

# DEGREEWORKS

● UPDATE TRANSITION GUIDE

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IF YOU'RE LOGGING INTO DEGREEWORKS FOR THE FIRST TIME SINCE THE RECENT UPGRADE, YOU'RE PROBABLY WONDERING,

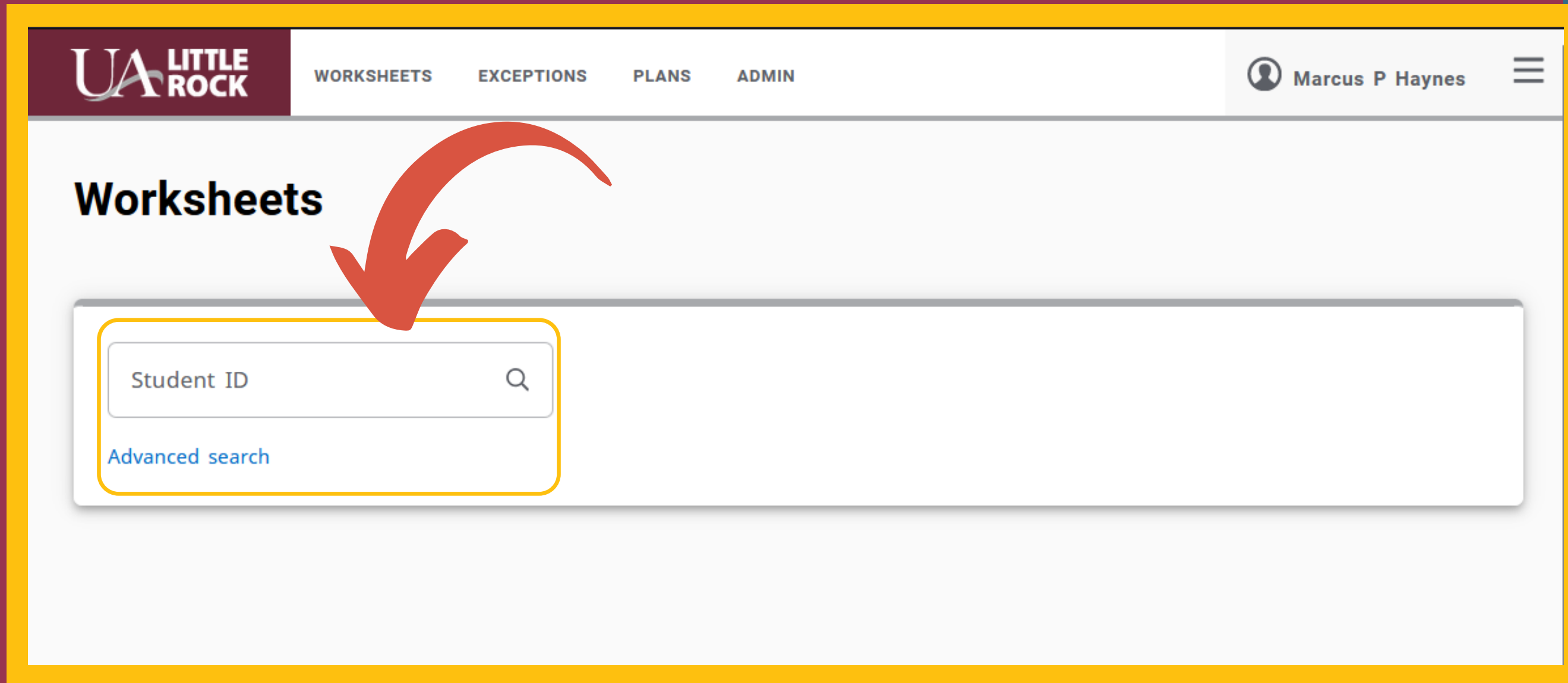
"WHERE DID ALL MY STUFF GO?"

THIS GUIDE IS HERE TO WALK YOU THROUGH THE NEW, UPGRADED LOOK.

