

Navigation Tips for Students

8.22.17

**CITRUS COLLEGE
DEGREE WORKS**

A thin vertical line is positioned to the right of the text 'CITRUS COLLEGE DEGREE WORKS', extending from the top of the text to the bottom.

WHAT IS DEGREE WORKS?

Degree Works is a web-based tool to help students and counselors monitor progress toward the completion of the declared Citrus College Associate Degree, Certificate of Achievement, or Skill Award. The Audit Worksheet feature will display:

- Completed courses
- In-Progress courses
- Still Needed courses

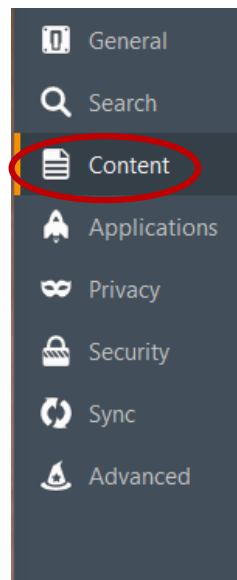
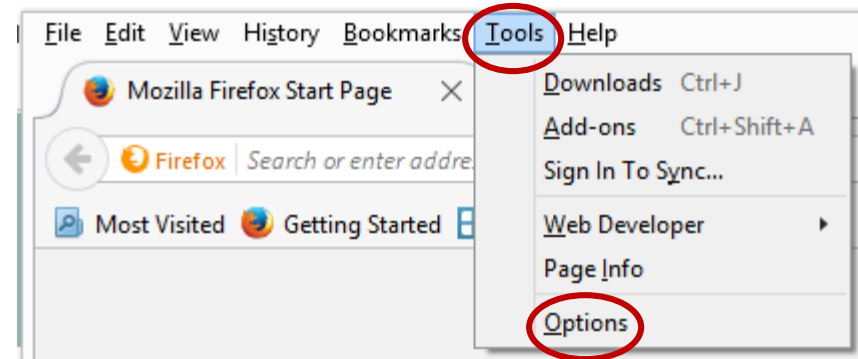
Degree Works allows students and counselors to build a Student Educational Plan (SEP) utilizing the Plan feature to schedule remaining courses still needed to complete the declared Citrus College Associate Degree, Certificate of Achievement, or Skill Award.

Degree Works gives students access to view progress and plans on and off campus.

GETTING STARTED

To block pop-ups in the Mozilla Firefox browser:

1. Select Tools from the menu bar
2. Select Options
3. Select Content
4. Uncheck the box next to Block pop-up windows



Content

DRM content

Play DRM content [Learn more](#)

Notifications

Choose which sites are allowed to send you notifications [Learn more](#)

