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Last Revised 03/08/12
DegreeWorks is an accessible and user-friendly advisement tool located within TAMIU’s UConnect portal, providing students and advisors with an organized outlook on degree plan evaluations.

Aimed to help the student progress through his or her degree plan efficiently, DegreeWorks compares the student’s academic history with the degree requirements outlined in the University catalog.

**Who can access DegreeWorks?**

- Undergraduate and Graduate students
- Advising Staff
- Faculty Advisors
- Registrar’s Office.

**DegreeWorks helps by:**

- Displaying the degree requirements and identifying the courses the student must complete to earn his/her degree.
- Providing a “what if” analysis if the student is contemplating changing his/her major.
- Providing a direct link to the course description, pre-requisites, and co-requisites.
- Projecting an estimate of how many semesters it will take the student to graduate.

**How is a DegreeWorks audit different from a student’s transcript?**

- DegreeWorks presents the student and advisor with the courses required in the degree plan, as well as the courses that the student has already taken.
- A student’s transcript is the official college record listing the courses taken each semester. To obtain an official transcript, the student must request one from the Registrar’s Office in USC 121. The student can also access an unofficial transcript online through UConnect, by clicking on the “My Business” tab, then on Registration Status under the Registration Tools channel, then under the “Student” tab, click on “Student Records,” followed by “Academic Transcript.”
To access DegreeWorks, you must be able to login to UConnect. Based on your NetID, DegreeWorks will determine which screens, functions, and information is accessible to you. Only authorized users, such as advising staff and faculty, have access to search functions and information for different students, whereas students can only view their own degree evaluations and information.

**Login to DegreeWorks through UConnect**

**Step 1**

Click on **UConnect** on the **TAMIU** homepage.
**Step 2**

Enter your **NetID** and **Password** in the corresponding fields and click on **Login**.

**Step 3**

You can find the **DegreeWorks Channel** under the **Teaching & Advising Tab**.
Service Buttons and Student Data Information

The top buttons on the main page, once logged in, consist of the following: Frequently Asked Questions (FAQ), Help, Print, and Log Out.

The gray fields below the service buttons cannot be used to search. The Student ID field may be used to search for student information.

The Last Refresh box towards the top right displays the time and day of the latest Banner refresh, concerning the particular student you are advising.

The Last Audit box, located next to the Last Refresh box, displays the time and day of the last audit within the DegreeWorks system.

How to Search for a Student

Option 1: If you know the student’s ID number, enter the Student ID and press Enter.
Option 2: If you do not know the student's ID number or would like to find several students under the same classification, major, etc, click on the Find icon in the upper left hand corner. This will open a search window in which you can filter your search options by Major, Minor, Classification, etc. Once you have set your search parameters, press Search.

A list of students that meet your specific search parameters will be displayed.
Selection options include the following:

- If you are looking for a particular student and find him/her on the list displayed, you can view this particular student's audit information by clicking on **Uncheck All**, selecting the box next to the student's ID, and then pressing **OK**.
- If you would like to view more than one student's audit information, you have the option of either selecting several student ID boxes, or pressing **Check All**, and selecting **OK**.

**Tab Descriptions**

Once a student has been selected, you can choose from the following tabs: Worksheets, Notes, and GPA Calculators.

- **Worksheets** - display different views of student degree audits
- **Notes** - allows you to document the reason for the advising session
- **GPA Calculators** - aids in setting GPA goals.
The **Worksheets** tab is used to obtain student degree audits. After selecting the student you are advising, click on the Worksheets tab. A new worksheet audit for the student will load automatically.

Remember that it is important to click on the **Refresh** button to view the student’s most current information from Banner and then click on **Process New**.

1. Click on the **Refresh** button until the current date and time appear on the **Last Refresh** box. Although it may say that the student information has been refreshed, it may take a few tries before the current day and time appears.

2. Next, click on the **Process New** button to obtain a new audit.
**Demographic Block**

The demographic information of the student that will appear on top of the worksheet comes directly from **Banner** and shows the following: Student Name, TAMIU ID, Level, Classification, TSI Status, Advisor, College, Degree, Major, Minor, Concentration, Banner Catalog Year, TAMIU GPA, TAMIU Hours, Transfer Hours, Overall Hours, Overall GPA, and Academic Standing.

