



# DegreeWorks

A&M-COMMERCE

UNDERGRAD

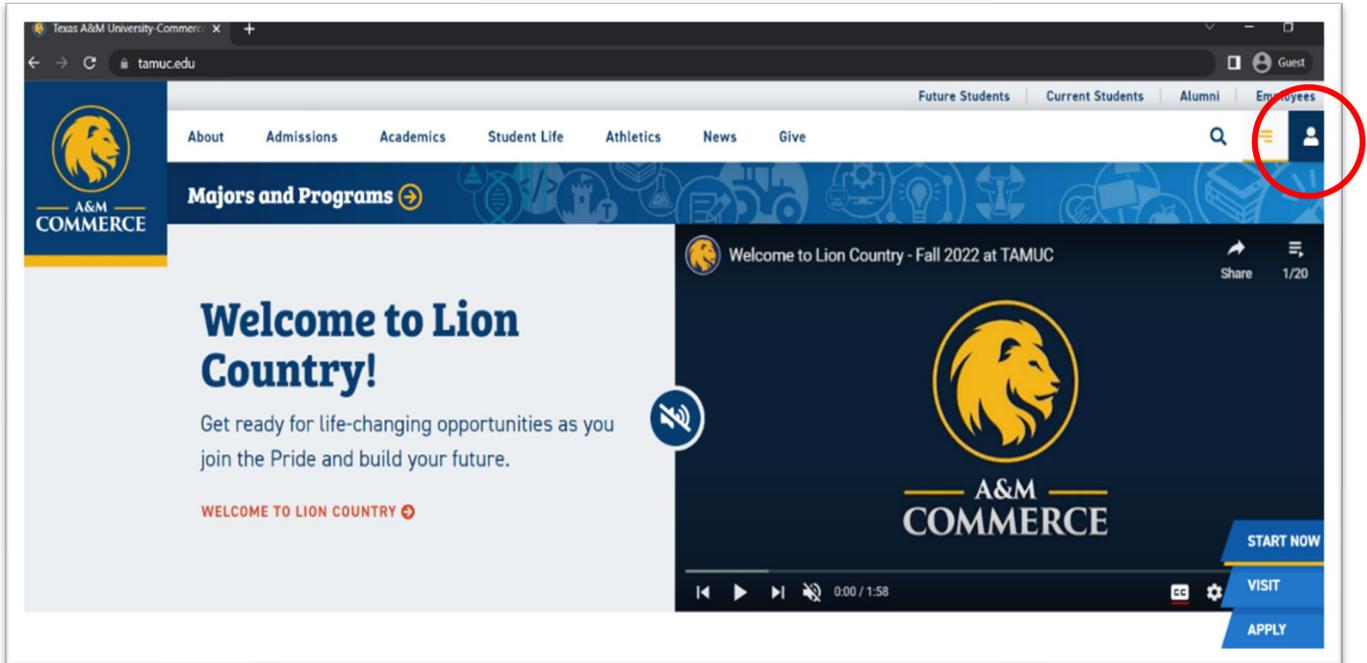
# Undergraduate Training Guide for Faculty & Staff

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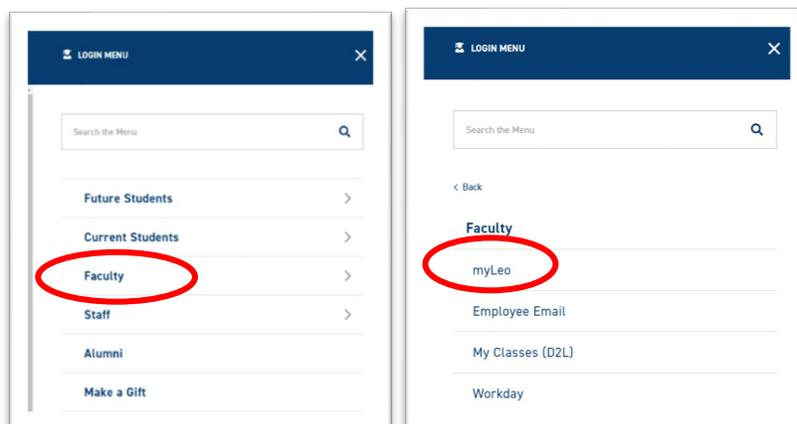
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## ACCESSING DEGREE WORKS

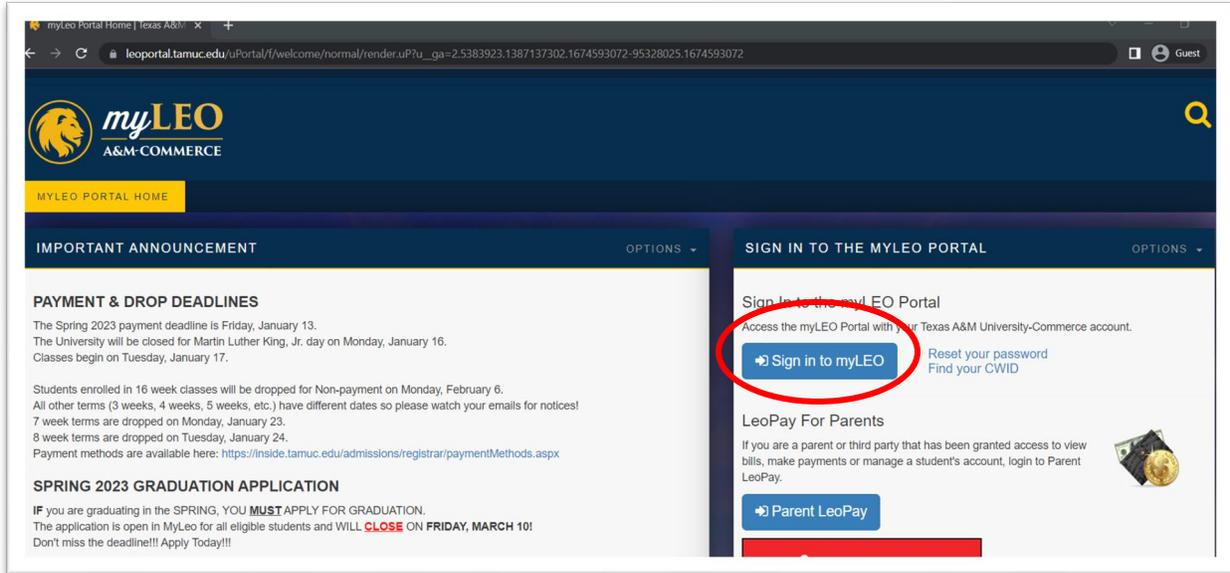
Go to the Texas A&M University-Commerce home page: [www.tamuc.edu](http://www.tamuc.edu) and click on the blue person icon on the right side of your screen.



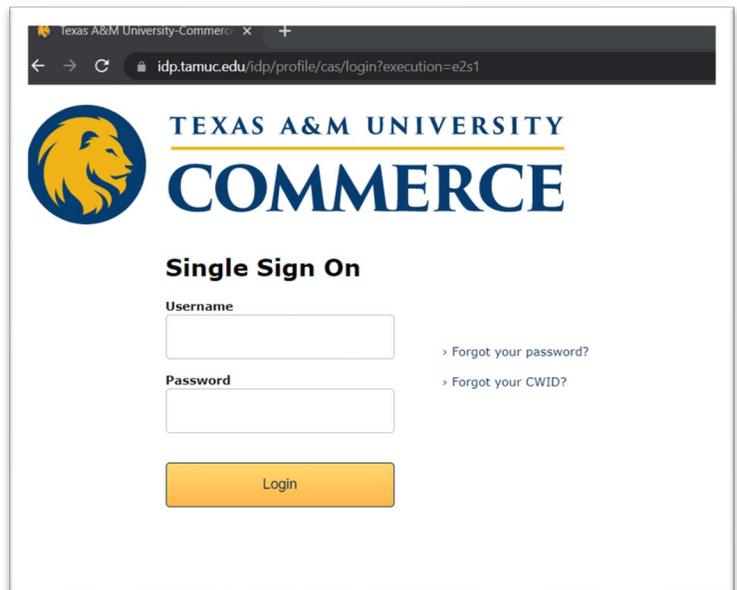
Next, click on “Faculty” and then click on “myLeo”.



