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**Degree Works Overview**

**What is Degree Works?**
Degree Works is a web-based degree audit tool that is designed to provide you and your students with an easy to understand, clearly defined pathway toward degree completion.

**How does Degree Works function?**
Degree Works looks at the requirements for a program of study as well as the coursework a student has completed to create an easy-to-read degree audit.

**What is a Degree audit?**
Degree Works provides a degree audit which is a summary of the student's degree requirements merged with the student's academic record. It will provide a real-time assessment of the student's progress toward graduation. The audit is organized in blocks of like requirements. Examples include the degree block, major block, concentration block, general education block, etc. The Degree Audit is the official list of all requirements for graduation.

**How do I determine what students are accessible in Degree Works?**
Students who will be graduating in the Fall 2013 semester forward will have a degree audit available within Degree Works. All other students may not have a pre-existing audit in Degree Works. Advisors must manually prepare a degree audit by using the appropriate degree check sheet and student transcript for these students.

**Tutorials:** A series of tutorials for the Degree Works system will be available in AggieAccess under the “Student Info” tab.

**Point of contact:** Concerns should be directed to degreeworks@cameron.edu.
Accessing DEGREE WORKS
Faculty & Advisors will access Degree Works through AggieAccess using the Student Info tab.

Access to Degree Works is requested using the quick link titled “User Management”, which is available under the Employee tab in AggieAccess.

<table>
<thead>
<tr>
<th>DEGREE WORKS Functionality</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEGREE WORKS AUDITS TAB</strong></td>
<td></td>
</tr>
<tr>
<td>1. Student View (default)</td>
<td>Provides general information about student’s complete and incomplete requirements, grouped into logical blocks (sections).</td>
</tr>
<tr>
<td>2. Graduation Checklist (not available to students)</td>
<td>Quick tool to assist colleges and campuses with graduation checkout. Shows summary of status of each block, including courses used to fulfill requirements.</td>
</tr>
<tr>
<td>3. Registration Checklist</td>
<td>Shows only unfulfilled requirements “Still Needed” on the audit.</td>
</tr>
<tr>
<td>4. Student Data Report (not available to students)</td>
<td>Provides view of data brought into audit from Banner. Attributes such as “General Education” and “Liberal Arts” are attached to both transfer and native courses and found here under Attr-Dtl.</td>
</tr>
<tr>
<td>5. What If</td>
<td>Provides view of a degree audit for a proposed new program of study using student’s current class history, helpful for change of program planning.</td>
</tr>
<tr>
<td>6. Look Ahead</td>
<td>Provides ability to list courses that may be taken in the future to see effect on student’s audit.</td>
</tr>
<tr>
<td>7. Class History Link</td>
<td>Shows chronological list of all classes competed and in progress.</td>
</tr>
<tr>
<td><strong>NOTES TAB</strong></td>
<td></td>
</tr>
<tr>
<td>1. View Notes</td>
<td>Provides view of all notes entered in student’s audit. Notes can also be viewed at end of audit.</td>
</tr>
<tr>
<td>2. Add Notes</td>
<td>User may enter a predefined note from the dropdown list.</td>
</tr>
<tr>
<td>3. Modify Notes</td>
<td>Allows the user to modify notes they have created. A user may not modify notes another user has created.</td>
</tr>
<tr>
<td>4. Delete Notes</td>
<td>Allows the user to delete notes they have created. A user may not delete notes another user has created.</td>
</tr>
<tr>
<td><strong>EXCEPTIONS TAB</strong></td>
<td>Access to enter exceptions granted based upon user level.</td>
</tr>
<tr>
<td><strong>GPA CALC TAB</strong></td>
<td></td>
</tr>
<tr>
<td>Graduation Calculator</td>
<td>Projects the remaining average a student would need to reach a specific GPA for graduation.</td>
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<td>Term Calculator</td>
<td>Calculates the projected GPA based on “hypothetical” grades for the semester.</td>
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<td>Advice Calculator</td>
<td>Projects the quickest way to achieve a goal GPA.</td>
</tr>
</tbody>
</table>
Logging into Degree Works

Degree Works will be accessible by logging into your AggieAccess account. Once you have successfully entered AggieAccess, the Degree Works link will be included under the “Student Info” tab in the “Quick Links” section.

