



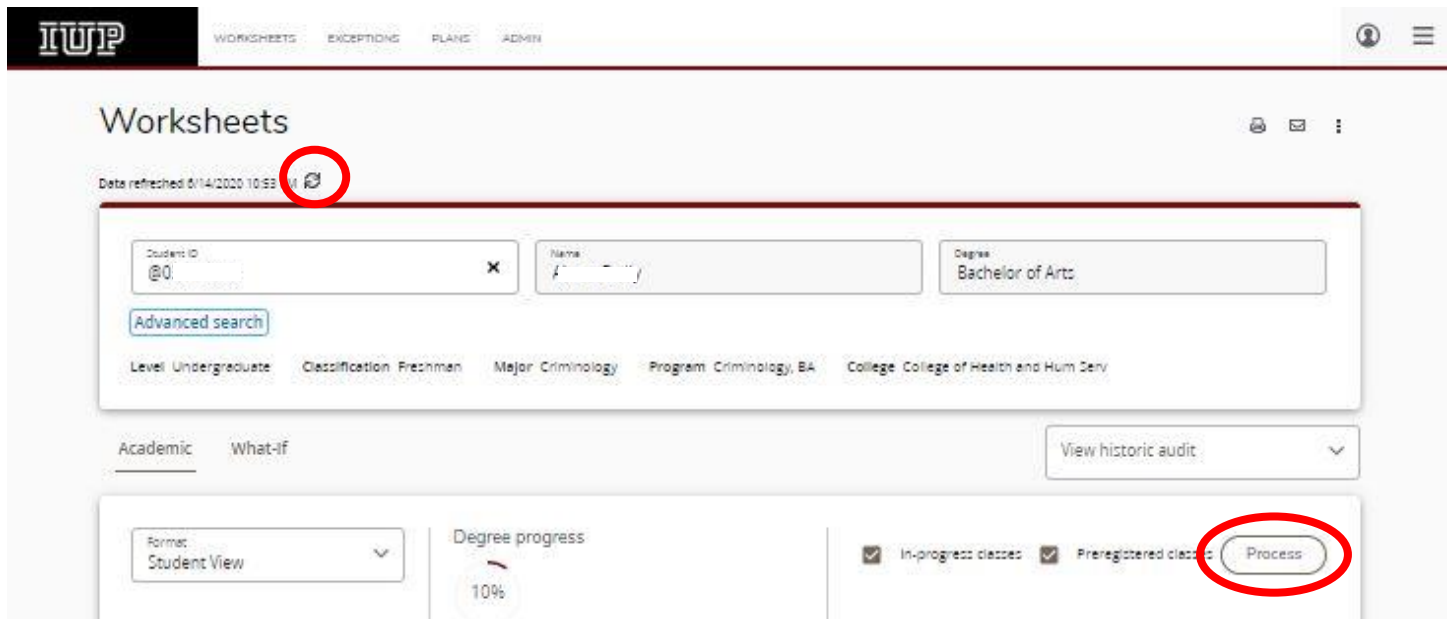
## Degree Works Upgrade Navigation

1. Get started by signing into **MyIUP**
2. Under the **Academics** Tab select **Degree Works**
3. Enter **Student ID** in the **Worksheets** Tab