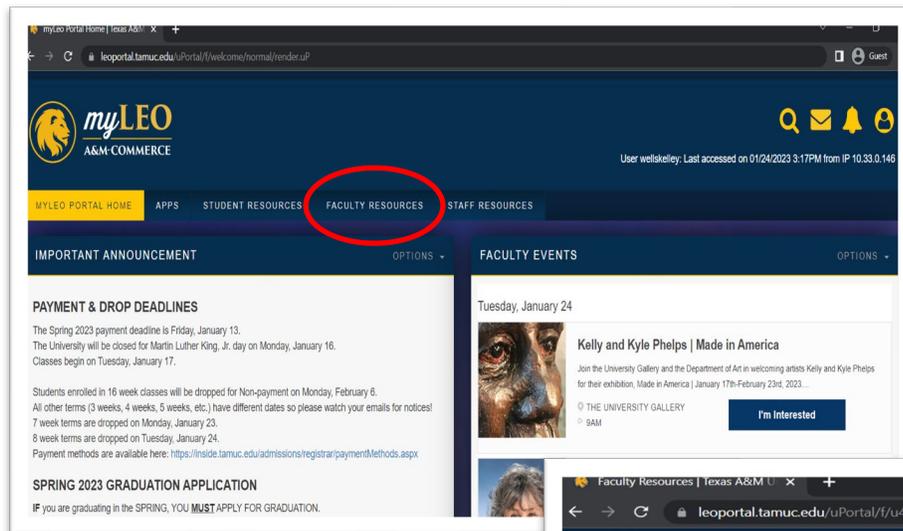
Click on “Sign in to myLEO” to be taken to the Single Sign On (SSO) screen.



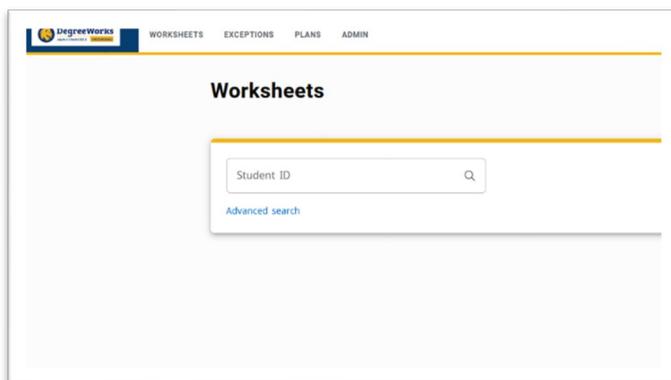
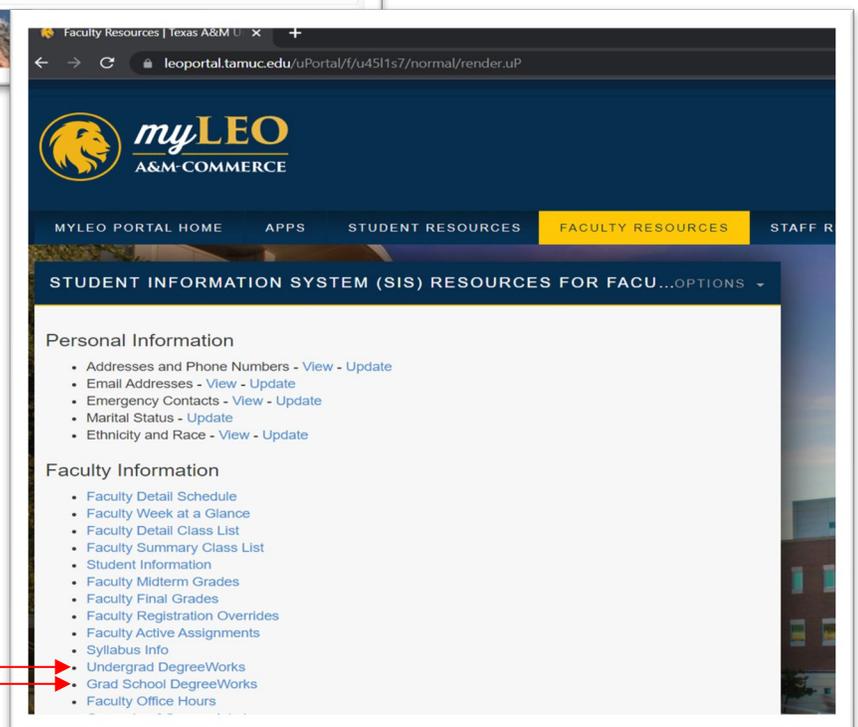
Next, enter your Username and Password on the Single Sign On (SSO) screen. This information will be the same as what you use to log in to your computer.



Once logged in to myLEO through SSO, click on the “Faculty Resources” tab.



On the “Faculty Resources” page, select either “Undergrad DegreeWorks” or “Grad School DegreeWorks”.



A separate tab will open with the DegreeWorks Worksheets page where you will enter a student’s Campus Wide ID number (CWID) and click on the magnifying glass. You may also click on “Advanced search” to search for the student by name if you do not have their CWID.

# BASIC WORKSHEET FEATURES

The Worksheets page, which serves as a dashboard for student information and applications, will open.

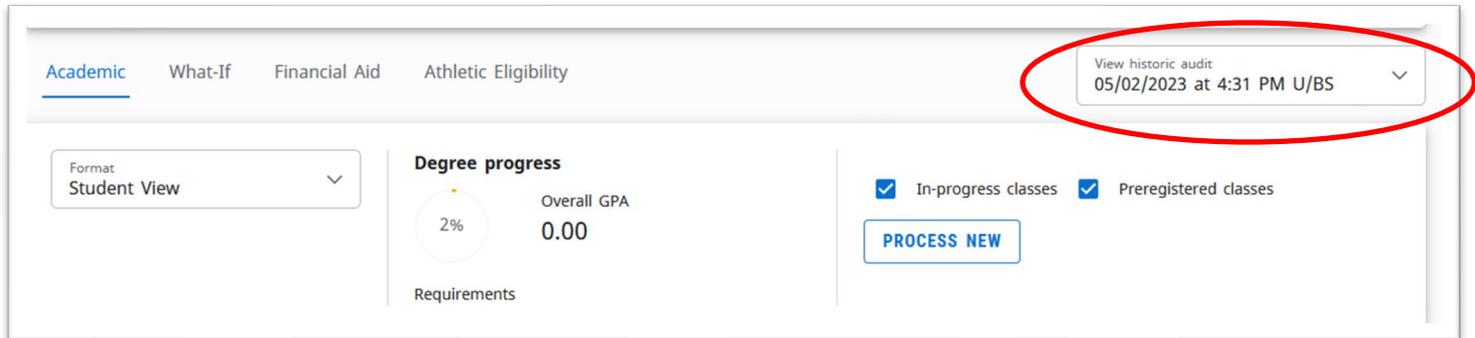
The screenshot shows the DegreeWorks interface with the following features highlighted by numbered callouts:

- 1 Worksheets**: The main title of the page.
- 2 REFRESH**: A circular refresh button next to the data refresh timestamp.
- 3 PROCESS NEW**: A button in the Degree progress section.
- 4 DATA BOX**: The main student information area containing fields for Student ID, Name, Degree, Level, Classification, Major, Minor, Program, College, Advisors, Academic Standing, Institutional Hours, Overall Hours, Transfer Hours, Institutional GPA, Overall GPA, Transfer GPA, TSI Math, TSI Reading, and TSI Writing.
- 5 MORE**: A three-dot menu icon in the top right corner.
- 6 NOTES**: A link in the dropdown menu for adding permanent notes.
- 7 PETITIONS**: A link in the dropdown menu for submitting petitions.
- 8 SAVE AS PDF**: A link in the dropdown menu for saving the page as a PDF.
- 9 WHAT-IF**: A link in the Academic section for evaluating alternative scenarios.
- 10 CLASS HISTORY**: A link in the dropdown menu for viewing the unofficial transcript.

- 1. WORKSHEETS-** Shows the student’s information and includes the tabs needed to make changes or access additional student information; sometimes referred to as the audit (shows student’s program progress)
- 2. REFRESH-** Use this button to refresh DegreeWorks information after you have made changes in Banner. After you click on the refresh button, make sure to select “Process New” to be able to see the effect of the Banner changes.
- 3. PROCESS NEW-** Click on this button if you make changes that may affect DegreeWorks and want to see those changes reflected on the degree evaluation (i.e. substitutions approval)
- 4. DATA BOX-** Shows basic student information
- 5. MORE-** Click on the three dots to bring up the GPA Calculator, Class History, Petitions, and Notes menu
- 6. NOTES-** Leave permanent notes for the students concerning progress, questions, or concerns
- 7. PETITIONS-** Any waiver or substitution that needs to be applied to the student’s audit
- 8. SAVE AS PDF-** Convert what you view to a PDF for easy saving, sharing, and printing
- 9. WHAT-IF-** Allows the user to evaluate and compare potential alternative scenarios to the selected student’s degree plan/curriculum
- 10. CLASS HISTORY-** Unofficial Transcript

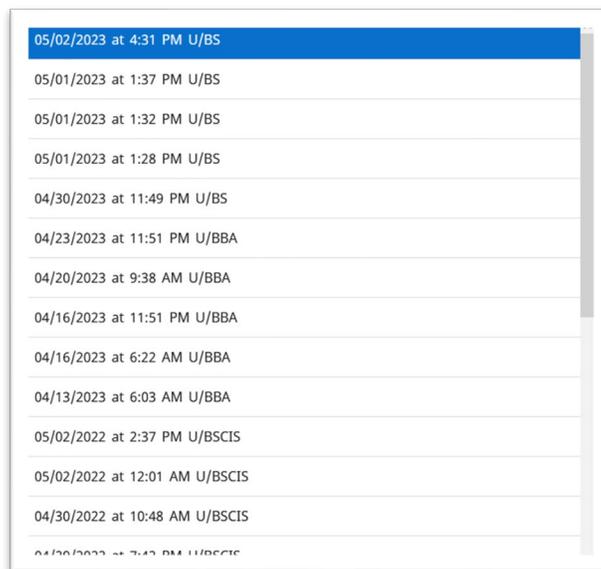
## VIEWING HISTORIC AUDITS

When you open DW, you should automatically be on the screen that appears if you click on the [Academic](#) tab. From here, you will see the student's current progress toward their degree. If you want to see a previous version of the degree audit, go to the box labeled "View historic audit" and click on the drop-down arrow.



