty Coll					
IS 0001	Intro to Computers	TB	3	Spring 2014	
Satisfied by: CIS110 - Intro to Computers - Davidson County Cmty Coll					
MKT 2501	Principles of Marketing	B	3	Spring 2014	
MKT 2502	Consumer Behavior	NR	(3)	Fall 2015	
PER 4740	Adapting Activities to Special	TB	3	Spring 2014	
Satisfied by: EDU221 - Children with Exceptional - Davidson County Cmty Coll					
PHYS 0001	Conceptual Physics	TC	3	Spring 2014	
Satisfied by: PHY110 - Conceptual Physics - Davidson County Cmty Coll					
PSYC 1110	General Psychology	TC	3	Spring 2014	
Satisfied by: PSY150 - General Psychology - Davidson County Cmty Coll					
REL 2033	Religions in the World Market	TB	3	Spring 2014	
Satisfied by: REL110 - World Religions - Davidson County Cmty Coll					

Fallthrough Courses is a great place to look for areas where the student could pick up an additional minor or concentration.

This student has taken several Business courses, so the advisor will suggest using the **What-If** feature to determine the feasibility of picking up a minor in Business.

Insufficient and Repeat courses

The **Insufficient** block (should it appear on a student's audit) shows courses in which student did not earn the minimum required grade. Obviously, **Insufficient** courses should have 0 credit hours. **When/if you see courses with credit hours in the Insufficient block, it's an indication that the student is registered/enrolled in current or future semester to repeat the course. These hours are not included in the Degree block total.**

Insufficient				Credits Applied: 0	Classes Applied: 3
PSYC 3980	Behavior Modification	F	0	Spring 2014	
SPAN 1001	Elementary Spanish I	TC	0	Spring 2014	
Satisfied by: SPA111 - Elementary Spanish I - Davidson County Cmty Coll					
SPAN 1002	Elementary Spanish II	W	0	Spring 2015	

Insufficient courses will have 0 (zero) credit hours, unless student is repeating course.

In-progress and Exceptions

In-progress lists courses in which student is currently enrolled; they will also be displayed where they fit within the audit.

In-progress				Credits Applied: 14	Classes Applied: 4
MATH 1132	Introduction to Statistics	NR	3	Fall 2015	
MKT 2502	Consumer Behavior	NR	3	Fall 2015	
PSYC 3530	Fund Of Cognitive Process L/L	NR	4	Fall 2015	
PSYC 3560	Social Psychology L/L	NR	4	Fall 2015	

Any **Exceptions** granted to the student are referenced both where the exception applies and here.

Exceptions					
Type	Description	Date	Who	Block	Enforced
Apply Here	per Ross	15-May-2015	Manager, Degree Works	RA000385	Yes
Apply Here	per Ross	15-May-2015	Manager, Degree Works	RA000385	Yes

Notes

Notes allows users to document academic advising on student records. Remember that anyone with access to DegreeWorks can see Notes, including the student. Saved notes can be deleted only by the person who posted the note.

Notes	Entered by	Date
Discussed fall/spring schedule via email: Fall ok take Span, cultural math, science class, one more, retake experimental spring; take Intermediate I Span in summer to finish. TJ decided to drop Span so he knows that he will be here another semester and has decided that he would rather take classes slowly and master them, retake classes, then try to finish in one more year.	Ross, Betsy	23-Jul-2015
	Ross, Betsy	27-Mar-2015

Please be aware that **Notes** entered in DegreeWorks are part of the student's educational record and will be disclosed as part of that record when complying with any legal requests for the release of information in that educational record. **Notes** should be factual and of a nature suitable for public scrutiny.

19. To add a **Note**: click the **Notes** tab
20. Click **Add Note** (at left of screen)
21. You may click the drop-down arrow to select a **predefined note**. You may add your comments to any of the predefined notes, including the last selection, "Student was advised to...".
22. Click the **Save Note** button to file your Note as part of the student's educational record.

The screenshot shows the DegreeWorks interface with the 'Notes' tab selected. A sidebar on the left contains 'View Notes', 'Add Note', 'Modify Notes', and 'Delete Notes'. The main area is titled 'Add New Note' and contains a text area for entering a note. A dropdown menu is open, showing predefined notes such as 'Student was advised to register for the courses listed on the Planner.' and 'Student was advised to...'. The 'Save Note' button is at the bottom left of the form.

What-If

What-If audits allow you to process speculative degree audits for a student using their current course history and analyze how a potential change in major would affect progress towards graduation. It also offers the opportunity to view how a new minor or concentration might affect progress towards graduation. You may audit a student against requirements for a different major, minor, degree, catalog, or other selectable items.

What-If audits are hypothetical and do not change the student's major in any way.

