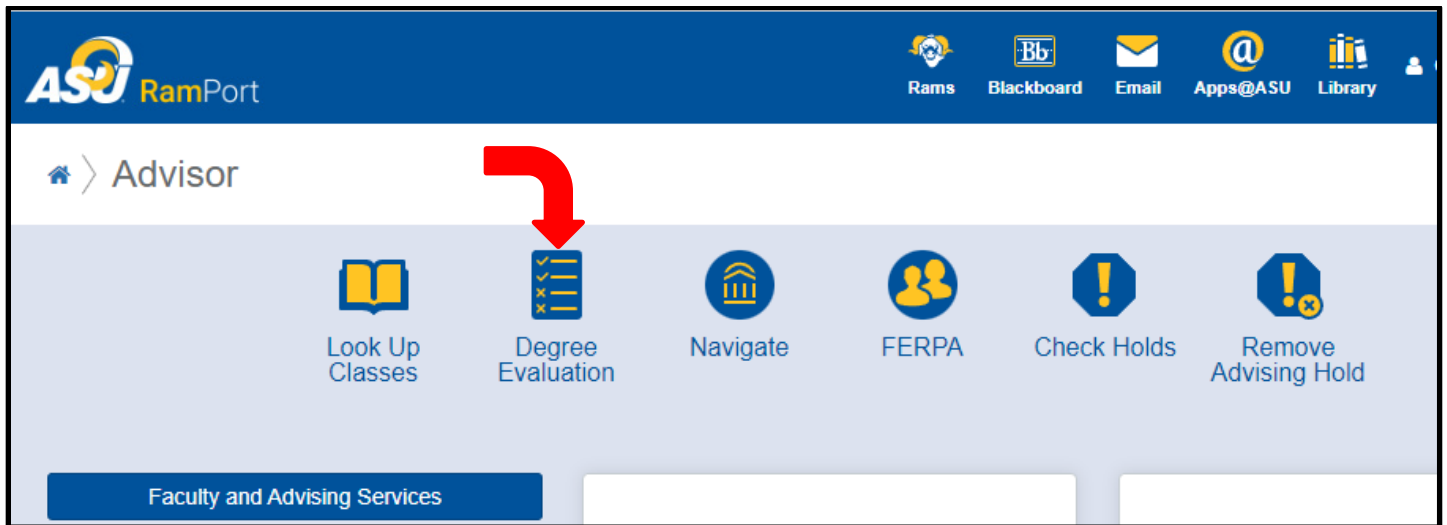# Angelo State University
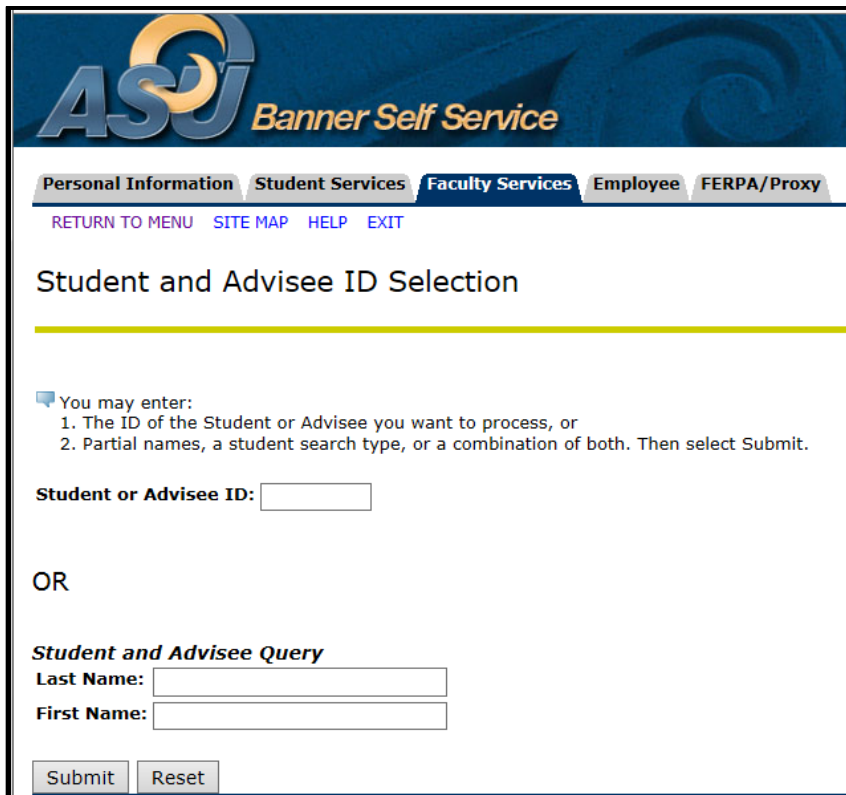
Training Manual - 2022

