

**SOUTHERN ILLINOIS UNIVERSITY  
EDWARDSVILLE**

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**SIUE DegreeWorks  
Basic User Guide**  
Version 03/14/2024

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# Day-to-Day Operations

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## Introduction

The goal of this section is to explain the day-to-day procedures for processing individual student's degree audits.

## Objectives

In this section you will learn how to

- Log in and navigate Degree Works
- Access and review student's information
- Process a degree audit
- Manage student education planner
- Manage petitions
- Process exceptions
- Calculate student GPA's
- Process reports.

# Logging into Degree Works

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## Introduction and basic access to Degree Works

For security purposes, a login is required before you may access Degree Works.

To access Degree Works, you will need to log into CougarNet using either your e-ID or 800#. Then click on Faculty Services and the Degree Works link.



After clicking on this link, the Degree Works landing page will open automatically. All advisors, staff and faculty users will enter Degree Works on the Student Context view. This page contains a brief description of some of the available functions in Degree Works. The security access rights of the user will dictate the ability to search for students. Advisors and Faculty have access to search for students, whereas students do not have access to this functionality.

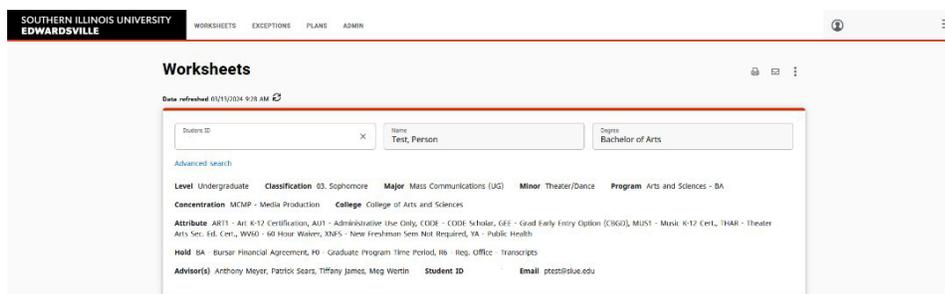


As an advisor or faculty, you will have access to Find Students. To look up students, you can either enter in their 800# in the **Student ID** field or click on **Advanced Search**.



# Entering and Retrieving a Student

If you choose to enter a student ID has been directly entered into the **Student ID** field, the student information is loaded into the Student Context Area. This view allows you to select the appropriate tab (Worksheets, Notes, GPA Calc) to perform the required task in Degree Works. It will also populate the student's information in the student context fields (Degree, Major, Level, Student Class Level, Last Audit, and Note icon).



The field name and description in the student context area are listed in the table below.

Item	Description
<b>Student ID</b>	Enter student ID.
<b>Name</b>	Displays student's name. If multiple students are selected, click the <b>Name</b> drop-down to view list of students.
<b>Degree</b>	Displays currently enrolled degree(s) for the student ID shown. If students have enrolled in multiple degrees, click the <b>Degree</b> drop-down to view list of degrees for that student. Select desired degree.
<b>Level</b>	Displays student's level/school for the chosen filed. (e.g., Undergraduate)
<b>Classification</b>	Student Class Level. Displays the student's classification for the chosen degree. (e.g., Freshman)
<b>Major</b>	Displays student's major(s) for chosen degree.
<b>Minor</b>	Displays student's minor(s) for chosen degree.
<b>Program</b>	Displays college and degree type.
<b>Concentration</b>	Displays student's major's concentration(s) for chosen degree.

<b>College</b>	College of the first sequenced major.
<b>Attribute</b>	Displays attributes, certifications, and other descriptions of the student.
<b>Hold</b>	Displays holds that the student has (e.g. financial, advisor, and other holds).
<b>Advisors(s)</b>	Displays all advisors of the students.
<b>Student ID</b>	Displays Student ID
<b>Email</b>	Displays Student`s campus email
<b>Last Audit</b>	Displays the date an audit was last processed for the chosen degree.

## Using the Find Icon

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You can click the **Advanced search** to search for an individual or a group of students. Once clicked, the **Find Students** window opens where the user can select an individual student or a specific population of students.

