



SIUE DegreeWorks
Basic User Guide
Version 8/2/2018

Table of Contents

Day-to-Day Operations	3
Logging into Degree Works.....	4
Entering and Retrieving a Student	5
Using the Find Icon	6
Navigating the Worksheet	8
Using Courselink	9
Processing Audits	12
Processing Degree Audits.....	13
Viewing Historical Degree Audits	15
Processing What-If Audits	16
Processing Look-Ahead Audits	18
Using the Note Tab	19
Viewing and Adding Notes	20
Using GPA Calculators	21
Calculating Graduation GPA	22
Calculating Term Desired GPA	23
Calculating Advice GPA	25

Day-to-Day Operations

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

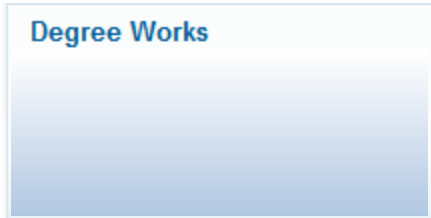
- Log in and navigate Degree Works
- Access and review students information
- Process a degree audit
- Manage student education planner
- Manage petitions
- Process exceptions
- Calculate student GPA's
- Process reports.

Logging into Degree Works

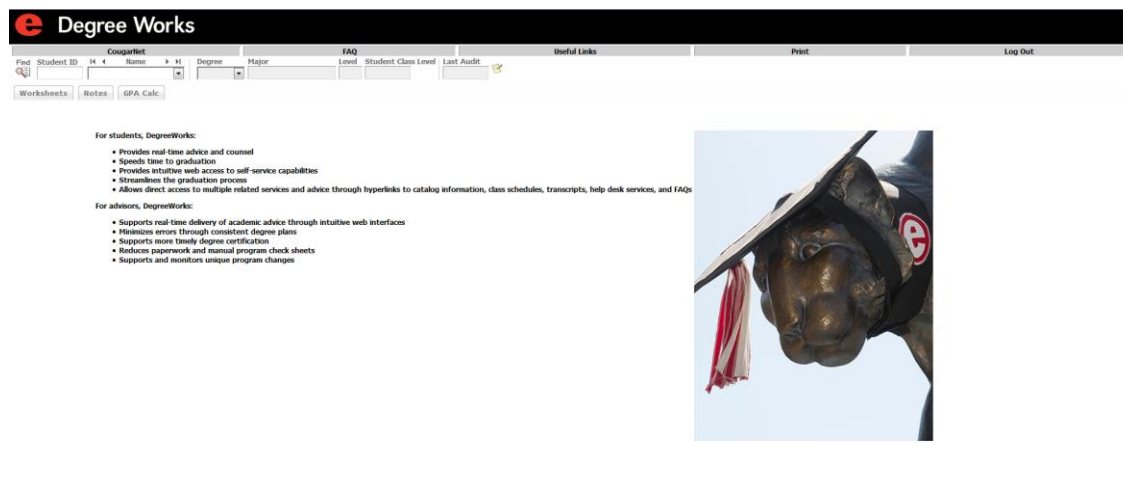
Introduction and basic access to Degree Works

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 top of the page contains several buttons that will appear on all users views: **CougarNet**, **FAQ**, **Useful Links**, **Print**, and **Log Out**. 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.

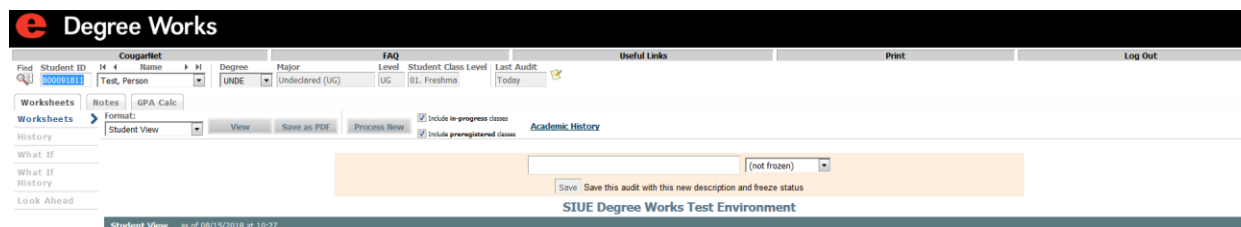


As an advisor or faculty, you will have access to Find Students. To look up students, you can either enter in their 800# in the **Student ID** field or click on **Find** icon.



