



**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.

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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.

Faculty and Advisors

[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](#)
View a student's transcript; View a student's grades; Release advising hold.

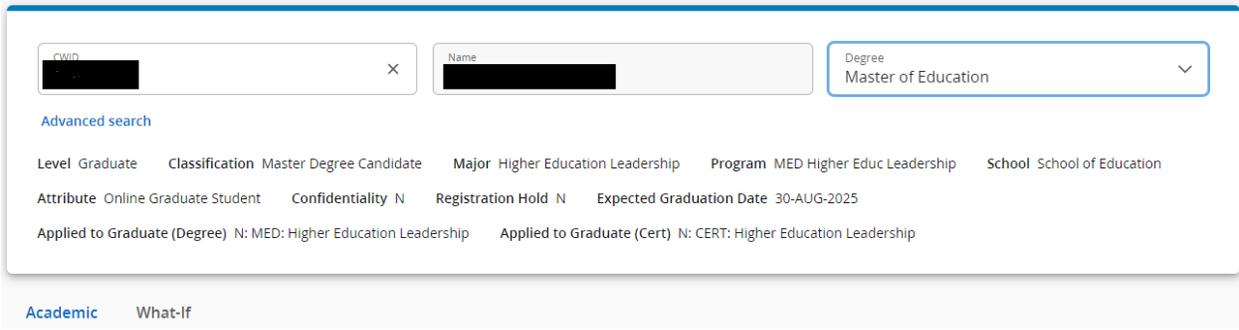
4. Then, click on Degree Works Degree Evaluation.

[Term Selection](#)
[ID Selection](#)
[Student Academic Transcript](#)
[CAPP Degree Evaluation \(Students with catalog term earlier than fall 2016\)](#)
[Degree Works Degree Evaluation \(Students with catalog term >= fall 2016\)](#)

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 CWID search box and hit Enter. The student's audit will display.



The screenshot shows a search interface with the following elements:

- CWID** search box: [Redacted]
- Name** search box: [Redacted]
- Degree** dropdown: Master of Education
- Advanced search** link
- Level**: Graduate
- Classification**: Master Degree Candidate
- Major**: Higher Education Leadership
- Program**: MED Higher Educ Leadership
- School**: School of Education
- Attribute**: Online Graduate Student
- Confidentiality**: N
- Registration Hold**: N
- Expected Graduation Date**: 30-AUG-2025
- Applied to Graduate (Degree)**: N: MED: Higher Education Leadership
- Applied to Graduate (Cert)**: N: CERT: Higher Education Leadership
- Academic** and **What-If** tabs

You can also search for a batch listing of students, or by name if the CWID is not known by selecting the Advanced Search 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".

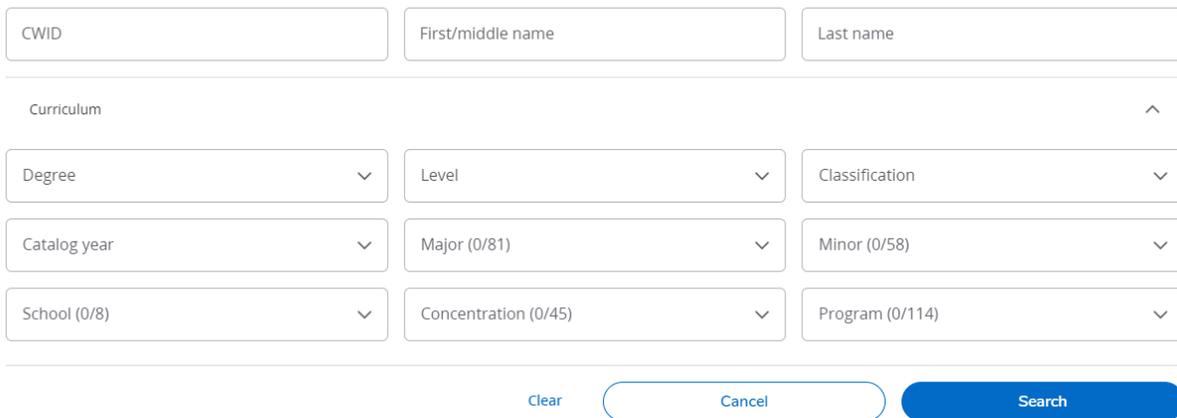


A search box labeled **CWID** with a redacted value and a clear (X) button.