Do not disturb me
No notification will be shown until you restart Firefox

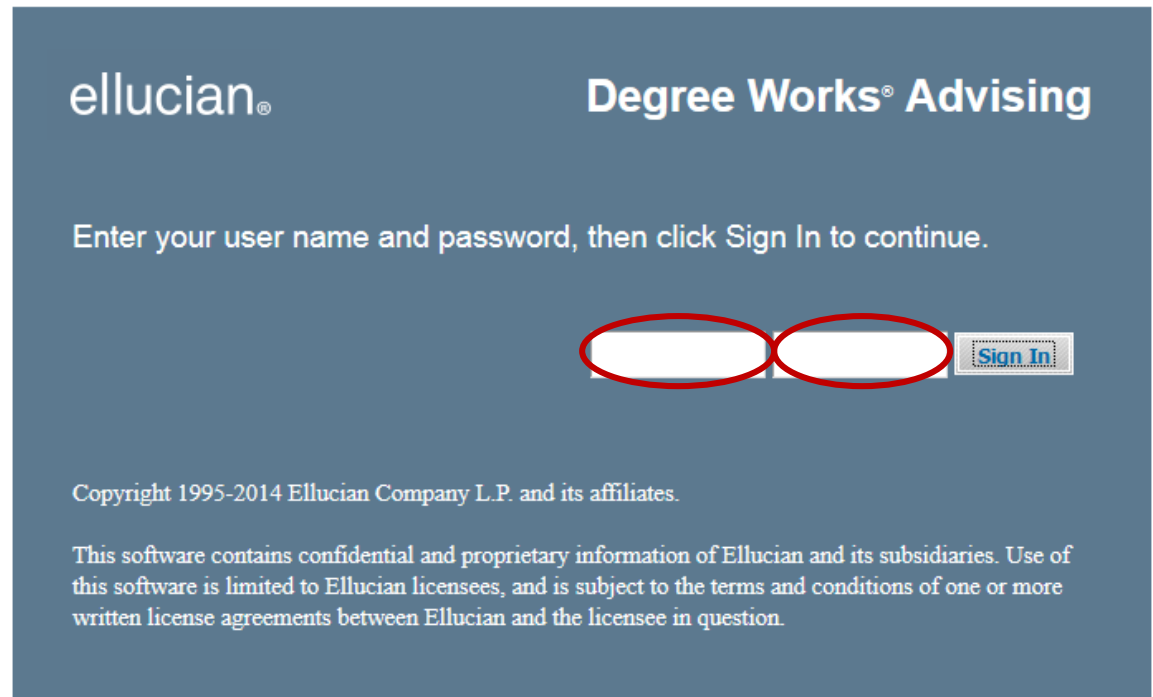
Pop-ups

Block pop-up windows

GETTING STARTED

Go to <https://my.citruscollege.edu/task/all/view-your-educational-plan-and-degree-audit> and enter your WingSpan ID and password to login.

Then type in your WingSpan ID in Student ID and hit enter.

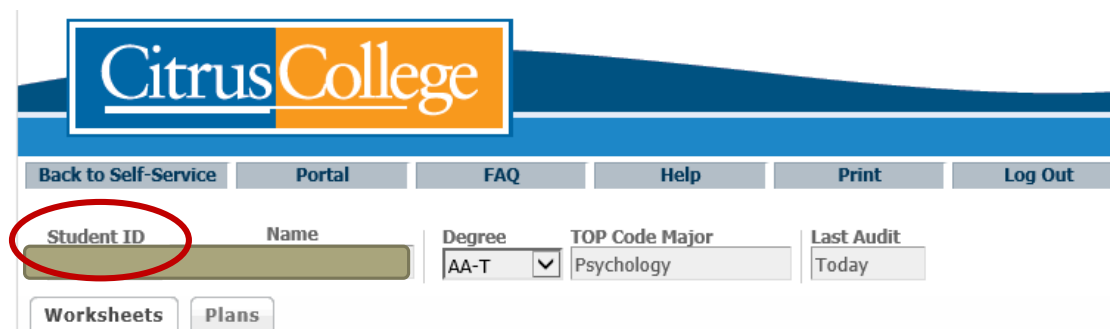


ellucian® Degree Works® Advising

Enter your user name and password, then click Sign In to continue.

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Citrus College

Back to Self-Service Portal FAQ Help Print Log Out

Student ID Name Degree TOP Code Major Last Audit
AA-T Psychology Today

Worksheets Plans

THE AUDIT WORKSHEET



AUDIT WORKSHEET FEATURES

The Audit Worksheet displays the required courses for your declared Citrus College Associate Degree, Certificate of Achievement, or Skill Award officially filed on your student record.

The declared course of study is displayed in the Degree and TOP Code Major sections.

To officially update your course of study, login to your WingSpan account and select Update Program/Course of Study.

If you are undeclared, the Audit Worksheet will not display required courses.

The screenshot shows the WingSpan Audit Worksheet interface. At the top, the 'Degree' and 'TOP Code Major' fields are circled in red. Below this, there are tabs for 'Worksheets' and 'Plans', and a 'Format:' dropdown set to 'Student View' with 'View' and 'Save as PDF' buttons. The main content area displays requirements for two programs: 'Associate in Arts for Transfer Degree' and 'Psychology AA-T'. The requirements are listed with checkboxes and 'Still Needed' status. The 'Psychology AA-T' section shows 'Unmet conditions for this set of requirements: 17 Units needed' and a list of required courses with their respective units and terms.

Requirement	Status	Details	Units	Term
Associate in Arts for Transfer Degree	Still Needed	Minimum 60 Credits in CSU Transferable Course Work	13	Fall 2015
Associate in Arts for Transfer Degree	Complete	Minimum 2.0 GPA of 2.0 in CSU Transferable Course Work		
Associate in Arts for Transfer Degree	Complete	Minimum 2.0 GPA 2.0 in Degree Applicable Course Work		
Associate in Arts for Transfer Degree	Complete	Minimum Residency Requirement of 12 Units		
Psychology AA-T	Still Needed	Program of Study Requirements		
Psychology AA-T	Still Needed	CSU General Education		
Psychology AA-T	Unmet	REQUIRED COURSES - 20 TO 22 UNITS		
Psychology AA-T	Still Needed	Introductory Statistics/Honors	1	Spring 2016
Psychology AA-T	Still Needed	Introduction to Psychology	1	Spring 2016
Psychology AA-T	Still Needed	Research Methods in Psychology	1	Spring 2016
Psychology AA-T	Still Needed	Psychobiology or General Biology	1	Spring 2016
Psychology AA-T	Still Needed	Developmental Psychology or Child Growth & Development	1	Spring 2016
Psychology AA-T	Complete	Select 1 Course from the Following	3	Spring 2016
CSU General Education Requirements	Complete	AREA A-COMMUNICATION IN ENGLISH LANG & CRITICAL THINKING		
CSU General Education Requirements	Complete	Area A1-Oral Communication: Select 1 Course	3	Summer 2016
CSU General Education Requirements	Complete	Area A2-Written Communication: Select 1 Course	3	Fall 2016

AUDIT WORKSHEET FEATURES

The Legend defines what each symbol means on the Audit Worksheet.