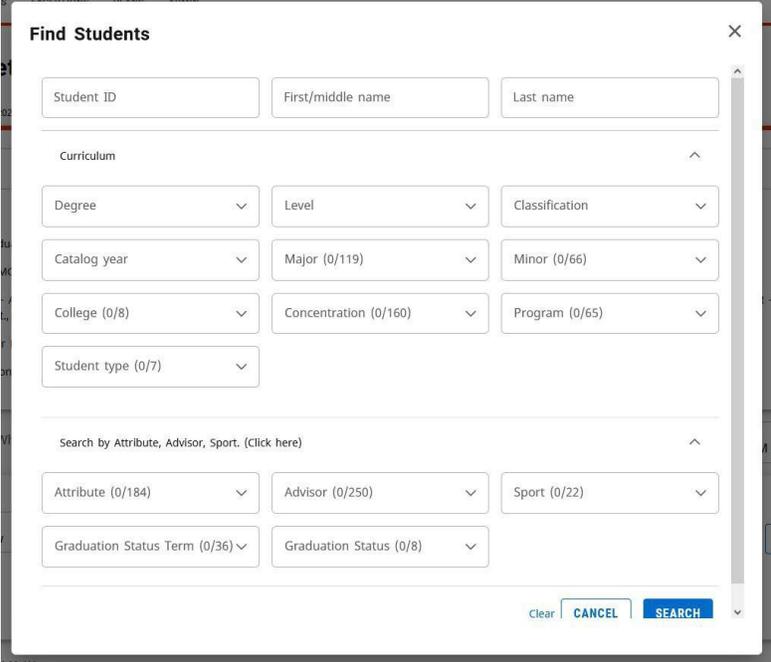
If selecting repeatable search fields, they will populate in the **Chosen Repeatable Search Criteria** box. For those repeatable search fields, it will allow you to choose multiple selections for a single search.

When using Graduation Status and Cohorts, it is highly recommended to use both Graduation Status Term and Graduation Status together. The same is true for Cohort Term and Cohort section fields.

After selecting the appropriate fields, click **Search**. The population of students will appear at the bottom under *Student Search*. Then you would be able to click **Ok** to return to the Student Context View for the population you have selected and the Worksheet view for the first student appearing in your search.

Note: You have the option to click the **Check All** button to select all the population or **Uncheck All** to deselect all students.

## Find Student Window



The screenshot shows the "Find Students" window with the following search criteria fields:

- Student ID
- First/middle name
- Last name
- Curriculum section with expandable options:
  - Degree
  - Level
  - Classification
  - Catalog year
  - Major (0/119)
  - Minor (0/66)
  - College (0/8)
  - Concentration (0/160)
  - Program (0/65)
  - Student type (0/7)
- Search by Attribute, Advisor, Sport. (Click here) section with expandable options:
  - Attribute (0/184)
  - Advisor (0/250)
  - Sport (0/22)
  - Graduation Status Term (0/36)
  - Graduation Status (0/8)

At the bottom right, there are buttons for "Clear", "CANCEL", and "SEARCH".

## Training scenario

In this scenario you are an advisor searching for freshmen that are enrolled in any Bachelor of Arts program.

## Steps

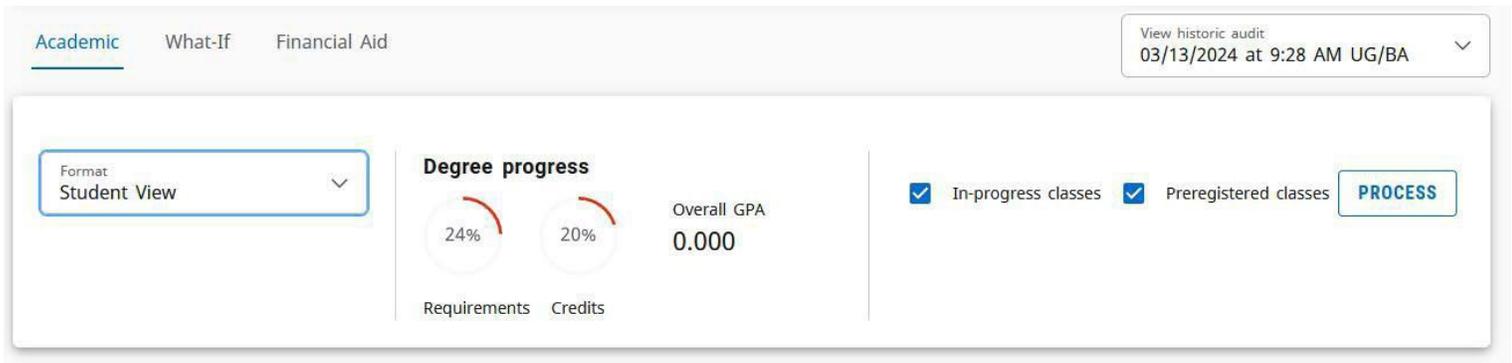
Follow these steps to complete the process.