Advanced search



Find Students



The Find Students form includes the following fields and options:

- CWID** search box
- First/middle name** search box
- Last name** search box
- Curriculum** section with an expand/collapse arrow (^)
- Degree** dropdown
- Level** dropdown
- Classification** dropdown
- Catalog year** dropdown
- Major (0/81)** dropdown
- Minor (0/58)** dropdown
- School (0/8)** dropdown
- Concentration (0/45)** dropdown
- Program (0/114)** dropdown
- Clear** button
- Cancel** button
- Search** button

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 by unselecting the blue check box to the left of the ID column, or you may check to look through all students with the selected criteria by leaving the blue box checked. Once you have made your selection, click “Select”. (If you get an error message about pulling up more than 500 students, just click “Select”).

<input checked="" type="checkbox"/>	ID	Name ↑	Degree	Major	Level	Classification
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	BSCONE	Construction Engineering	UG	Second Semester Freshman
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	BSCONE	Construction Engineering	UG	First Semester Junior
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	BSCONE	Construction Engineering	UG	First Semester Freshman
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	BSCONE	Construction Engineering	UG	Second Semester Senior

4. If you select multiple students, click the dropdown arrow next to the “Select Student” to view each student’s audit. When you are ready to review the next student’s audit, simply select their name from the Select Student dropdown menu.

CWID
 [REDACTED]

Select Student
 [REDACTED]

▼

Degree
 BS in Construction Engineering

[Advanced search](#)



Worksheets

CWID
 [REDACTED]

[Advanced search](#)

Level	Undergraduate	Classification	Second Semester Sen
School	School of Engineering	Attribute	Evening Undergra
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

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.

The screenshot shows a navigation bar with three input fields: 'CWID' (with a search icon and a redacted value), 'Name' (with a search icon and a redacted value), and 'Degree' (a dropdown menu showing 'Master of Education' with a downward arrow). A red arrow points to the dropdown arrow in the Degree field.

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

The screenshot shows the navigation bar with three input fields: 'CWID' (with a search icon), 'Name' (with a search icon and the value 'Blake, Lisa M'), and 'Degree' (a dropdown menu showing 'Certificate Program'). Below the navigation bar, the student's information is displayed: Level: Graduate, Classification: Master Degree Candidate, Major: Leadership Certificate, Program Cert: Leadership, School Misc: Non-Specified School, Attribute: Graduate Student, Confidentiality: N, Registration Hold: N, Expected Graduation Date: 09-MAY-2021, Applied to Graduate (Cert): N: CERT: Leadership.

1. The top of the Degree Works audit worksheet contains basic information such as Student CWID, major, level, etc.
2. Next, you will see a degree progress indicator.

Degree progress



Cumulative GPA



Requirements

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.

Legend			
	Complete		Not complete
	Complete (with classes in-progress)		Nearly complete - see advisor
	Prerequisite		Any subject or course number
	Repeated class		

@: 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.



: 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.

Bachelor of Science		INCOMPLETE	
Credits required: 121		Credits applied: 0	Catalog year: 2021-2022
	Minimum Total Credit Hours Required	Still needed:	You currently have 0 credit hours including both earned and in-progress courses. You need a minimum of 121 additional credit hours applicable to your degree in order to successfully satisfy all graduation requirements.
	Minimum Credit Hours taken at The Citadel	Still needed:	You currently have 0 credit hours. You need a minimum of 31 additional credit hours.
	A minimum cumulative GPA of 2.000 is required for the degree.		
	Minimum of 6 semesters with the Corps	Still needed:	Students must live on campus with the Corps for A) at least six semesters or B) at least five semesters plus one approved study abroad semester.
	Core Requirements for Computer Science	Still needed:	See Core Requirements for Computer Science section
	General Education Strand	Still needed:	This student has not declared a General Education strand.
	Major GPA	Still needed:	See Major GPA Requirement section
	Major Requirements for Computer Science	Still needed:	See Major Requirements for Computer Science section
	Elective Requirements for Computer Science	Still needed:	See Elective Requirements for Computer Science section
	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 the student's selected core, major(s), concentration, and minor(s).

Sample Major Block

Major Requirements for Intel & Security Studies

INCOMPLETE

Credits required: 45 Credits applied: 39

	Course	Title	Grade	Credits	Term	Repeated
 Minimum Major Credit Hours Required	Still needed:		You currently have 39 credits. You need a minimum of 6 additional credit hours in order to successfully satisfy all major requirements.			
 Prin and Prac of Cybersecurity	CSCI 227	Prin and Prac of Cybersecurity	A	3	Fall 2020	
 Intro to Intelligence Studies	INTL 201	Intro to Intelligence Studies	C	3	Fall 2019	
 Homeland Security	INTL 210	Homeland Security	A	3	Spring 2020	
 Advanced Analytics	INTL 301	Advanced Analytics	A	3	Fall 2020	
 Intelligence Capstone	INTL 403	Intelligence Capstone	REG	(3)	Spring 2021	
 Intel Collection Sys and Prog	INTL 310	Intel Collection Sys and Prog	A	3	Fall 2020	
 Intel Support to Military Ops	INTL 401	Intel Support to Military Ops	REG	(3)	Spring 2021	

