Degree Works
Step-by-Step
Instructions

Advisor
Degree Works Step-by-Step Instructions for Advisors

The following are instructions for advisors who are using Degree Works. Degree Works is available to all students with a catalog of fall 2016 to present.

I. Logging into Degree Works
II. Searching for Students
III. Navigation Bar and Student View
IV. Legend
V. Degree Block
VI. Core, Major, Concentration, Elective, and Minor Blocks
VII. Other Blocks
VIII. Other Features

Logging into Degree Works

1. Go to Lesesne Gateway and log in with your Citadel credentials.
2. Under the Faculty Tab in Lesesne Gateway, click on Faculty Services Menu in the Faculty Banner Tools channel.
3. Click on Advisor Menu.

   Student Information Menu
   Term Selection
   Course Registration Number (CRN) Selection
   Faculty Detail Schedule
   Week at a Glance
   Detail Class List
   Summary Class List
   Detail Wait List
   Summary Wait List
   Midterm Grades
   Final Grades
   Incomplete Grades Summary
   Advisor Menu

4. Then, click on Degree Works Degree Evaluation.

   Term Selection
   ID Selection
   Student Academic Transcript
   CAPP Degree Evaluation (Students with catalog term earlier than fall 2016)
   Degree Works Degree Evaluation (Students with catalog term >= fall 2016)
   Release Advising Holds
   Student Leadership Development Transcript (available through CAS)
Searching for Students

Degree Works provides the ability to search for an individual student’s audit, or you can batch search for all audits within certain criteria (such as major, minor, college, advisees, etc.)

1. To search for a student by CWID, enter the CWID in the “Student ID” box and hit Enter. The student’s audit will display.

2. You can also search for a batch listing of students, or by name if the CWID is not known by selecting the Find button. {NOTE: The @ wildcard can be used if the entire criteria is not known.} Any of the drop-down options can be selected to narrow your search. Once you’ve chosen the criteria, click “Search”.

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Find Students

- **Degree**
  - All Degree Codes
- **Level**
  - All Level Codes
- **Student Class Level**
  - All Student Class Level Codes
- **Catalog Year**
  - All Catalog Year values
- **Major**
  - All Major Codes
- **Minor**
  - All Minor Codes
- **College**
  - All College Codes
- **Concentration**
  - All Concentration Codes
- **Program**
  - All Program Codes

Chosen Repeatable Search Criteria

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Search   Clear

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Student ID  First Name  Last Name

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Find

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The Citadel DWPROD environment

- **Student**
  - [Redacted]
- **Level**
  - [Redacted]
- **Graduate**
  - [Redacted]
- **Confidentiality**
  - [Redacted]
- **CWID**
  - [Redacted]
- **School**
  - No College Designated
- **Registration Hold**
  - N
- **Classification**
  - Master Degree Candidate
- **Degree**
  - Master of Science
- **Expected Graduation Date**
  - 15-DEC-2020

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Back to Self-Service

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Portal  FAQ  Print  Log

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Worksheets  Notes  GPA Calc

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Find

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Student View  View  Save as PDF  Process New  Class History

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The Citadel
3. All students that match the criteria you have entered will populate at the bottom. You can “Uncheck All” to only select one or a few students, or you may “Check All” to look through all students with the selected criteria. Once you have made your selection, click “Ok”. (If you get an error message about pulling up more than 500 students, just click “Ok”).

4. If you select multiple students, use the arrows next to the name block to look through all selected.

5. If the student you have selected is pursuing more than one degree, click on the drop down arrow on the navigation bar under “Degree” to select which degree audit you would like to view.

NOTE: Dual majors are different than dual degrees. Dual majors refer specifically to students with a second major. These students will not receive two diplomas or two separate degrees. Both majors will fall under the primary degree type.
Navigation Bar and Student View

1. The top of the Degree Works audit worksheet contains basic information such as Student CWID, major, advisor, etc. The default view is the student view.