The screenshot shows the DegreeWorks Academic tab interface. At the top, there are navigation tabs: [Academic](#), [What-If](#), [Financial Aid](#), and [Athletic Eligibility](#). On the right side, there is a button labeled "View historic audit" with a date and time "05/02/2023 at 4:31 PM U/BS" and a downward arrow, which is circled in red. Below the navigation tabs, there is a "Format" dropdown menu set to "Student View". In the center, there is a "Degree progress" section showing a circular progress indicator at 2% and an "Overall GPA" of 0.00. To the right, there are checkboxes for "In-progress classes" and "Preregistered classes", both of which are checked. Below these checkboxes is a "PROCESS NEW" button.

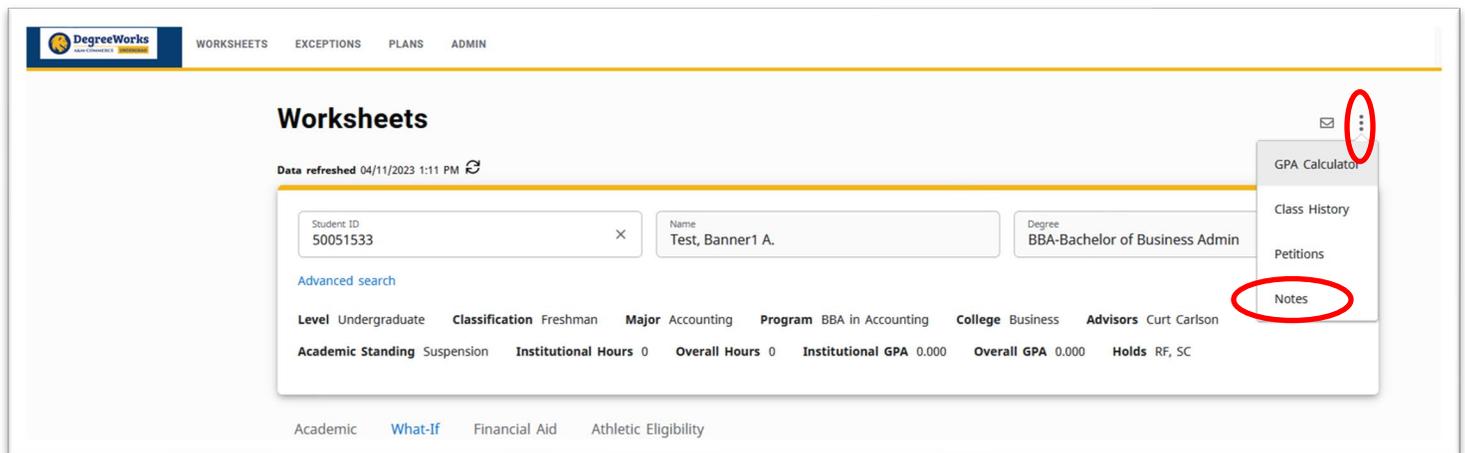
Once you click on the arrow, you will see a list of audits, by date, that were previously completed. Click on the audit you would like to view. This feature allows you to see the historical data such as how the audit looked before petitions were made.



The screenshot shows a list of historic audits, each with a date and time, and a degree program. The top item is highlighted in blue.

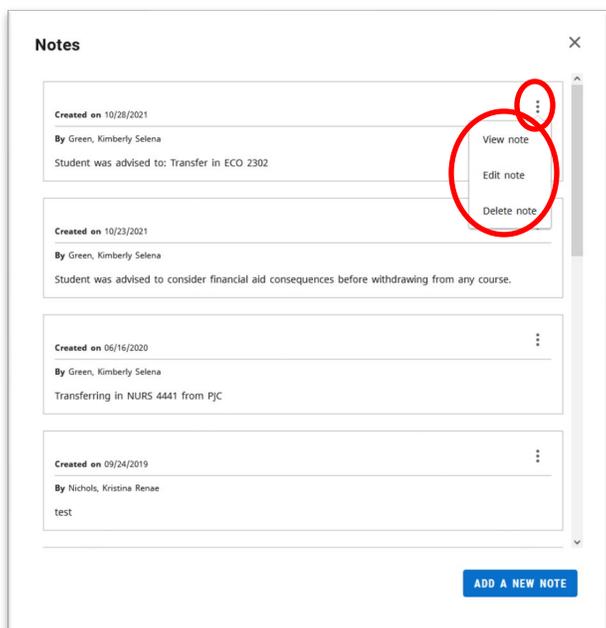
05/02/2023 at 4:31 PM U/BS
05/01/2023 at 1:37 PM U/BS
05/01/2023 at 1:32 PM U/BS
05/01/2023 at 1:28 PM U/BS
04/30/2023 at 11:49 PM U/BS
04/23/2023 at 11:51 PM U/BBA
04/20/2023 at 9:38 AM U/BBA
04/16/2023 at 11:51 PM U/BBA
04/16/2023 at 6:22 AM U/BBA
04/13/2023 at 6:03 AM U/BBA
05/02/2022 at 2:37 PM U/BSCIS
05/02/2022 at 12:01 AM U/BSCIS
04/30/2022 at 10:48 AM U/BSCIS
04/30/2022 at 7:43 PM U/BSCIS

# LEAVING NOTES

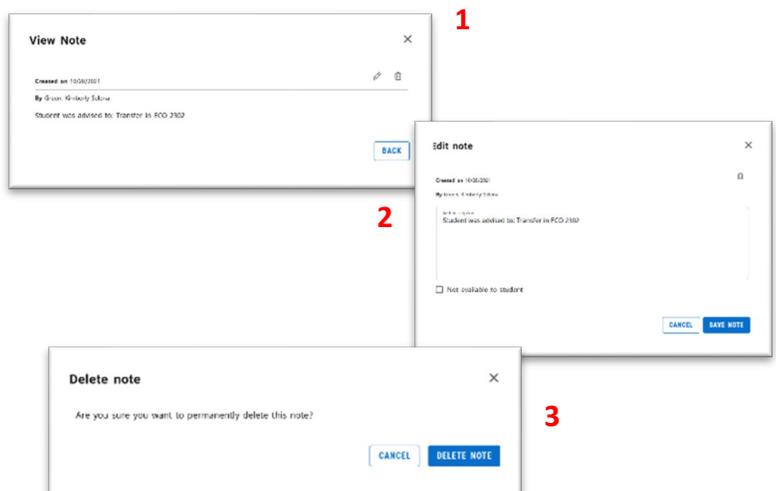


First, click on the three vertical dots on the left-hand side of the Worksheets screen, and a drop down menu will appear with “Notes” as the bottom choice.

Click on Notes and the following screen will appear. From here, you can view, edit, and delete notes that are already on the student’s account, and you can create a new note. To edit or delete a note, click on the three vertical dots on the right hand side of the note you are needing to change, and a drop down menu will appear. Click on the appropriate option, and the individual note will be displayed in a new box.



1. VIEW NOTE- allows you to see the individual note as well as edit (click on pencil) or delete it (click on trash can)
2. EDIT NOTE- takes you directly to the note where you can make your changes and save or delete the note.
3. DELETE NOTE- opens a new box asking if you want to permanently delete the note



**ADD NEW NOTE-** From the Notes screen, click on “Add A New Note”, and the following screen will open. From there you can either click the drop down arrow in the Predefined notes box to select a prewritten note or you can type your own verbiage in the “Add description” box. If you do NOT want the student to see the note, click the “Not available to student” box before saving.

**PREDEFINED NOTES-** offers a selection of notes that are commonly used.

- Student was advised to register for the courses listed on the planner.
- Student and advisor discussed student's career 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.
- Advisor referred the student to the Financial Aid Office.
- Student was advised to:
- Lifted advising hold for the semester.
- Discussed implications of dropping a course.
- Signed student's add/drop form.
- Referred student to the Registrar's Office.
- Reviewed student's DegreeWorks worksheet and progress towards degree completion.
- Student did not attend scheduled advising appointment.
- Discussed academic standing and factors that contributed to current gpa.
- Discussed repeat policy.
- Advised student to take limited number of hours in upcoming semester.
- Discussed student's course schedule for the upcoming semester.

