

# Wolf Watch



**A Degree Evaluation and Advising Tool for  
Undergraduate Students**

**University of West Georgia**

# What is Wolf Watch?

---

- Web-based tool for schedule planning and degree audit
- Tracks degree progress, prepares for registration, and plans for graduation
- Maintains record of advisement notes & schedules
- Aids academic advising, but not intended to replace face-to-face advising sessions

# Who Can Use Wolf Watch?

---

All currently enrolled undergraduate students who:

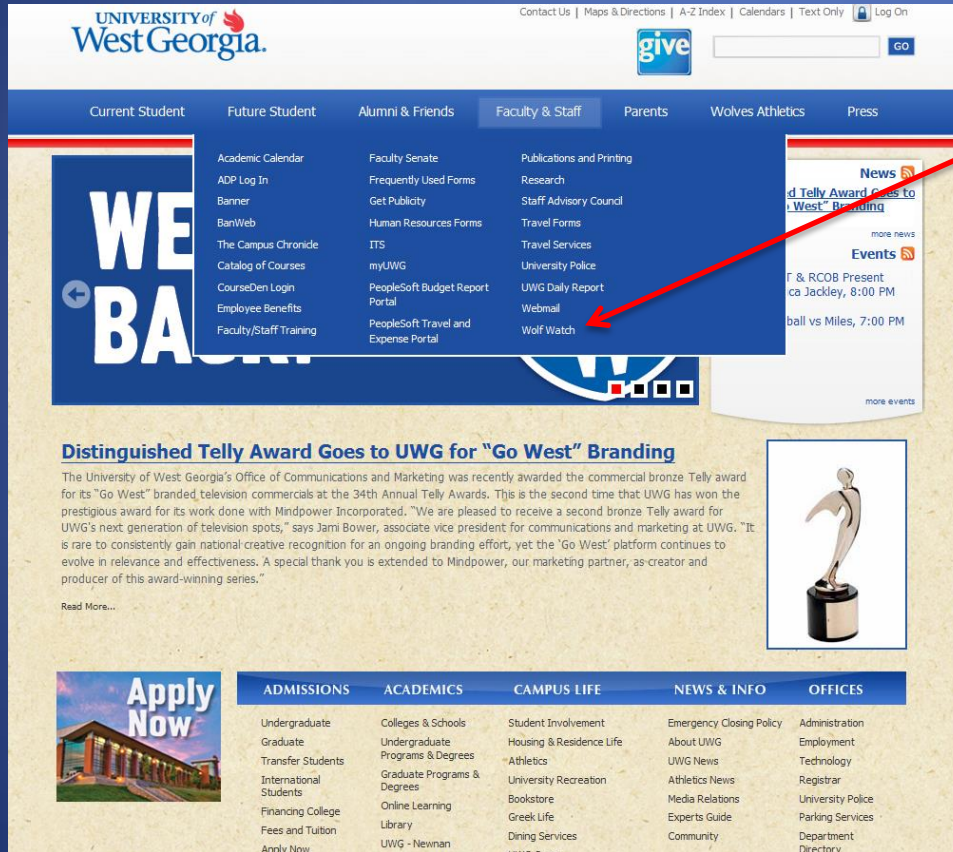
- first attended UWG in Fall 1998 or later

# Benefits

---

- Students and advisors will have the ability to develop long-range degree completion plans
- User friendly and easy to understand format
- Streamlines the graduation process
- Helps students spend less time deciphering degree requirements and more time pursuing their academic goal

