



Alabama  
A&M  
UNIVERSITY

 DegreeWorks

ADVISORS

USER GUIDE

OFFICE OF THE REGISTRAR

# Table of Contents

<b>Degree Works – Overview</b> .....	<b>2</b>
<b>Access to Degree Works</b> .....	<b>3</b>
<b>Degree Works Functionality Summary</b> .....	<b>3</b>
<b>Toolbars</b> .....	<b>6</b>
Navigation Toolbar .....	6
Audit Toolbar .....	6
<b>Selecting Students</b> .....	<b>7</b>
Student ID .....	7
Find Student(s) .....	8
Search for a Single Student .....	8
Search for a Group of Students .....	10
<b>Worksheets</b> .....	<b>11</b>
Toolbar Options .....	11
Format Types .....	11
Symbols.....	11
Student View .....	12
Registration Checklist .....	13
What-If Audit .....	14
Look Ahea.....	15
<b>Notes</b> .....	<b>17</b>
Add Notes .....	17
Modify Notes .....	18
Delete Notes.....	18

# 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

DegreeWorks
ALABAMA A&M UNIVERSITY

Back to Self-Service
FAQ
Help
Print
Exception Management
Template Management
Change Password
Log Out

Find	Student ID	Name	Degree	Major	Classification	Last Audit	Last Refresh
			BS	Civil Engineering	Senior		

Worksheets	Planner	Plans	Notes	Petitions	Exceptions	GPA Calc	Admin
------------	---------	-------	-------	-----------	------------	----------	-------

Worksheets	Format: Student View	View	Save as PDF	Process New	<input checked="" type="checkbox"/> Include in-progress classes <input checked="" type="checkbox"/> Include preregistered classes	<a href="#">Class History</a>
------------	----------------------	------	-------------	-------------	--	-------------------------------

History	<input type="text" value=""/> (not frozen)	<input type="button" value="Save"/> Save this audit with this new description and freeze status
---------	--	---

AAMU Degree Audit

Student View	
<b>Student</b>	<b>Academic Standing</b>
<b>ID</b>	<b>Degree</b> Bachelor of Science
<b>Classification</b>	<b>Major</b> Civil Engineering
<b>Cumulative GPA</b> 3.280	<b>Minor</b>
<b>Holds</b>	<b>Concentration</b>

Degree Progress	
<b>Requirements</b>	<b>88%</b>
Note: This is an estimation of your degree progress, which is based on the number of boxes checked below.	

Legend			
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	<input checked="" type="checkbox"/> Transfer Class	<input checked="" type="checkbox"/> Registered Course
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Nearly complete - see advisor	<input type="checkbox"/> Any course number	<input type="checkbox"/> Prerequisites

<b>■ Degree in Bachelor of Science</b>	<b>Bulletin Year:</b> 2006-2007
	<b>GPA:</b> 3.050
Your Overall GPA is 3.05; a GPA of 2.0 is required.	
<input checked="" type="checkbox"/> You meet the minimum GPA requirement	
<input type="checkbox"/> Major required	Still Needed: See Major in Civil Engineering section

<b>■ Major in Civil Engineering</b>	<b>GPA:</b> 3.050	<b>Credits Required:</b> 61
		<b>Credits Applied:</b> 57
Unmet conditions for this set of requirements: 4 Credits needed		
<input checked="" type="checkbox"/> CE 101 (1)	<b>CE 101</b> Introduction to CE	A 3 Spring 2004
<input checked="" type="checkbox"/> CE 201 (3)	<b>CE 201</b> Surveying	A 3 Fall 2004
<input checked="" type="checkbox"/> CE 304 (3)	<b>CE 304</b> Environmental Engineering	C 3 Spring 2006

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## Degree Works Functionality Summary

<b>Worksheet</b>	
Student View (default)	Provides general information about the student's degree progress organizing all degree requirements in blocks such as Degree, General Education, Major, and Concentration.
Registration Checklist	Shows only the unfulfilled requirements that are identified as "still needed" on the checklist.
What-If	Allows you to process speculative degree audits for a student considering a change of major.
Look Ahead	Allows you to plug in a planned course and see how it fits in the student's audit.
<b>Notes</b>	
View Notes	Shows all notes on the selected student to anyone accessing the audit
Add Notes	Allows you to add a note by selecting a predefined note from the drop-down menu or by completing a free-form field
Modify Notes	Allows you to make changes to your own notes.
Delete Notes	Allows you to delete your own notes.

## Degree Works Toolbars

### Navigation Toolbar

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



logo.

Back to Self Service	Returns to the Self Service Banner Portal
FAQ/Help	Retrieves the Frequently Asked Questions page
Print	Print audits in a plain text format.
Log Out	Logs out and closes the Degree Works window.

### Audit Toolbar

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



Student ID	Displays the student ID number.
Name	The student's full name will display here.
Degree	The student's current degree program will display here.
Major	The student's current major will display here. If the student has a second major, only the primary (first) major will display.
Student Class Level	The student level will be displayed here (freshman, sophomore, etc.).
Last Audit	Displays the last date the audit was refreshed (see additional information below).