**SAVE NOTE-** Once you have written the new note, click the Save Note button, and a green box will pop up letting you know that the note was saved to the audit. The Notes screen will reappear with the new note at the top.

**DELETE NOTE-** When you delete a note, a green box will confirm this action on the Notes screen, and the deleted note will no longer be on the list.

**VIEW NOTE ON THE AUDIT-** After saving the note, click on Process New and the note you just entered will now be at the bottom of the audit.

Course	Title	Grade	Credits	Term	Repeated
ETS 150	Essentials of Online Learning	A	0	Spring 2022	(R)
ETS 160	Essentials of Online Learning	B	0	Summer 2 2022	(R)
PSY 302	Psychological Statistics	W	0	Spring 2020	

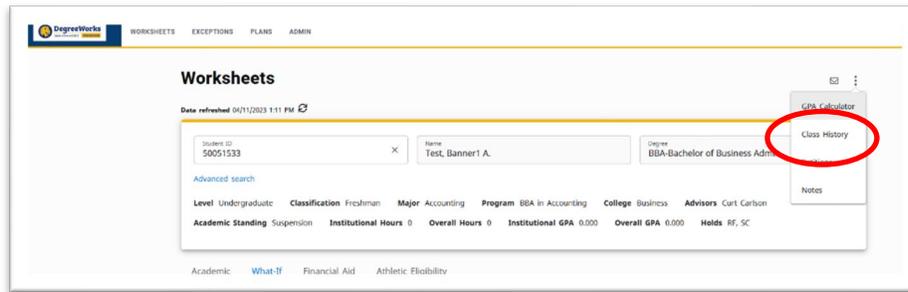
  

Status	Description	Created on	Created by
Intervall	Lifted advising hold for the semester and order for tracking	08/12/2021	Green, Theresa K
	CS in the major support since advised PNC 163 to explore PNC 164	11/06/2021	Green, Kimberly Sobra
	Student was advised to Transfer in ECO 2302	10/28/2021	Green, Kimberly Sobra

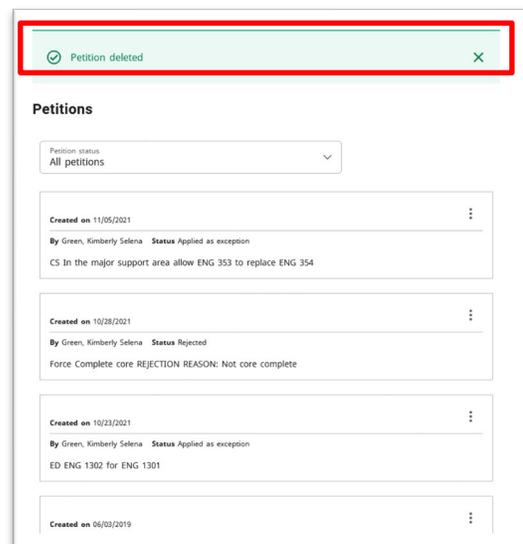
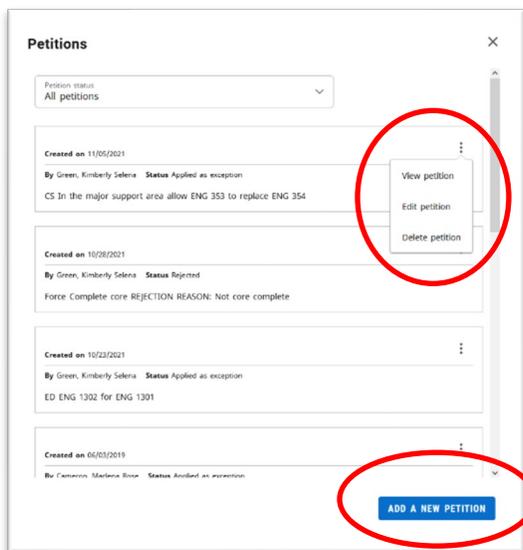
# PETITION PROCESS

A petition is any waiver or substitution that needs to be applied to the student's audit.

To create a new petition, click on the three vertical dots to see the drop down menu, and then click on Petitions.



A new window will pop up and functions in the same manner as the Notes screen. You can view, edit, delete, and create new petitions. The green confirmation bar will appear to confirm additions and deletions.



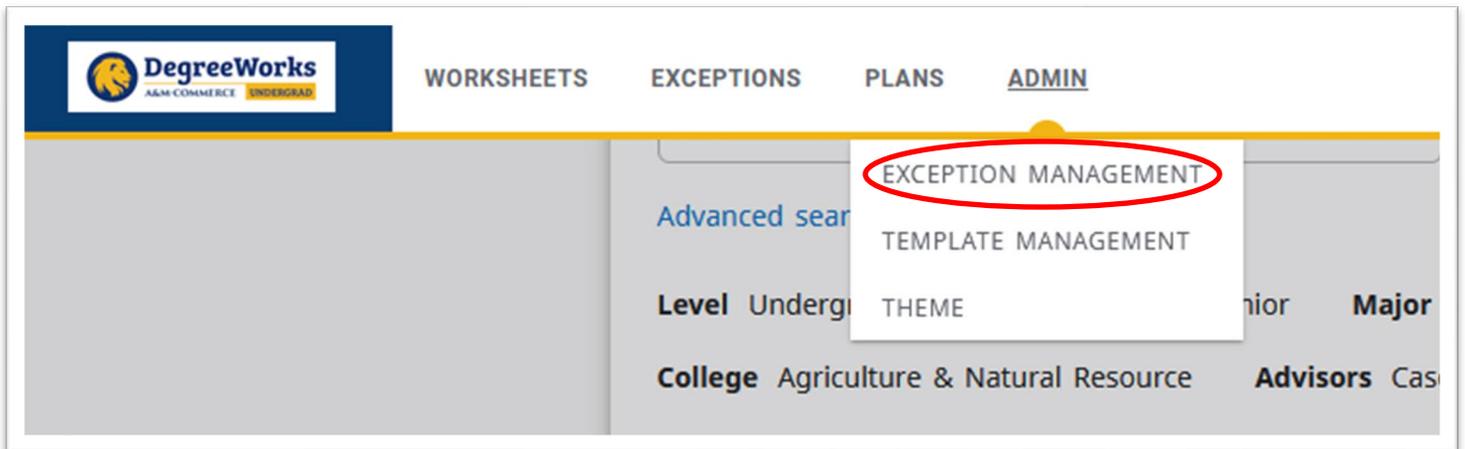
When adding a new petition, make sure to use the correct format. Use the **code for the college** in which the student is completing their work: <College code> in the <section in DegreeWorks (i.e. Major support area, Major required area)>, allow <Course you are allowing> with <Course required in DegreeWorks>. If you need to allow a specific grade or term, please indicate that on the petition. The petition will then need to be approved and applied by the Dean's office for the petition to reflect on the audit, so make sure the petition is allowable.



Sample petition

## ADMIN

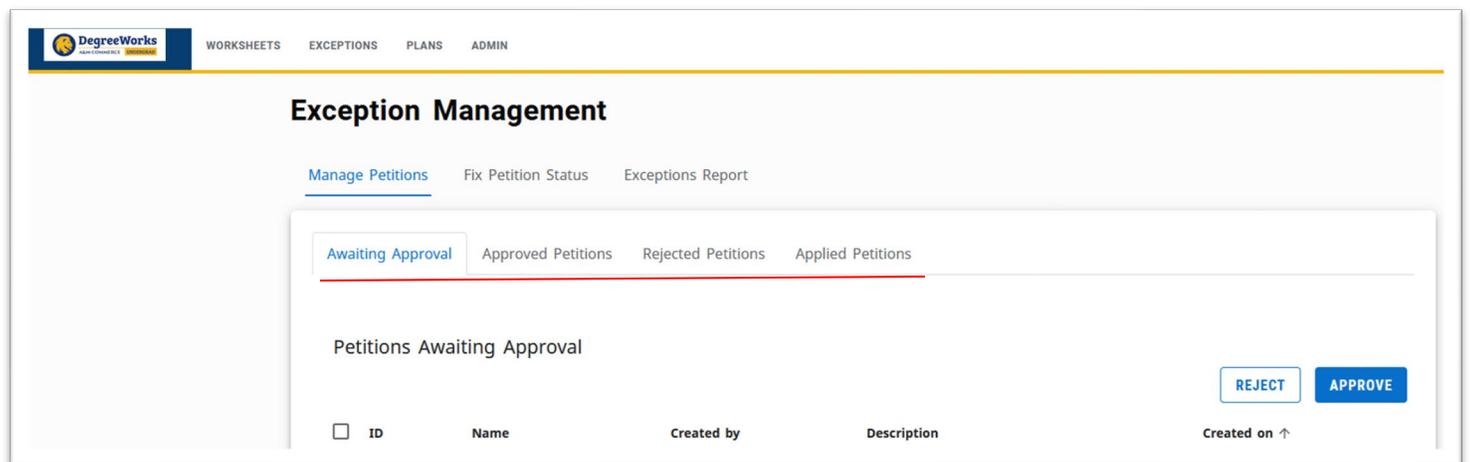
By clicking on the Admin tab, a drop down menu appears and gives the user options for managing exceptions.