1. Once logged into Degree Works, click the **Advanced search**.
2. Click the **Degree** drop-down and select Bachelor of Arts.
3. Click the **Classification** drop-down and select Freshman.
4. Click the **Search** button to search for specific population.
5. Once the population is found, click or unclick the check box for each student until you have the list of students for which you want to retrieve records.  
Note: You have the option to click the **Check All** button (next to the ID column) to select all the population or **Uncheck All** to deselect all students.
6. Click the **OK** button to retrieve student records.
7. The first student record is displayed in the Worksheet window.
8. Click the **Name** drop-down to view additional records.

# Navigating the Worksheet

The Worksheet tab allows you to review the student's most recent audit. The **Format** drop-down provides various audit report formats that can be viewed. This drop-down defaults to the Student View which will appear on the screen. Other Worksheets views are Student View (default), Graduation Checklist, and Registration Checklist. If a different view is selected, click the **Process** button to display the details of the report.

The field names and general description for the Worksheet are listed in the table below.



Item	Description
<b>Format field</b>	Select the appropriate audit report format to be viewed.
<b>In-progress Classes</b>	Includes currently enrolled classes
<b>Preregistered Classes</b>	Includes future registered classes
<b>View Historic Audit</b>	View previous processes
<b>Process</b>	Process the view and check boxes

# Using Course Link

Degree Works allows users to click on hyperlinked courses listed in the advice section to see a description of the course. If this feature is enabled, Degree Works audit reports can link to Banner to retrieve text and section information about courses shown. The description may contain a listing of all or any of the following: the course title, number of credits, course description, pre-requisites, attributes, section information, etc.

To bring up information about courses listed as **Still Needed**, click on one of the hyperlinked courses or attributes listed in the advise section as indicated below.

- Foreign Language (taken in same language)
- Still needed:** 2 Classes in **ARA** @ with [attribute = FL](#) or **CHIN** @ with [attribute = FL](#) or **FL** @ with [attribute = FL](#) or **FR** @ with [attribute = FL](#) or **GER** @ with [attribute = FL](#) or **GRK** @ with [attribute = FL](#) or **ITAL** @ with [attribute = FL](#) or **LAT** @ with [attribute = FL](#) or **RUSS** @ with [attribute = FL](#) or **SPAN** @ with [attribute = FL](#) or **TRF** @ with [attribute = FL](#)

Upon clicking on ARA 101, a new window will open displaying the following information.

**Course Information**

**ARA 101 - 4 Credits - Elementary Arabic I**

Listening, speaking, reading, and writing. Culture of Arabic-speaking countries. Lab included.

**Attributes:**  
HUM FL EREG BICS

**Sections:**

Term	CRN	Section	Seats open	Meeting times
Fall 2024	35888	001	25 (out of 25)	M W F 10:00am - 10:50am To be announced

**ARA 101 - 4 Credits - Elementary Arabic I**

Listening, speaking, reading, and writing. Culture of Arabic-speaking countries. Lab included.

**Attributes:**  
HUM FL EREG BICS

**Sections:**

Term	CRN	Section	Seats open	Meeting times
Fall 2024	35888	001	25 (out of 25)	M W F 10:00am - 10:50am To be announced

## Training scenario

In this scenario you are an advisor who will research information about course options provided in the student audit.

## Steps

Follow these steps to complete the process.

