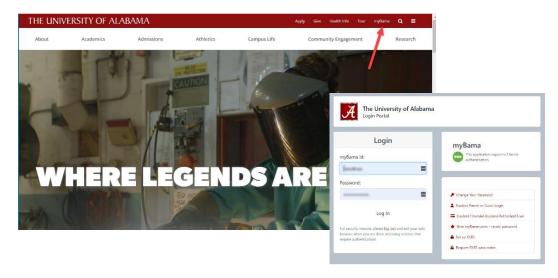


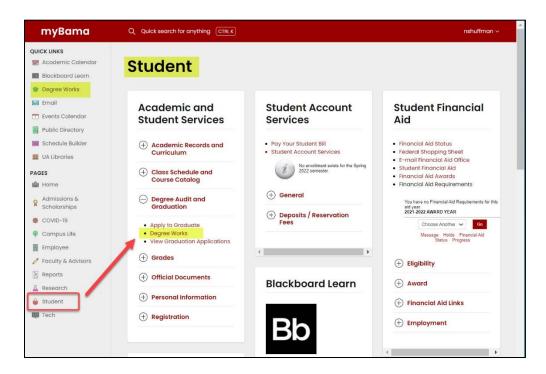
# DegreeWorks Upgrade 2022

## **ACCESSING DEGREEWORKS**

Access myBama from the UA homepage and login using your myBama ID and password.



Access DegreeWorks using the Quick Links on the home page or link under Degree Audit and Graduation section of the Student page.



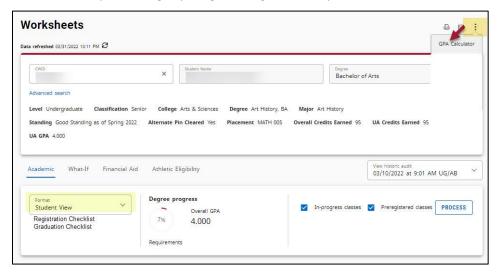
Pg. 1 Updated 1/10/22

### Worksheets

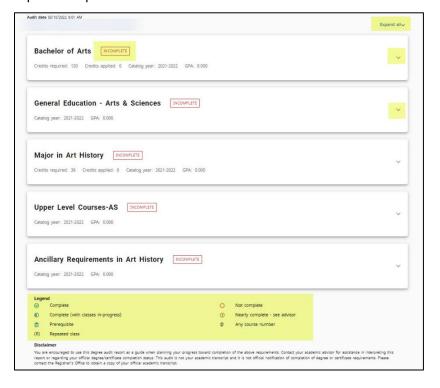
The worksheet is made up of blocks containing detailed information about the degree requirements. The GPA calculator can be found using the 'more options' menu in the top right -hand corner.

- Graduation Desired GPA based on hours and current GPA
- Term Calculate expected GPA based on 'what-if' grades
- Advice Desired GPA based on current GPA and hours earned

Academic program information is shown in the first block. This information is based on your student record and is updated nightly. Degree Progress and optional views can be found in the next block.



Specific degree requirements, general education requirements, major, minor, ancillary, electives, courses not counting towards a degree, and notes each have their own blocks. Use the arrow or the expand all options to view details for each block.



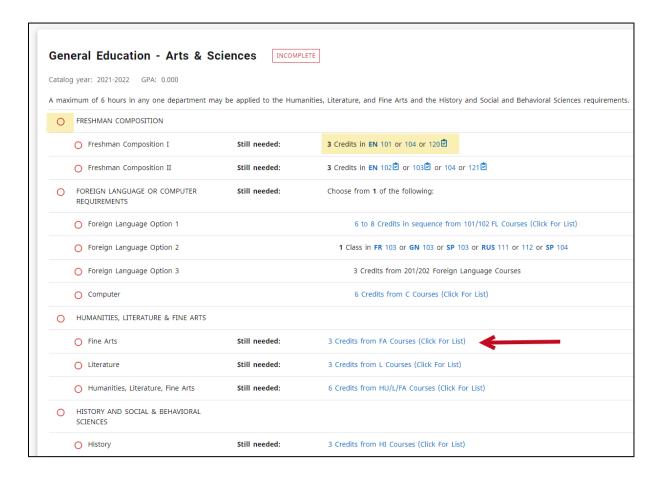
Pg. 2 Updated 1/10/22



As requirements are met, the status symbol will change from a red circle to green check. A blue half-circle denotes the course is 'in-progress' or the student is currently enrolled in that course.

'Still Needed' links lead to detailed information about the course or a list of courses meeting the requirement.

Courses that meet Gen. Ed. requirements are up-to-date as of the current term. THEY ARE NOT RETROACTIVE. Exceptions to this must be approved by the Office for Academic Affairs.



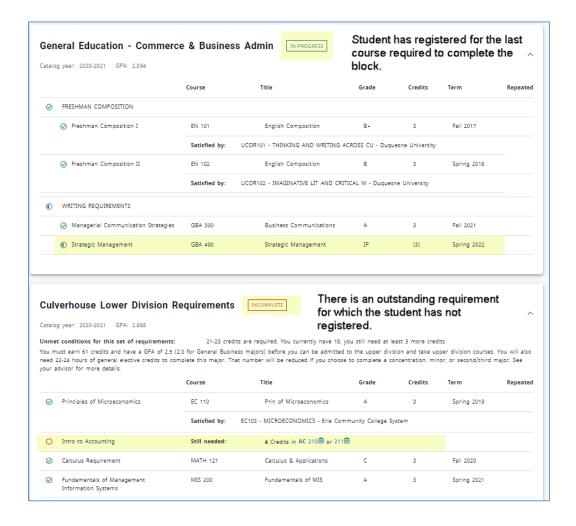
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'In-Progress' next to the block means the student is registered for the last course required to complete the block.