EXCEPTION MANAGEMENT- Provides a list of petitions that:

- Are awaiting approval
- Have been approved
- Have been rejected
- Have been applied for

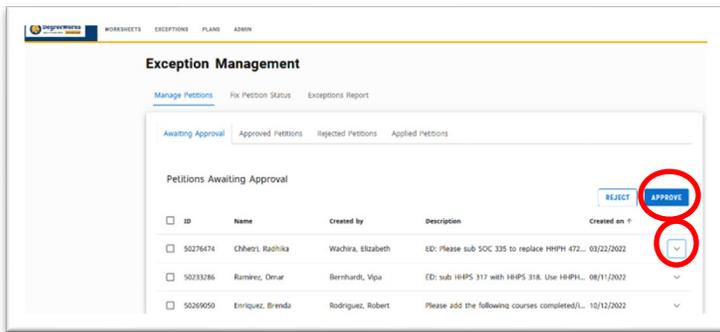
It also allows those with administrative authority to reject or approve petitions, fix petition status, and run exceptions reports.



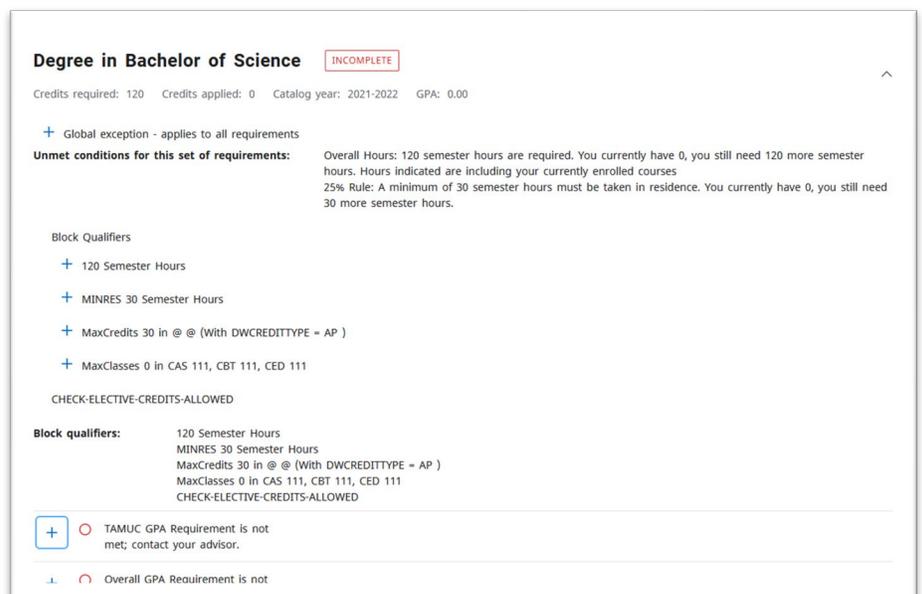
Once the advisor has submitted a petition, it auto populates in the list of Petitions Awaiting Approval.

# APPROVING PETITIONS

The dean's office will see the list of pending petitions listed by oldest date to newest. The student's CWID and name are listed as well as the name of the person who submitted the petition. From there, the person approving the petition can either click on the APPROVE button or view the details by clicking the down arrow next to it. Once they click on the arrow, they will see the petition details and can approve it or reject it and include comments if needed.



If approved, the petition will move to the Approved Petitions screen where it will then need to be applied. If rejected, it will move to the Rejected Petitions screen. On this screen, you can select the time frame of rejected petitions you would like to see. On the Approved Petitions screen, click on the down arrow to see the petition details and the current degree audit. This is where the petitions get applied. Locate the area of the degree plan that needs the change and click on the "+" sign.



After you click on the “+” sign, a pop-up will appear that allows you to “Add Exception”. From here, you will click on the Exception Type down arrow to get a list of types of exceptions. Click on the appropriate exception which will bring up a list of exception types. Depending on what type is selected another pop-up box may appear.

If this happens, you will need to fill in the required information and then click on ADD EXCEPTION.

Example of “Apply Here” exception type

Example of “Also Allow” exception type

Example of “Force Complete” exception type

Example of Remove Course and/or Change the Limit

Example of “Force Complete” exception type

After you click on ADD EXCEPTION, the applied petition will show on the DW audit. Then, scroll all the way to the bottom and click on UPDATE PETITION AND CLOSE.

The applied petition will automatically be moved to the APPLIED PETITIONS page.

<input type="checkbox"/>	50051533	Test, Banner1 A.	Glover, Theresa K	this is just a test to see where it goes	05/03/2023	▼
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There is also a FIX PETITION STATUS screen where you can view and change the status of a petition. You have the option to select the date range of petitions to view or enter a student’s CWID to view a specific petition.

List View

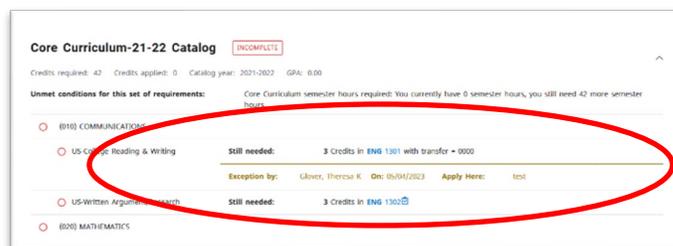
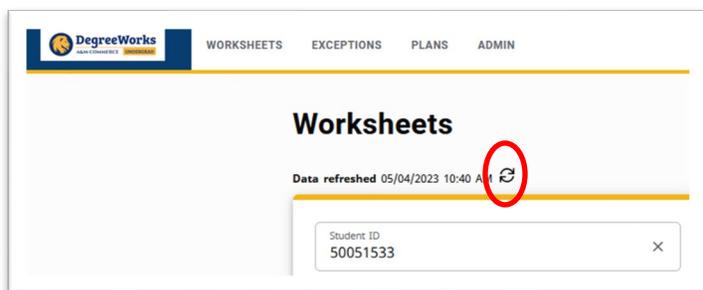
Specific Student View

From here, you can change the petition status by clicking on the box that shows the current status. A drop-down menu will appear that allows you to select what change needs to be made. Click on the change you want to make, and the new status will show. You can choose to SAVE CHANGES or CANCEL.



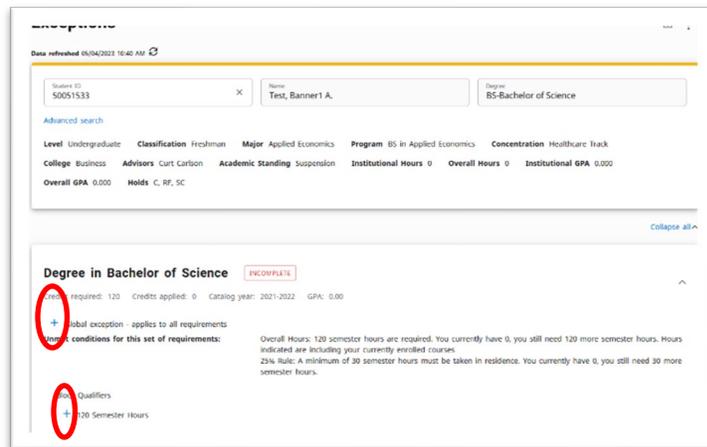
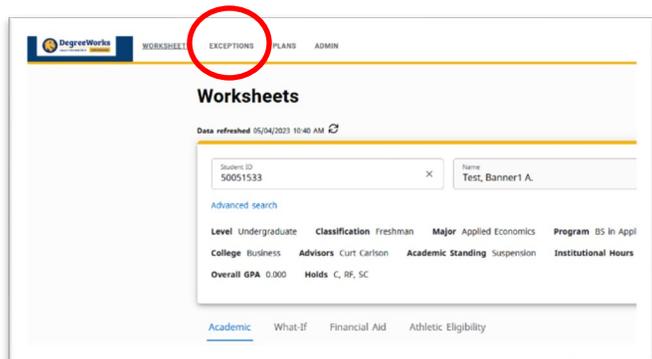
The petition will then move to the appropriate screen (Awaiting Approval, Approved, Rejected, or Applied). Do not try to change a “rejected” status to “applied” status. It will need to be changed to “approved” and then the changes need to be applied.

To see the changes reflected in real-time, click on the refresh button of the Worksheets page.