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
Student ID	Enter student ID.
Name	Displays student's name. If multiple students are selected, click the Name drop-down to view list of students.
Degree	Displays currently enrolled degree(s) for the student ID shown. If students have enrolled in multiple degrees, click the Degree drop-down to view list of degrees for that student. Select desired degree.
Major	Displays student's first sequenced major for chosen degree.
Level	Displays student's level/school for the chosen filed. (e.g., Undergraduate)
Student Class Level	Displays the student's classification for the chosen degree. (e.g., Freshman)
Last Audit	Displays the date an audit was last processed for the chosen degree.

Using the Find Icon

You can click the **Find** icon 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.

As an advisor, you can type in your eID into the **Advisor eID** field and click Search to display a list of your students that are assigned to you in Banner.

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. At the top left is a 'Find' icon and the title 'Find Students'. Below the title are three input fields: 'Student ID', 'First Name', and 'Last Name'. The main area contains several search criteria sections, each with a dropdown menu: 'Level' (All Level Codes), 'Degree' (All Degree Codes), 'College' (All College Codes), 'Student Type' (All Student Type Codes), 'Student Class Level' (All Student Class Level Codes), 'Catalog Year' (All Catalog Year values), 'Major' (All Major Codes), 'Concentration' (All Concentration Codes), 'Minor' (All Minor Codes), 'Advisor eID', 'Sport' (No Sport selected), 'Academic Standing' (All Academic Standings), 'Student Attribute' (No Attribute selected), 'Holds' (No Hold Selected), 'Graduation Status Term' (No Term Selected), 'Graduation Status' (No Status Selected), 'Cohort Term' (No Term Selected), and 'Cohort' (No Cohort Selected). Below these is a 'Chosen Repeatable Search Criteria' section with a large text input field and a 'Remove' button. At the bottom left are 'Search' and 'Clear' buttons. At the bottom right are 'Check All' and 'Uncheck All' buttons. A dark blue bar at the bottom contains the text 'Student Search: Enter your criteria and click "Search" to find students.' Below this bar is a table header with columns: 'Student ID', 'Name', 'Degree', 'Major', 'Level', and 'Student Class Level'. At the very bottom are 'OK' and 'Cancel' buttons.

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 **Find** icon.
2. Click the **Degree** drop-down and select Bachelor of Arts.
3. Click the **Student Class Level** 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 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 **View** 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
Format field	Select the appropriate audit report format to be viewed.
View button	View the most recent audit for that student in the format selected
Save as PDF	Saves current audit view as a PDF
Process New button	Runs a new audit. (Note: Not all users may have this functionality.)
Academic History	Displays the student's class history page.

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 attribute listed in the advise section as indicated below.

Still Needed: 3 Credits in [ACS 101](#) with Attribute [FSPC](#) or [103](#) or [@@](#) with Attribute [FSPC](#)

Upon clicking on ACS 103, a new window will open displaying the following information.

ACS 103 3 Credits **Interpersonal Comm Skills** [Print](#)

Principles and practices of oral communication emphasizing message formation and delivery; listening; perception; awareness of verbal and nonverbal codes; and managing conflict. [Skills, IGR]

Attributes: BICS, EUSC, IGR, SKOC

Sections:	Term	Crn	Section	Seats Open	Meeting Times
	Fall 2018	32098	0	0 (out of 0)	
		32762	001	0 (out of 30)	M W F
		32765	004	30 (out of 30)	Tu Th
		32766	005	30 (out of 30)	Tu Th
		32769	006	30 (out of 30)	Tu Th
		32773	007	30 (out of 30)	M W F
		32775	008	30 (out of 30)	M W F
		32777	FR3	6 (out of 30)	M W
		32780	FR1	1 (out of 30)	M W
		32781	FR2	0 (out of 30)	M W
		34109	002	30 (out of 30)	M W F
		34110	003	30 (out of 30)	Tu Th
		34692	FR4	25 (out of 30)	M W
		35373	500	0 (out of 30)	TBA
		36090	009	30 (out of 30)	M W
		37271	010	30 (out of 30)	Tu Th
		37272	011	30 (out of 30)	Tu Th
		37273	012	30 (out of 30)	M W
	Spring 2019	12025	0	0 (out of 0)	
		12965	001	30 (out of 30)	Tu Th
		12970	FR1	30 (out of 30)	M W
		12971	FR2	30 (out of 30)	M W
		15378	500	30 (out of 30)	TBA
		15521	WS1	30 (out of 30)	Su M Tu W Th F Sa
		15522	WS2	30 (out of 30)	Su M Tu W Th F Sa
		15523	WS3	30 (out of 30)	Su M Tu W Th F Sa
		15526	501	30 (out of 30)	TBA
		16114	FR3	30 (out of 30)	Tu Th
		16115	FR4	30 (out of 30)	Tu Th
		16644	CP1	0 (out of 0)	TBA
		17505	WS4	30 (out of 30)	Su M Tu W Th F Sa

