

# Upgraded DegreeWorks FAQ

## How to find information previously located in the student header

1) Catalog year can now be found under the student's degree information.

The screenshot shows the DegreeWorks interface for a student. At the top, there are search fields for Student ID, Name, and Degree (Bach Scienc Bus Administration). Below this is an 'Advanced search' section with various filters: Level (Undergraduate), Classification (Sophomore), Major (Pre-Business), Program (Pre-Business BSBA), Concentration (Information Sys&Cyber Sec), College (Business and Economics), Advisor Info (Helen Pegler, Major 1 Advisor, Advisor E-mail peglerhi@longwood.edu), Expected Graduation Date (20-MAY-2023), Overall GPA (0.000), Housing (Living In Residential Facility), Language Placement Score (SPAN 111 Lang Prof Test), MidTerm Grades (Transformations of Medieval L - Not Submitted, Business Communication - Not Submitted, Inter Integrated Lang & Cult I - Not Submitted, Principles of Accounting II - Not Submitted, Social Issues In Film - Not Submitted), and Time Ticket Date (29-OCT-2020). Below the search filters are tabs for Academic, What-if, Financial Aid, and Athletic Eligibility, along with a 'View historic audit' button. A 'Format Student View' dropdown is set to 'Student View'. There are checkboxes for 'In-progress classes' and 'Preregistered classes', with a 'Process' button. The audit date is 11/12/2020 4:03 PM. There are links for 'Diagnostics', 'Student data', 'Save audit', and 'Delete audit', and a 'Collapse all' button. The main section shows 'Bachelor of Science in Business Administration' with an 'INCOMPLETE' status. It lists 'Credits required: 120', 'Credits applied: 56', 'Catalog year: 2020-2021' (highlighted with a green box and a green arrow), and 'GPA: 0.000'. It also shows 'Unmet conditions for this set of requirements: 64 Credits needed'.

2) Academic Standing can be found on the student's transcript in MyLongwood under the faculty tab in the student information menu.

## Faculty and Advisors

The screenshot shows the 'Faculty and Advisors' section in MyLongwood. It is divided into four main areas: 'My Courses', 'Student Search', 'Faculty Shortcuts', and 'Student Information Menu'. 'My Courses' shows a dropdown for 'Fall 2020' and a message: 'No courses are listed for this term.' 'Student Search' has a dropdown for 'Fall 2020', a 'Lancer ID' field, and fields for 'First Name' and 'Last Name', with a 'Search' button. 'Faculty Shortcuts' lists various links: My Courses (Active Assignments), Advisee Listing, Course Catalog, Course Schedule Search, Midterm (Estimate) Grades, Final Grades, Summary Class List, and Week At A Glance. 'Additional Faculty Pages' lists: Assignment History, Course (CRN) Selection, Detail Class List, Detail Wait List, Faculty Detail Schedule, and Office Hours. 'Student Information Menu' lists: Academic Transcript (highlighted with a green arrow), Active Registrations, Alternate Pin Number, Degree Evaluation (catalog prior to 2014-2015), Degree Works (2014-2015 catalog forward), Grades, Student Address and Phones, Student E-mail Address, Student (ID) Selection, Student Information, Student Schedule, Student Week at a Glance, View FERPA/GLBA Release Information, View Holds, and View Test Scores.

Term: Fall 2019

College:	Arts and Sciences								
Major:	Undeclared								
Academic Standing:	Good Standing 								
Subject	Course	Campus	Level	Title	Grade	Credit Hours	Quality Points		
CTZN	110	Main Campus	* UG	Inquiry into Citizenship	A-	3.000	11.100		
ECON	217	Main Campus	* UG	Principles of Microeconomics	B-	3.000	8.100		
HIST	151	Main Campus	* UG	Historical Inquiry II	C+	3.000	6.900		
MUSC	224	Main Campus	* UG	Music Appreciation	B-	3.000	8.100		
SOCL	105	Main Campus	* UG	Sociology in Practice	B-	3.000	8.100		
<b>Term Totals (Undergraduate)</b>				<b>Attempt Hours</b>	<b>Passed Hours</b>	<b>Earned Hours</b>	<b>GPA Hours</b>	<b>Quality Points</b>	<b>GPA</b>
<b>Current Term:</b>				15.000	15.000	15.000	15.000	42.300	2.820
<b>Cumulative:</b>				15.000	15.000	15.000	15.000	42.300	2.820

3) FERPA information and registration holds can also be found in MyLongwood under the faculty tab in the student information menu.

## Faculty and Advisors

### My Courses

Fall 2020

No courses are listed for this term.

### Student Search

Fall 2020

- OR -

Search

### Faculty Shortcuts

- [My Courses \(Active Assignments\)](#)
- [Advisee Listing](#)
- [Course Catalog](#)
- [Course Schedule Search](#)
- [Midterm \(Estimate\) Grades](#)
- [Final Grades](#)
- [Summary Class List](#)
- [Week At A Glance](#)

### Student Information Menu

- [Academic Transcript](#)
- [Active Registrations](#)
- [Alternate Pin Number](#)
- [Degree Evaluation \(catalog prior to 2014-2015\)](#)
- [Degree Works \(2014-2015 catalog forward\)](#)
- [Grades](#)
- [Student Address and Phones](#)
- [Student E-mail Address](#)
- [Student \(ID\) Selection](#)
- [Student Information](#)
- [Student Schedule](#)
- [Student Week at a Glance](#)
- [View FERPA/GLBA Release Information !\[\]\(13f8cc7f38c868748825f3a80b201b57\_img.jpg\)](#)
- [View Holds !\[\]\(8f8876a6342d9b46b465d126247b025b\_img.jpg\)](#)
- [View Test Scores](#)

### Additional Faculty Pages

- [Assignment History](#)
- [Course \(CRN\) Selection](#)
- [Detail Class List](#)
- [Detail Wait List](#)
- [Faculty Detail Schedule](#)

## How to use the “What If” feature (See degree requirements for different majors/minors/concentrations)

1) Click on the “What If” tab.