FIRST, LET'S TAKE A LOOK AT WHERE DEGREEWORKS IS KEEPING ITS MOST BASIC FUNCTIONS:

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# THE LANDING PAGE



As soon as we log in, we can see that the opening screen for DegreeWorks has been significantly streamlined.

The only default option here is to use the student ID or T-number for lookup.

# HOWEVER,

if you want to use the advanced lookup, you can still search by name, major, or degree type.

Student ID

T00191396

×

Name

McCord, Molly Page

Degree

Associate of Science

▼

[Advanced search](#)

Level

Undergraduate

Classification

Junior

Majors

Computer Science-AS, Law Enforcement

Programs

Law Enforcement, Computer Science-AS

Colleges

Bus, Health, Human Services, Donaghey Col Sci Tech Eng Math

Holds

AV

[Academic](#)

What-If

Financial Aid

Athletic Eligibility

View historic audit

02/23/2024 at 9:05 A...

▼

The advanced search options are shown on this screen.

# ADVANCED SEARCH

Find Students

Student ID

First/middle name

Last name

Curriculum

Degree

Level

Classification

Catalog year

Degree source

Major (0/407)

Minor (0/112)

College (0/25)

Specialization (0/0)

Concentration (0/333)

Liberal learning (0/0)

Program (0/1294)

Student type (0/33)