This allows you to verify the student’s degree information. If the information is not current, please advise the student to change his/her degree plan information at the Registrar’s Office.

**Degree Progress**

The Degree Progress bar displays the student’s advancement towards graduation in relation to the student’s declared major, and minor or concentration.

**Legend**

This section displays the meaning of each symbol used within the audit blocks above.
**Degree Requirement Blocks**

The first block will contain a generalized overview of the detailed requirements blocks that will follow below, such as, core curriculum, major, minor, concentration, and foreign language requirements, as well as writing intensive and foreign language/study abroad requirements, if applicable.

At the beginning of each detailed requirements block, you will see credit requirements and GPA information concerning that particular requirement block.
48 credits are required. You currently have X, you still need 43 more credits.
A GPA of 1.0 in your major is required. Your major GPA is X.
Minimum GPA uninstalled:
3 credits at TAMU are needed to meet the residency requirements in the major.
See your advisor for more information about the Foreign Language/Study Abroad requirement.
A TAMU GPA of 2.0 is required. Your TAMU Major GPA is X.

<table>
<thead>
<tr>
<th>Literature Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Young Adult Literature</td>
<td>Still Needed: 1 Class in ENGL 3310</td>
</tr>
<tr>
<td>History of the English Language</td>
<td>Still Needed: 1 Class in ENGL 3359</td>
</tr>
<tr>
<td>The Composition Process</td>
<td>Still Needed: 1 Class in ENGL 3361</td>
</tr>
<tr>
<td>Shakespeare’s Major Plays</td>
<td>Still Needed: 1 Class in ENGL 4301</td>
</tr>
<tr>
<td>Issues in Teaching English</td>
<td>Still Needed: 1 Class in ENGL 4390</td>
</tr>
<tr>
<td>Senior Seminar</td>
<td>Still Needed: 1 Class in ENGL 4399</td>
</tr>
<tr>
<td>Surveys of Literature</td>
<td>Still Needed: ENGL 2323, British Lit: Romanticism-Pres, NA (1) Spring 2012</td>
</tr>
<tr>
<td></td>
<td>Still Needed: 1 Class in ENGL 2322* or 2337* or 2328* or 2332* or 2333* or 2365*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Language Studies</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Studies</td>
<td>Still Needed: 1 Class in ENGL 3341* or 4339</td>
</tr>
<tr>
<td>Advanced Electives</td>
<td>Still Needed: 12 Credits in ENGL 3300 or 4000 except ENGL 3356*</td>
</tr>
<tr>
<td>Reading Courses</td>
<td></td>
</tr>
<tr>
<td>Teaching Reading</td>
<td>Still Needed: 1 Class in EDRD 2309</td>
</tr>
<tr>
<td>Content Reading</td>
<td>Still Needed: 1 Class in EDRD 3320</td>
</tr>
<tr>
<td>Special Topics in Secondary Reading</td>
<td>Still Needed: 1 Class in EDRD 4388*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Teacher Certification - Secondary</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Public School Teaching</td>
<td>Still Needed: 1 Class in EDCE 3361</td>
</tr>
<tr>
<td>Language Acquisition and Development</td>
<td>Still Needed: 1 Class in EDCE 3392</td>
</tr>
<tr>
<td>Methods of Management and Discipline</td>
<td>Still Needed: 1 Class in EDCE 3394 or 3305</td>
</tr>
<tr>
<td>Student Teaching</td>
<td>Still Needed: 1 Class in EDCE 4993</td>
</tr>
<tr>
<td>Teaching Diverse Student Populations</td>
<td>Still Needed: 1 Class in EDDD 4324</td>
</tr>
</tbody>
</table>
Other Requirement Blocks

This block displays information concerning the student’s courses that were not used, not applicable, and in-progress.

- **Courses Not Used** - are courses that are not part of the student’s degree plan
- **Not Applicable** - are courses that include developmental classes and other courses in which the student did not receive credit for, such as an “F,” a “W,” or a “D” (if applicable)
- **In- Progress** - are courses that are currently being taken by the student.

![Course Display](image)

Disclaimer

This section states the disclaimer that the audit is not an official transcript.

