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Degree Works - Overview

What is Degree Works?

Degree Works is a web-based degree audit tool designed to help students and advisors monitor progress toward graduation.

How does Degree Works work?

Degree Works looks at the requirements for a program of study as well as the coursework completed to create an easy-to-read degree audit. The audit is separated into blocks based on degree, major, and concentration requirements. The requirements for undergraduate programs of study as determined by the Alabama A&M University Bulletin are outlined in those blocks. Any classes students have taken or are currently registered for are used to fill the block requirements. Completed classes are indicated by a checkmark while in-progress courses are indicated by a blue box with a wavy line inside. Any requirements still remaining will have an open red box beside them. Degree Works can also be used to help students and advisors outline a plan for classes students should take in the future.

What is a degree audit?

A Degree Works degree audit is an easy-to-read view of a student’s requirements for their program of study. The audit is essentially a checklist of requirements for a degree through Alabama A&M University. Completed and in-progress classes are used to fill spots within the audit showing which requirements have been completed, which are in progress, and what classes/requirements still remain.

How do I know if a student has a Degree Works audit?

If the student is in a catalog year of 2011-2012 or later, you should be able to view their audit in Degree Works. If they have a catalog year before 2011-2012, they will not have a pre-existing audit in Degree Works.

Who can use Degree Works?

- All undergraduate students enrolled in an academic program
- All Alabama A&M University personnel who are listed as Faculty or Advisor
- Selected staff
Access to Degree Works
### Degree Works Functionality Summary

**AAMU Degree Audit**

<table>
<thead>
<tr>
<th>Student View</th>
<th>Academic Standing</th>
<th>Degree</th>
<th>Classification</th>
<th>Major</th>
<th>Minor</th>
<th>Concentration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ID</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classification</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cumulative GPA</td>
<td></td>
<td>3.28</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holds</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Degree Progress**

- **Requirements**: 80%

**Note:** This is an estimation of your degree progress, which is based on the number of boxes checked below.

#### Legend

- Complete
- Complete except for classes in progress
- Nearly complete - see advisor
- Transfer Class
- Any course number
- Registered Course
- Prerequisites

**Degree in Bachelor of Science**

- Bulletin Year: 2006-2007
- GPA: 3.050

- You meet the minimum GPA requirement.
- Major required
- Still needed: See Major in Civil Engineering section

**GPA**: 3.050  
**Credits Required**: 61  
**Credits Applied**: 57

**Major in Civil Engineering**

- CE 101 Introduction to CE
- CE 201 Surveying
- CE 304 Environmental Engineering

**Unmet conditions for this set of requirements**: 4 Credits needed

- CE 101 (3)  
- CE 201 (3)  
- CE 304 (3)
# Degree Works Functionality Summary

<table>
<thead>
<tr>
<th>Worksheet</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student View (default)</strong></td>
<td>Provides general information about the student’s degree progress organizing all degree requirements in blocks such as Degree, General Education, Major, and Concentration.</td>
</tr>
<tr>
<td><strong>Registration Checklist</strong></td>
<td>Shows only the unfulfilled requirements that are identified as “still needed” on the checklist.</td>
</tr>
<tr>
<td><strong>What-If</strong></td>
<td>Allows you to process speculative degree audits for a student considering a change of major.</td>
</tr>
<tr>
<td><strong>Look Ahead</strong></td>
<td>Allows you to plug in a planned course and see how it fits in the student’s audit.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notes</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>View Notes</strong></td>
<td>Shows all notes on the selected student to anyone accessing the audit</td>
</tr>
<tr>
<td><strong>Add Notes</strong></td>
<td>Allows you to add a note by selecting a predefined note from the drop-down menu or by completing a free-form field</td>
</tr>
<tr>
<td><strong>Modify Notes</strong></td>
<td>Allows you to make changes to your own notes.</td>
</tr>
<tr>
<td><strong>Delete Notes</strong></td>
<td>Allows you to delete your own notes.</td>
</tr>
</tbody>
</table>
**Degree Works Toolbars**

**Navigation Toolbar**

The **navigation toolbar** is located on the top of the screen under the Alabama A&M University logo.

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Back to Self Service</td>
<td>Returns to the Self Service Banner Portal</td>
</tr>
<tr>
<td>FAQ/Help</td>
<td>Retrieves the Frequently Asked Questions page</td>
</tr>
<tr>
<td>Print</td>
<td>Print audits in a plain text format.</td>
</tr>
<tr>
<td>Log Out</td>
<td>Logs out and closes the Degree Works window.</td>
</tr>
</tbody>
</table>

**Audit Toolbar**

The **audit toolbar** is located under the Navigation toolbar.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td>Displays the student ID number.</td>
</tr>
<tr>
<td>Name</td>
<td>The student’s full name will display here.</td>
</tr>
<tr>
<td>Degree</td>
<td>The student’s current degree program will display here.</td>
</tr>
<tr>
<td>Major</td>
<td>The student’s current major will display here. If the student has a second major, only the primary (first) major will display.</td>
</tr>
<tr>
<td>Student Class Level</td>
<td>The student level will be displayed here (freshman, sophomore, etc.).</td>
</tr>
<tr>
<td>Last Audit</td>
<td>Displays the last date the audit was refreshed (see additional information below).</td>
</tr>
<tr>
<td>Last Refresh</td>
<td>Displays the time and date the audit was refreshed. Audits are refreshed nightly if a student’s information changes in Banner. Changes will be viewable on the audit for students and advisors the day after the change is made in the student system.</td>
</tr>
</tbody>
</table>
Selecting Students

Student ID

If you know the student’s A number, type it in the field and the student will populate.

