



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

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**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**.

[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](#)

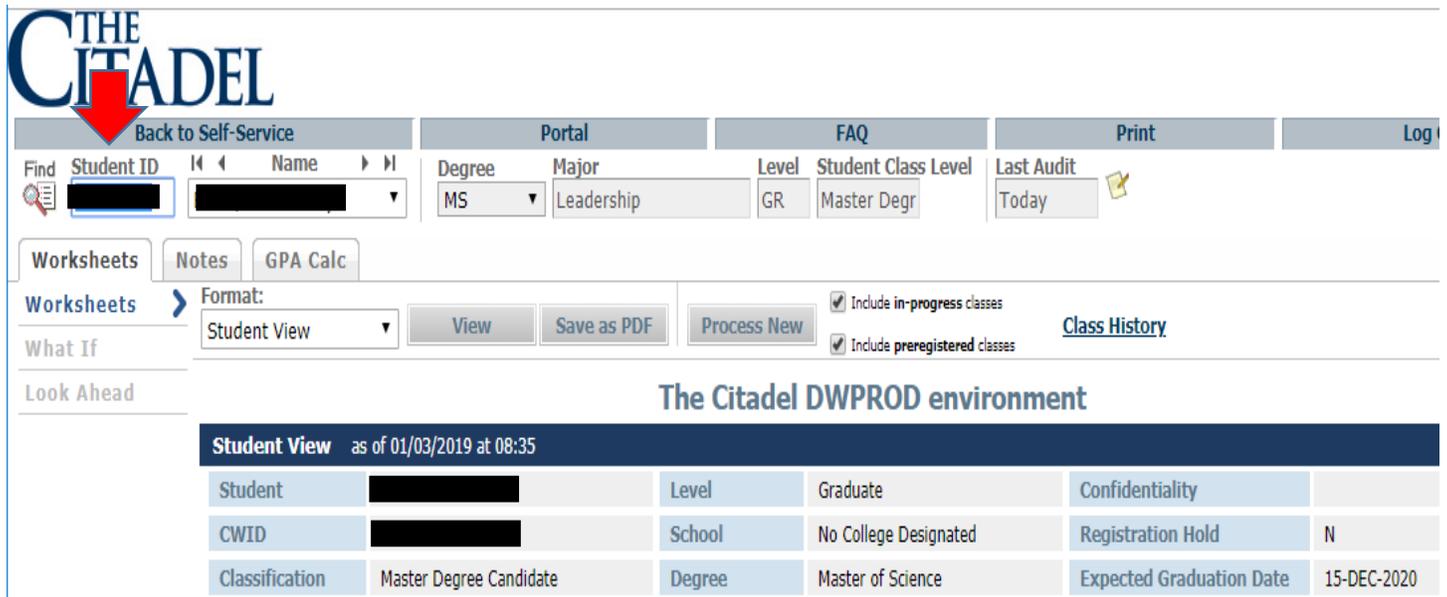
-  **Advisor Menu**
4. Then, click on **Degree Works Degree Evaluation**.

[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.)

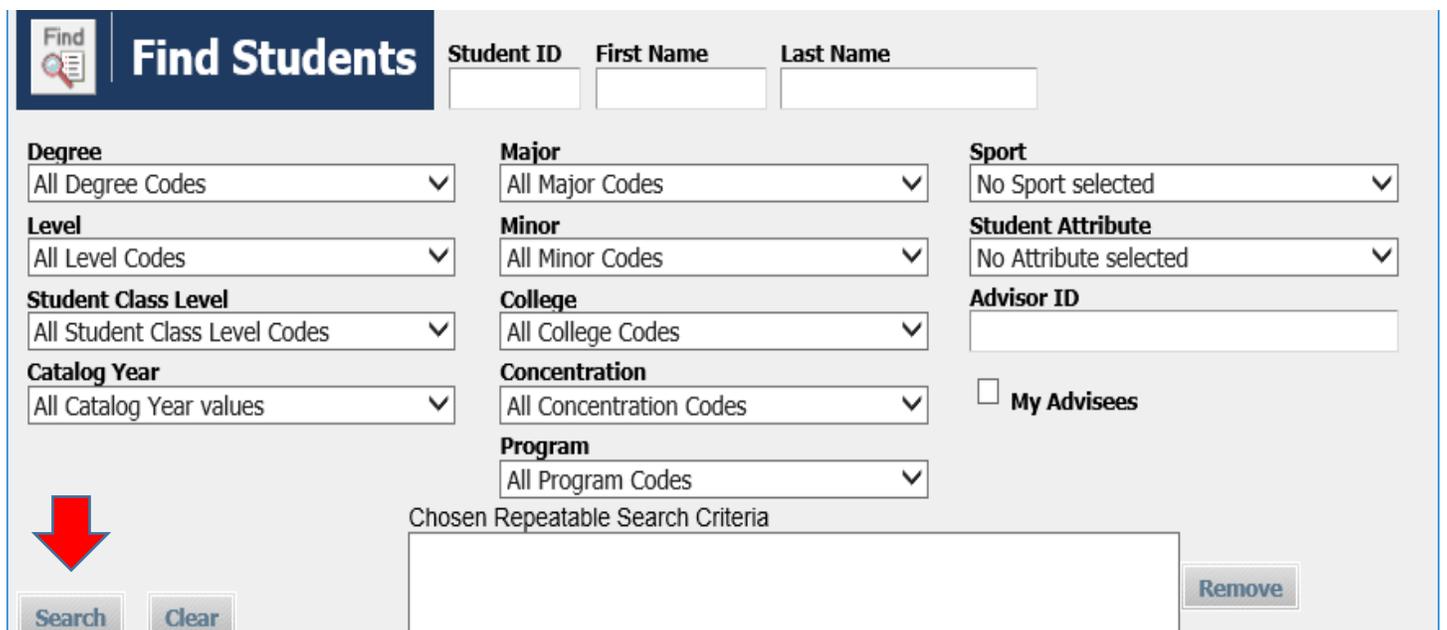
1. To search for a student by CWID, enter the CWID in the "Student ID" box and hit Enter. The student's audit will display.



