**Accessing Degree Works**

Degree Works will be accessed through RamPort (Degree Evaluation icon is one option). Once the student ID is entered and the **Submit** button is selected, the Degree Works audit will open up.
**Degree Works Worksheet**

**Worksheet Tab** – This is the default view that you see above that displays the degree evaluation (audit).

**Plans Tab** – Student Educational Planner – tool for student and advisor to build out a four-year plan.

**Icons on top right side of worksheet**

- **Create PDF** – Allows you to Print or Save a PDF of current audit or what-if analysis.

- **Contact Student** – Allows you to email student directly from Degree Works.

**More Options** – Clicking on this icon opens up pop-up windows for each option below.

- **GPA Calculator** – Graduation Calculator, Term Calculator, or Advice Calculator
- **Class History**
- **Notes** – Add or edit notes on the student’s audit. All notes show up at the bottom of the audit.

**Data refreshed and Refresh Button**

- **Data Refresh** – A nightly job looks to see if there are any changes to student records in Banner and pulls that data in to Degree Works. You are only seeing student data as of this refresh date and time (not necessarily “live” data).
- **Refresh Button** – If something changes on a student’s record the next day but prior to the next nightly job, such as during registration periods, then the refresh button can be selected. Degree Works will retrieve the most current information on the student from Banner once this button is selected. Make sure to click on the Process button immediately afterwards to run the new student data through the audit rules and to produce a new audit.
Student Header

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td>Student CID number.</td>
</tr>
<tr>
<td>Name</td>
<td>Student name. When an “Advanced search” is done on generic criteria (i.e. Major in English), a drop-down of students meeting the search criteria is available in this field.</td>
</tr>
<tr>
<td>Degree</td>
<td>Some students may be in multiple programs and you will see a drop-down option in this field for degree type (i.e. earning BBA and MBA at the same time). Choose the degree to load the appropriate audit then click the Process button.</td>
</tr>
</tbody>
</table>

Remaining fields in the header are dynamic and will adjust depending on the student’s individual record. Some of the fields you may see are the following:

- **Level** – Undergraduate or Graduate.
- **Major** – Major associated with the identified Degree.
- **Minor** – Minor on record if declared by the student.
- **Program** – Official name of program on the student’s record (Degree + Major).
- **Concentration** – Concentration associated with Major if declared by the student.
- **College** – College that the program is housed in (i.e. College of Graduate Studies and Research or College of Science & Engineering). The dean’s office of the associated college handles all exceptions and verification of audit completion for conferral of degrees.

- **Advanced search** – Allows you to search for a student or group of students by specific criteria.

This pop-up screen gives you the ability to search for students by Student ID, Name, Level, Classification, Catalog Year, Major, Minor, Concentration, or Program. Once you have selected your search criteria, click on the Search button.
If there are more than 500 student results from your chosen search criteria, a message will appear and state that a maximum of 500 are shown below. Scroll to the bottom and click the Select button to load. This is informational.

You will then see the two boxes below. From here you can select one of the students from the search results in the drop-down on the right, which will automatically load their audit. Make sure you immediately click the Process button.

Format Block

Format – Defaults to Student View and will be used most, if not all, of the time. There are also options to view the Graduation Checklist or Registration Checklist.

Degree progress

Requirements percentage – Displays percentage completed of ALL requirements in the audit.

ASU GPA – Displays student’s institutional GPA.

In-progress classes – Checkbox that enables courses that the student is currently taking to be used in the audit. Uncheck and click Process if you do NOT want to see these courses in the audit; you only want to see completed, graded courses.

Preregistered classes – Checkbox that allows courses in future terms that have not yet started to be used in the audit. Uncheck and click Process if you do NOT want to see these courses in the audit.

Process button – You should click Process each time you get in to an audit or a change has been made in Degree Works. Clicking this button runs the most current student data in Degree Works through the audit rules and produces a new audit.

Audit date – shows the date and time of the current audit on screen. You should always click Process when you first get in to an audit. The date and time will update to reflect the current audit on screen.
What-If Analysis

The What-if Analysis is a tool that enables a student to apply their course history to a sample degree audit. If the student is thinking about changing their degree or major, or if they want to add a minor or concentration, these criteria can be used to create a temporary What-If degree audit.

On the What-If screen, use the drop-down boxes to select the desired Catalog Year (it will default to the student’s current catalog), Program, Level, Degree, Major, Concentration, and/or Minor. After selecting the desired criteria, press the Process button. Degree Works will then take the student’s entire course history, apply it to an audit with the newly selected parameters, and produce a What-If degree audit. Similar to the student’s actual audit, utilizing the Print button allows “Create a PDF” which can be printed or saved.
**Types of Blocks**

The audit is built in blocks. Some degrees have more blocks than others. For example: Modern Languages is on the BA degrees, but not on the BS degrees.

**Degree**: This block has the overall degree requirements that include the following as a minimum: 120 hours, 30 hours in residence, 36 advanced hours, and the minimum program GPA. There may be some variations of degree requirements such as BM Music is 125 hours.