If you do not know the student’s A number, click on the Find icon. The Find Students window will open.
Selecting Students

Find Students

To search and select a single student in Degree Works, enter the student’s A number in the Student ID field or First and/or Last Name in the appropriate name fields.

- The First and Last Name fields are NOT case sensitive. If you are not sure of the correct spelling or the full name, you may type the first letter(s). This will retrieve a list of names that match.

- Then click on **Search** or **Return**.
• A list of matches will open on the bottom of the screen. Find the student you wish to select and uncheck all other students’ boxes next to their names, or Uncheck All and check the box next to the name of the student you wish to see.

• Once the student is found and selected, click OK to populate student’s information in the audit toolbar and call up the student’s audit.
Search for a Group of Students

To search for a group of students:

Leave the ID and Name fields blank.

Use any or all of the following fields to build your search criteria:

- Degree
- Academic Class
- Curriculum Year
- Major
- Program
- Concentration/Emphasis
- Minor

All criteria used will display in the box below the drop down menus. You can pick and choose to remove certain criteria to widen the search. Once the search criteria are built, click on the Search button.

**NOTE:** If you select multiple majors, minors, and/or concentrations, Degree Works will find students who meet all the criteria—*and not or*. This is useful when searching for double-major and second-degree students.
Degree Works-Worksheets

Toolbar Options

<table>
<thead>
<tr>
<th>Format: Student View</th>
<th>This drop down box lists the different types of audits that are available. The student view is the typical type of audit.</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>If you want to view a different type of audit, select the option from the drop down and then click the “View” button.</td>
</tr>
<tr>
<td>Save as PDF</td>
<td>Downloads a PDF version of the audit suitable for printing.</td>
</tr>
<tr>
<td>Process New</td>
<td>Selecting this button will run a new audit and apply the information that was recently refreshed.</td>
</tr>
<tr>
<td>Class History</td>
<td>Lists of completed coursework by term, similar to the unofficial transcript displayed through Self Service Banner</td>
</tr>
</tbody>
</table>

Format Types

Each audit consists of a series of blocks from general to more specific requirements.

Symbols:

- Green check marks: requirement is satisfied
  
- Blue waves: requirement is in progress
  
- Red check boxes: requirement has not been satisfied
The student view is the default worksheet format. It provides general information about the student’s complete and incomplete requirements grouped into blocks.
The Registration Checklist only shows unfulfilled requirements from the Student View, and courses the student still need to graduate.
What-If Audit

The What-If option allows users to:

- Analyze a change in major, allowing a student to view how the proposed major change would affect progress towards graduation
- Temporarily compensate for data not yet entered in Self Service Banner (for example, a minor or concentration that has not been declared): offer an opportunity to view how the new minor/concentration will affect their progress towards graduation

**NOTE:** Degree Works allows you to process any program, major, and concentration combinations regardless whether they are allowed by Clemson University policies.

Once on the What-If tab, select a combination of:

- Degree
- Catalog Year: default is the year the student first enrolled
- Major
- Concentration/Emphasis
- Minor
- Future classes: optional

Once the applicable combination is selected, the criteria will appear in the **Chosen Areas of Study** box on the right side of the screen. You can remove any of the selected items if needed. Otherwise, click on the **Process What-If** button.
NOTE: Degree Works provides you with the option to enter some of the student’s future classes. If you wish to do so, enter the subject code and number in the appropriate fields and click on the Add Course button.

Look Ahead

The Look Ahead function allows the users to see how certain courses fit into the student’s progress towards degree completion.

• Enter a Subject and a Course number in the appropriate fields
• Click on the Add Course button. The course will appear in the box on the right.

Repeat steps to add as many courses as you wish.
Notes

The Notes tab allows faculty and staff members to document academic advising on student’s records in Degree Works. These notes are viewable to all users accessing the student’s audit and appear on the bottom of the Worksheet.
**NOTE:** All notes entered are part of the student’s record and will be seen by anyone with access to the student’s degree audit; therefore, the notes should be factual and of a nature suitable for public scrutiny.

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**Add Notes**

To add notes to a student record:

- Click on the Notes tab.
- Select Add Notes.
- Choose a predefined note from the drop down list, select “Student advised to...” and enter your own text, or click inside the box and type any free-form note.
• Enter/co mplete the note in the box

• Click on Save Note

Your note will show on the bottom of the student’s audit.

Modify Notes

To edit any of your notes, select the Notes tab, click on Modify Note, and make changes in the box as needed. Then click on the paper with a pen icon next to field to update the notes.
Delete Notes

To delete any of your notes, select the Notes tab and click on the paper with the pen icon next to the note you wish to delete.