



Alabama
A&M
UNIVERSITY

DegreeWorks

STUDENT
USER GUIDE

OFFICE OF THE REGISTRAR

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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 Log In

To access Degree Works, you will need to sign into your self-service banner using your banner identification number and password.



- [Registration Checklist](#) - No need to wait in line!
- Sign up for [Bulldog Alerts](#) now. Emergency Notification Messages will be sent directly to your phone.
- Forgot your A-number or PIN? [Look up my Banner ID and PIN](#) here.
- [Self-Service Banner Guide for students](#)

DIRECTIONS: Please enter your Banner Identification Number (also known as your A-number or User ID) and your Personal Identification Number (PIN). When finished, click Login.

Please Note: ID and PIN are case-sensitive.

To protect your privacy, please Exit (log-out) and close your browser when you are finished.

User ID:
PIN:

Once you have logged in click on the "Student" tab. Once you have gotten to this page the "Degree Works" tab is located on the bottom of the screen.



Personal Information **Student** Financial Aid Employee

Search [RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Student

[Registration](#)
Check your registration status, class schedule and add or drop classes

[Student Records](#)
View your holds, grades and transcripts


[Student Account](#)
View your account summaries, statement/payment history and tax information

[Credit Balance Book Voucher Opt-out process \(Spring 2015\)](#)
Credit Balance Book Voucher Opt-out process

[Degree Works](#)

RELEASE: 8.6 AAMU Self-Service Banner

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

Worksheets
Planner
Plans
Notes
Petitions
Exceptions
GPA Calc
Admin

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

History

Save Save this audit with this new description and freeze status

AAMU Degree Audit

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

Requirements **Degree Progress** 88%

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"/> (T) Transfer Class	<input checked="" type="checkbox"/> REG Registered Course
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	<input checked="" type="checkbox"/> @ Any course number	<input checked="" type="checkbox"/> * 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.	
<input checked="" type="checkbox"/> You meet the minimum GPA requirement	
<input type="checkbox"/> 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					
<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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Worksheet	
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.

Degree Works Functionality Summary

Notes	
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.

Worksheet

Degree Works Toolbars

Navigation Toolbar

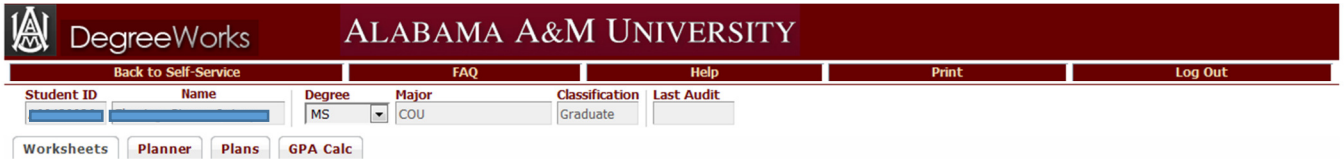
The **navigation toolbar** is located on the top of the screen under the Alabama A&M University logo.



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

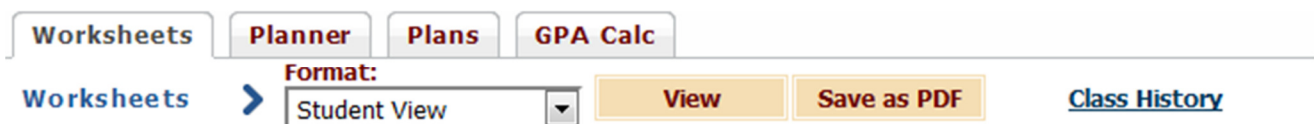
The **audit toolbar** is located under the Navigation toolbar.



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.

Degree Works-Worksheet

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

Form

at Types

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

Symbols:

 **Complete**

- Green check marks: requirement is satisfied


 **Complete except for classes in-progress**

- Blue waves: requirement is in progress

 **Not Complete**

- Red check boxes: requirement has not been satisfied

Student View


DegreeWorks
ALABAMA A&M UNIVERSITY

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

Find
Name
Degree
Major
Classification
Last Audit
Last Refresh

Worksheets
Planner
Plans
Notes
Petitions
Exceptions
GPA Calc
Admin

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

History

(not frozen)

Save Save this audit with this new description and freeze status

AAMU Degree Audit

Student View	
Student	Academic Standing
ID	Degree
Classification	Major
Cumulative GPA	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

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

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

Major in Civil Engineering	GPA: 3.050	Credits Required: 61
Unmet conditions for this set of requirements: 4 Credits needed	Credits Applied: 57	
<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

The screenshot displays the DegreeWorks interface for Alabama A&M University. The top navigation bar includes links for Back to Self-Service, FAQ, Help, Print, Exception Management, Template Management, Change Password, and Log Out. Below this is a search bar with fields for Student ID, Name, Degree (BA), Major (Telecommunications), Classification (Senior), Last Audit, and Last Refresh. A secondary navigation bar contains tabs for Worksheets, Planner, Plans, Notes, Petitions, Exceptions, GPA Calc, and Admin. The main content area shows the 'Registration Checklist' selected, with options to View, Save as PDF, or Process New. There are checkboxes for 'Include in-progress classes' and 'Include preregistered classes'. A 'Class History' link is also present.