Academic **What-If** Financial Aid Athletic Eligibility View historic audit

Format Student View  In-progress classes  Preregistered classes Process

Audit date 11/12/2020 4:03 PM  
[Diagnostics](#) [Student data](#) [Save audit](#) [Delete audit](#) Collapse all

### Bachelor of Science in Business Administration INCOMPLETE

Credits required: 120 Credits applied: 56 Catalog year: 2020-2021 GPA: 0.000

Unmet conditions for this set of requirements: 64 Credits needed

- Humanities and the Arts Minimum Discipline Requirement
- Behavioral or Social Sciences Minimum Discipline Requirement
- Mathematics or Natural Sciences Minimum Discipline Requirement

2) Enter the catalog year, degree, major, and concentration/minor (if applicable)

3) Click “process”

Program

Catalog year \* 2020-2021 Level \* Undergraduate Degree \* Bachelor of Science

Areas of study

Major \* Integrated Environmental Sci Concentration Life Sciences Conc Minor Chemistry

Additional areas of study

Major (0/60) Minor (0/56) Concentration (0/101)

Future classes

Subject Number Add

In-progress classes  Preregistered classes

Process Reset

**How to use the “Look Ahead” feature**  
**(See how planned future coursework will fulfill degree requirements)**

- 1) What was previously the “Look Ahead” feature can now be found in the ‘What If’ feature under “Future Classes”.
- 2) Click on the “What If” tab.

The screenshot shows the top navigation bar with tabs for 'Academic', 'What-If', 'Financial Aid', and 'Athletic Eligibility'. The 'What-If' tab is highlighted with a red box and a red arrow. Below the navigation bar, there is a 'Format' dropdown menu set to 'Student View'. To the right, there are two checked checkboxes for 'In-progress classes' and 'Preregistered classes', followed by a 'Process' button. Below this, the audit date is '11/12/2020 4:03 PM' and there are links for 'Diagnostics', 'Student data', 'Save audit', and 'Delete audit'. The main content area shows the 'Bachelor of Science in Business Administration' program with an 'INCOMPLETE' status. It lists 'Credits required: 120', 'Credits applied: 56', 'Catalog year: 2020-2021', and 'GPA: 0.000'. Underneath, it states 'Unmet conditions for this set of requirements: 64 Credits needed' and lists three requirements, each with a green checkmark: 'Humanities and the Arts Minimum Discipline Requirement', 'Behavioral or Social Sciences Minimum Discipline Requirement', and 'Mathematics or Natural Sciences Minimum Discipline Requirement'.

- 3) Check the “use current curriculum” box.
- 4) Enter the course subjects and numbers.
- 5) Click “Add”.
- 6) Click “Process”.

The screenshot shows the 'What-If Analysis' form. At the top, there are tabs for 'Academic', 'What-If', 'Financial Aid', and 'Athletic Eligibility'. The 'What-If' tab is active. Below the tabs, there is a 'Use current curriculum' checkbox which is checked, with a red arrow pointing to it. Underneath, there is a section for 'Future classes' with two input fields: 'Subject' and 'Number', followed by an 'Add' button with a red arrow pointing to it. Below the input fields, there are three course tags: 'MATH 171 X', 'COMM 101 X', and 'BIOL 101 X'. At the bottom, there are two checked checkboxes for 'In-progress classes' and 'Preregistered classes', followed by 'Process' and 'Reset' buttons. A red arrow points to the 'Process' button.

# How to use the GPA Calculator

1) The GPA Calculator can be found in the top right menu.

The screenshot shows the 'Worksheets' page with a search bar containing Student ID, Name, and Degree (Bach Scienc Bus Administration). Below the search bar are various filters for Level, Classification, Major, Program, Concentration, College, Advisor Info, Overall GPA, Housing, Language Placement Score, MidTerm Grades, and Time Ticket Date. At the bottom, there are tabs for Academic, What-If, Financial Aid, and Athletic Eligibility, along with a 'View historic audit' button and a 'Process' button.

This screenshot is similar to the previous one, but the top right menu is open, showing options like GPA Calculator, Class History, Petitions, and Notes. A green arrow points to the 'GPA Calculator' option.

- 2) The Term Calculator will have the student's current courses pre-loaded.
- 3) Select the estimated grades for each course.
- 4) Click "Calculate".

\*Please note, the GPA calculator is currently unable to calculate a GPA for a student who has not yet completed any coursework at Longwood.

## GPA Calculator

The screenshot shows the 'GPA Calculator' interface with three tabs: Graduation Calculator, Term Calculator (selected), and Advice Calculator. The Term Calculator tab displays 'Current GPA \* 0.000' and 'Credits earned \* 56'. Below this is a table of pre-loaded courses with columns for Course, Credits, and Grade. A green arrow points to the 'Term Calculator' tab, and another points to the 'Calculate' button at the bottom left.

Course *	Credits *	Grade *
ACCT 240	3	A
ACCT 296	3	A
ECON 218	3	A
HPEP 234	3	A
SPAN 111	4	A