

**Degree Works
Step-by-Step
Instructions**

Students

Degree Works Step-by-Step Instructions for Students

The following are instructions for students 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. [Navigation Bar and Student View](#)
- III. [Legend](#)
- IV. [Degree Block](#)
- V. [Core, Major, Concentration, Elective, and Minor Blocks](#)
- VI. [Other Blocks](#)
- VII. [Other Features](#)

Logging into Degree Works

1. Go to Lesesne Gateway and log in with your Citadel credentials.
2. Click on the Student tab.
3. Then, click on the **Degree Works Degree Evaluation** under the Registration Tools channel.

Registration Tools 

If prompted for a username and pin, please try the link again.

- o Registration Status
- o Look Up Classes
- o Add or Drop Classes
- o Optional Fees
- o Class Schedule
- o View Holds
- o Midterm Grades
- o CAPP Degree Evaluation (Students with catalog term earlier than fall 2016)
- o **Degree Works Degree Evaluation (Students with catalog term >= fall 2016)**
- o Enrollment Certificate



Navigation Bar and Student View

Student View as of 01/02/2019 at 13:30					
Student		Level	Graduate	Confidentiality	
CWID		School	No College Designated	Registration Hold	N
Classification	Master Degree Candidate	Degree	Master of Science	Expected Graduation Date	15-DEC-2020
Attribute	Graduate Student	Major	Leadership	Applied to Graduate	N
Advisor		Concentration		Catalog Year	2018-2019
Cumulative GPA	4.000	Minor			

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

If you are 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.



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. The following is an overview of the blocks all students will likely see on the degree audit worksheet.

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.

<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	<input checked="" type="checkbox"/> Pre-requisite
<input type="checkbox"/> Not Complete	<input type="checkbox"/> Any subject or course number	

@: 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.

Degree Block

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

<input type="checkbox"/> Bachelor of Science in Electrical Engineering		Credit Hours Required: 124
		Credit Hours Applied: 70
<input type="checkbox"/> Minimum Total Credit Hours Required	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.
<input checked="" type="checkbox"/> Minimum Credit Hours taken at The Citadel		
<input checked="" type="checkbox"/> You meet the 2.000 minimum cumulative GPA requirement		
<input type="checkbox"/> Core Requirements for Electrical Engineering	Still Needed:	See Core Requirements for Electrical Engineering section
<input checked="" type="checkbox"/> Major GPA		
<input type="checkbox"/> Major Requirements for Electrical Engineering	Still Needed:	See Major Requirements for Electrical Engineering section
<input type="checkbox"/> Elective Requirements for Electrical Engineering	Still Needed:	See Elective Requirements for Electrical Engineering section
<input type="checkbox"/> Cadet Requirements	Still Needed:	See Cadet Requirements section

Core, Major, Concentration, Elective, and Minor Blocks

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

Sample Major Block

Major Requirements for Criminal Justice						Credit Hours Required: 51
						Credit Hours Applied: 39
<input type="checkbox"/> Minimum Credit Hours Required	Still Needed: You currently have 39 credits. You need a minimum of 12 additional credit hours in order to successfully satisfy all major requirements.					
<input checked="" type="checkbox"/> Intro to Criminal Justice	CRMJ 201	Intro to Criminal Justice	C	3	Spring 2015	
<input checked="" type="checkbox"/> Criminology	CRMJ 202	Criminology	A	3	Fall 2018	
<input checked="" type="checkbox"/> Police Systems and Practices	CRMJ 370	Police Systems and Practices	B	3	Fall 2015	
<input checked="" type="checkbox"/> Corrections	CRMJ 380	Corrections	REG	(3)	Spring 2019	
<input type="checkbox"/> Cluster A Requirements	CRMJ 332	Comparative Counter-Terrorism	A	3	Fall 2018	
	CRMJ 391	Criminalistics	B	3	Fall 2018	
	CRMJ 393	Homicide	REG	(3)	Spring 2019	
	CRMJ 465	Transnational Crime	REG	(3)	Spring 2019	
	INTL 210	Homeland Security	A	3	Fall 2018	
Still Needed: 3 Classes in CRMJ 330:335 or 360 or 371 or 372 or 373 or 375 or 381:393 or 401 or 465 or 470:473 or 498 or 499 or INTL 310 or 311 or FNAR 307 ©						
<input type="checkbox"/> Cluster B Requirements	PSYC 201	General Psychology	A	3	Summer 2014	
	SOCI 201	Intro to Sociology	B	3	Fall 2015	
Still Needed: 1 Class in ANTH 200:499 or CSCI 227 or FNAR 307 © or FREN 301 © or GERM 301 © or HIST 200:499 or PHIL 200:499 or PSCI 200:499 or PSYC 200:499 or SOCI 200:499 or SPAN 301 ©						
One Modern Language 301 course may be taken as a Cluster B course.						
<input checked="" type="checkbox"/> US History Requirement	HIST 201	Survey of Amer Hist I	T	3	Spring 2014	
	Satisfied by		HIST200 - Survey of Amer His I & II - Advanced Placement Exams			
	HIST 202	Survey of Amer Hist II	T	3	Spring 2014	
Satisfied by		HIST200 - Survey of Amer His I & II - Advanced Placement Exams				