Once you click on the “Degree Works” quick link, you will see the following page. From here, you may begin processing a student audit.
Using DEGREE WORKS for Advising

Section 1: Degree Works Audits

What is a Degree Audit?
Degree Works provides a degree audit which is a summary of the student's degree requirements merged with the student's academic record which will provide a real-time assessment of the student's progress toward graduation. The audit is organized in blocks of like requirements. Examples include the General Education block, major block, university requirements block, etc. The Degree Audit is the official list of all requirements for graduation.

A. Selecting Students

If you know the student’s ID, type the ID in the Student ID field.

If you do not know the student’s ID or are looking for a group of students who meet specific criteria, click FIND, which will take you to the FIND Students Search page.
On this page, you can select a single student or you can enter search criteria for a listing of students meeting those criteria.

- To select a single student, enter the student’s first and last names (or both) in the Name fields.
- To select multiple students by Search criteria, enter your search criteria, click on the search button and a list of students who meet the criteria will be returned.
  - Only valid combinations of search criteria will produce search results. For example, if you choose a degree of Bachelor of Arts and a major of Biology, the search will produce no results since the Biology major can only be taken as a Bachelor of Science degree.
  - FIND results are limited to 500 students. If your selection returns more than 500, you will receive a warning message and Degree Works will randomly select 500 students. It is advisable to narrow your selection so that you will receive a more precise selection of students. An example of this error is provided below.
• The list can be sorted by clicking on the column headers in the list. The red arrow indicates the sort field for the list of students found. From this list, you may select all or only certain students and then click OK to load them into your Degree Works audit page.

• From the Degree Works audit page you can move among the students on your list by either clicking the arrows above the Name field, or clicking on the dropdown list and selecting the student’s name.

B. Student Context Information - The Context information includes the following: Student ID, Name, Degree, Major, Level, Classification, Last Audit, and Last Refresh.

• If a student has multiple degrees, the Degree dropdown box will display all of the degrees.
• If the student has multiple majors within the same degree, all majors will be reflected in the audit for that degree.
• Academic History provides a term-by-term summary of all of the student’s coursework.
• The Last Audit date is the most recent date on which the audit was run for the chosen program. This updates each time “Process New” is chosen.
• The Last Refresh is the date on which the Banner data was updated.
• When running the Audit, advisors should always click on the Process New button to ensure that the most up-to-date data for both the student and the audit are being viewed. Updates made by the subscribers will not appear until Process New has been pressed.
C. Degree Works Audit Blocks

STUDENT HEADER: Demographic information related to the student.

DEGREE BLOCK: Summary of all of the requirements for the degree. When the header bar of the Degree block has a ✔️, the student is cleared for graduation. All individual requirements within the block will also have a ✔️. The ✗ indicates that the requirement is in-progress. Each requirement displayed in this block contains a link to the section of the audit where the full requirements (courses and/or non-course requirements) are displayed.

Advice in this block will no longer display when the requirement has been met (example: minimum upper-division hours, total hours, residency and liberal arts).

GPA REQUIREMENT: There are two GPA requirements that are necessary for a student to graduate with a degree from Cameron University. The first GPA requirement states that a student must earn at least a 2.00 grade point average in all courses taken at Cameron. The second GPA requirement states that a student must earn at least a 2.00 retention grade point average. This GPA includes all courses taken from any institution excluding remedial/developmental courses and forgiven/reprieved/renewed courses.
DEVELOPMENTAL COURSE REQUIREMENTS: The developmental course requirement block pulls information directly from a student’s placement/testing screen in the student information system. If a student requires remediation in one or all areas, it will be reflected in this block.

GENERAL EDUCATION REQUIREMENTS: General Education requirements are displayed in this block.

NOTE: Clicking on the Course ID of a “Still Needed” course in any block opens a separate window (CourseLink) which provides the course description, including prerequisites. If registration is currently open, CourseLink will also indicate the registration status of each section.
ELECTIVES TO COMPLETE GENERAL EDUCATION: Electives needed to complete the General Education requirement are included in this block.