# Accessing Wolf Watch



The screenshot shows the University of West Georgia homepage. At the top, there is a navigation bar with links for 'Contact Us', 'Maps & Directions', 'A-Z Index', 'Calendars', 'Text Only', and 'Log On'. Below this is a search bar with the 'give' logo and a 'GO' button. The main navigation menu includes 'Current Student', 'Future Student', 'Alumni & Friends', 'Faculty & Staff', 'Parents', 'Wolves Athletics', and 'Press'. The 'Faculty & Staff' menu is expanded, showing options like 'Academic Calendar', 'ADP Log In', 'Banner', 'BanWeb', 'The Campus Chronicle', 'Catalog of Courses', 'CourseDen Login', 'Employee Benefits', 'Faculty/Staff Training', 'Faculty Senate', 'Frequently Used Forms', 'Get Publicity', 'Human Resources Forms', 'ITS', 'myUWG', 'PeopleSoft Budget Report Portal', 'PeopleSoft Travel and Expense Portal', 'Publications and Printing', 'Research', 'Staff Advisory Council', 'Travel Forms', 'Travel Services', 'University Police', 'UWG Daily Report', 'Webmail', and 'Wolf Watch'. A red arrow points to the 'Wolf Watch' link. Below the menu, there is a news article titled 'Distinguished Telly Award Goes to UWG for "Go West" Branding' and a photo of a trophy. At the bottom, there is a navigation bar with categories: 'ADMISSIONS', 'ACADEMICS', 'CAMPUS LIFE', 'NEWS & INFO', and 'OFFICES'.

Faculty/Staff will access Wolf Watch by logging in to UWG homepage, and click on Wolf Watch.

# Logging into Wolf Watch

**Wolf Watch Advising**

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

This software contains confidential and proprietary information of Ellucian and its subsidiaries. Use of this software is limited to Ellucian licensees, and is subject to the terms and conditions of one or more written license agreements between Ellucian and the licensee in question.