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

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 New** 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 Degree Works interface for a student. At the top, there is a navigation bar with 'Degree Works' and a search icon. Below this is a header section with 'CougarNet' and 'FAQ' tabs. The main area shows student information: Student ID 800091811, Name Test, Person, Degree UNDE, Major Undeclared (UG), Level UG, Student Class Level 01, Freshman, and Last Audit Today. There are buttons for 'Worksheets', 'Notes', 'GPA Calc.', 'View', 'Save as PDF', and 'Process New'. A 'Save' button is also present with the text 'Save this audit with this new description and freeze status'. Below this is a table titled 'SIUE Degree Works Test Environment' showing student details: Student (Test, Person), ID (800091811), Level (Undergraduate), Degree (Undeclared), Cohort (XNFS - New Freshman Sem Not Required), Class Standing (01, Freshman, 1st Semester), College (College of Arts and Sciences), Academic Standing (No ASTD), Major (Undeclared (UG)), Advisor, Overall GPA (0.000), and Holds (AP - Advisement Check-In Priority, BA - Bursar Financial Agreement). A 'Degree Progress' bar shows 22% completion. Below the table are sections for 'Undeclared' and 'General Education' requirements, each with a list of items and 'Still Needed' messages. For example, 'Undeclared Status' is still needed because the student has not declared a major. 'General Education' is still needed because the student has only 11 credit hours applied out of a required 44.

Student	Test, Person	Level	Undergraduate	Cohort	
ID	800091811	Degree	Undeclared	Student Attribute	XNFS - New Freshman Sem Not Required
Class Standing	01, Freshman, 1st Semester	College	College of Arts and Sciences	Holds	AP - Advisement Check-In Priority BA - Bursar Financial Agreement
Academic Standing	No ASTD	Major	Undeclared (UG)		
Advisor		Concentration			
Overall GPA	0.000	Minor			

Undeclared Catalog Year: 2018-2019

- Undeclared Status Still Needed: Undeclared status will allow you to generate an audit on General Education. To pursue a major, you must declare the major with your advisor.
- Declaration of Major form required Still Needed: Students are encouraged to submit a declaration of major form prior to accumulating 60 credits hours.
- Minimum 2.0 GPA Requirement Still Needed: When your first term is graded, your GPA will be calculated.
- General Education Still Needed: See General Education section
- Intellectual & Lab Requirements Still Needed: See Intellectual Area section
- Major Requirements Still Needed: See Undeclared Major section

General Education Catalog Year: 2018-2019 Credits Hours Required: 44
Credits Hours Applied: 11

- Minimum General Education Credit Hours Required Still Needed: You currently have 11 credit hours (including both earned and in progress courses); you still need a minimum of 33 more credit hours and successful completion of all graduation requirements.

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 **History** link 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 **History** 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 only three (3) historical audits and any frozen audits that have been manually frozen by the advisor.

The screenshot displays the Degree Works interface for a student named Test, Person (ID: 800091811). The student is an Undergraduate in the Undeclared (UG) cohort, currently a 01. Freshman in the 1st Semester. The interface shows a progress bar at 22% and a list of requirements for the Undeclared and General Education sections. The Undeclared section includes requirements for status, major declaration, GPA, and major requirements. The General Education section shows that the student has applied 11 credit hours out of a required 44.

Student	Test, Person	Level	Undergraduate	Cohort	
ID	800091811	Degree	Undeclared	Student Attribute	XNFS - New Freshman Sem Not Required
Class Standing	01. Freshman, 1st Semester	College	College of Arts and Sciences	Holds	AP - Advisee Check-In Priority BA - Bursar Financial Agreement
Academic Standing	No ASTD	Major	Undeclared (UG)		
Advisor		Concentration			
Overall GPA	0.000	Minor			

Degree Progress: 22%

Undeclared (Catalog Year: 2018-2019)

- Undeclared Status **Still Needed:** Undeclared status will allow you to generate an audit on General Education. To pursue a major, you must declare the major with your advisor.
- Declaration of Major form required **Still Needed:** Students are encouraged to submit a declaration of major form prior to accumulating 60 credits hours.
For more information on contacting your advisor, click here.
- Minimum 2.0 GPA Requirement **Still Needed:** When your first term is graded, your GPA will be calculated.
- General Education **Still Needed:** See **General Education** section
- Intellectual & Lab Requirements **Still Needed:** See **Intellectual Area** section
- Major Requirements **Still Needed:** See **Undeclared Major** section

General Education (Catalog Year: 2018-2019) **Credits Hours Required:** 44 **Credits Hours Applied:** 11

- Minimum General Education Credit Hours Required **Still Needed:** You currently have 11 credit hours (including both earned and in progress courses); you still need a minimum of 33 more credit hours and successful completion of all graduation requirements.