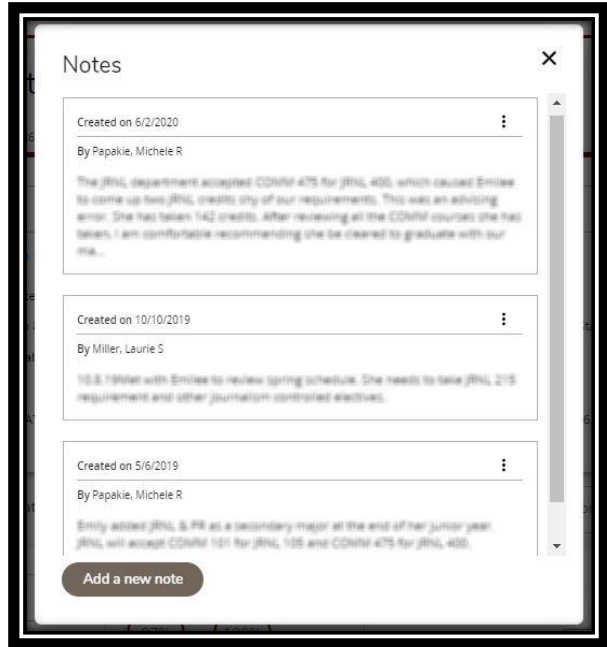
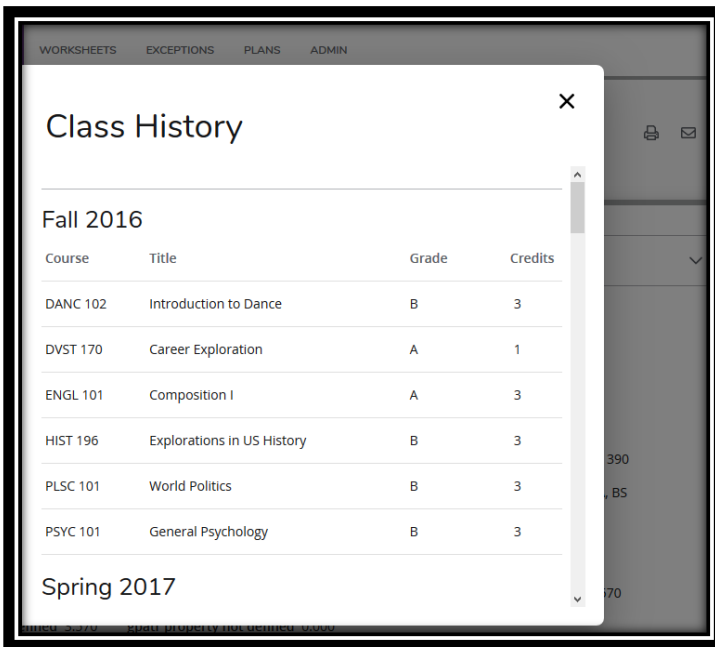
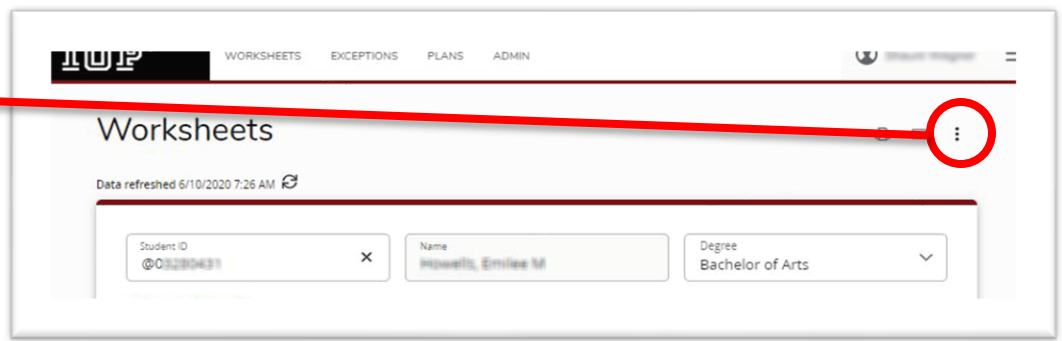
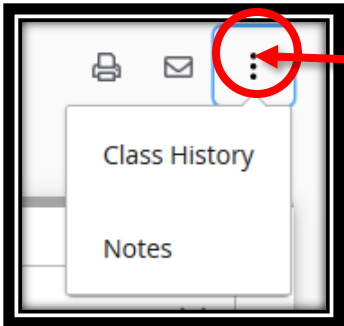


The screenshot shows the IUP Worksheets page. At the top, there is a navigation bar with 'WORKSHEETS', 'EXCEPTIONS', 'PLANS', and 'ADMIN'. The main heading is 'Worksheets'. Below the heading, there is a search filter section with three input fields: 'Student ID' (containing '@0:220431'), 'Name' (containing 'Howells, Emilee M'), and 'Degree' (containing 'Bachelor of Arts'). There is a 'Process' button to the right of the search filters. Below the search filters, there is a 'Data refreshed 6/10/2020 7:26 AM' timestamp and a refresh icon. At the bottom of the search filter section, there is an 'Advanced search' link.