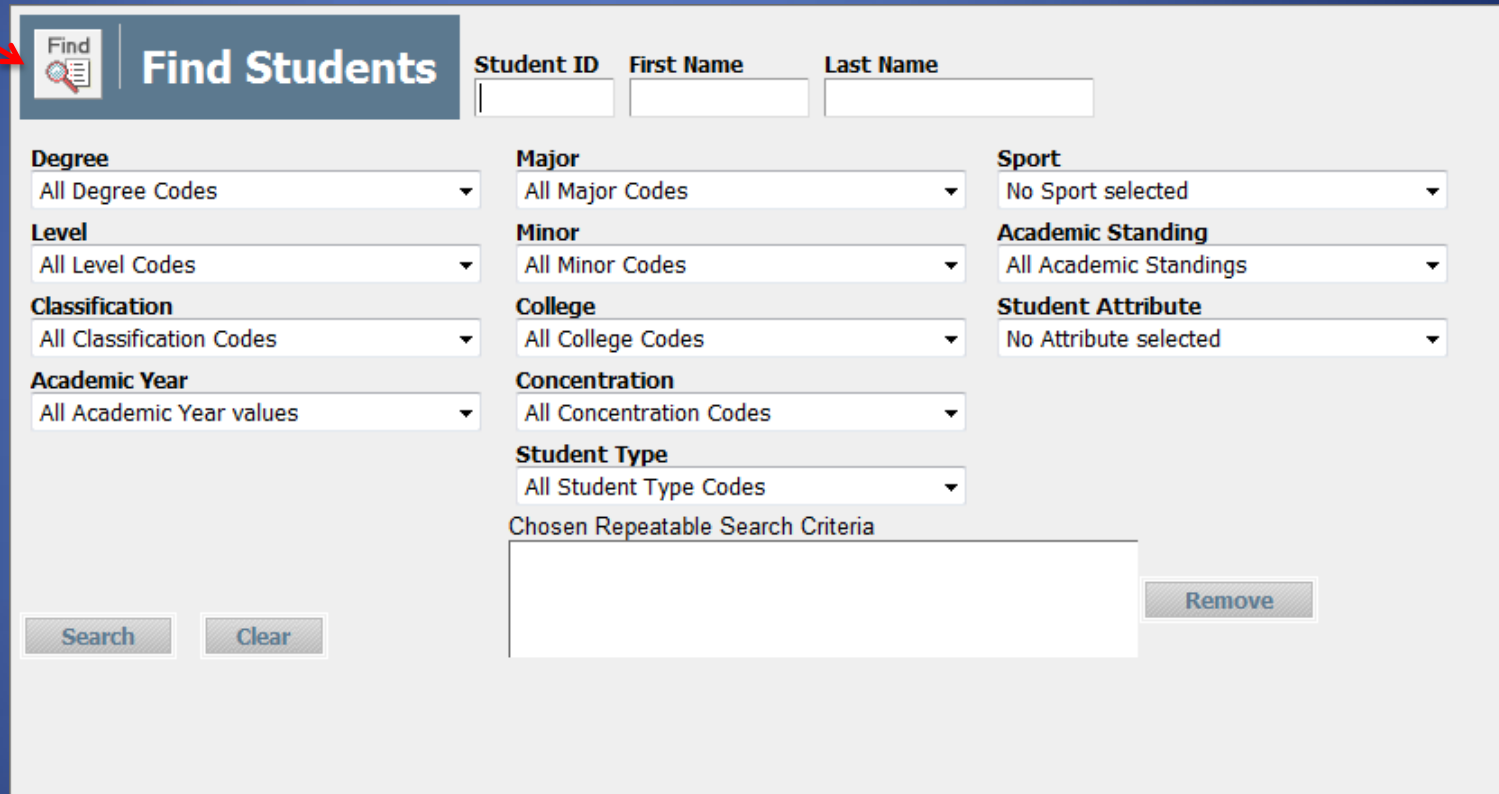
**User Id will be your 917 number**

**Password will be the last 2 of birth year, last four of social security number**

**If you don't have access you can request through the Wolf Watch Advisor request form.**

# Looking up Student's in Wolf Watch

If you do not know the student's 917 you can look them up using this feature



**Find Students**

Student ID  First Name  Last Name

**Degree**  
All Degree Codes ▾

**Level**  
All Level Codes ▾

**Classification**  
All Classification Codes ▾

**Academic Year**  
All Academic Year values ▾

**Major**  
All Major Codes ▾

**Minor**  
All Minor Codes ▾

**College**  
All College Codes ▾

**Concentration**  
All Concentration Codes ▾

**Student Type**  
All Student Type Codes ▾

**Sport**  
No Sport selected ▾

**Academic Standing**  
All Academic Standings ▾

**Student Attribute**  
No Attribute selected ▾

Chosen Repeatable Search Criteria

# Reviewing Your Worksheet

The top part of the worksheet includes:

Id Number  
Name  
Degree  
Major  
Status  
Classification  
Last Audit

Wolf Watch

UNIVERSITY of West Georgia

Back to Self-Service Portal FAQ Help Print SureCode Log Out

Find Student ID Name Degree Major Level Classification Last Audit Last Refresh

Worksheets Planner Notes Petitions GPA Calc

Worksheets Format: Student View View Process New Class History

History UWG Wolf Watch

Student View AE708786 as of 09/03/2012 at 20:26

Student	§	Level	Undergraduate-Semester System
ID	§		
Classification	Senior	College	College of Business
Overall GPA	3.96	Classification	Senior
Institutional GPA	4.00	Transfer GPA	3.89
Degree	Bachelor of Business Administ.	Catalog Year	2011/2012
Major	Accounting	Minor	
Concentration			

Degree Progress

Requirements 87%

This is an estimation of your degree progress and is based on the requirements completed below.

Refresh button pulls new data in from Banner system and Process New will apply and new changes.



# Reviewing Your Worksheet

The Degree Progress Bar shows an *estimation* of your progress toward degree completion. This estimation is based on the number of requirements that have been met. These include core areas and major and minor areas, if students have officially declared these.

For pre-majors or undeclared students, it will be based only on their first two years of coursework.