The Audit Worksheet is divided into block sections for course of study, major, and general education requirements. Each block works like a checklist to show you your progress toward completion and remaining courses to complete.

What If		Catalog Term: Fall 2015			
Look Ahead		Associate in Arts for Transfer Degree			
<input checked="" type="checkbox"/> Legend	<input type="checkbox"/> Minimum 60 Credits in CSU Transferable Course Work	Still Needed: You currently have 59 units of CSU transferable courses, you still need 1 more.			
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Minimum 2.0 GPA of 2.0 in CSU Transferable Course Work				
<input checked="" type="checkbox"/> Complete except for classes in-progress	<input checked="" type="checkbox"/> Minimum 2.0 GPA 2.0 in Degree Applicable Course Work				
<input checked="" type="checkbox"/> Nearly Complete - see counselor or advisor	<input checked="" type="checkbox"/> Minimum Residency Requirement of 12 Units				
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Program of Study Requirements	Still Needed: See Psychology AA-T section			
(T) Transfer Class	<input type="checkbox"/> CSU General Education	Still Needed: See CSU General Education Requirements section			
@ Any course number	Psychology AA-T		Catalog Term: Fall 2015		Units Required: 20 Units Applied: 7
* Co/pre-requisite	Unmet conditions for this set of requirements: 13 Units needed				
	A grade of C or better is required in all courses.				
	REQUIRED COURSES - 20 TO 22 UNITS				
	<input checked="" type="checkbox"/> Introductory Statistics/Honors	MATH 165	Introductory Statistics	IP (4)	Summer 2017
	<input type="checkbox"/> Introduction to Psychology	Still Needed: 1 Class in PSY 101 or 101H			
	<input type="checkbox"/> Research Methods in Psychology	Still Needed: 1 Class in PSY 203*			
	<input type="checkbox"/> Psychobiology or General Biology	Still Needed: 1 Class in PSY 102* or BIOL 105			
	<input type="checkbox"/> Developmental Psychology or Child Growth & Development	Still Needed: 1 Class in PSY 205 or 206			
	<input checked="" type="checkbox"/> Select 1 Course from the Following	PSY 220	Intro To Social Psych	B 3	Spring 2016
	CSU General Education Requirements		Catalog Term: Fall 2015		
	AREA A-COMMUNICATION IN ENGLISH LANG & CRITICAL THINKING				
	A grade of C or better is required in each course in Area A.				
	<input checked="" type="checkbox"/> Area A1-Oral Communication: Select 1 Course	SPCH 101	Public Address	B 3	Summer 2016
	<input checked="" type="checkbox"/> Area A2-Written Communication: Select 1 Course	ENGL 101	Reading and Composition	C 3	Fall 2016

AUDIT WORKSHEET FEATURES

The Audit Worksheet will also display the following sections:

Associate Degree Electives – Courses that do not count for the major or general education requirements

Substandard/Repeated – Courses with D, F, FW, W, NP, and I symbols

In-Progress – Currently enrolled courses

Non-Degree Applicable – Courses that are not applied to a degree

Associate Degree Electives						Units Applied: 6	Classes Applied: 2
COPM 250	Desktop Publishing	B	3	Fall 2014			
HIST 107	History of the U.S.	IP	(3)	Summer 2017			
Substandard/Repeated						Units Applied: 11	Classes Applied: 3
GER 101	German I		W	5	Spring 2015		
HIST 155	History/Vietnam War		F	3	Spring 2015		
PHIL 101	Great Religions of the World		F	3	Spring 2015		
In-progress						Units Applied: 14	Classes Applied: 4
HIST 107	History of the U.S.		IP	3	Summer 2017		
HIST 155	History of the Vietnam War		IP	3	Fall 2017		
MATH 025	Arithmetic and PreAlgebra		IP	5	Fall 2017		
PHIL 101	Great Religions of the World		IP	3	Fall 2017		
Non-Degree Applicable						Units Applied: 5	Classes Applied: 1
MATH 025	Arithmetic and PreAlgebra		IP	(5)	Fall 2017		

AUDIT WORKSHEET FEATURES

The What If feature allows you to view your progress for a different course of study other than your official course of study on record.