![Disclaimer](image)
The **Worksheets** tab contains three side bar options (Worksheets, What-If, and Look Ahead). Once you select the student you are advising, the Worksheet tab will automatically load with the latest audit.

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**Class History**

Although not located under the drop-down menu, **Class History** (located to the right of the Process New button) allows the student and advisor to view taken and transferred coursework. This looks similar to an unofficial transcript.
Worksheets Audit Views (3)

- **Student View** - displays a complete audit view of the student’s academic history; this is the default audit view accessible to both students and advisors
- **Graduation Checklist** - assists with graduation checkout; this view is accessible to advisors only
- **Registration Checklist** - displays the student’s unmet requirements; this view is accessible to both students and advisors and is **recommended** for printing.

**Student View**

The **Student View** format is the default view once you enter the Worksheets Tab. If you are under a different audit view, Student View can be accessed by selecting it on the drop-down menu under Format, and clicking **View**.

The **Student View** is a complete audit view of the student’s academic history and will change each time the student adds, drops, or completes a course. You can save this view as a PDF file for future reference. This worksheet view is **not** recommended for printing since it is lengthy and detailed.
Graduation Checklist

Advisors can change the format view to Graduation Checklist by selecting it on the drop-down menu, and clicking the View button.

The Graduation Checklist format assists with graduation checkout. This worksheet view allows advisors to see which degree and general requirements have been met, as well as those that are still pending to be completed for graduation.

Registration Checklist

This Registration Checklist view can be seen by selecting it on the drop-down menu and pressing the View button.
The Registration Checklist format allows students and advisors to see which areas have not yet been completed, in order to assist the student with advising. This view is recommended for printing. The student should be informed to bring a recent printout of this worksheet to every advising session.

**What-If Audits**

What-If Audits allow you to process projective degree audits using the student’s class history from Banner. If the student is contemplating changing major, is undeclared, or if the degree information displayed is incorrect, students and advisors can use this format to see where the student stands in the proposed degree change.

To generate a What-If Audit, select the level, degree, catalog year, major, minor, and concentration (if applicable) that the student would like to audit his/her class history against, in the drop-down menus provided.
Once the selections appear on the right window, click the **Process What-If** button.

When selecting the criteria for a **What-If Audit**, make sure the proposed combinations are valid. (Ex: A major in Criminal Justice can only be completed with a Bachelor of Science in Criminal Justice degree, so selecting a Bachelor of Arts in the degree field will display an error and will not process a **What-If Audit**.)

It is recommended that this audit be printed or saved as a PDF file, since you will not be able to return to this audit once you exit this format. You may run the audit again with the same parameters if you do not print or save the audit.

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**Look Ahead Audits**

**Look Ahead Audits** can be used to determine whether the course the student plans to take will be counted towards the degree plan the student has declared.
Enter the course subject and number, then click **Add Course**.

The course can be removed by pressing **Remove Course**.
Once you have selected the course(s), click **Process New**.

An updated Student Worksheet Audit will load automatically with the selected course(s) the student wants to check for. If the course(s) selected can be used towards the student’s degree requirement(s), the course(s) will appear in the audit block(s).

If the course(s) selected cannot count towards the student’s degree requirement(s), the course(s) will appear in the **Courses Not Used** section towards the bottom of the audit.
Under the Notes tab, advisors can View Notes and Add Notes.

**View Notes**
- allows you to view notes that have been posted by other advisors or University staff members regarding the student’s audits.

**Add Notes**
- allows you to select from a list of pre-defined notes, to keep consistency among advisor notes.

**Important Notes:**
- Advisor notes can be viewed by everyone, including students. Any notes that are posted will be displayed at the bottom of the worksheet audits.
- If you wish to delete a note you have posted, please email degreeworks@tamiu.edu at the Registrar’s Office.
The GPA Calculators allow students to predict graduation GPAs, end-of-term GPAs, and to estimate which grades will be needed to attain a desired GPA in order to monitor their academic standing.

**Graduation Calculator**

This calculator is a realistic view of whether the student is able to obtain the graduation GPA he/she desires, in relation to the “X” amount of credits remaining for graduation.