Sample Cadet Block

Cadet Requirements						Credit Hours Required: 21
						Credit Hours Applied: 17
<input type="checkbox"/> Minimum Credit Hours Required	Still Needed: You currently have 17 credit hours including both earned and in-progress courses. You need a minimum of 4 additional credit hours applicable to your degree in order to successfully satisfy all graduation requirements.					
<input type="checkbox"/> Leadership						
<input type="checkbox"/> First Year Experience	Still Needed: 1 Class in LDRS 101					
<input type="checkbox"/> Freshman Ethical Fitness Sem	Still Needed: 1 Class in LDRS 111 ©					
<input checked="" type="checkbox"/> Sophomore Sem in Prin Ldrshp	LDRS 201	Sophomore Sem in Prin Ldrshp	A	1	Fall 2015	
<input checked="" type="checkbox"/> Leadership Service Lab	LDRS 211	Leadership Service Lab	P	0	Fall 2015	
<input checked="" type="checkbox"/> Jr Ethics Enrichment Experience	LDRS 311	Jr Ethics Enrichment Expeance	P	0	Fall 2018	
<input type="checkbox"/> Sr Leadership Integration Sem	Still Needed: 1 Class in LDRS 411					
<input checked="" type="checkbox"/> Physical Education						
<input checked="" type="checkbox"/> Physical Education	RPED 103	Beginning Swimming	P	0	Fall 2015	
	RPED 134	Jogging	P	0	Spring 2016	
<input checked="" type="checkbox"/> Cont Health Foundations	RPED 250	Cont Health Foundations	C	2	Fall 2014	
<input checked="" type="checkbox"/> Found/Fitness & Exercise	RPED 251	Found/Fitness & Exercise	B	2	Spring 2015	
<input checked="" type="checkbox"/> ROTC Courses	MLTY 101	Leadership & Personal Develop	C	1	Fall 2014	
	MLTY 102	Foundations in Leadership	A	1	Spring 2015	
	MLTY 201	Innovative Tactical Leadership	B	2	Fall 2015	
	MLTY 202	Leadership in Changing Environ	A	2	Spring 2016	
Students should enroll in a ROTC course that matches their academic classification.						
<input type="checkbox"/> ROTC Contract or ROTC Fulfillment Option - Complete A) or B)	Still Needed: Choose from 1 of the following:					
Only one ROTC fulfillment course may count toward your degree requirements.						
<input type="checkbox"/> Option A) ROTC Contract	MLTY 301	Adaptive Team Leadership	A	3	Fall 2018	
	MLTY 302	Leadership Under Fire	REG	(3)	Spring 2019	
(2 Classes in AERO 300:499 or MLTY 300:499 or NAVL 300:499) or						
(Click here to see classes that meet this requirement.)						
<input type="checkbox"/> Option B) ROTC Fulfillment						
<input type="checkbox"/> ROTC Fulfillment I: BADM 371 or LDRS 371						
<input type="checkbox"/> ROTC Fulfillment II						
<input type="checkbox"/> ROTC Fulfillment III						
<input type="checkbox"/> ROTC Fulfillment IV						

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.

In-progress		Credit Hours Applied: 20	Classes Applied: 10
ELEC 202	Elec Circuit Analysis II	REG 3	Spring 2019
ELEC 204	Electrical Laboratory	REG 1	Spring 2019

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.

Courses Not Used				
EDUC 537	Student Development Services	A	3	Fall 2012
EDUC 538	Theor of Student Devel High Ed	A	3	Spring 2013

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

Insufficient				
ENGL 102	Composition & Lit II	F	3	Spring 2018
ENGL 102	Composition & Lit II	W	3	Summer 2018
PSYC 201	General Psychology	F	3	Spring 2018

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.