Clear

CANCEL

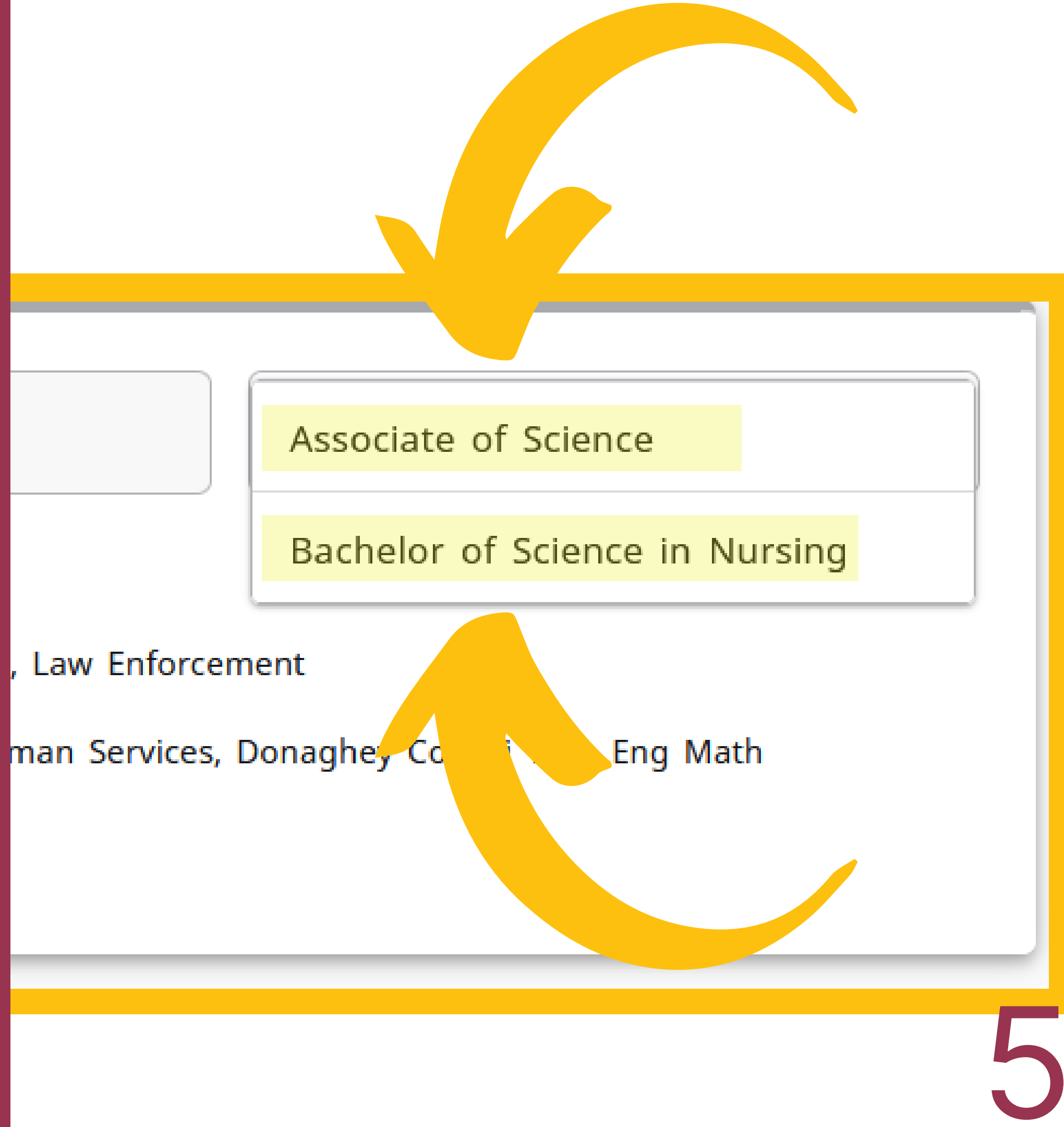
SEARCH

# WORKSHEETS

SWITCH EASILY BETWEEN PLANS

Once you've located your student, you can take a look at their worksheet. For the most part, the information here hasn't changed, it's just got a slightly different look.

For students with multiple degree plans, you can swap between plans using the drop-down menu.



# SCROLL DOWN

Course	Title	Grade	Credits	Term	Repeated
TRAN 3000	Transfer upper level	TR	3	1999 Summer II	
<b>Satisfied by:</b> ENG3344 - Dogs in Literature - U of Central Arkansas					
<b>Exception by:</b> Records and Registration <b>On:</b> 11/10/2022 <b>Apply Here:</b> Apply TRAN 3000 here.					

Scrolling down, we can see that the same information is displayed here as on previous versions of DW:

You can review applied petitions, see what classes are being used to meet requirements, and review the notes at the bottom of the page.

# SCROLL DOWN CONTINUED

## Major in Computer Science-AS

INCOMPLETE



Credits required: 63   Credits applied: 12   Catalog year: 2023-2024   GPA: 0.00

Unmet conditions for this set of requirements:

You have in-progress/completed 12 hours but still need 51 more.  
Minimum GPA unsatisfied

Course	Title	Grade	Credits	Term	Repeated
RHET 1312	Composition II	TR	3	2016 Fall	
Satisfied by: ENGL1312 - English Composition II - UA - Pulaski Technical College					
THEA 2305	Intro to Theatre & Dance	TR	3	2016 Fall	
Satisfied by: THEA2300 - Introduction To Theatre - UA - Pulaski Technical College					

## Notes



Status	Description	Created on	Created by
	Testing	02/23/2024	Haynes, Marcus P
	Are petitions showing in Notes section? Petitions are showing in Notes section	02/18/2024	Polite, Elizabeth G
	USE TEST 1000 to satisfy CSCI AS req	02/18/2024	Polite, Elizabeth G



# NOTES

WHAT ABOUT ADDING A NOTE?

From here, you'll select "Notes"

The option to add a note has moved into its own menu at the top of the worksheet.

To get started, click on the three dots at the top of the page here:

**Worksheets**

Data refreshed 02/23/2024 8:54 AM

Student ID: T00191396

Name: McCord, Molly Page

Degree: Associate of Science

Advanced search

Level: Undergraduate   Classification: Junior   Majors: Computer Science-AS, Law Enforcement

- GPA Calculator
- Class History
- Petitions
- Notes

On this page, you can review previously submitted notes, either individually or as a group.

At the bottom, there's the option to add a new note.

Notes

Created on 02/23/2024

By Haynes, Marcus P

Testing

Created on 02/18/2024

By Polite, Elizabeth G

DWprod upgrade test

Created on 02/18/2024

By Polite, Elizabeth G

Student and advisor discussed academic concerns/due process.