Sample Cadet Block

Cadet Requirements

INCOMPLETE

Credits required: 21 Credits applied: 23

	Course	Title	Grade	Credits	Term	Repeated
 Minimum Credit Hours Required						
 Leadership						
 First Year Experience	LDRS 101	First Year Experience	A	1	Fall 2018	
 Freshman Ethical Fitness Sem	LDRS 111	Freshman Ethical Fitness Sem	P	0	Spring 2019	
 Sophomore Sem in Prin Ldrship	LDRS 201	Sophomore Sem in Prin Ldrship	A	1	Fall 2019	
 Leadership Service Lab	LDRS 211	Leadership Service Lab	P	0	Spring 2020	
 Jr Ethics Enrichment Experience	LDRS 311	Jr Ethics Enrichment Experience	P	0	Fall 2020	

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 half shaded circle showing 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



Course	Title	Grade	Credits	Term	Repeated
BAND 402	Regimental Band/Pipes VIII	REG	(3)	Spring 2021	
HIST 384	U.S. Military History	REG	(3)	Spring 2021	

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



Course	Title	Grade	Credits	Term	Repeated
BAND 101	Regimental Band/Pipes I	A	0	Fall 2018	
BAND 102	Regimental Band/Pipes II	A	0	Spring 2019	

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

Insufficient



Course	Title	Grade	Credits	Term	Repeated
PSCI 431	Amer Foreign Relations	W	0	Spring 2020	

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.



The screenshot shows the 'Worksheets' header with a search bar containing 'CWID' and a magnifying glass icon. To the right, there are two filter boxes: 'Name' with the value 'Blake, Lisa M' and 'Degree' with the value 'Certificate Program'. A dropdown menu is open on the right side, showing options for 'GPA Calculator' and 'Class History'. Above the dropdown are icons for print, email, and a vertical ellipsis.

GPA Calculator - estimate only not an official GPA



Graduation Calculator

Term Calculator

Advice 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 *
4.000

Credits remaining *

Credits 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 located under the navigation bar. 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, click Add, then click Process 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.

Academic [What-If](#)

What-If Analysis ⤴

Use current curriculum

Program

Catalog year * Program * Level *

Degree *

Areas of study

Major * Concentration Minor

Additional areas of study

Major (0/81) Minor (0/58) Concentration (0/44)

Future classes

Subject Number

In-progress classes Preregistered classes

Future Classes (previously known as Look Ahead)

The Future 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.

Future classes

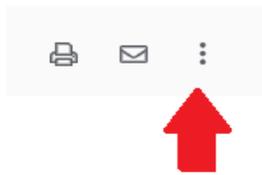
Subject Number

In-progress classes Preregistered classes

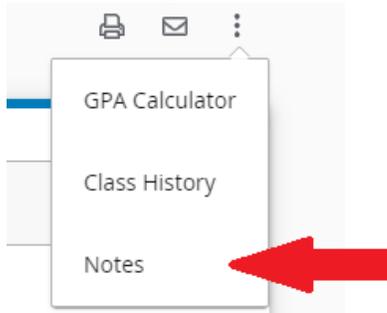
Notes:

The Notes function of the degree evaluation allows academic advisors to document correspondence with advisees and indicate student registration plans for current or future terms. To add a note:

1. Select the “More” icon on the upper right hand side of the audit.



2. From the Drop Down, select “Notes”



3. All documented notes will reflect on this screen. To add a new note, select “Add a new note”.

Notes ×

Created on 01/07/2021 ⋮
By Guerriero, Anne Marie
Student successfully completed all degree requirements for MED in Higher Education Leadership, Fall 2020.

Created on 01/07/2021 ⋮
By Guerriero, Anne Marie
Student was notified by Graduation Coordinator regarding outstanding degree requirements.

4. When adding a new note, an advisor may choose from a pre-defined note, or enter their own. When a note is complete, click "Save Note". The note will now reflect on the student's degree evaluation.

Add a new note ✕

Predefined notes ▼

Add description

Student was notified by Graduation Coordinator regarding outstanding degree requirements.

Not available to student

CancelSave note

****IMPORTANT NOTE:** Once saved, a note cannot not be deleted by an academic advisor. In the event that an academic advisor needs to delete a note, please contact the Office of the Registrar at registrar@citadel.edu.

For any questions, please contact registrar@citadel.edu