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

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** on the left hand side and then select the requirements you wish to audit the student against. The selected items automatically move to the right. After selecting the appropriate fields, click on the **Process What-If** button.

Up to three (3) What-If audits are stored in the database; however they can be printed or saved as PDF if needed.

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.

The screenshot displays the 'Process What-If' interface. At the top, there are navigation tabs: Worksheets, Plans, Notes, Petitions, Exceptions, and GPA Calc. Below these, the 'Format' dropdown is set to 'Student View', and the 'Process What-If' button is highlighted. There are checkboxes for 'create PDF', 'Include in-progress classes', and 'Include preregistered classes'. A left-hand sidebar contains navigation links: What If (selected), What If History, Look Ahead, Financial Aid, and Aid History. The main content area is divided into three sections: 1. 'Select your primary area of study' with dropdowns for Catalog Year (2018-2019), Program, Level, Degree, Major, and Concentration. 2. 'Select your additional areas of study' with dropdowns for Major, Concentration, and Minor, and a 'Chosen Areas of study' box with 'Add' and 'Remove' buttons. 3. 'Choose Your Future Classes' with input fields for Subject and Number, and an 'Add Course' button.

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 **Level**, **Degree** and **Catalog Year** 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 Look Ahead Audits

The Look Ahead view 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: Look Ahead audits are processed against the student's current choices of degree, major, minor, etc. and are not saved in the database.

The screenshot shows the DegreeWorks interface with the 'Look Ahead' section selected. The interface includes a navigation menu on the left with tabs for Worksheets, Plans, Notes, Petitions, Exceptions, and GPA Calc. The main content area shows the 'Look Ahead' section with a 'Process New' button and checkboxes for 'Include in-progress classes' and 'Include preregistered classes'. Below this, there is a form for entering course information. The form has two input fields: 'Subject' (with example 'ex. BIOL') and 'Number' (with example 'ex. 101'). There is an 'Add Course' button below the input fields. To the right of the input fields, there is a section titled 'Courses you are considering' with a 'Remove Course' button. At the bottom of the form, there is a 'Find' icon and a 'Course Catalog' link.

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 **Worksheet** tab.
3. Click the **Look Ahead** link.
4. Click the **Find** icon, locate the desired course(s) and write down the course subject and number.
5. Enter the course subject in the **Subject** field.
6. Enter the course number in the **Number** field.
7. Click the Add Course 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.

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

Using the Note Tab

Section goal

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

Section objectives

In this section you will learn how to

- View an note
- Add a note

Viewing and Adding Notes

The **Notes** tab allows advisors and/or staff to document academic advice on a student record. The entered notes can be viewed by students on Degree Works on the web or via printed audit reports.

Internal	Note Text	Created By	Create Date
	Student was advised to apply for graduation by the official deadline.	Thomas, Christine E	08/15/2018
	Student was advised to...APPLY FOR GRADUATION.	Manager, Degree Works	08/15/2018
	Student was advised to apply for graduation by the official deadline.	Stamboldjev, Apiona	08/14/2018
	Student was advised to apply for graduation by the official deadline.	Toberman, Jan Jaret	08/14/2018
	Student was advised to...APPLY FOR GRADUATION	Manager, Degree Works	08/14/2018
✓	Student was advised to consider financial aid consequences before withdrawing from any course.	Sears, Patrick	06/27/2018

The entered notes can be located at the bottom of the audit after the **Process New** function has been performed.

Process New

Internal	Note Text	Entered by	Date
	Student was advised to apply for graduation by the official deadline.	Thomas, Christine E	08/15/2018
	Student was advised to...APPLY FOR GRADUATION.	Manager, Degree Works	08/15/2018
	Student was advised to apply for graduation by the official deadline.	Stamboldjev, Apiona	08/14/2018
	Student was advised to apply for graduation by the official deadline.	Toberman, Jan Jaret	08/14/2018
	Student was advised to...APPLY FOR GRADUATION	Manager, Degree Works	08/14/2018
✓	Student was advised to consider financial aid consequences before withdrawing from any course.	Sears, Patrick	06/27/2018

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 **Notes** tab.