Created on 06/21/2023

ADD A NEW NOTE

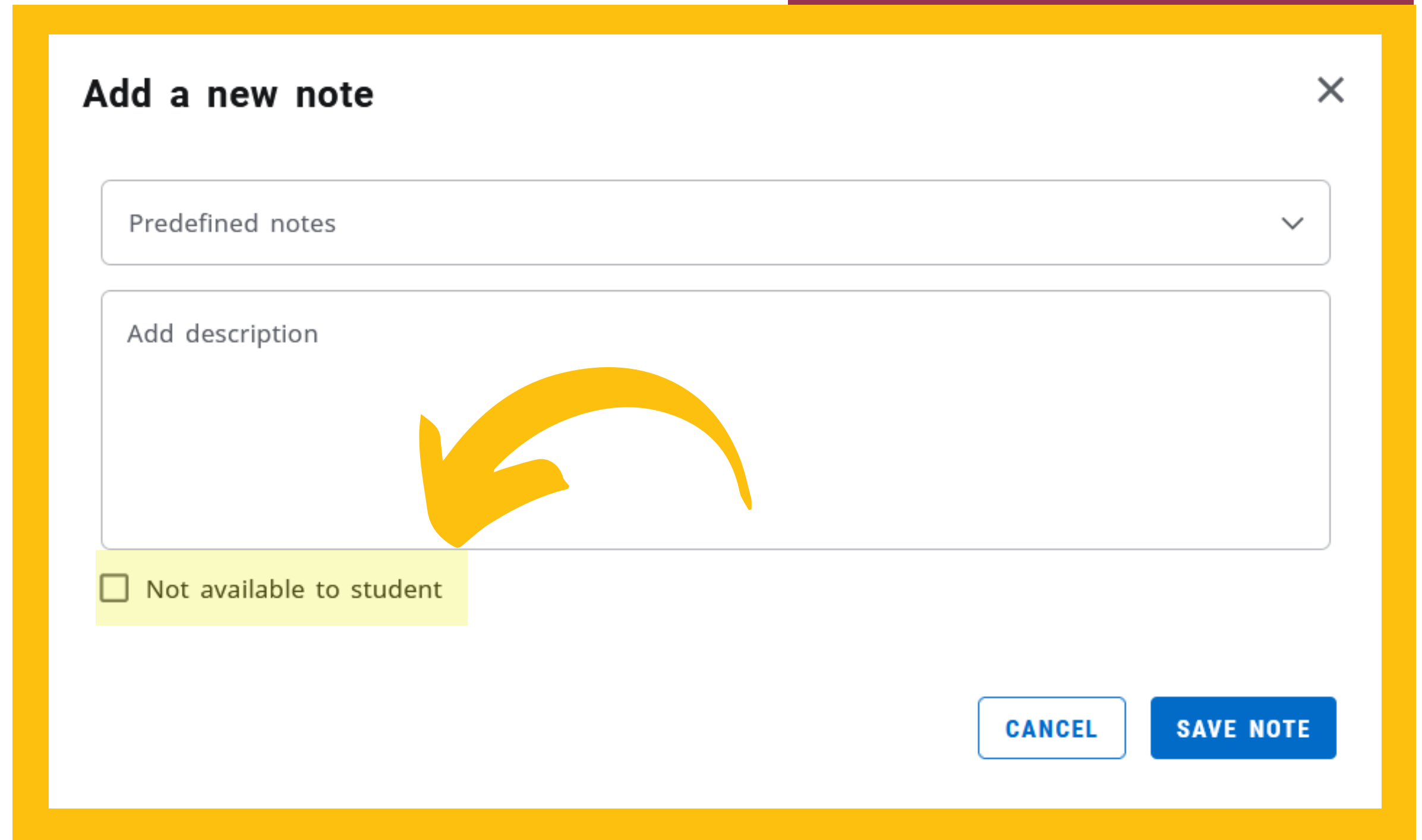
# ADD A NEW NOTE

You can use the drop-down menu to select a predefined note or enter a custom note.