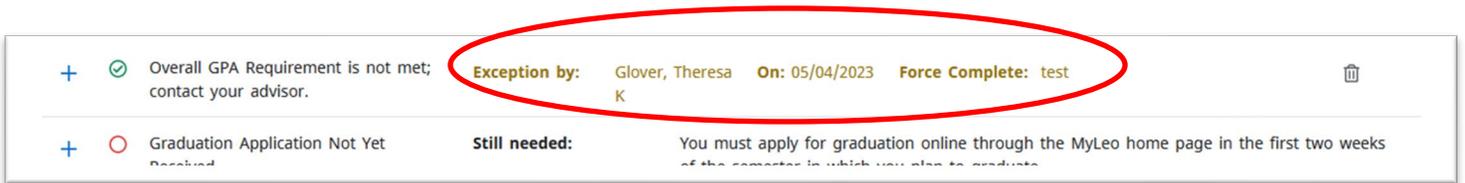
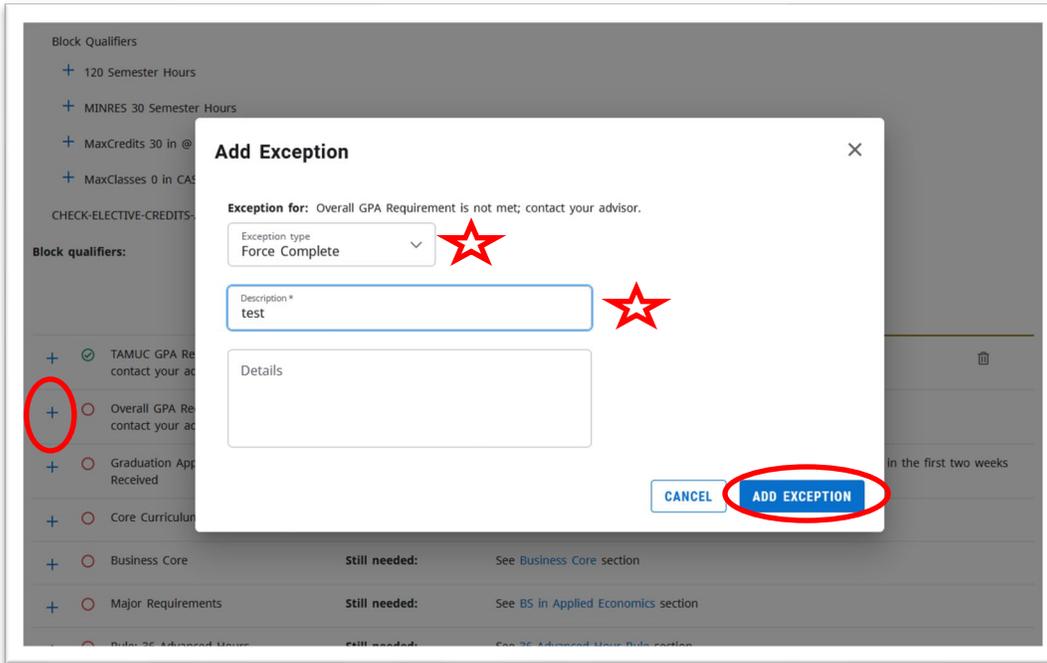


An exception can also be made by clicking on the EXCEPTIONS tab at the top of the Worksheets page.

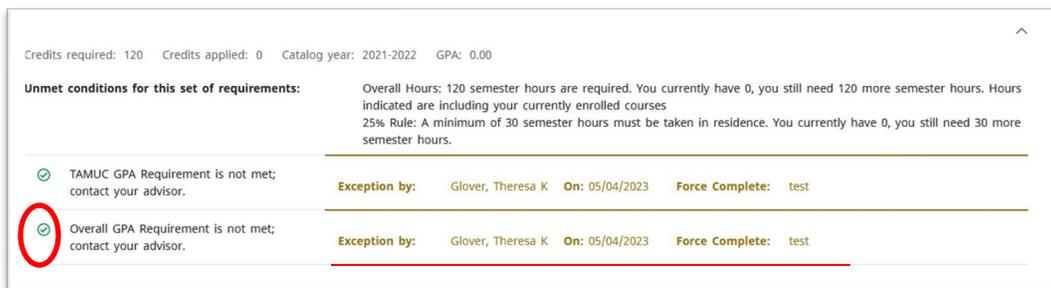
A new audit that allows for making changes (as indicated by the plus signs) will pop up.



This screen works almost the same as entering a petition as far as the pop-up boxes; however, the exception will apply and reflect immediately and will not need to go through the approval process. Click on the “+” sign where the exception needs to be applied, and the “Add Exception” box will appear. Enter the required information and click on “ADD EXCEPTION” to see the changes reflect on the Exceptions worksheet. Below is an example of one type of exception:

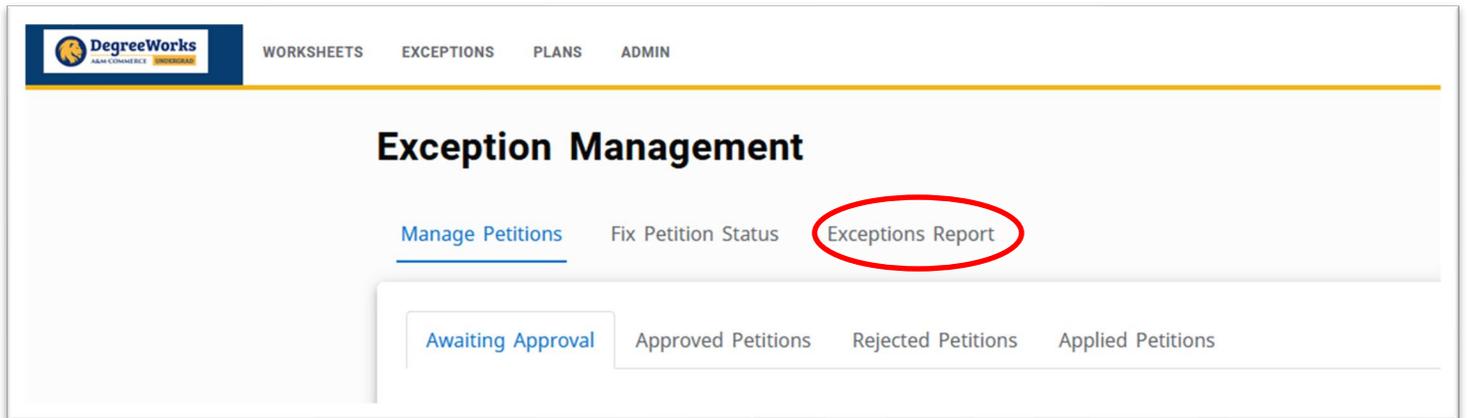


The exception has also reflected on the main Worksheets page audit.