Note: This will bring you to the View Notes view. You can view existing student notes.

2. Click the **Add Note** link.

3. Click the **Add Note** drop-down and select a preexisting note(s) and/or type a note in the free form text box.
4. Click the **Save Note** button to save the note.

Note: If you need to redo your note, click the **Clear** button and retype the note before saving.

5. Click the **View Notes** link to view the note.

Note: The note, the creator and date the note was created will be displayed. The note will not be displayed on the student audit until you return to the Worksheet tab and **Process New**.

Using GPA Calculators

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 screenshot shows the Degree Works GPA Calculator interface. At the top, there is a navigation bar with 'Degree Works' and a search icon. Below this is a search and filter section with fields for 'Find Student ID', 'Name', 'Degree', 'Major', 'Level', 'Student Class Level', and 'Last Audit'. The 'GPA Calc' tab is selected. The main area contains a warning: 'These GPA calculators are intended to help guide you. This is not your official GPA. Your official GPA is calculated through Banner, please see your advisor if you have any questions.' Below the warning are input fields for 'Current GPA' (with a value of 0.000), 'Credits Remaining', 'Credits Required', and 'Desired GPA'. A 'Calculate' button is located at the bottom of the form.

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

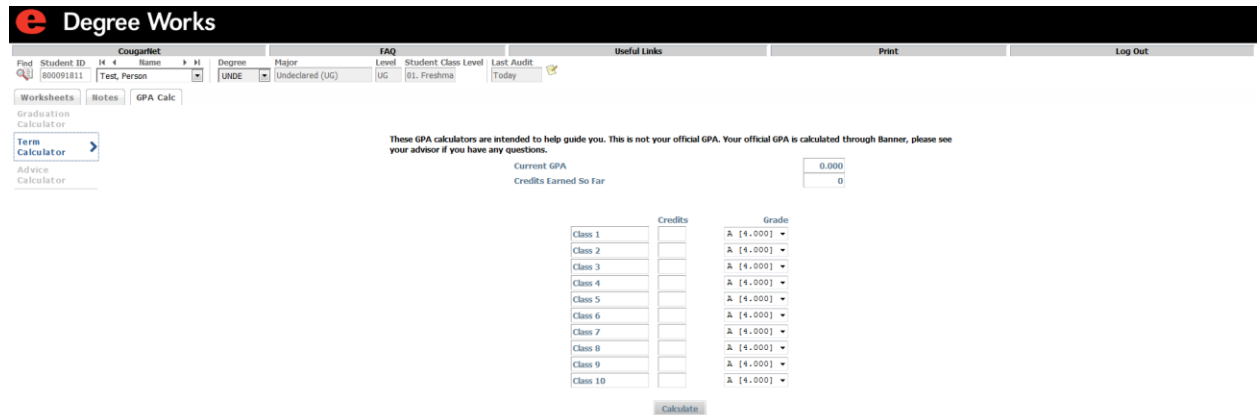
Follow these steps to complete the process.

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

Calculating Term Desired GPA

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.



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 **GPA Calc** tab.
2. Click the **Term 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.

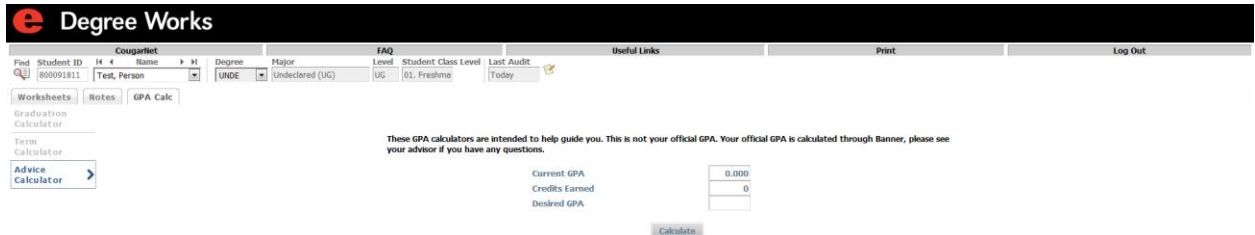
4. Click the **Calculate** button.
5. If you wish to run the Term Calculation again, click the **Recalculation** button and

repeat Steps 2 through 4.

Calculating Advice GPA

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.



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 **GPA Calc** tab.
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.