'Incomplete' means there are outstanding requirements

'Complete' will only display once all requirements have been completed.

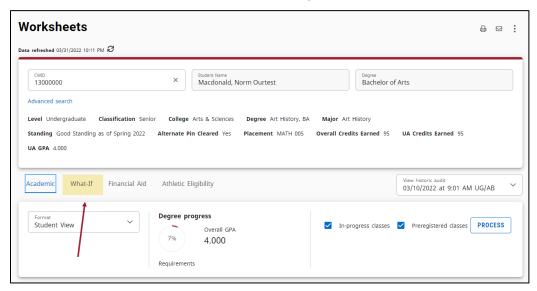


Pg. 4 Updated 1/10/22

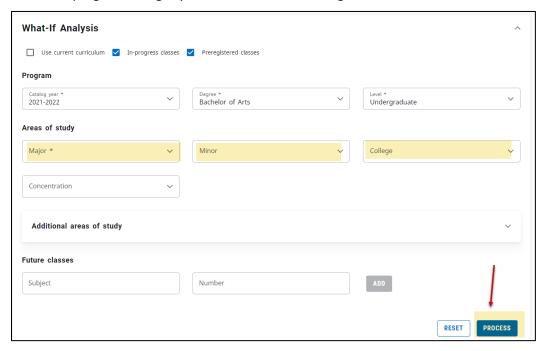
## WHAT-IF

The What-If feature allows you to see how an academic program change will impact your degree progress. You can select a different degree program or add a major/concentration/concentration to see where your earned hours will fit in the new program of study.

To use the What-If feature, select the What-If link just below the academic information block.



Select the program changes you are interested in seeing and click the Process button.



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A new audit will appear that incorporates courses you've already taken into the new degree program. If you decide to make a change to your academic program, you will need to do so using the Change of Major/Minor application on the Student page of myBama.

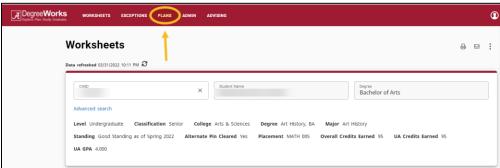
#### **PLANS**

A Plan allows you to plan out your class schedule. You can make as many plans as you would like, but only your advisor can mark a plan as active. They may lock this plan so that no changes are made to the plan inadvertently.

Plans **DO NOT** register you for courses and **DO NOT** guarantee that a course will be offered when you want to take it, but it does allow a big picture view of your academic career.

Create or edit a **student educational plan** using a template or from scratch

To access the Student Educational Planner, click on the PLANS link at the top of the page.



#### To Create a New Plan:

- 1. Click on 'blank plan' (Templates are only used by Nursing or Social Work. If this is your major, select the appropriate template.)
- 2. Select the term in which you would like your plan to start
- 3. Enter a plan name or description and save

Add terms and courses as described below to build your plan.

#### To Add a New Term/Course

- 1. Use the '+' icon to add a course to a particular term. Use the 'Add Term' to add additional terms
- 2. Select a course from the list
- 3. Drag and Drop the requirement to the correct term.

OR

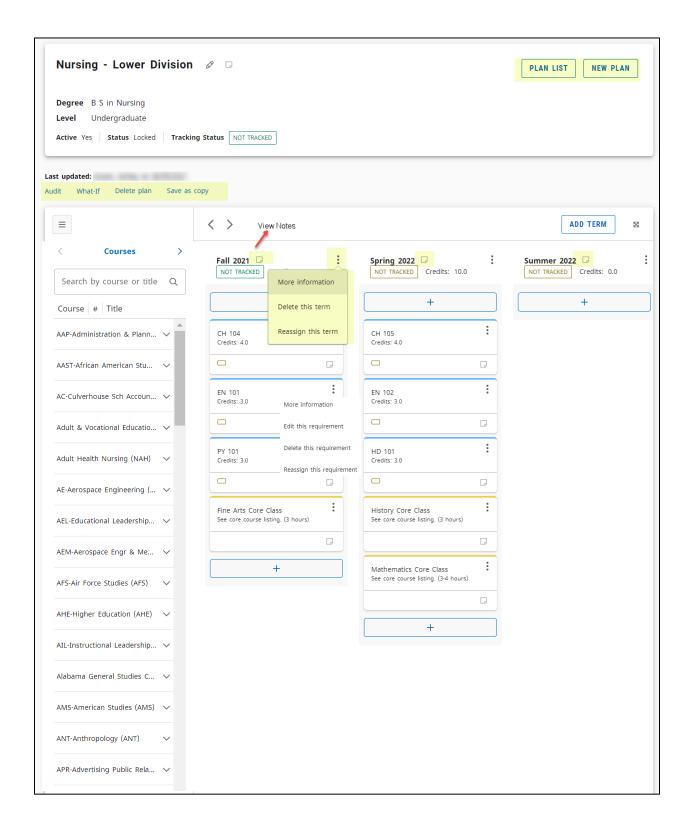
4. Use the + to select courses from a list

The plan will automatically save when you return to the worksheet view.

Delete a course by selecting the 'delete this requirement found under the 'more options' menu.

Move a course to another term by dragging and dropping or reassigning to another term.

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