1. On the Student View audit, click the hyperlink on any course in the **Still Needed** column.
2. The Course Information window opens and displays information pertaining to the course.

Note: If the course key selected is non-specific (e.g., the course key contains a course range or wild card), you will be taken to the top of the list window. If the link is unable to locate the requested course(s) in the course catalog, you will receive an error message.

3. Click the **Exit** icon on the Course Information window to return to the student's audit.

# Processing Audits

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## Section goal

At the end of this section you will be able to process degree audits for students.

## Section objectives

In this section you will learn how to

- Process an audit
- View saved Historical Audit(s)
- Process a Look Ahead audit
- Process a What-If audit.

# Processing Degree Audits

You can process a degree audit using the Worksheet tab. To begin the degree audit, enter or select the student for whom you wish to process an audit and click the **Enter** or **Tab** key on the keyboard. The student context information automatically displays student information and the Worksheet tab opens. Once in the Worksheet, click the **Process** button.

**Note:** Data not yet extracted from Banner will not be included in the audit. Please contact Registrar Office if an extract of student data would be required. Banner student data is updated on a nightly basis and new audits are produced if student data has changed since the last audit was ran.

The screenshot displays the 'Worksheets' interface in DegreeWorks. At the top, it shows 'Data refreshed 03/13/2024 9:28 AM'. Below this is a search bar with fields for 'Student ID', 'Name' (Test, Person), and 'Degree' (Bachelor of Arts). There are tabs for 'Academic', 'What-If', and 'Financial Aid'. A 'View historic audit' dropdown shows '03/14/2024 at 8:56 AM UG/BA'. The 'Degree progress' section shows 'Overall GPA 0.000' and progress indicators for 'Requirements' (24%) and 'Credits' (20%). There are checkboxes for 'In-progress classes' and 'Preregistered classes', and a 'PROCESS' button. The 'Audit date' is '03/14/2024 8:56 AM'. Below this is a 'Degree in Bachelor of Arts' section with a red 'INCOMPLETE' status. It shows 'Credits required: 120', 'Credits applied: 39', 'Catalog year: 2020-2021', and 'GPA: 0.000'. A message states 'You currently have 16 credit hours from a Senior Level Institution.' A table lists requirements: 'Minimum Degree Credit Hours Required' (Still needed: 81 more credit hours) and 'Minimum 30 Credit Hours Required at Senior Level Institution' (Still needed: 14 more credit hours).

## Training scenario

In this scenario you are an advisor who is running a degree audit for a student.

## Steps

Follow these steps to complete the process.

1. In the student context area, enter the student ID in the **Student ID** field and click **Enter** or **Tab** on the keyboard.

Note: The student context area automatically populates and the worksheet tab opens.

2. Click the **Format** drop-down and select the desired format.
3. Click the **View** button to view the worksheet.
4. Click the **Include in progress classes** and **Include preregistered classes**.

Note: Both check boxes are checked by default. If you want to eliminate either category of classes, uncheck the check box(s). This functionality may be suppressed in the SureCode set up.

5. Click the **Process New** button to run the audit.
6. Review the data report in the Worksheet.

# Viewing Historical Degree Audit

The **View History audit** option allows you to view a student's saved audits. To access historical audits, you must first select a student in the Student Context area and click the **Worksheet** tab before clicking the **View History audit** link.

Note: History is built every time a new audit is processed for a student, either manually or through the nightly processes. Consequently, the historical audits may cover a period of seconds to a period of weeks. Degree Works will save historical audits and any frozen audits that have been manually frozen by the advisor.

