**Purpose:**
DegreeWorks will replace our current Manual and CAPP audit system to produce official degree evaluations.

**Implementation Plan:**
We will complete a soft go live beginning FALL 2012. This will include testing and utilization by all advisors for students under the FALL 2010 & FALL 2011 catalog years.

By SPRING 2013 we will be fully transitioned into using DegreeWorks.

**How it Works:**
For about a year prior to implementation, members of the Registrar’s Office and Office of Graduate Studies have been “scribing” or programing the requirements for each degree individually into the software. When you select a program for the degree evaluation, the software reads the scribe and returns a nicely formatted copy for your viewing pleasure.

**What’s the Purpose?**
This software will allow students the ability to easily read, interpret, and identify the various components of their degree plan. It should increase efficiency and ease communication between advisor and advisee. This software allows students to effortlessly investigate other degree options and several previously requested capabilities including GPA calculations.

**Points of Contact:**
Undergraduate concerns will be directed to the Office of the Registrar and Graduate concerns will be directed to the Office of Graduate Studies. Specific details are given in the FAQs.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessing DegreeWorks</td>
<td>4</td>
</tr>
<tr>
<td>Basics Worksheet Features</td>
<td>7</td>
</tr>
<tr>
<td>Finding a Student</td>
<td>8</td>
</tr>
<tr>
<td>Conducting a What If Analysis</td>
<td>9</td>
</tr>
<tr>
<td>Look Ahead</td>
<td>10</td>
</tr>
<tr>
<td>Leaving Notes</td>
<td>12</td>
</tr>
<tr>
<td>Using the GPA Calculators</td>
<td>13</td>
</tr>
<tr>
<td>FAQs</td>
<td>15</td>
</tr>
</tbody>
</table>
ACCESSING DEGREEWORKS

1. Go to the TAMU-Texarkana home page: www.tamut.edu

2. Click on “Web for Students”

3. Use your CWID and Password to Log-In
4. Click on the “Faculty Services” Tab

5. Select Student Information Menu


7. Select a Term

8. Enter Student ID
9. SUBMIT

10. Click “Access DegreeWorks”
BASIC WORKSHEET FEATURES

**Process New:** If recent changes have been made and could affect DegreeWorks, use this option to see them reflected on the audit (i.e. substitutions approval).

**Refresh Button:** Use this button to refresh information in the DegreeWorks application after changes in Banner have been processed. Remember, once you “refresh” you will also need to “Process New” to see the effect of the Banner changes.

**Worksheet:** Provides students with their degree audit.

**Notes:** Leave permanent notes for the students concerning progress. All notes are predefined.

**GPA Calc:** Process different scenarios and determine impact to GPA.

**Format:** Toggle between “Student View” and “Graduation Checklist” by using the drop down menu and clicking “View” button.

**Save as PDF:** Convert what you view to a PDF for easy saving and sharing.

**What If:** Process a what if analysis under this tab.

**Look Ahead:** See how planned courses will fit into the Degree Plan.
FINDING A STUDENT

1. Click on the “Find” icon in the upper left corner.

2. For best results leave all fields blank and search by name. (Note that the order requires First Name then Last Name)

3. Click on Search. Any found students will populate here at the bottom.

4. Click “OK” once the appropriate student has been found and selected.
CONDUCTING A WHAT-IF ANALYSIS

1. Click on “What-If” under the Worksheets tab.
2. Click “Process What-If” to see audit.

Select information such as level, degree, catalog, major, minor, etc.
LOOK AHEAD

1. Select Look Ahead from the left menu under Worksheet

2. Add the courses you are planning for the student to take and select “process new”
3. The worksheet will now include the planned courses and place any unusable courses under “electives.”
LEAVING NOTES

1. Click on the Notes tab along the top, then “Add Note” in the left menu.

2. Select a predefined note from the menu.
USING THE GPA CALCULATORS

1. Click on **GPA Calc** along the top. There are three different calculators that can be used: Graduation Calculator, Term Calculator, and Advice Calculator.

**Graduation Calculator**- Projects the remaining average he/she would need to reach a specific GPA for graduation.

**Term Calculator**- Calculates the projected GPA based on “hypothetical” grades for the semester.
Advice Calculator - Projects the quickest way to achieve a goal GPA.
FREQUENTLY ASKED QUESTIONS (FAQs)

1. Who can use DegreeWorks?
   - All currently enrolled *undergraduate and *graduate Texas A&M University-Texarkana students can use DegreeWorks.
     * Undergraduates & Graduates of Catalog Year 2010 and forward.
   - Faculty can use DegreeWorks as an advising tool.

2. What is DegreeWorks?
   DegreeWorks is a web based planning tool to help students and advisors monitor student progress toward degree completion.

3. When should a student review their degree audit?
   The degree audit should be reviewed:
   1. Prior to meeting with an advisor.
   2. Prior to registering for courses.
   3. At the beginning of each new term.
   4. At the end of each term.
   5. Prior to applying for graduation.
   6. After any changes to major, minor, concentration, or plan of study.

4. Where can I access DegreeWorks?
   DegreeWorks is located in your Web for Faculty account. (See Pages 4-6)

5. What should I do if the student’s major, minor, or concentration is not correctly displayed?
   Does the student need to submit a Change of Degree Declaration Form? If not, contact the Registrar’s office.

6. Who should I contact if the degree requirements on DegreeWorks do not match the catalog?
   Did you trouble shoot to ensure that you are looking at the correct catalog year? If you find that the student’s catalog requirements are incorrect, contact the Registrar’s office.
7. Transfer work is not showing or is in the incorrect place, who can correct this?

Check with the Registrar’s office to ensure that we have received transcripts with the most up-to-date information. Otherwise, they can assist you with understanding and/or fixing the problem.

8. Are there requirements for graduation that DegreeWorks does not check?

All requirements for graduation will appear on DegreeWorks. However, final clearance is still made through the Registrar’s office.

9. How will substitutions work with DegreeWorks?

A substitution card must be filled out and approved by the advisor and dean. It will then be submitted to the Registrar’s office for processing.

10. I have seen the “@” symbol in several places on the student’s worksheet. What does this mean?

This is a wild card in DegreeWorks. If the @ sign appears with course numbers after it (i.e., @ 100:499), it means that the student can take a 100-400 level course from any subject area. If it appears after a subject prefix (i.e., ENG @), it means that the student can take any course level within that subject. If it appears with nothing before or after it, you can take any course from any area and any level.