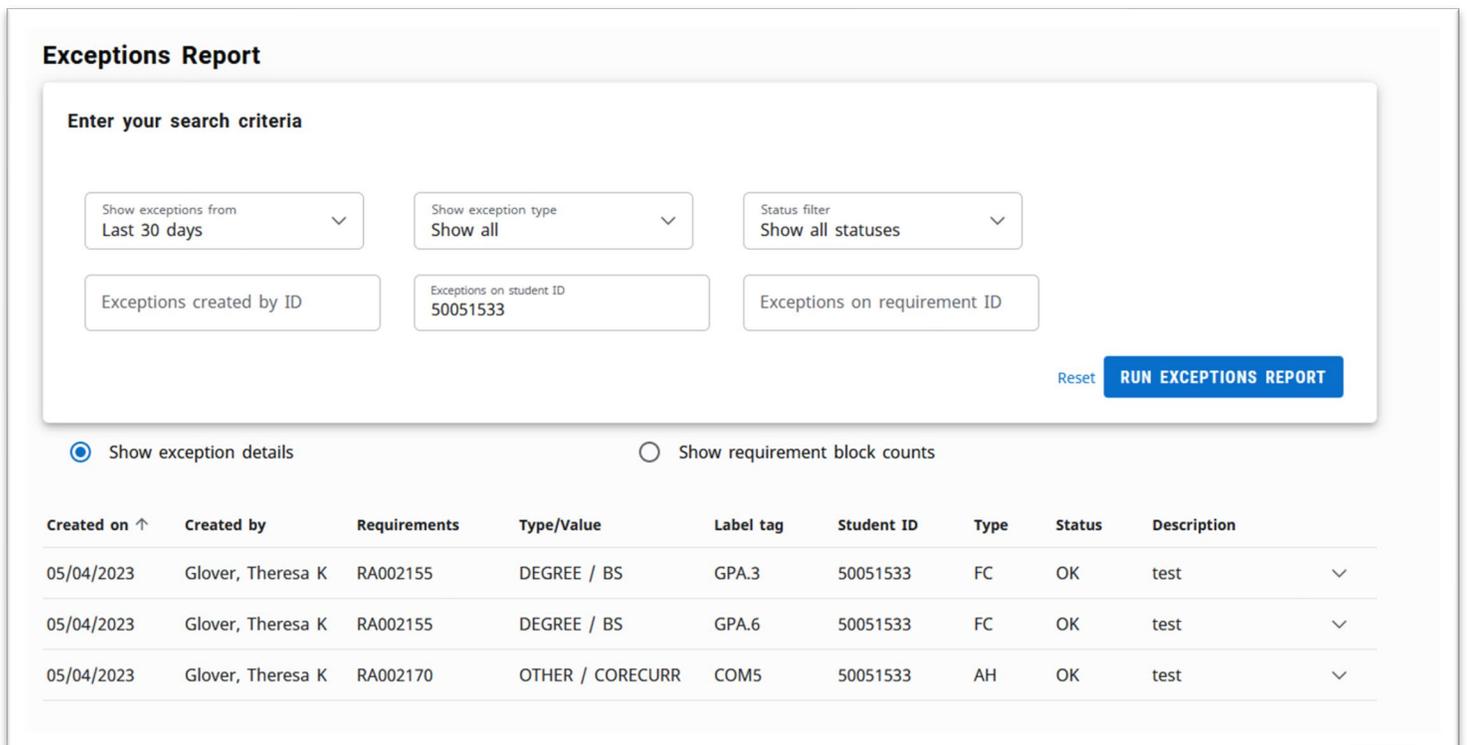


# EXCEPTIONS REPORT

Under the ADMIN tab, in the Exceptions Management screen, an option for “Exceptions Reports” is available.

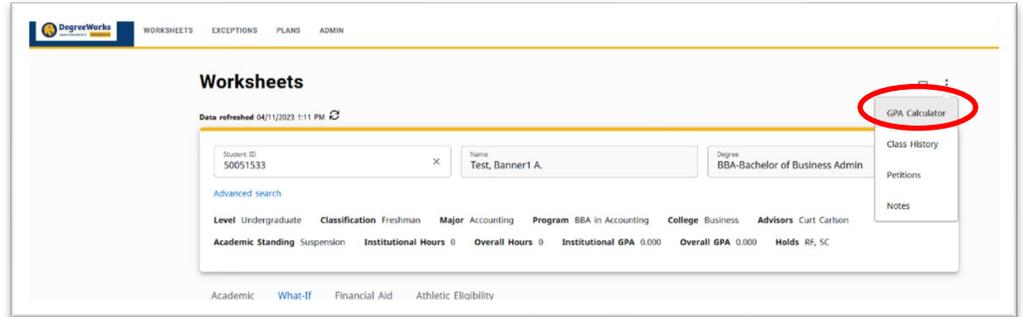


When you click on Exceptions Report, you can choose the filters you need for the report you would like to run. Fill in the information and click on RUN EXCEPTIONS REPORT.

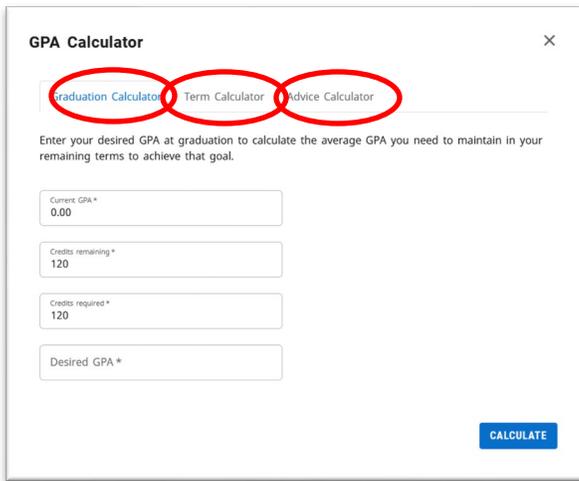


# GPA CALCULATOR

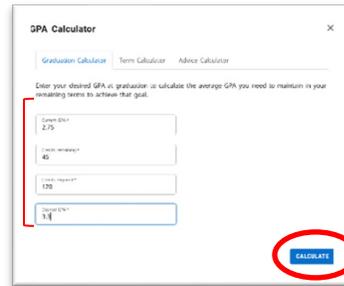
Click on the three vertical dots for the drop down menu and select [GPA Calculator](#).



A new window will appear with GPA Calculators for different scenarios. Enter the requested information and click on [CALCULATE](#) to see the results. In the results screen, you can click on [RECALCULATE](#) to change your information for a different outcome.

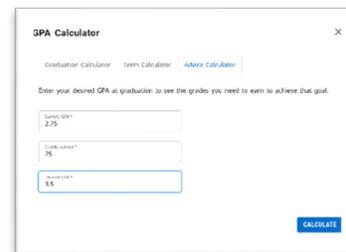
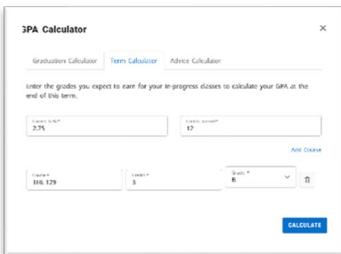


[Graduation Calculator](#)- allows you to determine the average **GPA** you need to maintain for the remaining terms (hours) to achieve your GPA goal



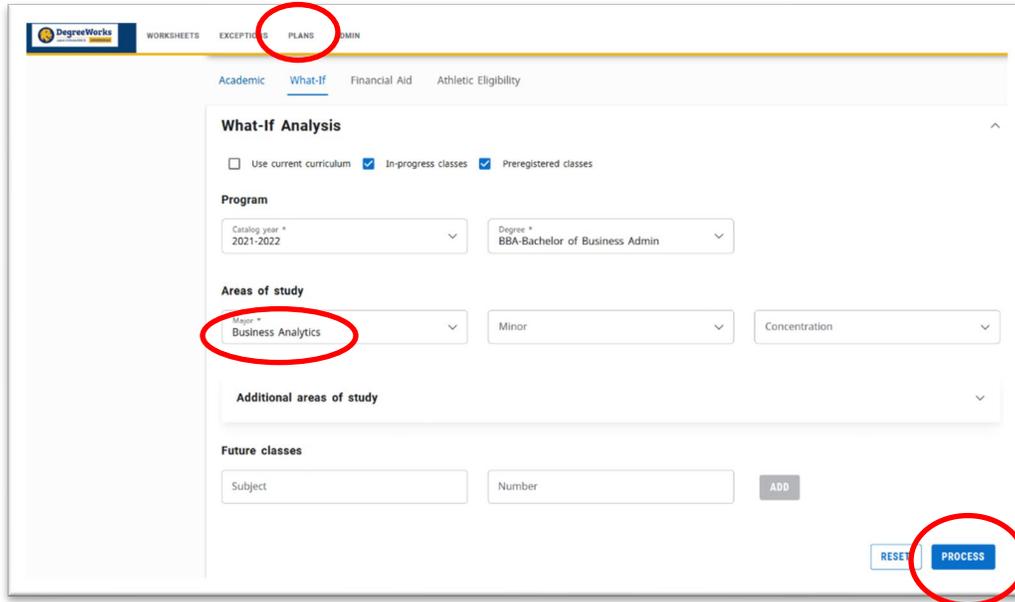
[Term Calculator](#)- allows you to calculate your GPA at the end of the current term if you obtain the grades you expect to earn in your in-progress classes

[Advice Calculator](#)- allows you to see what **grades** you would need to obtain to achieve your desired GPA at graduation