For internal or administrative notes, please select “Not available to student”.

Once you’re done, just click “Save”.

Your new note should appear at the top of the list.



The screenshot shows a modal dialog titled "Add a new note" with a close button (X) in the top right corner. Inside the dialog, there is a drop-down menu labeled "Predefined notes" with a downward arrow. Below this is a large text area labeled "Add description". At the bottom left of the dialog, there is a checkbox labeled "Not available to student". A large yellow curved arrow points from the "Add description" text area down to the "Not available to student" checkbox. At the bottom right of the dialog, there are two buttons: "CANCEL" and "SAVE NOTE".

# PETITIONS

A large portion of time in DW is spent submitting and processing petitions.

FIRST, PLEASE ENSURE THAT YOU HAVE SELECTED THE CORRECT DEGREE PLAN FROM THE WORKSHEET:

Name

McCord, Molly Page

Associate of Science

Bachelor of Science in Nursing

Majors

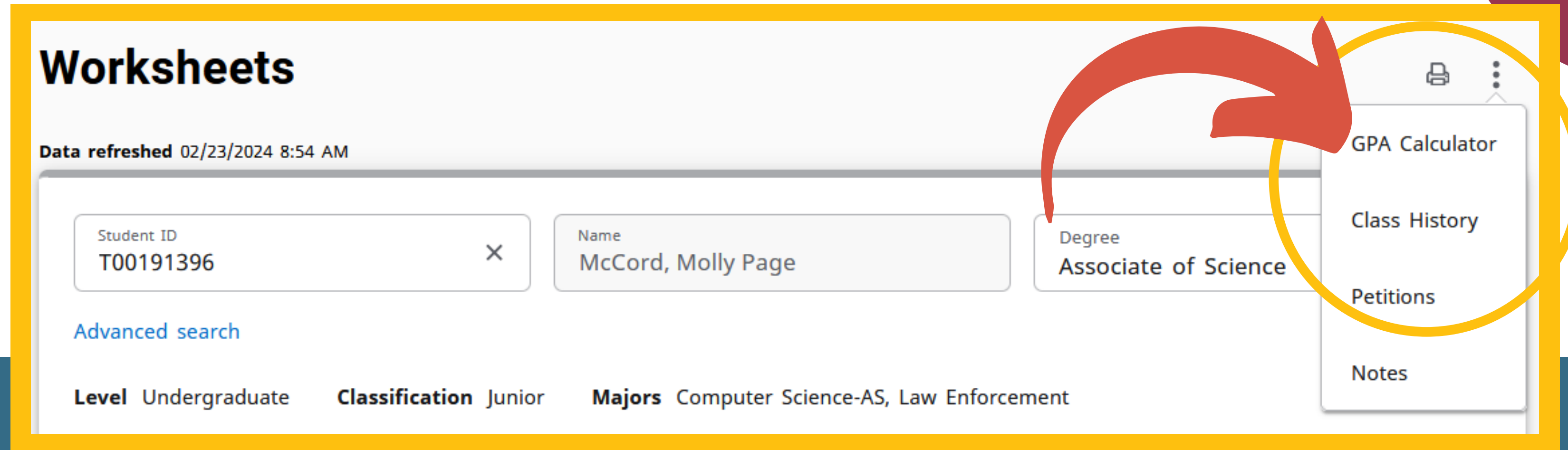
Computer Science-AS, Law Enforcement

Colleges

Bus, Health, Human Services, Donaghey Col Sci Tech Eng Math

- Once you have selected the correct degree plan, you're ready to submit a petition.

# OPEN A PETITION



The screenshot shows a web interface titled "Worksheets". Below the title, it says "Data refreshed 02/23/2024 8:54 AM". The main content area displays student information in three boxes: "Student ID T00191396" with a close icon, "Name McCord, Molly Page", and "Degree Associate of Science". Below these boxes is a link for "Advanced search". At the bottom, there are filters for "Level Undergraduate", "Classification Junior", and "Majors Computer Science-AS, Law Enforcement". On the right side, a dropdown menu is open, showing options: "GPA Calculator", "Class History", "Petitions" (highlighted with a yellow circle), and "Notes". A red curved arrow points from the "Degree Associate of Science" box to the "Petitions" option in the dropdown menu.