The screenshot shows the 'Worksheets' interface in Degree Works. At the top, there are search fields for Student ID, Name (Test Person), and Degree (Bachelor of Arts). Below this is an 'Advanced search' section with various filters for Level, Classification, Major, Minor, Program, Concentration, Attribute, Held, and Advisor(s). A dropdown menu labeled 'View historic audit' is highlighted with a purple box, showing a list of audit dates and times, with '03/14/2024 at 8:56 AM UG/BA' selected. Below the search section, there are tabs for 'Academic', 'What-If', and 'Financial Aid'. The 'Academic' tab is active, showing 'Degree progress' with a 'Student View' dropdown, progress indicators for Requirements (24%) and Credits (20%), and an Overall GPA of 0.000. There are checkboxes for 'Inprogress classes' and 'Preregistered classes', and a 'PROCESS' button. At the bottom, there is an 'Audit date' section showing '03/14/2024 8:56 AM' and a 'Collapse all' link. The main content area displays a 'Degree in Bachelor of Arts' audit that is 'INCOMPLETE'. It shows 'Credits required: 120', 'Credits applied: 39', 'Catalog year: 2020-2021', and 'GPA: 0.000'. Below this, there are two rows of requirements with 'Still needed' status and descriptions of the remaining credit hours.

## Training scenario

In this scenario you are an advisor who wants to view previous audits that were run for a student.

### Steps

Follow these steps to complete the process.

1. Once logged into Degree Works, enter student ID and click the **Enter** or **Tab** key on the keyboard.
2. Click the **Worksheet** tab.
3. Click the **History** link.
4. Click the **Format** drop-down and select the desired audit report.
5. Click the **Historic Report** drop-down and select a report.
6. Click the **View** button to view the historic audit report.

# Processing What-If Audits

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The What-If audit allows you to process hypothetical degree audits for a student using their current class history. You can audit a student against the requirements for a different major, minor, degree, catalog year or other selectable items.

To generate a What-If audit, select **What-If below the search block**, on the left of Academic and then select the requirements you wish to audit the student against. After selecting the appropriate fields, click on the **Process What-If** button.

**Note:** Users can add Future Classes to see how they would fulfill requirements in the selected major/minor that was selected for the What-If audit.

**What-If Analysis**

Use current curriculum  In-progress classes  Preregistered classes

**Program**

Catalog year \*  
2020-2021

Program \*  
Arts and Sciences - BA

Level \*  
Undergraduate

Degree \*  
Bachelor of Arts

**Areas of study**

Major \*  
Concentration  
Minor

**Additional areas of study**

**Future classes**

Subject  
Number

## Training Scenario

In this scenario you are an advisor who is running a speculative degree audit on a student.

### Steps

Follow these steps to complete the process.

1. Once logged into Degree Works, enter student ID and click the **Enter** or **Tab** key on the keyboard.
2. Click the **Worksheet** tab.
3. Click the **What-If** link.
4. Click the **Format** drop-down and select a report format.
5. In the What-If section, click the **Catalog Year , Level, and Degree** drop-down(s) to change the criteria.

NOTE: All selections below are optional and can be used in any combination.

6. In the Choose your Different Area of Study section, click the **Major** drop-down and select the requirements you wish to audit the student against.

Note: Multiple majors may be selected. All items selected in this section will be moved to the window on the right. If you want to remove items in the right window, highlight it and click the **Remove** button.

7. Click the **Minor** drop-down and select the requirements you wish to audit the student against.

Note: Multiple minors may be selected.

8. Click the **Concentration** drop-down and select the requirements you wish to audit the student against.

Note: Multiple concentrations may be selected.

9. In the Choose Your Future Classes section, enter the desired course in the **Subject and Number** field. This section allows you to add courses that are not yet in the student's course history to see how they will impact the speculative audit. See Processing Look Ahead Audits in this workbook for further details.

Note: Click the **Find** icon to locate a list of classes. If you want to remove a course in the right window, highlight it and click the **Remove Course** button.

10. Click the **Process What-If** button and view the report.

# Processing Future Classes Audits

The Future Classes allows you to see an audit of their current declared degree/major and minor (if applicable) showing courses that you plan to register for in future terms.

**Note:** Future Classes are processed against the student's current choices of degree, major, minor, etc. and are not saved in the database.

The screenshot shows the 'Future classes' section of a software interface. It features two input fields: 'Subject' and 'Number', with an 'ADD' button to the right. Below these fields, a list of added courses is shown, with 'RA 101' as the first entry. At the bottom right of this section are 'RESET' and 'PROCESS' buttons. Below the input fields is a 'Degree progress' section with a 'Format Student View' dropdown menu. It displays two progress indicators: 'Requirements' at 36% and 'Credits' at 35%, along with an 'Overall GPA' of 0.000.