**Graduation Calculator Input Fields**

- Current GPA – is the student’s current cumulative TAMIU GPA
- Credits Remaining – are the credits the student is pending for graduation
- Credits Required – are the total credits the degree plan requires
- Desired GPA – is the GPA the student desires to achieve by graduation.

Enter the data into the blank fields and click Calculate.
The results shown below allows the student to see if his/her desired GPA is attainable depending on the amount of hours remaining to complete the degree with his/her current institutional GPA.

Click **Recalculate** to alter any of the data fields.

**Term Calculator**

This calculator is useful in predicting what the end-of-term GPA will be, in relation to the course(s) the student is enrolled for during the current semester.

**Term Calculator Input Fields**
- Current GPA – is the student’s current cumulative TAMIU GPA
- Credits Earned So Far – are the number of earned credits (TAMIU GPA Hours)
- Course Code – are the courses the student is currently enrolled in
- Hours – are the number of hours the course counts for
- Grade – is the final grade the student predicts he/she will earn.
The courses the student is currently enrolled for will appear on this screen. Select the final grade(s) the student predicts he/she will earn and click **Calculate**.

The results shown below allows the student to see what the predicted cumulative TAMIU GPA will be at the end of the semester with the projected grades in the courses that the student is currently enrolled for.

Click **Recalculate** to alter any of the predicted final grades.

**Note:** The calculated TAMIU GPA does not take into account an accurate GPA if a course is being repeated. (Ex: If a student is retaking a course to increase his/her TAMIU GPA, the Term Calculator will not be excluding the first grade the student earned.)
**Advice Calculator**

This calculator allows the student to see what letter grades the student would need to achieve in order to raise his/her GPA.

**Advice Calculator Input Fields**
- Current GPA - is the student’s current cumulative TAMIU GPA
- Credits Earned - are the number of earned hours/credits (TAMIU GPA Hours)
- Desired GPA – is the GPA the student desires to attain.

Enter the desired GPA and click **Calculate**.
The results shown below allow the student to see which grades he/she will need to earn in order to attain the desired GPA.

This calculator also informs the student whether his/her desired GPA is not attainable. An example is shown below.

Click **Recalculate** to alter the desired GPA.
If you encounter any worksheet audit questions or issues, please email the Registrar’s Office at:

**DegreeWorks Email**

degreeworks@tamiu.edu

Please be sure to include the following student information in the body of your email:

- Student Name
- Student ID
- Major
- Catalog Year
- Concern/Issue.
Frequently Asked Questions

General FAQs:

Q: What is DegreeWorks?

DegreeWorks is an accessible and user-friendly advisement tool located within TAMIU’s UConnect portal, providing students and advisors with an organized outlook on degree plan evaluations. Aimed to help the student progress through his or her degree plan efficiently, DegreeWorks compares the student’s academic history with the degree requirements outlined in the University catalog.

Q: Who can use DegreeWorks?

Undergraduate and Graduate students can use DegreeWorks, as well as the advising staff from different departments and the Registrar’s Office.

Q: Can I register for classes in DegreeWorks?

No, students may only be able to register online through UConnect and in person at the Registrar’s Office.

Audit FAQs:

Q: What is a DegreeWorks audit?

A DegreeWorks audit is a degree evaluation that is sectioned off into different block requirements, such as the core curriculum, major, minor, concentration, and other requirements for a degree plan. Each block within the audit works like a checklist that has boxes that are automatically checked when a requirement is met.

Q: What if information in DegreeWorks is not up to date?

There could be many reasons why information in DegreeWorks is not up to date. One is that DegreeWorks may not have been refreshed since a change was made (information is refreshed nightly) to a student record. Second, there could be some paperwork that must be completed at the Registrar’s Office. Check with the Registrar’s Office regarding information not being up to date.

Q: Are my grades visible in DegreeWorks?

Yes. Once grades have been posted at the end of the semester or term, they are viewable in DegreeWorks.
Q: Can I see a list of all of the classes I've taken?
Yes. On the Audits tab, click on the "Class History" link at the top for a list of courses taken at TAMU as well as transfer courses.

Q: Can I change my major/minor/concentration through DegreeWorks?
No. Visit the Registrar’s Office for information on how to change your major/minor/concentration.

Q: Does DegreeWorks include my AP credit and transfer work?
Once AP scores are received from the College Board and credit is granted, they are posted to the student's record and will appear on the audit.