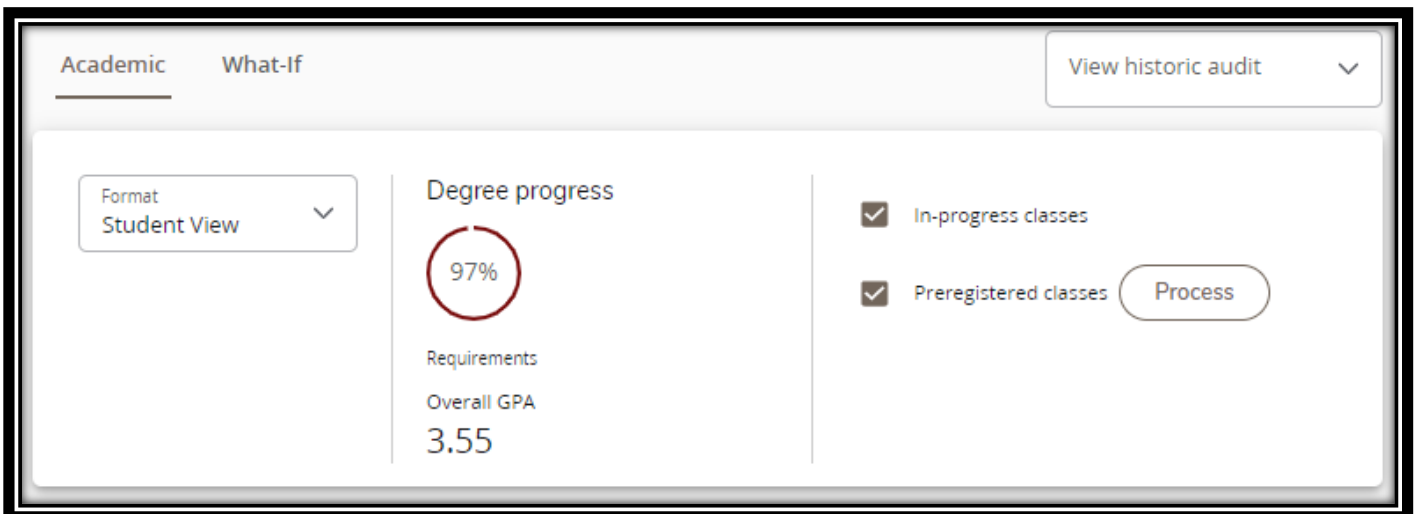
4. Student Record information will be displayed below.
5. **Refresh** student data  and process a new audit 
6. If you select the **3 vertical dots** as shown above, you can display **Class History** or any notes that have been left on the record. **Notes** can be added here as well.
7. Enter **Student ID** in the **Worksheets** Tab



The screenshot shows the IUP Worksheets page with search filters and a 'Process' button. The search filters include 'Student ID' (containing '@0'), 'Name' (containing 'Howells, Emilee M'), and 'Degree' (containing 'Bachelor of Arts'). Below the search filters, there is a 'Data refreshed 6/14/2020 10:53' timestamp and a refresh icon. The search filters are expanded to show 'Level: Undergraduate', 'Classification: Freshman', 'Major: Criminology', 'Program: Criminology, BA', and 'College: College of Health and Hum Serv'. Below the search filters, there is a 'View historic audit' dropdown menu. At the bottom of the search filter section, there is a 'Format: Student View' dropdown menu, a 'Degree progress' indicator showing 10%, and a 'Process' button. The 'Process' button is circled in red.



6. The next section houses the **Academic** audit and the **What-If Audit**



8. Under the Academic tab each section will remain the same as before with the following requirement Blocks:

***Degree Requirements, Student Information Section and Support Link, Major, Writing Intensive Requirements, Liberal Studies, Liberal Studies Electives, and any other requirements specific to your degree.***

In each of these blocks you will see the following format:

***Title, Block Status, Credits applied, Catalog year, GPA, and any unique information related to the specific block.***

Writing Intensive Requirements						IN-PROGRESS	
Credits applied: 6						Catalog year: 2017-2018	GPA: 4.00
CHEM 390 and 490 satisfies a single WI requirement.							
	Course	Title	Grade	Credits	Term		
①	One CRIM Writing Intensive Course	CRIM 420	Media Portrayal of Crime	IP	(3)	Summer 2020	
②	One more Writing Intensive Course						
③	from any course subject.	ENGL 227	Introduction to Legal Writing	A	3	Spring 2020	

9. If a requirement has not been met within a block, it will appear like this.

○ Liberal Studies/Humanities & Soc Sciences	Still needed:	Requirements for OTHER=LS-HS are required but were not found
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10. If a course is in progress, it appears like this:

COMM 475	Senior Portfolio Presentation	IP	(1)	Spring 2020
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10. If an exception has been applied, it appears like this:

③ Journalism & The Mass Media	COMM 101	Comm Media in American Society	B	3	Spring 2017
	Exception by: Greene, Sandra J	On: 11/20/2019	Apply Here:	COMM 101 approved for JRNL 105 - Papakie	

11. Finally, towards the bottom are the fields containing:

***In Progress Courses:*** Classes currently enrolled in.

***Fall Through Courses:*** Classes that have been taken but do not meet any requirement toward your degree but may still be calculated in your GPA.

***Insufficient Courses:*** This block lists any course that's been failed, withdrawn with or without penalty, or uncompleted. These classes may still be counted towards your GPA.

***Exceptions:*** This block lists any exceptions that have been posted to the degree audit.

***Legend:*** Found at the very bottom of the audit.

#### Legend



Complete



Not complete



Complete except for classes in-progress



Nearly complete - see advisor



Prerequisite



Any course number

#### Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Contact your academic advisor for assistance in interpreting this report or regarding your official degree/certificate completion status. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office to obtain a copy of your official academic transcript.