Worksheets | Planner | GPA Calc

Graduation Calculator >

Term Calculator
Advice Calculator

The GPA calculators are just estimates. These GPAs are NOT official. Also, the GPAs are rounded, so may not match your official GPA. Contact the Registrar's Office if you have any questions or if you need assistance using the GPA calculators.

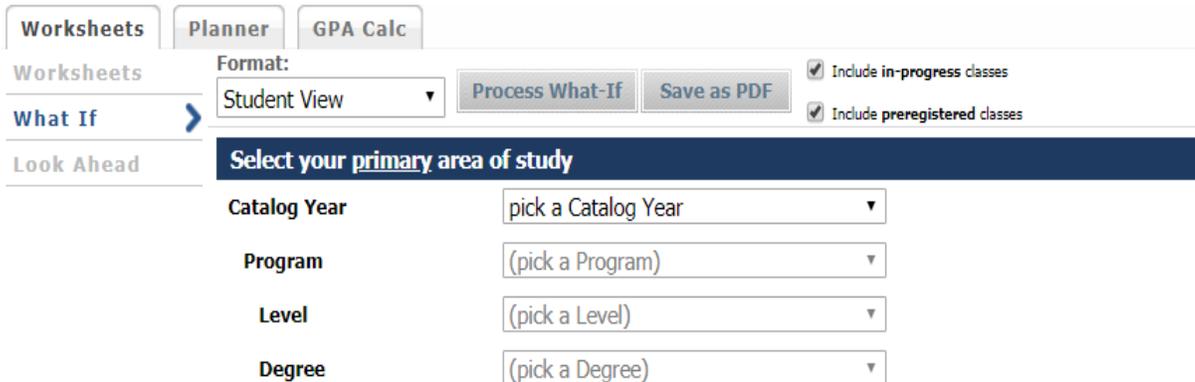
Current GPA	4.000
Credit Hours Remaining	
Credit Hours Required	
Desired GPA	

Calculate

What If

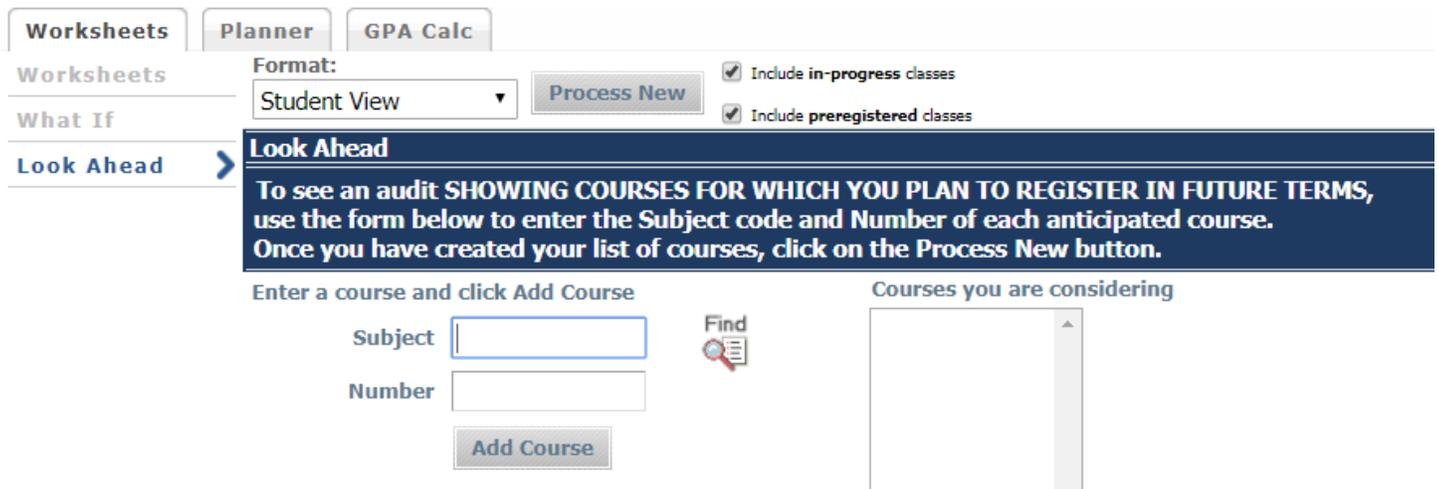
The What If feature allows students to see how the coursework they have already taken would apply to a new or additional academic program. This can be helpful when students wish to evaluate a change to their current degree, major, minor, and/or certificate. Students and advisors may also use the What 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.



If Degree Works indicates a missing requirement that you do not believe should reflect as missing, please contact registrar@citadel.edu to help you resolve this issue.