2. Next, you will see a degree progress bar.

3. The Degree Works audit worksheet is divided into several sections, called blocks, which together comprise your degree audit. The types and number of blocks may vary from student to student, depending on the academic program you have selected.

Legend

Note that throughout the audit, you will see the following symbols to indicate progress toward a particular requirement. They can also be found on the legend within the audit worksheet.

@: This symbol ‘@’ reflects a wild card.

Examples:

- If the requirement is ‘5 courses in ENGL @’, this means the student needs to take 5 courses in any ENGL course.
- If the requirement is ‘12 credit hours in @ @’, this means the student needs to take 12 credit hours of any prefix and any course number.

P: All courses with this symbol indicate that there is a pre-requisite(s) identified in Banner.
Degree Block

The first block found at the top of every audit is the Degree Block. This will list the requirements for the student’s degree.

<table>
<thead>
<tr>
<th>Bachelor of Science in Electrical Engineering</th>
<th>Credit Hours Required: 124</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Total Credit Hours Required</td>
<td>Still Needed: You currently have 70 credit hours including both earned and in-progress courses. You need a minimum of 54 additional credit hours applicable to your degree in order to successfully satisfy all graduation requirements.</td>
</tr>
<tr>
<td>Minimum Credit Hours taken at The Citadel</td>
<td></td>
</tr>
<tr>
<td>You meet the 2.000 minimum cumulative GPA requirement</td>
<td></td>
</tr>
<tr>
<td>Core Requirements for Electrical Engineering</td>
<td>Still Needed: See Core Requirements for Electrical Engineering section</td>
</tr>
<tr>
<td>Major GPA</td>
<td></td>
</tr>
<tr>
<td>Major Requirements for Electrical Engineering</td>
<td>Still Needed: See Major Requirements for Electrical Engineering section</td>
</tr>
<tr>
<td>Elective Requirements for Electrical Engineering</td>
<td>Still Needed: See Elective Requirements for Electrical Engineering section</td>
</tr>
<tr>
<td>Cadet Requirements</td>
<td>Still Needed: See Cadet Requirements section</td>
</tr>
</tbody>
</table>

Core, Major, Concentration, Elective, and Minor Blocks

Following the Degree Block, Degree Works will display a block for the student’s selected core, major(s), concentration, and minor(s).

Sample Major Block

<table>
<thead>
<tr>
<th>Major Requirements for Electrical Engineering</th>
<th>Credit Hours Required: 71</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Credit Hours Required</td>
<td>Still Needed: You currently have 23 credits. You need a minimum of 48 additional credit hours.</td>
</tr>
<tr>
<td>Fund of Electrical Engineering</td>
<td>ELEC 106 Fund of Electrical Engineering A 3 Fall 2017</td>
</tr>
<tr>
<td>Elec Circuit Analysis I</td>
<td>ELEC 201 Elec Circuit Analysis I B 3 Fall 2018</td>
</tr>
<tr>
<td>Elec Circuit Analysis II</td>
<td>ELEC 202 Elec Circuit Analysis II REG (3) Spring 2019</td>
</tr>
<tr>
<td>Electrical Laboratory</td>
<td>ELEC 204 Electrical Laboratory REG (1) Spring 2019</td>
</tr>
<tr>
<td>Computer Apps Elec Engr</td>
<td>ELEC 206 Computer Apps Elec Engr B 3 Spring 2018</td>
</tr>
<tr>
<td>Electrical Machinery Lab</td>
<td>Still Needed: 1 Class in ELEC 302</td>
</tr>
<tr>
<td>Electronics I</td>
<td>Still Needed: 1 Class in ELEC 306</td>
</tr>
<tr>
<td>Signals and Systems</td>
<td>Still Needed: 1 Class in ELEC 309</td>
</tr>
<tr>
<td>Digital Logic &amp; Circuits</td>
<td>ELEC 311 Digital Logic &amp; Circuits A 3 Fall 2018</td>
</tr>
<tr>
<td>Systems I</td>
<td>Still Needed: 1 Class in ELEC 312</td>
</tr>
<tr>
<td>Electronics Laboratory</td>
<td>Still Needed: 1 Class in ELEC 313</td>
</tr>
<tr>
<td>Electromech Energy Convr</td>
<td>Still Needed: 1 Class in ELEC 316</td>
</tr>
<tr>
<td>Electromagnetic Fields</td>
<td>Still Needed: 1 Class in ELEC 318</td>
</tr>
<tr>
<td>Digital Systems Engr</td>
<td>ELEC 330 Digital Systems Engr REG (3) Spring 2019</td>
</tr>
<tr>
<td>Applied Prob/Stats for Engineer</td>
<td>Still Needed: 1 Class in ELEC 412</td>
</tr>
<tr>
<td>Design I</td>
<td>Still Needed: 1 Class in ELEC 421</td>
</tr>
<tr>
<td>Design II</td>
<td>Still Needed: 1 Class in ELEC 422</td>
</tr>
<tr>
<td>Engineering Economy</td>
<td>Still Needed: 1 Class in CIVIL 314</td>
</tr>
</tbody>
</table>
Sample Cadet Block