History

AAMU Degree Audit

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

Still Needed: See GenEd Requirements - TEL section
 Still Needed: See Major in Telecommunications section
 Still Needed: **CONC block was not found but is required**
 Still Needed: **MINOR block was not found but is required**

■ GenEd Requirements - TEL

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@**

■ Major in Telecommunications Bulletin Year: 2008-2009 Credits Required: 30
GPA: 4 Credits Applied: 15

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**)

✓ Core Requirements - TEL

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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

The screenshot displays the DegreeWorks interface for Alabama A&M University. The top navigation bar includes links for Back to Self-Service, FAQ, Help, Print, Exception Management, Template Management, Change Password, and Log Out. The main header shows the DegreeWorks logo and the university name. Below the header, there are search fields for Student ID, Name, Degree (BS), Major (Environmental Science), Classification (Senior), Last Audit, and Last Refresh. A secondary navigation bar contains tabs for Worksheets, Planner, Plans, Notes, Petitions, Exceptions, GPA Calc, and Admin. The 'What-If' section is active, showing a 'Format' dropdown set to 'Student View' and buttons for 'Process What-If' and 'Save as PDF'. There are checkboxes for 'Include in-progress classes' and 'Include preregistered classes'. The 'History' section displays a message: 'What-If: These requirements are not official until you declare your major.' The 'What If' section shows 'Degree' set to 'Bachelor of Science' and 'Bulletin Year' set to 'Pick a Bulletin Year'. The 'Look Ahead' section is titled 'Choose Your Different Areas of Study' and includes a 'Select an item to add it to your Chosen Area of Study' instruction. It features dropdown menus for 'Major' (Pick a Major), 'Minor' (Pick a Minor), and 'Concentration' (Pick a Concentration). A 'Chosen Areas of Study' box is present with a 'Remove' button. The 'Athletic Eligibility' section is titled 'Choose Your Future Classes' and includes an 'Enter a course and click Add Course' instruction. It has input fields for 'Subject' and 'Number', a 'Find' button, and an 'Add Course' button. A 'Courses you are considering' box is present with a 'Remove Course' button.

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.

The screenshot shows the DegreeWorks interface for Alabama A&M University. The top navigation bar includes 'Back to Self-Service', 'FAQ', 'Help', 'Print', and 'Exception Ma'. Below this is a search bar with fields for 'Student ID', 'Name', 'Degree' (set to BA), 'Major' (Telecommunications), 'Classification' (Senior), and 'Last Audit'. A secondary navigation bar contains buttons for 'Worksheets', 'Planner', 'Plans', 'Notes', 'Petitions', 'Exceptions', 'GPA Calc', and 'Admin'. The 'Worksheets' section is active, showing a 'Format' dropdown set to 'Student View' and a 'Process New' button. Two checkboxes are checked: 'Include in-progress classes' and 'Include preregistered classes'. A red banner highlights the 'Look Ahead' section, stating: 'To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE 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.' Below the banner, the 'Look Ahead' section is active, showing a 'Find' icon and the text 'Enter a course and click Add Course'. There are two input fields: 'Subject' and 'Number', followed by an 'Add Course' button. To the right, under 'Courses you are considering', there is an empty box and a 'Remove Course' button. The left sidebar contains links for 'Worksheets', 'History', 'What If', 'Look Ahead' (highlighted with a blue arrow), 'Financial Aid', 'Aid History', 'Athletic Eligibility', and 'Athletic Eligibility History'.

GPA Calculator

This is not an official calculation of your GPA. It should be used for planning purposes only.

Current GPA	3.50
Credits Remaining	34
Credits Required	120
Desired GPA	3.95

Calculate

The *Graduation Calculator* helps students determine what academic goals they need to set in order to produce a desired GPA. All fields must be filled in order to calculate a desired GPA. For *Credit Remaining*, input the number of required credits minus the number of credits applied. Input the number of credits required (120) in the *Credits Required* field and the GPA desired for graduation. (Insert name) academic GPA is listed below:

Current GPA	3.50
Credits Remaining	34
Credits Required	120
Desired GPA	3.95

To achieve your desired GPA, you would need to average higher than a 4.0. You would need to average a **5.09**.

Recalculate

After pressing **Calculate**, the *Graduation Calculator* will set an objective necessary to produce the desired GPA. If a desired GPA is not feasible, then the calculator will generate an error message stating that the desired GPA is unattainable. Adjust the figures and press **Recalculate**

Term Calculator

With the Term Calculator, students can project their course grades before the end of the semester. In order to do so, select the estimated grade for each class and click **calculate**.

It is recommended to be realistic when inputting grades into the calculator. The Term Calculator cannot offer a set of objectives detailing how to obtain a desired grade; its purpose is forecast a projected GPA based on the student's request.

Students can click **Recalculate** to see their GPA after different circumstances.

This is not an official calculation of your GPA. It should be used for planning purposes only.

Current GPA	<input type="text" value="3.50"/>
Credits Earned So Far	<input type="text" value="6"/>

ERROR

The Grade Information in UCX-STU385 has not been set up. Please alert the Computer Center. We apologize for the inconvenience.

Credits Grade

Advice Calculator

Unlike the *Graduation Calculator*, the *Advice Calculator* is able to calculate a desired GPA without knowing how many credits are remaining for graduation. After clicking **Calculate**, the Advice Calculator will demonstrate how that goal can be achieved.

Current GPA	3.94
Credits Earned	68
Desired GPA	3.95

Calculate

If the objectives for attaining a desired GPA are overwhelming, press **Recalculate** to change the desired GPA.