Q: How do I know what classes I need to take?
Your audit will outline courses needed to meet degree, major, minor, and/or concentration requirements within each specific block. You may then use this information to discuss your plan with your Academic Advisor.

Q: I think my audit is incorrect. What should I do?
Please ask your academic advisor for assistance. The first step is to clarify what information you believe is wrong. These are the most common problems and courses of action:

My major is wrong on my audit.
If you have not officially changed your major, contact the Registrar's Office. If you have already officially changed your major, the DegreeWorks audit will only display your active degree audit. If your change is effective for a future term, the change may not reflect until that term.

The requirements for my major are wrong.
Look at the catalog term that appears on the major requirements block of the audit. According to our records, this is the catalog that you are using to complete your major requirements. If you believe you should be using older or new requirements, contact the Registrar's Office.

My transfer courses do not appear in the right place.
If you are concerned about a transfer course that should be applying in the audit, contact the Registrar’s Office.

Classes are not applying in the right place.
DegreeWorks uses a 'best fit' approach for meeting requirements so classes may apply to different sections as you take more courses. If you have further questions, please contact your academic advisor or the Registrar's Office.

My advisor or department chair gave me permission to substitute a course, but it’s not showing on my audit.
Visit the Registrar’s Office. Once substitutions are entered by the Registrar’s Office and a new audit has been run, the change will appear on the audit.
My minor or concentration is missing from my audit.

If you have not officially declared your minor or concentration, contact your academic advisor for instructions. If you have already officially declared your minor, the Registrar’s Office may still be updating your records.

If none of these problems describe your situation, or if you need additional help identifying what’s wrong, contact your academic advisor. If the advisor believes a technical error exists on the audit, they will contact the Registrar’s Office.

Q: When should a student/advisor review a degree audit?

A degree audit can be reviewed at any time; however, it is recommended to do so at least four times a semester. You should always review your audit:

1. Before registering for an upcoming semester.
2. After you register to ensure that the courses apply to your program requirements.
3. After grades are posted for each semester.
4. Any time changes are made to your schedule or major.

Q: How is my degree audit different from my transcript?

Your degree audit is a tool to provide you with academic information related to your degree progress. It displays courses required and completed in your degree program. Your transcript is your official university academic record and provides a chronological list of courses completed and other academic information.

Q: I've seen the @ symbol in several places on my audit. What does this mean?

This is a wild card in DegreeWorks. If the @ sign appears with course numbers after it (i.e., @1000:4999), it means that you can take any subject area with that level (a 1000-4000 level course from any subject area). If it appears after a subject prefix (i.e., CRIJ @), it means that you can take any course with that subject prefix (any course in Criminal Justice).

Q: Who should I contact if I still have questions or disagree with the audit?

Please contact your academic advisor.

What-If Audit FAQs:

Q: I want to change my major. How can I see what would be required if I made this change?

You can use the "What-If" option on the Audits tab to do an audit using criteria you select. Please be sure to select a Degree, Catalog term and Major along
with any corresponding Minors or Concentrations. What-If audits do not guarantee that you will be able to major in the area you select. If you decide you'd like to change your major, contact the academic advisor of the new major for information and instructions.

Q: Why am I receiving an error when I run a What-If scenario?
   
The What-If tool requires that you make a selection in the "Major" field. Failure to select a major will result in an error.

Q: Can my advisor see my What-If scenario?
   
Since What-If scenarios are not stored in DegreeWorks, your advisor can only see your results if the two of you work through a What-If procedure together. You can also print a copy to show your advisor.

GPA Calculator FAQs:

Q: What does the Graduation Calculator show?
   
The Graduation Calculator is a realistic view of whether you are able to obtain the graduation GPA you desire.

Q: What does the Term Calculator show?
   
The Term Calculator is useful in predicting what your end-of-term GPA will be, in relation to the course(s) you are enrolled for during the current semester.

Q: What does the Advice Calculator show?
   
The Advice Calculator allows you to see what letter grades you would need to achieve in order to raise your GPA.

Q: Are the calculated GPAs guaranteed?
   
No. All GPAs are estimates only, because they do not take into account if you are repeating any courses.