Last Refresh	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.
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## Selecting Students

### Student ID



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** Student ID First Name Last Name

**Degree**  
All Degree Codes

**Classification**  
All Classification Codes

**Bulletin Year**  
All Bulletin Year values

**Major**  
All Major Codes

**Minor**  
All Minor Codes

**Concentration**  
All Concentration Codes

**Sport**  
No Sport selected

**Academic Standing**  
All Academic Standings

Chosen Repeatable Search Criteria

Search Clear Remove

**Student Search:** Enter your criteria and click "Search" to find students.

Student ID Name

Degree Major

Classification

### 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**.

**Find Students** Student ID  First Name  Last Name

Degree: Bachelor of Science  
 Classification: All Classification Codes  
 Bulletin Year: 2011-2012

Major: All Major Codes  
 Minor: All Minor Codes  
 Concentration: All Concentration Codes

Sport: No Sport selected  
 Academic Standing: All Academic Standings

Chosen Repeatable Search Criteria

Students Found: 250

ID	Name	Degree	Major	Classification
<input checked="" type="checkbox"/>	[REDACTED]	BS	Biology	Freshman
<input checked="" type="checkbox"/>	[REDACTED]	BS	Finance	Senior
<input checked="" type="checkbox"/>	[REDACTED]	BS	Business Administration	Sophomore
<input checked="" type="checkbox"/>	[REDACTED]	BS	Computer Science	Sophomore
<input checked="" type="checkbox"/>	[REDACTED]	BS	Physical Education	Sophomore
<input checked="" type="checkbox"/>	[REDACTED]	BS		Freshman
<input checked="" type="checkbox"/>	[REDACTED]	BS	Logistics & Supply Chain Mgt	Senior
<input checked="" type="checkbox"/>	[REDACTED]	BS	Business Administration	Freshman
<input checked="" type="checkbox"/>	[REDACTED]	BS	Mechanical Engineering	Senior
<input checked="" type="checkbox"/>	[REDACTED]	BS		Senior
<input checked="" type="checkbox"/>	[REDACTED]	BS	Physics	Freshman

- 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.

 **Find Students**

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

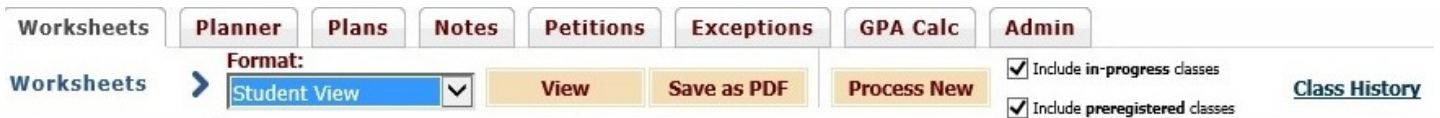
<b>Degree</b> Bachelor of Science	<b>Major</b> All Major Codes	<b>Sport</b> No Sport selected
<b>Classification</b> Junior	<b>Minor</b> All Minor Codes	<b>Academic Standing</b> GS - Good Standing
<b>Bulletin Year</b> All Bulletin Year values	<b>Concentration</b> All Concentration Codes	

Chosen Repeatable Search Criteria

MAJOR: Biology

## Degree Works-Worksheets

### Toolbar Options



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

### Format Types

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

### Symbols:

- Green check marks: requirement is satisfied **Complete**
- Blue waves: requirement is in progress **Complete except for classes in-progress**
- Red check boxes: requirement has not been satisfied **Not Complete**

## Student View

**Student View**

Student	Academic Standing
ID	Degree: Bachelor of Science
Classification	Major: Civil Engineering
Cumulative GPA: 3.280	Minor:
Holds	Concentration:

**Degree Progress**  
Requirements: 88%

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

**Legend**

- Complete
- Not Complete
- Complete except for classes in-progress
- Nearly complete - see advisor
- (T)** Transfer Class
- @** Any course number
- REG** Registered Course
- \*** Prerequisites

**Degree in Bachelor of Science** Bulletin Year: 2006-2007  
GPA: 3.050

Your Overall GPA is 3.05; a GPA of 2.0 is required.

You meet the minimum GPA requirement

Major required Still Needed: See Major in Civil Engineering section

**Major in Civil Engineering** GPA: 3.050 Credits Required: 61  
Credits Applied: 57

Unmet conditions for this set of requirements: 4 Credits needed

Requirement	Course	Section	Grade	Credits	Term
<input checked="" type="checkbox"/> CE 101 (1)	CE 101	Introduction to CE	A	3	Spring 2004
<input checked="" type="checkbox"/> CE 201 (3)	CE 201	Surveying	A	3	Fall 2004
<input checked="" type="checkbox"/> CE 304 (3)	CE 304	Environmental Engineering	C	3	Spring 2006

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The student view is the default worksheet format. It provides general information about the student's complete and incomplete requirements grouped into blocks.