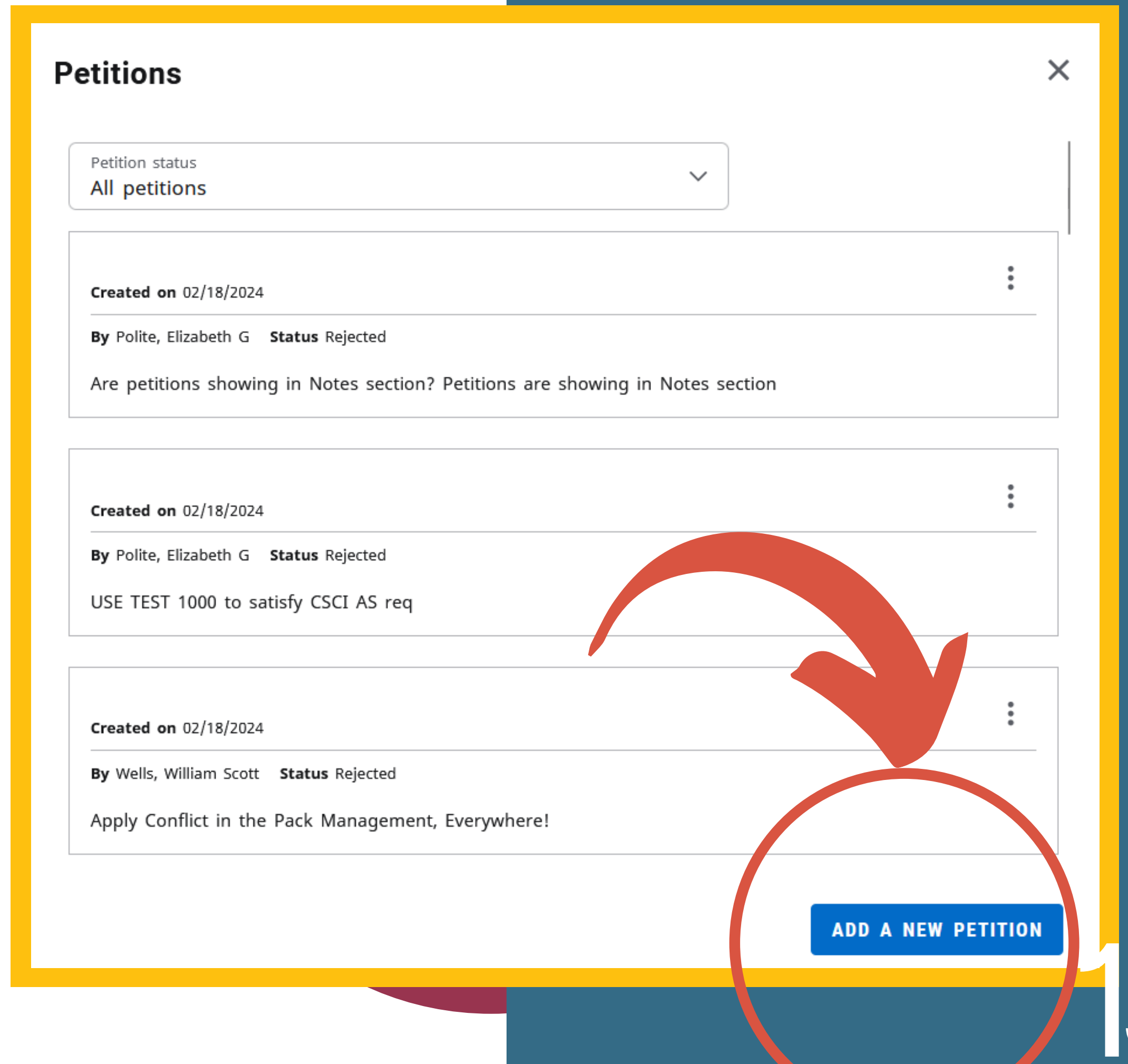
- As with the notes function above, the petitions menu can be accessed from the top of the page, next to the "Print" icon.