The screenshot displays the 'Wolf Watch' portal for a student. At the top, there are navigation links: 'Back to Self-Service', 'Portal', 'FAQ', 'Help', 'Print', 'SureCode', and 'Log Out'. The student's profile information is shown, including 'Student ID', 'Name', 'Degree' (BBA), 'Major' (Accounting), 'Level' (US), 'Classification' (Senior), 'Last Audit' (09/03/2012), and 'Last Refresh' (09/03/2012 at 6:33 pm). Below this, there are tabs for 'Worksheets', 'Planner', 'Notes', 'Petitions', and 'GPA Calc'. The 'Worksheets' tab is active, showing a 'Format' dropdown set to 'Student View' and buttons for 'View', 'Process New', and 'Class History'. The main content area is titled 'UWG Wolf Watch' and contains a table of student information. A blue oval highlights the 'Degree Progress' section, which shows a progress bar at 87% and the text: 'This is an estimation of your degree progress and is based on the requirements completed below.'

Student View	AE708786 as of 09/03/2012 at 20:26
Student	[Redacted]
ID	[Redacted]
Classification	Senior
Overall GPA	3.96
Institutional GPA	4.00
Degree	Bachelor of Business Administ.
Major	Accounting
Concentration	[Redacted]
Level	Undergraduate-Semester System
College	College of Business
Classification	Senior
Transfer GPA	3.89
Catalog Year	2011/2012
Minor	[Redacted]

**Degree Progress**  
Requirements  87%  
This is an estimation of your degree progress and is based on the requirements completed below.

# Legend

## Legend

 Complete	 Complete except for classes in-progress	 Transfer Class	 Academic Renewal Grade	
 Not Complete	 Nearly complete - see advisor	 Any course number / CPC deficiency Grade	 Pre-requisite required	 Learning Support Grade

The legend explains the status of classes. Students should refer to the legend to interpret the symbols alongside their listed courses.

# Core Curriculum Areas

Scrolling down, the next part of a worksheet shows any unmet conditions for a degree. This area checks total hours, upper-level hours, institutional GPA, unmet areas, and Board of Regents requirements.

Bachelor of Business Administration		Academic Year: 2011/2012	Hours Required: 120
		GPA: 3.96	Hours Applied: 114
<b>Unmet conditions for this set of requirements:</b>		120 academic hours are required. You have taken 114 but need a minimum of 6 more hours.	
		A minimum of 48 hours in 3000/4000 level are required. You have taken 43 but need 5 more hours.	
<input checked="" type="checkbox"/>	No Incomplete Grade Recorded		
<input checked="" type="checkbox"/>	Regents Requirements (BBA Degree)		
<input checked="" type="checkbox"/>	Core Area A Requirements (BBA Degree)		
<input checked="" type="checkbox"/>	Core Area B Requirements (BBA Degree)		
<input type="checkbox"/>	Core Area C Requirements (BBA Degree)	Still Needed:	See <b>Core C</b> section
<input checked="" type="checkbox"/>	Core Area D Requirements (BBA Degree)		
<input checked="" type="checkbox"/>	Core Area E Requirements (BBA Degree)		
<input checked="" type="checkbox"/>	Core Area F Requirements (BBA Degree)		
<input type="checkbox"/>	Business Core Requirements (BBA Degree)	Still Needed:	See <b>BBA Business Core</b> section
<input type="checkbox"/>	Major Requirements (BBA Degree)	Still Needed:	See <b>Major Accounting</b> section
<input type="checkbox"/>	Mandatory RCOB Elective Requirements (BBA Degree)	Still Needed:	See <b>Mandatory RCOB elective(s)</b> section
Board of Regents/Legislative Requirements		Academic Year: 2011/2012	GPA: 0.00
<input checked="" type="checkbox"/>	Regents Writing Requirement	RTPW:	Y
<input checked="" type="checkbox"/>	Regents Reading Requirement	RTPR:	Y
<input checked="" type="checkbox"/>	Leg. - History - U.S Requirement	LHSU:	Y
<input checked="" type="checkbox"/>	Leg. - History - Ga Requirement	LHSG:	Y
<input checked="" type="checkbox"/>	Leg. - Constitution - Ga Requirement	LCNG:	Y
<input checked="" type="checkbox"/>	Leg. - Constitution - US Requirement	LCNU:	Y