After selecting the What If feature, select the Catalog Term, Program and Gen Ed Pattern that you are interested in viewing. If you are not sure about the Catalog Term(s) that you are eligible for, meet with a counselor or advisor.

Keep in mind that a What-If scenario is for review only, cannot be saved, and does not mean that your course of study has been officially changed.

The image displays two screenshots of the audit worksheet interface. The top screenshot shows the 'What If' feature selected in the navigation menu, with the 'Degree' and 'TOP Code Major' fields circled in red. The bottom screenshot shows the 'What If' feature selected, with the 'Catalog Term', 'Program', and 'Gen Ed Pattern' fields circled in red. A dropdown menu for 'Gen Ed Pattern' is also visible.

Top Screenshot:

- Student ID: [Redacted]
- Name: [Redacted]
- Degree: AA-T
- TOP Code Major: Psychology
- Last Audit: 08/01/2017
- Worksheets: [Selected]
- Plans: [Selected]
- Format: Student View
- Buttons: Process What-If, Save as PDF
- Checkboxes: Include in-progress classes, Include preregistered classes
- Navigation: What If (Selected), History, Look Ahead
- Legend: Complete (Selected), Complete except for classes in-progress
- Section: Select your primary area of study
- Fields: Catalog Term (pick a Catalog Term), Program (pick a Program), Level (pick a Level), Degree (pick a Degree), Gen Ed Pattern (pick a Gen Ed Pattern)

Bottom Screenshot:

- Student ID: [Redacted]
- Name: [Redacted]
- Degree: AA-T
- TOP Code Major: Psychology
- Last Audit: 08/01/2017
- Worksheets: [Selected]
- Plans: [Selected]
- Format: Student View
- Buttons: Process What-If, Save as PDF
- Checkboxes: Include in-progress classes, Include preregistered classes
- Navigation: What If (Selected), History, Look Ahead
- Legend: Complete (Selected), Complete except for classes in-progress
- Section: Select your primary area of study
- Fields: Catalog Term (Fall 2015), Program (Sociology AA-T), Level (Credit), Degree (Assoc. of Arts-Transfer), Gen Ed Pattern (pick a Gen Ed Pattern)
- Section: Select your additional areas of study
- Dropdown: (pick a Gen Ed Pattern)
 - CSU Gen Ed
 - Citrus College Native Gen Ed (AA or AS Only)
 - IGETC for CSU
 - IGETC for UC/Other

THE PLANS FEATURE

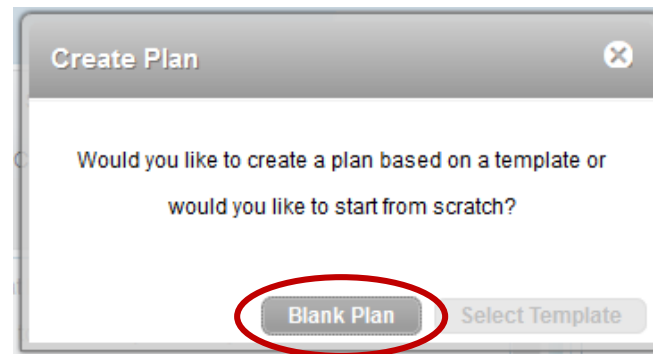


CREATING A PLAN

Click the Plans tab. The Plan is also referred to as a Student Educational Plan (SEP).

If you do not have an existing plan, click Blank Plan.





If there is already an existing plan, click on New Plan. The Edit My Plan view located in the Plans Menu is the view in which you will create your plan.



CREATING A PLAN

Enter your course of study in Description.

Course of Study = associate degree, certificate of achievement, or skill award

Description: Psychology AA-T Active Status: NOT LOCKED    

Degree: Assoc. of Arts-Transfer Level: Credit

Plan Type:

ADDING A TERM

To add a term, click on the + icon in the upper right hand corner, next to the Active box.

Select the term you want to plan for from the Add Term list.

The term will be inserted and displayed as shown.

