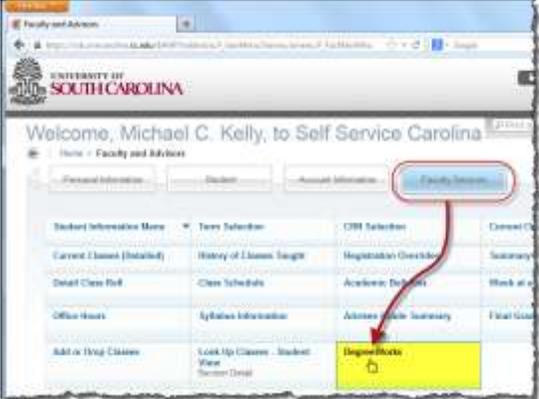


# Login Process for DegreeWorks

1		<p>Browse to <b>my.sc.edu</b></p> <p>Click the <b>Faculty/Staff</b> tab</p> <p>Click “<b>Sign in to Self Service Carolina to access academic information</b>”</p>
2		<p>Login with your University-issued <b>VIP ID</b> and <b>password</b></p> <p>Note: if you do not know your VIP ID and/or password, follow the links on the right hand side under the heading “How do I sign in?”</p>
3		<p>On the Welcome screen for Self Service Carolina, click on the <b>DegreeWorks</b> tile</p>
4		<p>Click the name of your campus from the list</p> <p>Note: your campus will only have a clickable hyperlink after your campus Registrar’s Office has authorized access.</p>

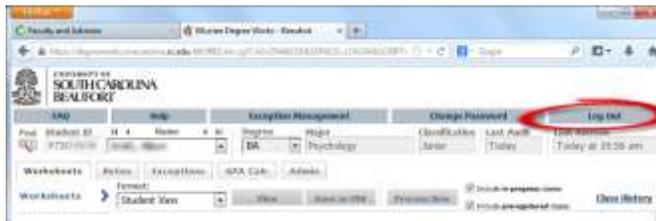
5



After clicking your campus name, you should be delivered into the DegreeWorks system for your campus.

Follow navigation instructions provided by your Registrar for use of the system.

6

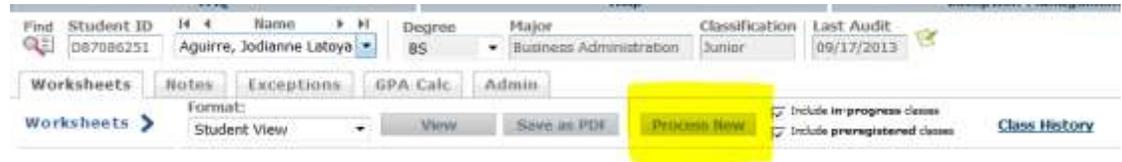


When done with your work, click Log Out on the upper right hand corner

**\*\* END OF INSTRUCTIONS \*\***

# Helpful Tips for DegreeWorks

- ❖ It is a **best practice** to hit “process new” for every student every time
  - Wait until the initial audit has loaded
  - This will ensure that audit is as up-to-date as possible.



- ❖ XXXX B001T, B002T, B003T
  - This pseudo course number stands for an elective course. This means we do not have a direct USCB equivalent, but the student will receive elective credit. The number in front of the “T” indicates the level of the elective.
    - For example, ENGL B002T would be a 200-level English elective.
    - The course will have the original title of the transferring course.
    - This course *may* count towards general education/major requirements.

**BIOL B001T** INTRO ECOL & EVOL  
**Satisfied by:** BIO114 - Intro Ecology & Evolution - Mars Hill Coll

- ❖ UNEL B001T, B002T, B003T
  - This indicates an elective course for which we have no equivalent subject code.
  - This will **always** count as a general elective unless an exception is made to the student’s record.

**UNEL B001T** MEDICAL TERMINOLOGY  
**Satisfied by:** AHS102 - MEDICAL TERMINOLOGY - Piedmont Tech Coll

- ❖ TECH
  - This indicates a course that has been deemed technical or vocational in nature.
  - This will **always** fall into the “Not Counted” portion of the audit.
  - TECH classes *do* count towards a student’s transfer GPA but *do not* count towards the required 120 credits for graduation from USCB.

**TECH B000T** TECH- TECHNOLOGY & SOCIETY  
**Satisfied by:** HSS205 - Technology and Society - York Technical College

- ❖ REME
  - This indicates a course which has been deemed remedial in nature.
  - This will **always** fall into the “Not Counted” portion of the audit.
  - REME courses *do not* count towards a student’s transfer GPA nor do they count towards the required 120 credits for graduation from USCB.

**REME B000T** REME-DEVELOPMENTAL READING  
**Satisfied by:** RDG012 - Tech Coll of the Lowcountry

# Key DegreeWorks Tools

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## ❖ GPA Calculator

- This tool can be used to determine what a student's future GPA would be if they were to attain certain grades in current/future courses. This could be very important for students who need to maintain a certain GPA for scholarships, financial aid, or simply to avoid probation/suspension.

## ❖ "What If..."

- This is a great tool for students considering changing their major. This will generate a new audit to show the student how exactly the courses they have previously taken will fulfill the requirements in a new major. It will also show them the requirements in the new major that they would have to take still.

## ❖ Look Ahead

- This tool can be used when students are planning for future coursework in an upcoming semester. Simply type in the course subject and course number and it will show you where the course will be applied in the student's degree program.

## ❖ Notes

- This tool can be used to make advising notes when meeting with a student.
- Any faculty or staff member with access to DegreeWorks can view these notes. Should a student change advisors or work with someone who may not be their advisor, this allows us to work together to understand previous advisement history.
- Keep in mind that the student will also have access to see any notes written in this section.

***\* Degree Works is accessed through a secure login. Only authorized users such as advisors and staff will be able to view any information contained in Degree Works. The University of South Carolina Beaufort maintains compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974\****

# Things to Keep in Mind

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- ❖ English Placement Scores have not been built into Banner at this time
  - This means that **any** student who has taken ENGL B101 at USCB will have an ENGL 101L requirement in Degree Works.
- ❖ UNKN Classes
  - This is a remnant of DARs. There shouldn't be too many of these situations at this time, but possibly a few.
  - Email student name and **Banner ID** to Gary Sutton [suttong2@uscb.edu](mailto:suttong2@uscb.edu)
- ❖ DegreeWorks does a nightly refresh from Banner.
  - This means if a change was made in Banner, this information will not appear on a student's audit until the next day.
  - If you need more immediate information, you can refer to the student's Self Service Academic Transcript-this will not show where a particular class plugs into a program, but it does show what USCB equivalency we have given the class.
- ❖ Degree Works is **only active for students in the 2009-2010 bulletin and forward**. Students in a prior catalog year will receive a message that their audit is not available.
  - There are still a number of students with earlier bulletin years. If you have a large number of students in earlier catalog years, let Gary Sutton know.
  - At this point, students using a bulletin previous to 2009-2010 will still need to use DARs.

If you have **any** questions regarding a particular student or Degree Works in general, please do not hesitate to contact Gary Sutton [suttong2@uscb.edu](mailto:suttong2@uscb.edu) 843-208- 8059.

If you are emailing Gary a question, please include the **student's name** and **Banner/Degree Works ID number** (i.e. D87086251) along with a detailed description of the problem. Even if the question is not limited to one particular student, it is helpful for him to have a student to look at, so include a student ID regardless of the question.