## Registration Checklist

DegreeWorks
ALABAMA A&M UNIVERSITY

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Back to Self-Service
FAQ
Help
Print
Exception Management
Template Management
Change Password
Log Out

---

Find

---

Worksheets Planner Plans Notes Petitions Exceptions GPA Calc Admin

---

Format: Registration Checklist View Save as PDF Process New
 Include in-progress classes
 Include preregistered classes
[Class History](#)

---

History **AAMU Degree Audit**

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What If **■ Degree in Bachelor of Arts** Bulletin Year: 2008-2009

**Still Needed:** See GenEd Requirements - TEL section

**Still Needed:** See Major in Telecommunications section

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Look Ahead

**Still Needed:** **CONC block was not found but is required**

**Still Needed:** **MINOR block was not found but is required**

---

Financial Aid **■ GenEd Requirements - TEL**

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Aid History

**Still Needed:** 1 Class in **ENG 101@**

**Still Needed:** 1 Class in **ENG 102@**

**Still Needed:** 1 Class in **ART 101** or **MUS 101** or **TEL 101**

**Still Needed:** 2 Classes in **ENG 203\*** and **204\***

**Still Needed:** 2 Classes in **BIO 101** and **101L**

**Still Needed:** 1 Class in **PHY 101**

**Still Needed:** 1 Class in **HIS 101@**

**Still Needed:** 1 Class in **HIS 102@**

**Still Needed:** 1 Class in **HEd 101** or **MSC 101** or **PED 101** or **107** or **109** or **114** or **131** or **133** or **140**

**Still Needed:** 1 Class in **ORI 101@**

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Athletic Eligibility

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Athletic Eligibility History

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**■ Major in Telecommunications** Bulletin Year: 2008-2009 Credits Required: 30

**Still Needed:** 1 Class in **TEL 201**

**Still Needed:** 1 Class in **TEL 202**

**Still Needed:** 1 Class in **TEL 205\***

**Still Needed:** 1 Class in **TEL 303**

**Still Needed:** Choose from 1 of the following:  
( 2 Classes in **FRE 101** and **102\*** ) or  
( 1 Class in **SPA 101** )

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**■ Core Requirements - TEL** GPA: 4 Credits Applied: 15

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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.

• R

repeat steps to add as many courses as you wish.

## **Notes**

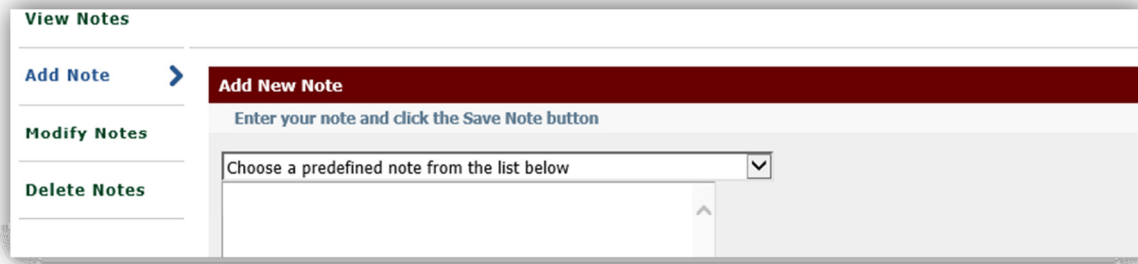
The Notes tab allows faculty and staff members to document academic advising on student's records in Degree Works. These notes are viewable to all users accessing the student's audit and appear on the bottom of the Worksheet.

**NOTE:** All notes entered are part of the student's record and will be seen by anyone with access to the students degree audit; therefore, the notes should be factual and of a nature suitable for public scrutiny.

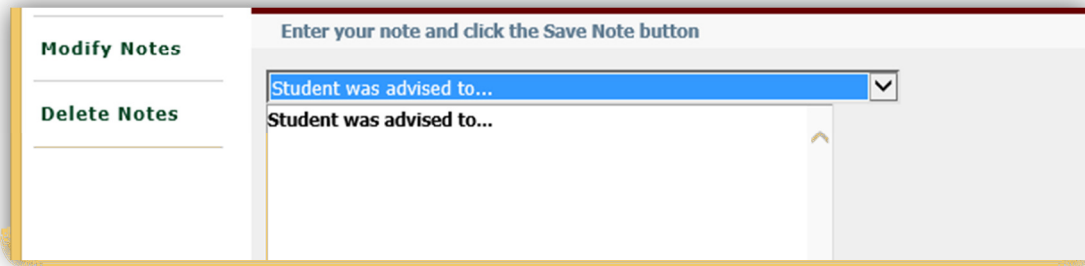
### Add Notes

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/complete 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.

**Add Note**

**Modify Notes**

The Family Educational Rights and Privacy Act of 1974 (FERPA) guarantees that the aca




**Modify Notes** >

**Delete Notes**

	Note Text
	Super user only!!!!
	Student was advised to...add to predefined note.
	Student and advisor discussed student's academic goals.

### 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.

	Note Text	Created By
	Super user only!!!!	Manager, Degree Works
	Student was advised to...add to predefined note.	Manager, Degree Works
	Student and advisor discussed student's academic goals.	Manager, Degree Works