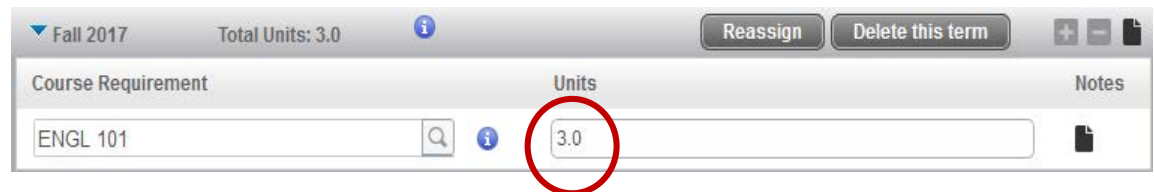
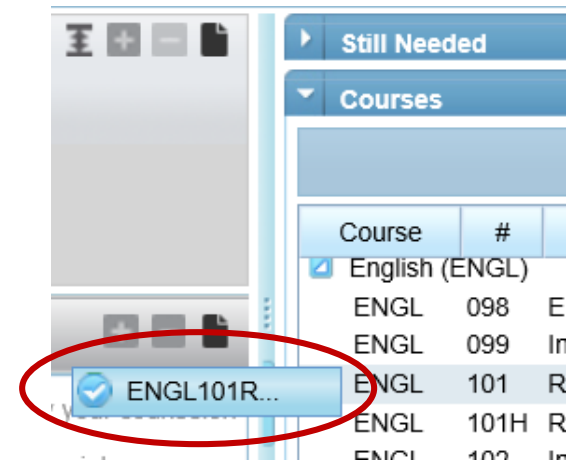
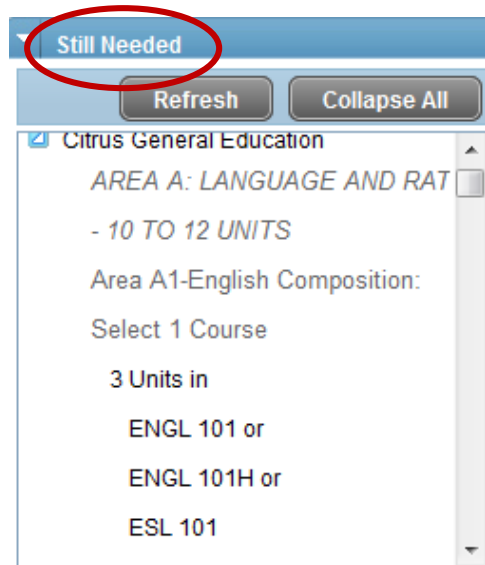
The screenshot illustrates the process of adding a term in a software interface. The top header bar contains a checkbox labeled "Active" and the text "Status: NOT LOCKED". A red circle highlights a "+" icon in the upper right corner of this bar. Below the header, a dropdown menu is open, displaying a list of terms: "Add Term", "Fall 2017", "Winter 2018", "Spring 2018", "Summer 2018", "Fall 2018", "Winter 2019", "Spring 2019", "Summer 2019", "Fall 2019", and "Winter 2020". A red circle highlights the "Add Term" option at the top of the list. The bottom footer bar shows the selected term "Fall 2017" (circled in red), "Total Units: 0.0", an information icon, and buttons for "Reassign" and "Delete this term".

ADDING A COURSE (DRAG AND DROP)

You can add a course simply by dragging and dropping from a section called Still Needed. This area only shows the requirements that have not been satisfied.

Drag and drop the course on the intended term. It will appear as follows.

It will automatically fill in the units associated with the course.



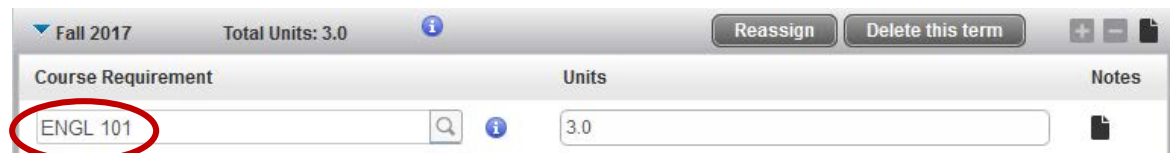
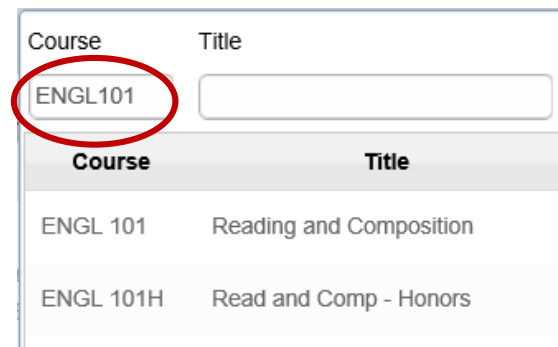
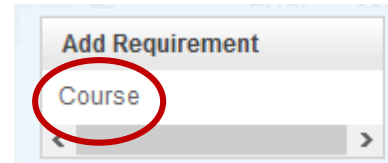
ADDING A COURSE (MANUALLY)

You can also add a course manually by selecting the + icon in the upper right hand corner of the term. Then choose the course requirement.