# SELECT “PETITIONS”

IT WILL OPEN THIS MENU:

## Review & Submit

From here, you can review previously submitted petitions, as well as submit new ones using the “Add a new petition” button:



The screenshot shows a 'Petitions' menu with a close button (X) in the top right corner. Below the title is a dropdown menu for 'Petition status' currently set to 'All petitions'. The menu contains three petition entries, each with a three-dot menu icon on the right:

- Created on** 02/18/2024  
**By** Polite, Elizabeth G **Status** Rejected  
Are petitions showing in Notes section? Petitions are showing in Notes section
- Created on** 02/18/2024  
**By** Polite, Elizabeth G **Status** Rejected  
USE TEST 1000 to satisfy CSCI AS req
- Created on** 02/18/2024  
**By** Wells, William Scott **Status** Rejected  
Apply Conflict in the Pack Management, Everywhere!

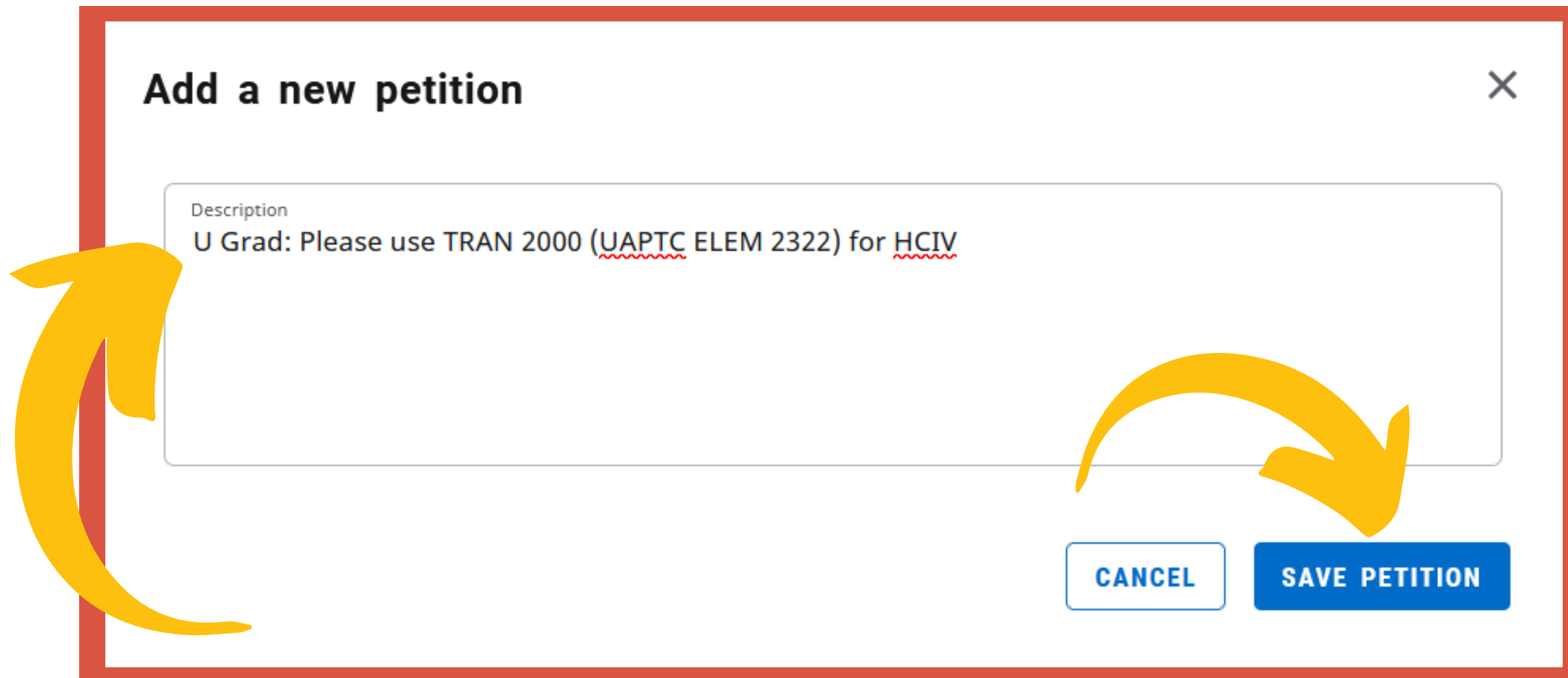
A large red arrow points from the middle entry to a blue button at the bottom right labeled 'ADD A NEW PETITION', which is also circled in red.