23. To run a **What-If** audit, click the **What-If** sidebar link on the Worksheets tab
24. Leave Format on **Student View**
25. Click checkboxes to select **Include in-progress classes** and/or **Include preregistered classes** if desired

The screenshot shows the DegreeWorks interface with the 'What-If' sidebar link highlighted. The main area is titled 'What-If' and contains a dropdown menu for 'Format' set to 'Student View'. There are checkboxes for 'Include in-progress classes' and 'Include preregistered classes'. The 'What-If' sidebar link is highlighted with a red box.

26. Form shows student's current **Level**, **Degree**, and **Catalog Year**—you may change any of these by clicking drop-down arrow and choosing from options
27. Make selections in major, minor and/or concentration—selections will show up in **Chosen Area of Study** box
28. You may also add courses via **Choose Your Future Courses**; however, you must know the course subject prefix and 4 digit course number
29. Click **Process What-If** button when finished

26 Level: Undergraduate
Degree: Bachelor of Arts
Catalog Year: 2013-2014

27 Major: Pick a Major
Minor: Pick a Minor
Concentration: Pick a Concentration

28 Subject:
Number:
Add Course

29 Process What-If

NOTE: Degree code only shows valid majors associated with that degree (for example, if you choose BA, you cannot select a Business Administration major).

Chosen Areas of study
MAJOR : PSYC - Psychology
MINOR : BSAD - Business Administration

Choose Your Future Classes
Enter a course and click Add Course
Subject:
Number:
Add Course

Courses you are considering

Remove Course

30. Within a few seconds, the **What-If** audit should appear and will reflect changes or additions made to student's major, minor, concentration, etc. *Notice Minor in Business Administration with requirements met and remaining*

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Back to Self-Service Portal FAQ Help Print Log Out

Find Student ID C1400999 Name Jefferson, Thomas Degree BA Major Psychology Level UG Student Class Level Senior Primary Advisor 115826 Last Audit Today Last Refresh Today at 2:09 pm

Worksheets Planner Notes GPA Calc

What-If Selected What-If Items: Level: Undergraduate Degree: Bachelor of Arts Catalog Year: 2013-2014

Look Ahead

Selected What-If Items:	Look Ahead Courses Used:	Level	Class	Section	Prerequisites	Credits	Term
Abnormal Psychology	PSYC 3480	UG	PSYC 3480		Abnormal Psychology	3	Fal 2014
Fund of Learning	Still Needed: 4 Credits in PSYC 3520* or 3530*						
Social Psychology	Still Needed: 4 Credits in PSYC 3560*						
Psychology Elective	PSYC 1160	UG	PSYC 1160		Interpersonal Relations	3	Fal 2014
	PSYC 3980	UG	PSYC 3980		Behavior Modification	3	Spring 2015

30 Clicking drop-down arrow on Selected What-If Items provides a recap of Chosen Areas of Study items; items below dotted line are choices made for this audit

Minor in Business Administration	Catalog Year:	Credits Required:
18 credits are required. You currently have 9, you still need 9 more credits. Your GPA is 1.9; a GPA of 2.0 is required	2013-2014	18
Unmet conditions for this set of requirements:		
A student must achieve a minimum 2.00 cumulative grade point average in the minor with no more than one D grade on courses taken for the minor. A student majoring in Business Administration may not elect Business Administration as a minor		
Principles of Accounting I(3)	ACC 1901	Principles of Accounting I
Principles of Macroeconomics(3)	ECON 1901	Principles of Macroeconomics
Managerial Finance(3)	Still Needed: 3 Credits in FIN 2535*	
Principles of Management(3)	Still Needed: 3 Credits in MGT 2501	
Principles of Marketing(3)	MKT 2501	Principles of Marketing
Business Elective at 2000 or above(3)	Still Needed: 3 Credits in ACC 2@ or 3@ or 4@ or FIN 2@ or 3@ or 4@ or IS 2@ or 3@ or 4@ or ECON 2@ or 3@ or 4@ or MKT 2@ or 3@ or 4@ or MGT 2@ or 3@ or 4@	

Fallthrough Courses	Credits Applied:	Classes Applied:
EDUC 0001 Foundations in Education	TA	4
Satisfied by: EDU216 - Foundations in Education - Davidson County Cmty Coll		Spring 2014
EDUC 0001 Early Children Literature	TC	3
		Spring 2014

Notes about What-If

- **What-if** scenarios are not stored in **DegreeWorks** — to save a **What-If** audit, click **Save as PDF** button near top of audit.
- **What-If** is for information purposes only and does not constitute declaration of a major or minor. You will see the header **What-If Audit** displayed at the top whenever an audit is run on a **What-If** scenario.
- You may choose several majors and minors to view in one **What-If** scenario.
- **Please keep in mind: DegreeWorks only shows valid majors associated with degrees.**

GPA Calculator

Graduation Calculator determines the average GPA the student will need in their remaining credits to reach their target GPA upon graduation.