Other Blocks

The bottom of the audit will vary for each student based on coursework taken and academic progress.

The In-progress Block lists the courses for which you are currently enrolled. In-progress courses will apply towards requirements with the tilde (~) showing and a shade of blue indicating that upon successful completion, the requirement will be met. The In-progress Courses Block is directly connected to your enrollment in Banner and will update with any registration changes made.
The Courses Not Used Block will display coursework that does not count toward the degree you seek. This might include coursework which is beyond the year limit or which may have been repeated.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 537</td>
<td>Student Development Serv.</td>
<td>A</td>
<td>3</td>
<td>Fall 2012</td>
</tr>
<tr>
<td>EDUC 538</td>
<td>Theor of Student Dev. H.E.</td>
<td>A</td>
<td>3</td>
<td>Spring 2013</td>
</tr>
<tr>
<td>EDUC 539</td>
<td>Higher Ed Administrat.</td>
<td>A</td>
<td>3</td>
<td>Spring 2013</td>
</tr>
<tr>
<td>EDUC 613</td>
<td>Foundations of Amer H.E.</td>
<td>A</td>
<td>3</td>
<td>Fall 2012</td>
</tr>
</tbody>
</table>

The Insufficient Block will display coursework that does not count toward the degree you seek due to insufficient grades.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 102</td>
<td>Composition &amp; Lit II</td>
<td>F</td>
<td>3</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>ENGL 102</td>
<td>Composition &amp; Lit II</td>
<td>W</td>
<td>3</td>
<td>Summer 2018</td>
</tr>
<tr>
<td>PSYC 201</td>
<td>General Psychology</td>
<td>F</td>
<td>3</td>
<td>Spring 2019</td>
</tr>
</tbody>
</table>

Other Features

GPA Calculator

The GPA Calculator allows students to determine the GPA required in their remaining coursework to reach their desired GPA. Similarly, students can input a desired or estimated GPA for current coursework to calculate the term GPA. The GPA calculators are estimates and are not considered official.

What If

The What If feature allows students to see how the coursework they have already taken would apply to a new or additional academic program. This can be helpful when students wish to evaluate a change to their current degree, major, minor, and/or certificate. Students and advisors may also use the What If function to determine if a change in catalog year is beneficial to the student.
From the main Worksheet, Student View, click What If on the left. From within the What If area, then select the Degree, Catalog Year, Major, Minor, etc., to indicate which academic areas to consider in the What If audit, then click Process What If to view a new audit. The What If audit is a planning tool only and is not an official change of major or any other academic program.

Look Ahead

The Look Ahead function allows students to select a course they would like to take and see where it might be applied on the degree audit or toward current degree enrollment.
For any questions, please contact registrar@citadel.edu.