A blank box will appear with a Find icon. Click on this and begin typing the Subject/Course #. As you type, a list of courses will begin to filter based off what you type.

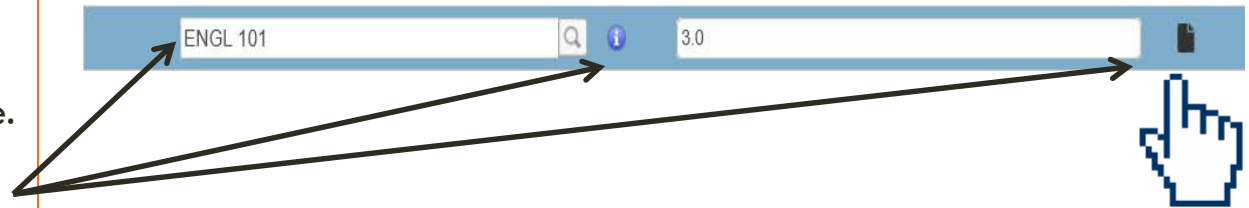
Click on the desired course.

Note: Degree Works will not alert you to prerequisites and co-requisites required for courses. It is important to check course prerequisites and co-requisites in the College Catalog.



DELETING A COURSE

You can remove a course by clicking on a blank portion of the course line. The course line will then be highlighted in blue.



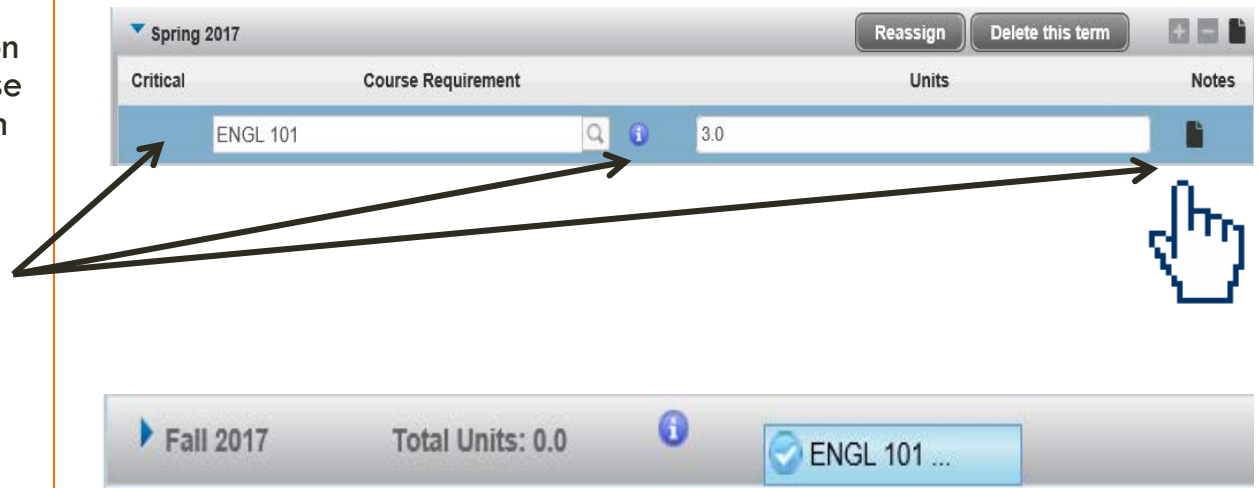
Then click the “-” button in the upper right hand corner of the term.



MOVING COURSES BETWEEN TERMS

Courses can be moved between terms by clicking on a blank portion of the course line. The course line will then be highlighted in blue. Hold down the left mouse button and drag the course to the new term.

As you move the course, a highlighted box with the selected course will pop up.



ADDING NOTES

Notes can be added in three different areas – description, term specific, course specific.

Click on the Notes icon to add or view a note in the Edit My Plan View. A Note icon with white lines indicates that a note has been added.

This screenshot shows the 'Edit My Plan View' interface for a course. The top section displays course details: Description: Psychology AA-T, Degree: Assoc. of Arts-Transfer, Level: Credit, and Plan Type. A 'Notes' icon (a document with a white line) is circled in red in the top right corner. Below this, a summary bar shows 'Fall 2017' and 'Total Units: 14.0', with 'Reassign' and 'Delete this term' buttons. Another 'Notes' icon is circled in red on the right side of this bar. The main table lists course requirements with columns for 'Course Requirement', 'Units', and 'Notes'. The first row shows 'ENGL 101' and '3.0'. A 'Notes' icon is circled in red in the 'Notes' column for this row.