Reasoning and Argumentation (must be completed within first 45 hours) RA 101 Reasoning and Argumentation PLAN (3) Planned Term

## Training scenario

In this scenario you are an advisor exploring options for a student that forecasts future courses.

### Steps

Follow these steps to complete the process.

1. Once logged into Degree Works, enter student ID and click the **Enter** or **Tab** key on the keyboard.
2. Click the **What-If** tab.
3. Go to the Future Classes section.
4. Enter the course subject in the **Subject** field.
5. Enter the course number in the **Number** field.
6. Click the Add button.

Note: Multiple courses may be entered. All items in this section will be moved to the window on the right. If you want to remove items in the right window, highlight it and click the **Remove Course** button.

7. Click the **Process New** button and view the report.

# Using the Note Function

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## Section goal

At the end of this section advisors and or staff members will be able to view and add note in the **Note** Function.

## Section objectives

In this section you will learn how to

- View an note
- Add a note

# Viewing and Adding Notes

The **Notes** function allows advisors and/or staff to document academic advice on a student record. The notes function is located on the triple dots on the right hand side.

## Worksheets

Data refreshed 03/13/2024 9:28 AM

The entered notes can be viewed by students on Degree Works on the web or via printed audit reports.

## Worksheets

Data refreshed 03/13/2024 9:28 AM

Student ID  Name Test, Person Degree Bachelor of Arts

Advanced search

Level Undergraduate Classification 03. Sophomore Major Mass Communications (UG) Minor Theater/Dance Program Arts and Sciences - BA

Concentration MCMP - Media Production College College of Arts and Sciences

Attribute ART1 - Art K-12 Certification, AU1 - Administrative Use Only, CODE - CODE Scholar, GEE - Grad Early Entry Option (CBGD), MUS1 - Music K-12 Cert., THAR - Theater Arts Sec. Ed. Cert., WV60 - 60 Hour Waiver, XNFS - New Freshman Sem Not Required, YA - Public Health

Hold BA - Bursar Financial Agreement, F0 - Graduate Program Time Period, R6 - Reg. Office - Transcripts

Advisor(s) Anthony Meyer, Patrick Sears, Tiffany James, Meg Wertin Student ID Email ptest@siue.edu

- GPA Calculator
- Class History
- Petitions
- Notes

Add a note by clicking on the **Add a New Note** button

### Notes

- Created on 02/08/2022  
By Hinterscher, Brian G  
Student was advised to apply for graduation for Spring 2022.
- Created on 09/16/2021  
By Sears, Patrick  
www.siue.edu/registrar
- Created on 12/22/2020  
By Sears, Patrick  
LCCC Course Fall 2020 - MTH 120, BIO 199, ART 100, Elective
- Created on 06/16/2020  
By Sears, Patrick  
IAI GECC Review - Student would need IAI Hum, IAI SS, IAI Hum or SS

**ADD A NEW NOTE**

You can start a note by picking the Predefined Notes.

Student was advised to register for the courses listed on the Student Educational Planner on the Plans tab.

Student and advisor discussed student career or graduate school plans.

Student was advised to apply for graduation by the official deadline.

Student was advised to consider financial aid consequences before withdrawing from any course.

Student was advised to...

Not available to student

You can have it available to the student by selecting Not available to student. To submit the note, click the **Save Note** button.

**Add a new note**



Predefined notes ▼

Add description

Not available to student

CANCEL

SAVE NOTE

## Training scenario

In this scenario you are an advisor who will add a note for the student to view on the web.

## Steps

Follow these steps to complete the process.

1. Click the **triple dots**.
2. Click the **Note** link.
3. Click the **Add a New Note**
4. Select a preexisting note(s) and/or type a note in the free form text box.
5. Click the **Save Note** button to save the note.

Note: If you need to redo your note, click the **triple dots** button and select Edit note and retype the note before saving.

# Using GPA Calculators

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## Section goal

At the end of this section advisor, staff members and/or students will be able to utilize graduation, term and advice GPA calculators.

## Section objectives

In this section you will learn how to

- Use the graduation GPA calculator
- Use the term GPA calculator
- Use the advice GPA calculator.