# Core Curriculum Areas

<input type="checkbox"/> Core D Biology Majors		Academic Year: 2007/2008	Hours Required: 11
		GPA: 4.000	Hours Applied: 3
Unmet conditions for this set of requirements: 11 hours are required. You currently have 3, you still need 8 more hours.			
<input type="checkbox"/> CHOOSE TWO LAB SCIENCES	Still Needed: Choose from 2 of the following:		
<input type="checkbox"/> Weather & Climate w/ Lab	( 4 Hours in <b>GEOG</b> 1112 and 1112L ) or		
<input type="checkbox"/> Landform w/ Lab	( 4 Hours in <b>GEOG</b> 1113 and 1113L ) or		
<input type="checkbox"/> Physical Geology w/ Lab	( 4 Hours in <b>GEOL</b> 1121 and 1121L ) or		
<input type="checkbox"/> Historical Geology	( 4 Hours in <b>GEOL</b> 1122 and 1122L ) or		
<input type="checkbox"/> Physics I w/ Lab	( 4 Hours in <b>PHYS</b> 1111* and 1111L ) or		
<input type="checkbox"/> Physics II w/ Lab	( 4 Hours in <b>PHYS</b> 1112* and 1112L ) or		
<input type="checkbox"/> Principles I w/ Lab	( 4 Hours in <b>PHYS</b> 2211 and 2211L ) or		
<input type="checkbox"/> Principles II w/ Lab	( 4 Hours in <b>PHYS</b> 2212 and 2212L )		
<input checked="" type="checkbox"/> Science/Math/Technology Elective	<b>MATH 2063</b>	Introductory Statistics	A 3 Spring 2009

Core areas A, B, C, D, E and F are reviewed for requirements met or needed. When a requirement has not been met, a list of acceptable courses appears. These courses are hyperlinked to catalog descriptions.

# Major Coursework

Major Accounting		Academic Year:	2011/2012	Hours Required:	24
		GPA:	4.00	Hours Applied:	19
<b>Unmet conditions for this set of requirements:</b>		25 hours are required. You currently have 19, you still need 5 more hours. Requires a minimum GPA of 2.00 with only 1 D allowed.			
<input checked="" type="checkbox"/>	Financial Reporting I	ACCT 3212	Financial Reporting I	A	3 Spring 2012
<input checked="" type="checkbox"/>	Financial Reporting II	ACCT 3213	Financial Reporting II	A	3 Summer 2012
<input type="checkbox"/>	Financial Reporting III or Strategic Cost MGNT	ACCT 3214	Financial Reporting III	IP	(3) Fall 2012
<input type="checkbox"/>	Managerial Accounting	ACCT 3232	Managerial Accounting	IP	(3) Fall 2012
<input checked="" type="checkbox"/>	Income Tax Accounting for Individuals	ACCT 3251	Income Tax Acctng/Individuals	A	3 Summer 2012
<input type="checkbox"/>	Professional Seminar	ACCT 3285	Professional Seminar	IP	(1) Fall 2012
<input type="checkbox"/>	Accounting Information Systems	ACCT 4241	Accounting Information Systems	IP	(3) Fall 2012
<input type="checkbox"/>	Auditing	Still Needed: 3 Hours in ACCT 4261*			
<input type="checkbox"/>	Strategic Management	Still Needed: 3 Hours in MGNT 4660*			

Like core requirements, major coursework requirements will also have separate section. This area displays students' major GPA, found in top blue subheading.