This screenshot shows the 'Notes' editor interface. At the top, it says 'Notes attached to: Psychology AA-T' with 'View Note List' and 'Add Note' buttons. Below is a rich text editor toolbar with icons for undo, redo, bold, italic, underline, text color, and list creation. A 'Source' button is also present. The main text area contains the following notes:
Meet with a counselor for official approval of the Student Educational Plan (SEP).
Utilize tutoring services in the ED Building.

SAVING A PLAN

Click the Save button on the bottom right corner fairly often during the creation of a plan, as well as, when you have completed the plan. The SEP will be saved with the description you entered earlier as the title.

Although the plan has been saved, it still requires review and official approval from a counselor.



List of plans

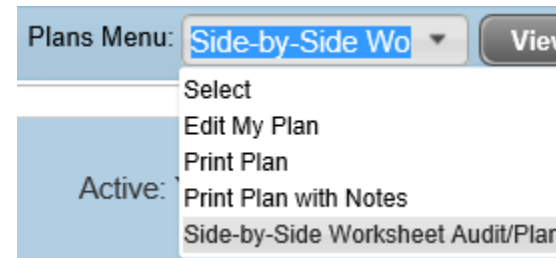
Description:	Active	Modified	Who	Degree:	Level:	Status:
Psychology AA-T	N	08/02/2017		AA-T	CR	NOT LOCKED

USING THE SIDE-BY-SIDE WORKSHEET AUDIT/PLAN VIEW

The Side-by-Side Worksheet Audit/Plan View allows you to see the audit worksheet (left side) and plan side-by-side (right side).

To compare your work side-by-side, go to the Plans Menu pick list and click on Side-by-Side Worksheet Audit/Plan.

Courses can also be dragged and dropped from the audit side into a previously added term on the plan side. Terms must be added in the Edit My Plan view.



<input type="checkbox"/>	Area B4-Math/Quantitative Thinking: Select 1 Course
Still Needed: 3 to 5 Units in @ @	
AREA C: ARTS, LITERATURE, PHILOSOPHY & FOREIGN LANGUAGE	
9 semester or 12 quarter units required with at least 1 course each in arts and humanities.	
<input checked="" type="checkbox"/>	Area C1-Arts, Dance, Music, Theater: Select 1 Course
MUSE 113	History of Rock and Roll A 3 Winter 2016
<input checked="" type="checkbox"/>	Area C2-Humanities: Select 1 Course
HIST 108	History of US since 1877 B 3 Fall 2016
<input type="checkbox"/>	Areas C1 & C2: Select 1 Additional Course
(ART 199)	Motion Picture Appreciation PLAN (3) Fall 2017
AREA D: SOC, POLIT & ECON INSTIT & BEHAV, HIST BCKGRND	
9 semester or 12 quarter units required with courses in at least 2 disciplines.	
<input checked="" type="checkbox"/>	Select Two Options From D0 Through D9

Psychology AA-T	Active: No
Degree: Assoc. of Arts-Transfer	Status: NOT LOCKED
Level: Credit	
Plan Type:	Student ID: <input type="text"/>

2017-2018 Academic Year	
Fall 2017, Total Units: 14.0	
ENGL 101	3.0
MATH 150	5.0
ART 199	3.0

USING THE PRINT PLAN VIEW

The Print Plan view can be used to view the plan in a term by term lay out. Select Print Plan from the Plans Menu pick list.

2017-2018 Academic Year

Fall 2017, Total Units: 14.0

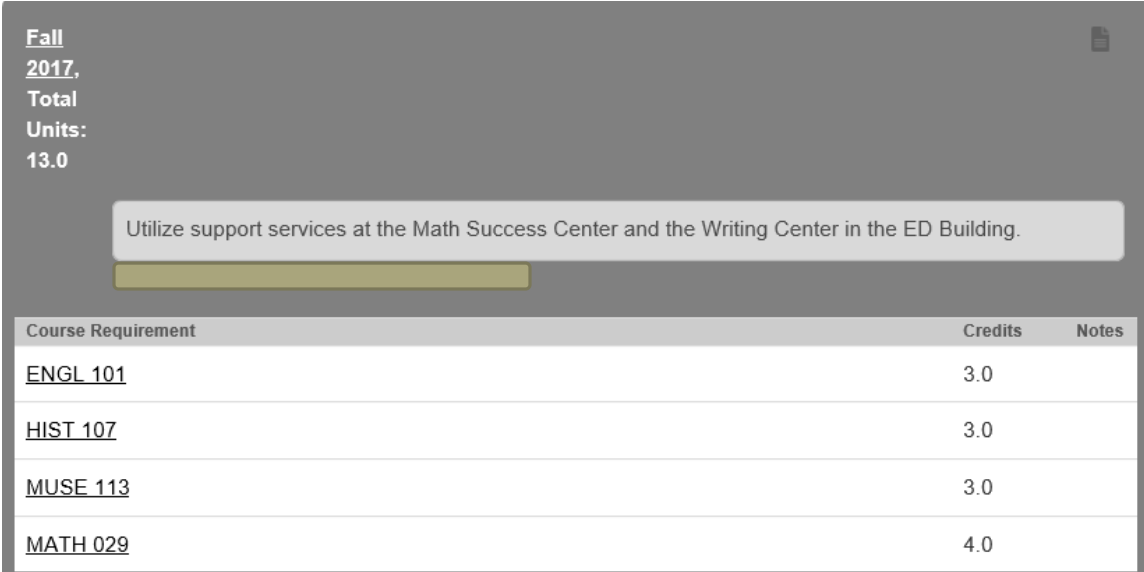
<u>ENGL 101</u>	3.0	
<u>MATH 150</u>	5.0	
<u>ART 199</u>	3.0	
<u>HIST 107</u>	3.0	