**Major**: This block has the overall major requirements. For example: the major in English requires 42 hours, 18 of those at the advanced level (Junior or Senior level: 3000-4999), 9 of the advanced must be taken in residence, and major required GPA.

**Major Support Courses**: These are specific to the Degree/Major. A Physics degree may require a specific course such as, MATH 2413 Calculus I, which is in the core, but a student may have MATH 1314 College Algebra, that satisfies the core.

**Core Curriculum**: This is a generic 42 hour block that satisfies the common core for ASU. In this block you will see things like @ with Attribute 040N. In Degree Works, the @ sign represents a wildcard. Depending on the placement of the @ symbol, it can mean different things.

- Language, Philosophy, and Culture: CUL 2323, ENGL 2321, 2322, 2323, 2326, 2329, 2331, 2341, SLIT, HIST 2311, 2312, 2322, PHIL 1301, 2306, or @ with Attribute 040N.

  - The first wildcard @ represents the discipline.
    - For example: @ 3000-4999 is any discipline with numbers between 3000-4999 (Junior or Senior level)

  - The second wildcard @ represents the number.
    - For example: BIOL @ is BIOL with any course number

  - When there are two wildcards together, @ represents both discipline and number.
    - For example: @ would be any discipline and any course number (1000-4999)

**Minor(s)**: Some degrees require an 18 SCH single minor or two 9 SCH multi-area minors.

**Elective Courses**: Additional courses completed that may be needed to complete total program hours.

**Insufficient**: Courses that are being repeated or that do not meet grade requirements.

**In-progress and/or Preregistered**: In-progress courses are those that the student is enrolled in for the current term. Preregistered courses are those that the student is enrolled in for future terms that have not yet started.

**Not Counted**: Such as dropped classes, non-transferable coursework, excessive PA courses (over 8 SCH), or developmental courses like ENGL 130C, MATH 130C, MATH NONN.

**Exceptions**: Substitutions to courses, courses Also Allowed, etc.
**Additional Information**

**Attributes**

- **Core** (attributes are 010N, 020N, 030N, 040N, 050N, 060N, 070N, 080N, 091, and 090N) – Go to the Angelo State website [Core Curriculum Requirements](#) for a complete listing of the ASU Core Curriculum and associated attributes.

- **RPEX** – This attribute is used to identify courses that fall into a specific category and they are prevented from applying to audit requirements. This attribute specifically refers to the scenario that transfer course work does not replace an ASU Course. Both courses are officially INCLUDED on the student’s record and GPA, yet the ASU course with the RPEX attribute will not pull in to degree requirements.  
  Example: *A student takes a course at ASU first, then retakes the course and transfers it in from another school. ASU HIST 1301 D (201910) with RPEX attribute, then Transfer HIST 1301 C (202210). The first course (though still included in GPA) will not count towards degree requirements.*

- **ADPB** – This attribute is placed on students who hold one baccalaureate degree and return to earn a second baccalaureate degree. The attribute controls the additional requirements in the audit that must be met by these students, such as new hours, advanced hours, and residency requirements.

**Course Equivalencies**

In Fall 2016, there was a massive change to many course acronyms and numbers. These equivalencies are set to pull automatically in to Degree Works.

**Legend**

<table>
<thead>
<tr>
<th>Legend</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅</td>
<td>Complete</td>
</tr>
<tr>
<td>🟥</td>
<td>Complete (with classes in-progress)</td>
</tr>
<tr>
<td>🅐</td>
<td>Any course number</td>
</tr>
<tr>
<td>⚫</td>
<td>Not complete</td>
</tr>
<tr>
<td>🌋</td>
<td>Nearly complete - see advisor</td>
</tr>
<tr>
<td>📡</td>
<td>Repeated class</td>
</tr>
</tbody>
</table>
GPA Calculator

1. Graduation 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
2.900

Credits remaining
110

Credits required
120

Desired GPA
3.200

2. Term 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
10

Course
HIST 1301

Credits
3

Grade
C

Add Course

Course
ENGL 1301

Credits
3

Grade
A

Course
MATH 1314

Credits
3

Grade
B
3. **Advice Calculator**

**GPA Calculator**

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

- Current GPA: 2.900
- Credits earned: 10
- Desired GPA: 3.200
<table>
<thead>
<tr>
<th>Catalog</th>
<th>Fall Semester</th>
<th>Fall Term</th>
<th>Spring Session Semester</th>
<th>Spring Session Term</th>
<th>Summer I Semester</th>
<th>Summer I Term</th>
<th>Summer II Semester</th>
<th>Summer II Term</th>
<th>Out of Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-2013</td>
<td>Sept 2012</td>
<td>201310</td>
<td>Jan 2013</td>
<td>201320</td>
<td>June 2013</td>
<td>201330</td>
<td>July 2013</td>
<td>201340</td>
<td>Aug 2018</td>
</tr>
</tbody>
</table>