Potential Electives					Hours Applied: 16	Classes Applied: 6
BIOL 2985	Biological Diversity	IP	3	Fall 2009		
BIOL 4985	Ecology	IP	3	Fall 2009		
CS 1020	Computers and Society	A	2	Fall 2007		
ECON 2106	Principles of Microeconomics	B	3	Spring 2008		
MATH 1112	Trigonometry & Analyt Geometry	C	3	Summer 2008		
UWG 1101	First Year Univ. Experience	A	2	Fall 2007		
Courses Cannot be Applied to Degree					Hours Applied: 0	Classes Applied: 1
HIST 2111	U S History I (to 1865)	W	0	Summer 2008		
In-progress					Hours Applied: 13	Classes Applied: 4
BIOL 2985	Biological Diversity	IP	3	Fall 2009		
BIOL 3310	Microbiology	IP	4	Fall 2009		
BIOL 4985	Ecology	IP	3	Fall 2009		
HIST 1111	Surv World History/Civiliz I	IP	3	Fall 2009		
Not Counted					Hours Applied: 2	Classes Applied: 2
PWLA 1691	Tennis: Beginning	A	1	Spring 2008		
PWLA 1694	Ultimate Frisbee	A	1	Fall 2008		

- **Potential Electives** are courses that are counted toward total hours, but are not needed to fulfill specific core or major requirements.
- **Courses Cannot be Applied to Degree** are courses which will not count in any area of degree. (Can include grade of F, W, remedial, or transfer credits which do not count at UWG)
- **In-Progress** lists courses student is currently taking.
- **Not Counted** lists courses not counted in any way—toward degree progress or GPA. These are usually PWLA courses, as they are not counted in several colleges.

# What If Feature

The *What If* feature allows students to process audit using desired criteria. Pick a degree, major, and, if desired, a minor or concentration. You must select the correct college. You can also enter planned courses. Click the Process What If button on the top of the screen to generate the worksheet.

Student ID [redacted] Name [redacted] Degree BS Major Biology Level US Classification Junior Last Audit 02/09/2010

Worksheets | Planner | GPA Calc

Worksheets Format: Student View Process What-If

What-If

Level Undergraduate-Semester System

Degree Bachelor of Science

Academic Year 2007/2008

Choose Your Different Areas of Study

Select an item to add it to your Chosen Area of Study

Major Pick a Major

Minor Pick a Minor

College Pick a College

Concentration Pick a Concentration

Chosen Areas of study

Remove

Choose Your Future Classes

Enter a course and click Add Course

Subject [input] Find

Number [input] Add Course

Courses you are considering

# Look Ahead Feature

Student can use the *Look Ahead* feature to see where possible future courses may affect their degree audit.

\*Remember to process new after adding courses to see the updated audit.

Student ID	Name	Degree	Major	Level	Classification	Last Audit
		BS	Biology	US	Junior	02/09/2010

Worksheets | Planner | GPA Calc

Worksheets | Format: Student View | Process New

What If

Look Ahead >

**Look Ahead**  
To see an audit **SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS**, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.

Enter a course and click Add Course

Subject

Number

Courses you are considering



# Planner

Students will have view only access to the planner tool, and will only be able to view a “plan” if their academic advisor has devised a tentative course of study and saved it in Wolf Watch. This may be utilized if a student and advisor would like to develop provisional plans for future semesters.

Worksheets **Planner** GPA Calc

Planner > Notes Mode  Show completed classes Load

**Student Educational Planner** Print

Student	
Current Term	Fall 2009
Description	
Academic Year	2007/2008
Active/Inactive	Active Plan
Locking Status	Plan is not locked
Last Modified	// by
Special Note	<b>Your completed classes are shown instead of planned courses</b>

Plan Total 0

Classes Completed in Unplanned Terms

Term	Class	Grade
Fall 2007	ANTH 1102	A
	COMM 1110	B
	CS 1020	A
	ENGL 1101	B
	UWG 1101	A
Spring 2008	ECON 2106	B

# GPA Calculator

The screenshot shows a web interface with three tabs: 'Worksheets', 'Planner', and 'GPA Calc'. The 'GPA Calc' tab is active. On the left, there is a sidebar with three links: 'Graduation Calculator' (with a right-pointing arrow), 'Term Calculator', and 'Advice Calculator'. The main content area contains four input fields: 'Current GPA' (with the value '3.03'), 'Hours Remaining', 'Hours Required', and 'Desired GPA'. Below these fields is a 'Calculate' button.