Winter 2018, Total Units: 3.0

<u>KIN 170</u>	3.0
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USING THE PRINT PLAN WITH NOTES VIEW

The Print Plan with Notes view can be used to view the plan with any notes that have been added. Select Print Plan with Notes from the View list.



Fall
2017,
Total
Units:
13.0

Utilize support services at the Math Success Center and the Writing Center in the ED Building.


Course Requirement	Credits	Notes
ENGL 101	3.0	
HIST 107	3.0	
MUSE 113	3.0	
MATH 029	4.0	

PRINTING THE PLAN


To print a plan, select Print at the bottom right corner of the screen in either the Print Plan or Side-by-Side Worksheet Audit/Plan views.

Next, select Print on the upper right hand corner of the plan.



Print

 [Print](#)

Student Educational Plan for:

Psychology AA-T  Active: No
Degree: Assoc. of Arts-Transfer Status: NOT LOCKED
Level: Credit
Plan Type: Student ID:

2017-2018 Academic Year

Fall 2017, Total Units: 	Winter 2018, Total Units:
14.0	3.0
<u>ENGL 101</u> 3.0 	<u>KIN 170</u> 3.0
<u>MATH 150</u> 5.0	
<u>ART 199</u> 3.0	
<u>HIST 107</u> 3.0	

IMPORTANT NOTES ABOUT DEGREE WORKS

- ❖ **If you create an SEP, it is not official until you meet with a counselor or an advisor. SEPs MUST be approved by counselors or advisors to meet the priority registration and Student Success and Support Program requirements, as well as, to help ensure that you are on the right track!**
- ❖ The Audit Worksheet does not include major preparation coursework for transfer to a four-year university; therefore, it is important to meet with a counselor or an advisor to discuss your transfer goals.
- ❖ To officially update your course of study, login to your WingSpan account and select Update Program/Course of Study.
- ❖ Click the Save button frequently while creating the SEP, as well as, when you have completed the SEP.
- ❖ Degree Works will not alert you to prerequisites and co-requisites required for courses. It is important to check course prerequisites and co-requisites in the College Catalog.
- ❖ The Degree Works system is not intuitive in determining a student's appropriate catalog rights. Catalog rights are based on continuous enrollment that counselors and advisors must evaluate to determine the course of study when auditing for available degrees and certificates.

IMPORTANT NOTES ABOUT DEGREE WORKS

- ❖ Outside college coursework and foreign education coursework may not be reflected in Degree Works.
- ❖ For assistance with Degree Works, please send your inquiry to DWHelp@citruscollege.edu
- ❖ Degree Works does not reflect degree applicable and transferable units and grade point averages. Please see a counselor or advisor.
- ❖ When the “PROGRAM block was not found but is required” message appears, the course of study is not available for the selected catalog term. This is NOT considered an error. Please see a counselor or an advisor for further advisement.
- ❖ To change a GE pattern (Citrus, CSUGE, IGETC) in Degree Works, a Course of Study Change form must be submitted to the Admissions and Records Office.
- ❖ Once credit by exam is processed for AP, IB, and CLEP, it will then be reflected in the general education patterns. However, it will not be reflected in the major at this time.
- ❖ Do not use Edge or Chrome internet browsers.

IMPORTANT NOTES ABOUT DEGREE WORKS

- ❖ The courses of study entered into Degree Works begins with Fall 2012. Refer to the appropriate catalog for older course of study requirements.
- ❖ When using the What If feature for multiple courses of study, only one GE pattern can be displayed at a time.