# Calculating Graduation GPA

The **Graduation Calculator** allows advisors, staff members and/or students to enter Credits Remaining, Credits Required and Desired GPA. When the calculate button is pressed the calculator returns the average grade the student needs to achieve the Desired GPA. The GPA calculator is located at the triple dot button on the right hand side.

**Worksheets** 🖨️ ✉️ ☰

Data refreshed 03/13/2024 9:28 AM ↻

**Plans**

Data refreshed 03/13/2024 9:28 AM ↻

Student ID  × Name  Degree

[Advanced search](#)

Level Undergraduate Classification 03. Sophomore Major Mass Communications (UG) Minor Theater/Dance Program Arts and Sciences - BA

- GPA Calculator
- Class History
- Petitions
- Notes

## GPA Calculator



[Graduation Calculator](#) Term Calculator Advice Calculator

Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal.

Current GPA \*  
0.000

Credits remaining \*  
96

Credits required \*  
120

Desired GPA \*

**CALCULATE**

## Training scenario

In this scenario you are an advisor who needs to calculate the average grade a student needs to achieve a Desired GPA.

## Steps

Follow these steps to complete the process.

1. Click the **triple dot** button.
2. Click the **GPA Calculator** link.
3. If need be, Enter the amount of credits remaining to graduation in the **Current GPA** field.
4. If need be, Enter the amount of credits remaining to graduation in the **Credit Remaining** field.
5. If need be, Enter the total number of credits required to graduate in the **Credits Required** field.
6. Enter the desired graduation GPA in the **Desired GPA** field.
7. Click the Calculate button to view the average required to attain desired results.
8. If you wish to run the Graduation Calculation again, click the **Recalculation** button and repeat Steps 3 through 6.

# Calculating Term Desired GPA

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The **Term Calculator** allows advisors, staff members and/or students to calculate an end of term GPA based on the student's anticipated performance for the term. It takes course credits and grades as input and returns an end of term GPA based on those grades.

**Note:** If a student is repeating a course, the original course will remain in the GPA calculation until such time as it is excluded from the student record.

**GPA Calculator** ×

Graduation Calculator **Term Calculator** Advice Calculator

Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term.

Current GPA * 0.000	Credits earned * 39.0
------------------------	--------------------------

[Add Course](#)

Course *	Credits *	Grade * A	<input type="button" value=""/>
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## Training scenario

In this scenario you are an advisor who needs to calculate an end of term GPA for a student.

## Steps

Follow these steps to complete the process.

1. Click the **triple dot** button.
2. Click the **GPA Calculator** link

Note: Notice that the Current GPA, Credits Earned so far, and the student's current courses have been preloaded in the form. If no courses are currently listed, you may still use the calculator by entering the requested information.

3. Click the **Grade** drop-down for each course and select the projected grade that student expects to receive.

Note: The grade options available in the **Grade** drop-down are controlled in SureCode.

4. Click the **Calculate** button.
5. If you wish to run the Term Calculation again, click the **Recalculation** button and repeat Steps 2 through 4.

# Calculating Advice GPA

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The **Advice Calculator** allows advisors, staff members and/or students to enter desired GPA and returns different combinations of grades that identify how a student can achieve that desired GPA.

**Note:** The Advice Calculator will use a maximum of 150 total credits when calculating options. Options that would exceed 150 credits are not shown.

### GPA Calculator ×

Graduation Calculator   Term Calculator   **Advice Calculator**

Enter your desired GPA at graduation to see the grades you need to earn to achieve that goal.

Current GPA *	0.000
Credits earned *	39.0
Desired GPA *	

**CALCULATE**

## Training scenario

In this scenario you are an advisor who returns different combinations of grades in the Advice Calculator to determine grades student must maintain to achieve desired GPA's.

## Steps

Follow these steps to complete the process.

1. Click the **triple dot** button.
2. Click the **Advice Calculator** link.

Note: Notice that the Current GPA and Credits Earned fields automatically populate.

3. Enter the desired GPA in the **Desired GPA** field.
4. Click the **Calculate** button.
5. If you wish to run the Advice Calculation again, click the **Recalculation** button and repeat Steps 3 and 4.