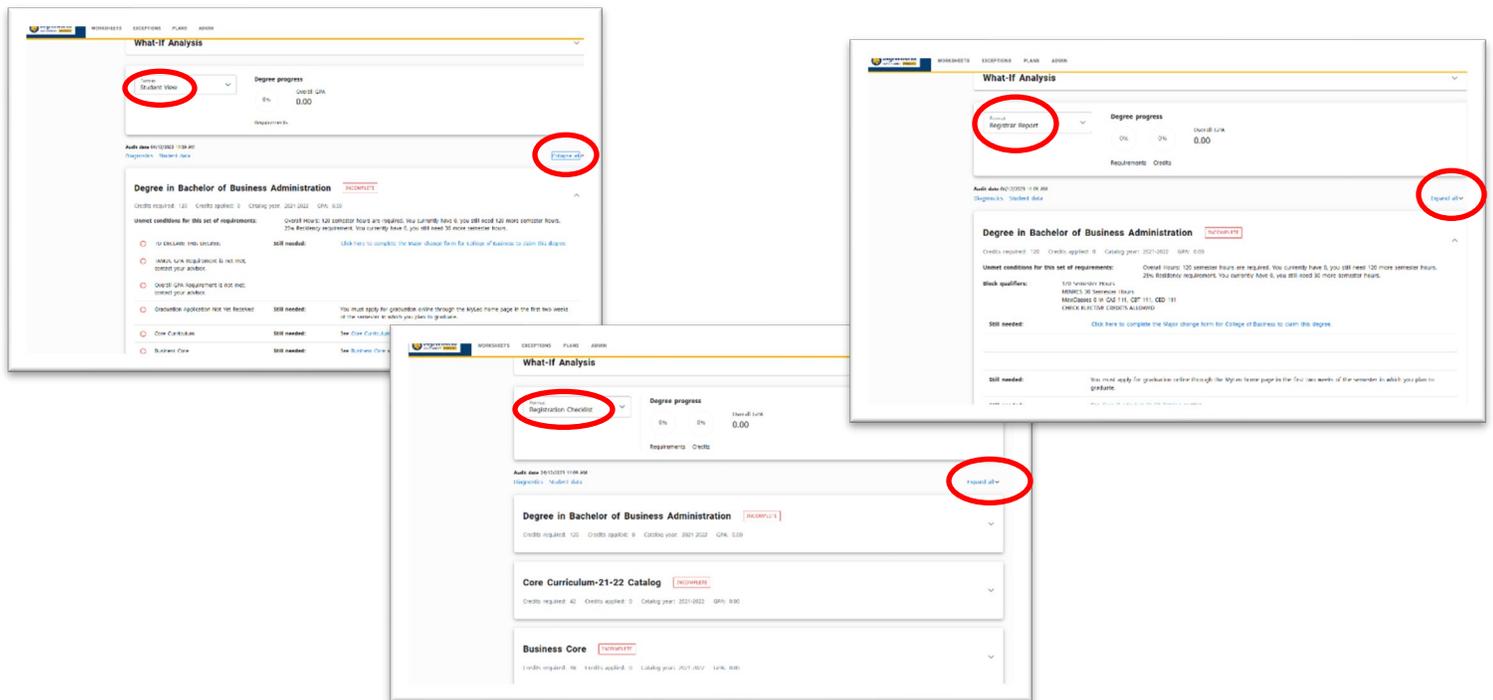


# WHAT IF

Click on the What-If tab to generate an analysis of what would happen if you made changes to your current program. For example, if this student wanted to change his major from Accounting to Business Analytics, what would happen? Click on the PROCESS button to see the results.



Results of the What-If analysis for the example scenario (student view) are shown below. The entire degree plan audit can be seen from this screen by scrolling. You can also change the view from Student View to the Registration Checklist view or the Registrar Report view as well as collapse or expand the different audit sections. A What-If analysis does **not** change the student's degree plan.



# CLASS HISTORY

Class History is a summary of the classes a student has taken and includes the course name and number as well as the grade and credits received. To access it, click on the three vertical dots and a drop-down menu will appear. Then, select CLASS HISTORY, and you will see a pop-up window containing the summary of classes. Note: The Class History is not an official transcript.

The screenshot shows the DegreeWorks interface. At the top, there are navigation tabs: WORKSHEETS, EXCEPTIONS, PLANS, and ADMIN. The main heading is "Worksheets". Below this, it says "Data refreshed 04/19/2023 8:31 AM". There are three input fields: "Student ID" (50051533), "Name" (Test, Banner1 A.), and "Degree" (BBA-Bachelor of Business Admin). Below these are various filters and statistics: Level (Undergraduate), Classification (Freshman), Major (Accounting), Program (BBA in Accounting), College (Business), Advisors (Curt Carlson), Academic Standing (Suspension), Institutional Hours (0), Overall Hours (0), Institutional GPA (0.000), Overall GPA (0.000), and Holds (C, RF, SC). At the bottom, there are tabs for Academic, What-If, Financial Aid, and Athletic Eligibility. A "View historic audit" dropdown shows "04/16/2023 at 11:51 PM U/BBA". On the right side, there is a menu with options: GPA Calculator, Class History (highlighted with a red circle), Petitions, and Notes. A red circle also highlights the three vertical dots icon above the menu.

### Class History

Spring 2020			
Course	Title	Grade	Credits
PSY 302	Psychological Statistics	W	0

Spring 2022			
Course	Title	Grade	Credits
ETI 100	Essentials of Online Lrng	A	0

Summer I 2022			
Course	Title	Grade	Credits
ETI 100	Essentials of Online Lrng	B	0

Summer II 2022			
Course	Title	Grade	Credits
ETI 100	Essentials of Online Lrng	A	0

## FAQs

### 1. Who can use DegreeWorks (DW)?

All currently enrolled undergraduate and graduate students who attend A&M-Commerce

### 2. What is DegreeWorks?

DW is a web-based planning tool to help students and advisors monitor student progress toward degree completion; however, DW is not a substitution for consultation with a professional academic advisor. It will show the user, in an easy-to-read format, the courses that must be completed to achieve the desired degree.

### 3. When should I look at my degree audit?

The degree audit should be viewed including, but not limited to, the following times:

Prior to meeting with an advisor

Prior to registering for courses

At the beginning AND end of each term

Prior to applying for graduation

After any changes to major, minor, concentration, or plan of study are made

### 4. Where can I access DegreeWorks?

DW is located in your myLeo account.

### 5. What should I do if my major, minor, or concentration is incorrect?

Please contact your advisor, they will be able to assist you with changing this information.

### 6. Who can correct my DegreeWorks if my transfer work is not showing or is showing in the wrong place?

Double check with undergraduate admissions to ensure they have received your transcripts with the most up-to-date information. They are responsible for transfer work and will be able to assist you with this issue. If they have the most current and correct transfer information, but there is still an issue, contact your advisor.

### 7. If my graduation application has been accepted but DegreeWorks says that I haven't completed all of my requirements, will I be able to graduate?

Depending on the issue, you may still be able to graduate. Identify the areas that show “Incomplete” (\*notification will be in red) in DegreeWorks. If you have already completed the requirements, but the course credit is not displayed, contact your advisor. \*Completed work will have a green notification.

#### 8. How is my transcript different from my degree evaluation?

The transcript is an official document which displays only courses from completed terms. The degree evaluation includes courses that are required for your degree, courses you are currently enrolled in, and courses which you have already taken. The degree evaluation is not an official document but rather a guide to help you reach your ultimate goal of graduation.

#### 9. How does DegreeWorks decide where to place courses that I have completed?

DW is pre-programmed with information that directs it where to place the courses you have taken. If there are courses in the wrong place or any that are expected to apply to different areas, contact your advisor to help you correct this issue. A single course may appear in multiple places depending on the program.

#### 10. What if DegreeWorks places a course in one section, and I want it in another?

DW is designed to help you complete your degree program in the most efficient way possible, so it will automatically move courses to the appropriate place as they are completed. If a course pulls into the wrong place, the system will adjust when you take the class that is expected to meet the course requirements. If you feel there is an error, contact your advisor.

#### 11. I earned an Associate’s Degree before I came to A&M-Commerce. How does this appear on my worksheet?

Transferred courses are coded in the admissions process and should pull directly where applicable. Please make sure the admissions office has your most current transcript information.

#### 12. Are there requirements for graduation that DegreeWorks doesn’t check?

All requirements for graduation will appear in DW; however, final clearance is still made through your advisor, dean of your college, and the graduation coordinator.

#### 13. Can I make a petition to waive/substitute a course?

Any petition, waiver, substitution, or other exception to the degree plan (all considered to be a “petition”), will be made directly by the advisor. After the petition is made, it must be approved by the dean, and it will then be reflected on your degree evaluation.

#### 14. What should I do if my department gave me permission to take different courses for my major, but the courses are not showing in DegreeWorks?

Speak with your advisor as they will need to submit the appropriate petition request(s) before your degree evaluation will reflect the permitted changes.

**15. How do I see what courses I still need to take if I'm considering changing my major?**

You can click on the What-If tab and enter the requested information to run an analysis to see how your degree plan will change. If you decide you want to make the change, you would need to contact the advisor that corresponds to the new major.

**16. How do I check to see if I'm eligible for a minor?**

First, the online catalog should be able to tell you. A second option would be to speak with your advisor. If a minor is required for your major, your graduation evaluation will specifically say that a minor is required.

**17. Why doesn't DegreeWorks show that I need to complete a required concentration or emphasis area for my major?**

If a concentration or emphasis is required for your major and is not showing in DW, contact your advisor to make sure they have "declared" it for you in the system.

**18. What happens when I repeat a course?**

Only the latest course counts toward your degree requirements. The previously taken course will show to be excluded and will not be counted, but it should appear at the bottom of your degree evaluation under "Work Not Applicable". The current repeated course will not replace the prior course until the end of the semester.

**19. How can I see the descriptions for all my courses in my degree program?**

Most courses should be hyperlinked to the catalog. If they aren't, please visit the online catalog.

**20. What does the @ symbol mean? I've seen it in several places on my worksheet.**

The @ symbol is a "wild card" in DW. If you see the @ symbol with numbers after it (ex. @ 100:499), it means you can take a 100-400 level course from any subject area. If you see it after a subject prefix (ex. THE @), it means you can take any Theatre course. If it appears with nothing after it, you can take any course from any area and any level.

**21. Who should I contact if I still have questions?**

Your advisor is typically your first point of contact for questions. Beyond that, you can email the graduation office at graduation@tamuc.edu.