46. Click the **GPA Calc** tab at top of screen—**Current GPA** is displayed automatically
47. Enter number of credits remaining to graduation in **Credit Remaining** field; enter total number of credits required to graduate in **Credits Required** field; enter desired graduation GPA in **Desired GPA** field
48. Click the **Calculate** button

The screenshot shows the ellucian GPA Calculator interface. At the top, there are navigation tabs: Back to Self-Service, Portal, FAQ, Help, and Print. Below these are search and filter fields for Student ID, Name, Degree, Major, Level, Student Class Level, Primary Advisor, Last Audit, and Last Refresh. The main content area has tabs for Worksheets, Planner, Notes, and GPA Calc. The GPA Calc tab is active, showing a Graduation Calculator section with a red arrow pointing to the GPA Calc tab (labeled 46). The calculator fields are: Current GPA (2.042), Credits Remaining (empty), Credits Required (empty), and Desired GPA (empty). A red box highlights these four fields (labeled 47). Below the fields is a Calculate button (labeled 48).

49. The average GPA information will be displayed in text below calculation fields. To run a calculation with different credits or GPA, click field(s) and make changes, then click the **Calculate** button

The screenshot shows the ellucian GPA Calculator interface after a calculation. The navigation and search fields are the same. The GPA Calc tab is active, showing the Graduation Calculator section. The calculator fields are: Current GPA (2.042), Credits Remaining (29), Credits Required (124), and Desired GPA (2.25). A red box highlights the text below the fields: "You need to average a 2.931 over your final 29 Credits to graduate with your desired GPA." (labeled 49). Below the text is a Recalculate button.

Notes about GPA Calculator

- GPA calculations in **DegreeWorks** are estimates only and may not be used for awarding college honors, scholarships, etc. Official cumulative GPAs are recalculated by the Registrar's Office at the end of each term and will be used as the GPA of record. Major and minor GPAs are for student and departmental use only and are not part of a student's permanent record.
- There is not an option to save **GPA Calculator** results; you may, however, print **GPA Calculator** results — click **Print** tab near top right of the screen.

“What GPA must I achieve in my remaining major courses?” = Awesome use for GPA Calculator

Dr. Sheila Brownlow uses **GPA Calculator** very effectively to determine the average GPA a student will need to meet a desired GPA goal in his/her major (i.e. student wants to graduate with a 3.0 average GPA in his/her major). Here are the steps for that...

50. Start by going back to the **Worksheet** tab at top of screen, then scroll down to area that displays student’s Major courses. Note that **DegreeWorks** defines and evaluates conditions for Major degree requirements under the Major heading.
51. Identify GPA for Major courses (in the example, 1.978) — this will be the **Current GPA** input number

The screenshot shows the DegreeWorks GPA Calculator interface. At the top, there are navigation tabs: Back to Self-Service, Portal, FAQ, Help, Print, and Log Out. Below these are search and filter options for Student ID, Name, Degree, Major, Level, Student Class Level, Primary Advisor, Last Audit, and Last Refresh. The main area displays the student's profile for Benjamin Franklin, a BA in Psychology major. A table lists major requirements with checkboxes for completion. A GPA of 1.978 is displayed. Callouts 50-54 highlight specific elements: 50 points to the 'Major in Psychology' header, 51 to the 'GPA: 1.978' field, 52 to a 'TA' row with 3 credits, 53 to 'NR' rows with 4 credits each, and 54 to the 'Credits Required: 30' field.

52. Get sum of transfer (TA) hours (in the example, 3 — shown in blue box)
53. Get sum of hours not yet completed (in the example, 8 — shown in green box) — this will be the **Credits Remaining** input number
54. Subtract TA hours from (Total) Credit Required hours (in the example, 30 — shown in orange box) — this will be the **Credits Required** input number (in the example, 27)
55. Student needs to reach minimum 2.000 GPA in major courses to graduate, so 2.000 will be **Desired GPA**
56. Click the **GPA Calc** tab at top of screen
57. Enter the input numbers (in the example: **Current GPA = 1.978**, **Credits Remaining = 8**, **Credits Required = 27**, **Desired GPA = 2.000**) and click the **Calculate** button
58. **DegreeWorks** displays text with specific details on GPA needed to achieve goal

The screenshot shows the DegreeWorks GPA Calculator results screen. It displays a summary of input values: Current GPA (1.978), Credits Remaining (8), Credits Required (27), and Desired GPA (2). Below this, a message states: "You need to average a 2.052 over your final 8 Credits to graduate with your desired GPA." A "Recalculate" button is visible at the bottom. Callout 58 points to the result message.

Keep in mind: DegreeWorks does not save the results of GPA Calculator; however, results may be printed by clicking the **Print** tab near the top of the DegreeWorks screen.