UNIVERSITY REQUIREMENTS: Summary of the University requirements needed for graduation. This block includes the UNIV courses. It also considers the computer literacy requirement for departments that do not incorporate a computer literacy course within the major requirements.

MAJOR REQUIREMENTS: Major requirements are displayed in this block. Students with multiple majors within the same degree will have multiple major blocks. The advice in this block will no longer display after the requirements are met. If a major requires that a minor be fulfilled, it will be included in the block as shown in the example below. The student’s minor must be declared in Banner in order for it to be accurately reflected in the minor block.
ADDITIONAL REQUIREMENTS: Some programs have additional requirements which are defined in this block.

CONCENTRATION REQUIREMENTS: Concentration requirements are displayed in this block. Students with multiple concentrations will have multiple concentration blocks. If a major requires a concentration, the concentration must be declared in Banner in order for it to be accurately reflected in the concentration block.

GENERAL ELECTIVES: Coursework that does not fulfill any of the specific course requirements in the audit are displayed in this block. For example: general electives, developmental courses, courses that haven’t been evaluated for substitution/waiver.
INSUFFICIENT: Coursework that has a grade that does not qualify to be used toward the degree, or has been forgiven will appear here. These courses cannot be used to satisfy degree requirements but will count in the GPA unless they have been forgiven.

IN-PROGRESS: Current or future term coursework is displayed in this block, in addition to appearing in the correct requirement block.

NOT COUNTED: Coursework that is not counted toward graduation requirements. This includes developmental coursework as well as attempts that exceed a limit, and duplicate courses.

EXCEPTIONS: View Exceptions entered into the audit. Exceptions are entered by staff in the Registrar’s office or Academic Affairs. Exceptions include substitutions/waivers that have been approved on the C10 form.

NOTES: View Notes entered in the Degree Works Audit. Advisors can choose pre-defined notes from a drop-down list. Notes can be viewed by the student and may be subpoenaed.
**LEGEND:** Terminology and symbols used in the Degree Works Audit.

<table>
<thead>
<tr>
<th>Legend</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete</td>
<td>Indicates a course that has been completed.</td>
</tr>
<tr>
<td>Not Complete</td>
<td>Indicates a course that is in progress.</td>
</tr>
<tr>
<td>Nearly complete</td>
<td>Indicates a course that is nearly completed.</td>
</tr>
<tr>
<td>Requires</td>
<td>Indicates a course that requires a prerequisite.</td>
</tr>
<tr>
<td>Any course</td>
<td>Indicates any course number.</td>
</tr>
</tbody>
</table>

**DISCLAIMER:** A statement of responsibility regarding the Degree Works audit and graduation application deadlines.

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor or the Registrar’s Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar’s Office regarding this degree audit report, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

**D. What If Audits** - Displays the results when a proposed program change is considered, using a student’s current class history. Select the *What If* criteria for the scenario to be examined, then click the Process What-If button to view the results of the audit. NOTE: You must choose the concentration that is associated with the major to ensure that all requirements will appear correctly.
E. **Look Ahead Audit** - Provides audit results utilizing courses for which the student plans to register in future terms. Enter the subject and number of the planned course and click “Add Course.” This will move it to the right side of the page. Once you have entered all desired courses, click Process New to view the results.

F. **Printing Audits/What If Scenarios**

In order to use the “Print” option while performing a degree audit or “what if” scenario, you may select the option from the header in Degree Works. First, select the format view that you would like to print in Degree works.

Next, click on the “print” button. The result will be in small print, but it will provide the complete audit excluding unnecessary graphics.
G. PDF Version of Audits
If you wish to retain a PDF copy of the degree audit or “what if” scenario, you can simply press the “Save as PDF” button in the header portion of the worksheet as seen below.

Once you begin this process, a new window will open and the PDF version will be available for you to view, print or save.
Section 2: Using the GPA Calculators

There are three different calculators that can be used: Graduation Calculator, Term Calculator and Advice Calculator. Click on GPA Calc along the top of the header as shown below.

1. Graduation Calculator – projects the remaining average a student would need to reach a specific GPA for graduation.

2. Term Calculator – calculates the projected GPA based on “hypothetical” grades for the semester.
3. Advice Calculator – projects the quickest way to achieve a goal GPA.