# MORE ON PETITIONS

## PLEASE NOTE:

For ease of processing: please use the following tags at the beginning of your petition:

- U – undergraduate
- U Grad – undergraduate, graduating in current semester
- G – graduate
- G Grad – graduate, graduating in current semester



The screenshot shows a web form titled "Add a new petition" with a close button (X) in the top right corner. Below the title is a text input field labeled "Description". Inside the field, the text "U Grad: Please use TRAN 2000 (UAPTC ELEM 2322) for HCIV" is entered, with "U Grad" and "HCIV" underlined in red. A large yellow curved arrow points from the bottom left towards the description field. Another yellow curved arrow points from the bottom right of the description field towards the "SAVE PETITION" button. At the bottom of the form are two buttons: "CANCEL" (white with a blue border) and "SAVE PETITION" (solid blue).

## Save & Continue

Once you've entered the petition text, simply choose "Save Petition" to add it to the queue for approval and final application.

# PRINTING DEGREE PLANS

Some students will need a print copy of their degree plan.

The “Save as PDF” button from the previous version of DW is now a printer icon, shown at the top of the page.

## Worksheets

Data refreshed 02/23/2024 8:54 AM

Student ID  
T00191396



Name  
McCord, Molly Page

Degree  
Associate of Science

[Advanced search](#)

**Level** Undergraduate    **Classification** Junior    **Majors** Computer Science-AS, Law Enforcement



GPA Calculator

Class History

Petitions

Notes



# CHOOSE DIMENSIONS

Once your PDF has been created, you'll have a variety of options for how to get it downloaded, depending on your browser.

You can use the built-in download option, if it's available, right-click to save the file, or even use the print function to print it on paper or to PDF.

## Choose dimensions

×

Select dimensions for PDF

PDF dimensions \*  
Letter - Portrait (8.5 x 11 in)

▼

CANCEL

OPEN PDF

# MISCELLANEOUS

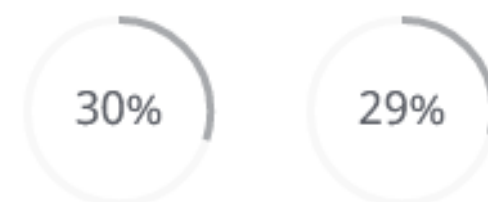
The “Format” menu allows you to toggle between a variety of options for the worksheet – depending on what information you’re used to seeing there, it may be helpful to switch between different formats.

Please note that the GPA calculator and Class history options have also been moved to the top of the page, in the same menu where you access the notes and petitions.

The “process new” and “refresh” buttons are now just labeled “Process” – you’ll use this to see the most recent version of a degree plan, with any new adjustments that have been made.

Format  
Student View ▼

## Degree progress



Requirements Credits

Overall GPA  
0.00

☒ In-progress classes

☒ Preregistered classes

PROCESS

# STILL HAVE QUESTIONS?

For further general questions or troubleshooting,  
please feel free to contact our office.

The Blackboard training documents for  
DegreeWorks will be updated in the coming weeks.



We can be reached by phone at  
501.916.3110



or by email at [records@ualr.edu](mailto:records@ualr.edu).