VERSION 5.0.6

Updated November 2022

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.
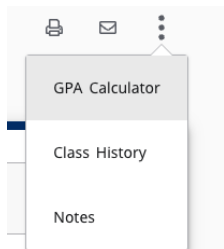
 More Options – Clicking on this icon opens up pop-up windows for each option below.
- **GPA Calculator** – Graduation Calculator, Term Calculator, or Advice Calculator
- **Class History**
- **Notes** – Add or edit notes on the student's audit. All notes show up at the bottom of the audit.

 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

- **Student ID** – Student CID number.
- **Name** – 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.
- **Degree** – 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.

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.

> (!) Your search criteria returned more results (2206) than the allowed maximum (500). Those 500 are shown below, but we recommend that you refine your search and try again. ✕

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.

| Student ID 🔍 | Select Student ⌄ |

Format Block

Academic   What-If

| Format
Student View ⌄ | **Degree progress**
98% Requirements | ASU GPA
3.752 | ☑ In-progress classes ☑ Preregistered classes **PROCESS** |

Audit date 10/20/2022 7:23 PM

Format
Student View ⌄

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

93%   ASU GPA
3.833

Requirements

Degree progress

Requirements percentage – Displays percentage completed of ALL requirements in the audit.
ASU GPA – Displays student's institutional GPA.

☑ In-progress classes

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

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

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 10/20/2022 7:23 PM

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

Legend			
⊘ Complete		○	Not complete
◑ Complete (with classes in-progress)		⊙	Nearly complete - see advisor
@ Any course number		(R)	Repeated class

GPA Calculator

1. Graduation Calculator

2. Term Calculator

3. *Advice Calculator*

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 *
2.900

Credits earned *
10

Desired GPA *
3.200

CALCULATE

	Semester/Term Conversion Chart								
Catalog	**Fall**		**Spring Session**		**Summer I**		**Summer II**		**Out of Date**
	Semester	Term	Semester	Term	Semester	Term	Semester	Term	
2009 - 2010	Sept 2009	201010	Jan 2010	201020	June 2010	201030	July 2010	201040	Aug 2015
2010 - 2011	Sept 2010	201110	Jan 2011	201120	June 2011	201130	July 2011	201140	Aug 2016
2011 - 2012	Sept 2011	201210	Jan 2012	201220	June 2012	201230	July 2012	201240	Aug 2017
2012 - 2013	Sept 2012	201310	Jan 2013	201320	June 2013	201330	July 2013	201340	Aug 2018
2013 - 2014	Sept 2013	201410	Jan 2014	201420	June 2014	201430	July 2014	201440	Aug 2019
2014 - 2015	Sept 2014	201510	Jan 2015	201520	June 2015	201530	July 2015	201540	Aug 2020
2015 - 2016	Sept 2015	201610	Jan 2016	201620	June 2016	201630	July 2016	201640	Aug 2021
2016 - 2017	Sept 2016	201710	Jan 2017	201720	June 2017	201730	July 2017	201740	Aug 2022
2017 - 2018	Sept 2017	201810	Jan 2018	201820	June 2018	201830	July 2018	201840	Aug 2023
2018 - 2019	Sept 2018	201910	Jan 2019	201920	June 2019	201930	July 2019	201940	Aug 2024
2019 - 2020	Sept 2019	202010	Jan 2020	202020	June 2020	202030	July 2020	202040	Aug 2025