Students can use the GPA Calculator tab for the following options:

- Graduation Calculator
  - Term Calculator
  - Advice Calculator

# Petitions

Click on the petitions tab to see any pending, applied or rejected petitions:

The screenshot shows the top navigation bar with tabs for Back to Self-Service, Portal, FAQ, Help, Print, SureCode, and Log Out. Below this is a search bar with fields for Student ID (917328191), Name (Singleton, Jerome Lamar), Degree (BBA), Major (Accounting), Level (US), Classification (Senior), Last Audit (09/04/2012), and Last Refresh (09/04/2012 at 6:32 pm). A row of buttons includes Worksheets, Planner, Notes, Petitions (circled in red), and GPA Calc. On the left, a sidebar has a 'View Petitions' link with a right-pointing arrow. The main content area has a header 'View Petitions for Exceptions' and four rows of text: 'No Petitions Awaiting Approval', 'No Petitions Approved', 'No Petitions Applied as Exceptions', and 'No Petitions Rejected'.

Go to “Add Petition” and enter your petition for the student. Keep wording as brief as possible. When finished, click “Submit Petition”.

This screenshot shows the 'Add New Petition for Exception' form. The 'Add Petition >' link in the sidebar is circled in red. The form has a header 'Add New Petition for Exception' and a sub-header 'Enter a description and click the Submit Petition button'. Below this is a large text input area. A red arrow points to this area with the text 'Enter Petition Here'. At the bottom of the form is a 'Submit Petition' button, which is also circled in red.

# Modify and Submit Petitions

If you need to modify a petition, you may do this via the “Modify Petitions” link

The screenshot shows the University of West Georgia portal interface. At the top, there are navigation tabs: Portal, FAQ, Help, Print, SureCode, and Log Out. Below these are search fields for Student ID, Name, Degree (BA), Major (Mass Communications), Level (US), Classification (Sophomore), and Last Audit (05/27/2010). A row of buttons includes Worksheets, Planner, Notes, Petitions, and GPA Calc. On the left side, under 'View Petitions', the 'Modify Petitions' link is circled in red. The main content area shows 'Modify Petitions for Exceptions' and a table with one entry: 'Please allow POLS 3301 The Judicial Process to be used as a major elective.' with columns for Description, Created By (DegreeWorks Manager), and Create Date (05/28/2010). Below the table are sections for 'No Petitions Approved', 'No Petitions Applied as Exceptions', and 'No Petitions Rejected'.

After submitting petition, please notify your department chair so that they will be able to review and approve or reject petition. After approval/rejection, Registrar staff will then apply this decision, which will be updated on the Petitions tab.

This screenshot shows the same portal interface after a petition has been processed. The 'Modify Petitions' link is no longer circled. The table under 'Petitions Applied as Exceptions' now contains one entry: 'Please allow POLS 3301 The Judicial Process to be used as a major elective. Approved BM' with columns for Description, Created By (DegreeWorks Manager), and Create Date (05/27/2010). A red arrow points to this section. The other sections ('No Petitions Waiting Approval', 'No Petitions Approved', 'No Petitions Rejected') remain empty.

# Additional Information

---

- ❖ Keep all wording in Petitions, as well as notes as brief as possible. If needed, communication with chairs via email so that lengthy descriptions are not necessary in Wolf Watch.
- ❖ Department chairs are authorized to approve substitutions or adjustments only in students' major area and CORE Area F.
- ❖ Petitions should be submitted and approved only for true exceptions, such as the substitution of a course not in the course catalog or the waiver of a requirement in the major area. The following items are not exceptions and do not require department chair approval. These can be sent to the Registrar's Office as an email: [registra@westga.edu](mailto:registra@westga.edu)
  - Catalog year update
  - Concentration update or change
  - Inquiries about a student's degree audit

# Enrollment Services Center

---

- Located in bottom floor of Parker Hall
- Phone 678-839-6438
- Fax 678-839-6439
- Website [www.westga.edu/esc](http://www.westga.edu/esc)
- Email: [enroll@westga.edu](mailto:enroll@westga.edu) -or-  
[registra@westga.edu](mailto:registra@westga.edu)