The screenshot shows the 'The Citadel DWPROD environment' interface. At the top left is the 'THE CITADEL' logo with a red arrow pointing to the 'Back to Self-Service' link. Below the logo are navigation tabs: 'Portal', 'FAQ', 'Print', and 'Log Out'. A search bar is visible with 'Student ID' and 'Name' fields. The 'Student ID' field contains a redacted value. Below the search bar are buttons for 'Worksheets', 'Notes', and 'GPA Calc'. A 'Format:' dropdown is set to 'Student View', with 'View', 'Save as PDF', and 'Process New' buttons. There are checkboxes for 'Include in-progress classes' and 'Include preregistered classes'. A 'Class History' link is also present. The main content area displays 'Student View as of 01/03/2019 at 08:35' and a table with student information:

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

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".



The screenshot shows the 'Find Students' search interface. It features a 'Find' button with a magnifying glass icon. Below the search bar are three input fields: 'Student ID', 'First Name', and 'Last Name'. The interface is organized into columns of search criteria:

- 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
- Sport:** No Sport selected
- Student Attribute:** No Attribute selected
- Advisor ID:** [Empty field]
- My Advisees

At the bottom, there is a 'Chosen Repeatable Search Criteria' section with a large empty box and a 'Remove' button. A red arrow points to the 'Search' button.

- 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”).

Students Found: 4

ID	Name ▲	Degree	Major	Level	Student Class Level
<input checked="" type="checkbox"/>	[REDACTED]	BA	Chemistry	UG	Second Semester Seni
<input checked="" type="checkbox"/>	[REDACTED]	BA	Chemistry	UG	First Semester Fresh
<input checked="" type="checkbox"/>	[REDACTED]	BA	Chemistry	UG	Second Semester Juni

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

Find

- 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.

Find

**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

Student View as of 09/13/2017 at 13:11					
Student	Student, Sample	Level	Undergraduate	Confidentiality	N
CWID	██████████	School	School of Humanities and SS	Registration Hold	
Classification	First Semester Sophomore	Degree	Bachelor of Arts	Expected Graduation Date	09-MAY-2020
Attribute	1st Year Cadet	Major	Political Science	Applied to Graduate	N
Advisor	Porter, Jack J	Concentration	Poli Sci Intl and Mlty Affairs	Catalog Year	2016-2017
Cumulative GPA	3.058	Minor			

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.

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## 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.

**(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.

<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	<b>Still Needed:</b> 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	<b>Still Needed:</b> See <a href="#">Core Requirements for Electrical Engineering</a> section	
<input checked="" type="checkbox"/> Major GPA		
<input type="checkbox"/> Major Requirements for Electrical Engineering	<b>Still Needed:</b> See <a href="#">Major Requirements for Electrical Engineering</a> section	
<input type="checkbox"/> Elective Requirements for Electrical Engineering	<b>Still Needed:</b> See <a href="#">Elective Requirements for Electrical Engineering</a> section	
<input type="checkbox"/> Cadet Requirements	<b>Still Needed:</b> See <a href="#">Cadet Requirements</a> 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

<input type="checkbox"/> Major Requirements for Electrical Engineering		Credit Hours Required: 71
		Credit Hours Applied: 23
<input type="checkbox"/> Minimum Credit Hours Required	<b>Still Needed:</b> You currently have 23 credits. You need a minimum of 48 additional credit hours.	
<input checked="" type="checkbox"/> Fund of Electrical Engineering	ELEC 106	Fund of Electrical Engineering A 3 Fall 2017
<input checked="" type="checkbox"/> Elec Circuit Analysis I	ELEC 201	Elec Circuit Analysis I B 3 Fall 2018
<input checked="" type="checkbox"/> Elec Circuit Analysis II	ELEC 202	Elec Circuit Analysis II REG (3) Spring 2019
<input checked="" type="checkbox"/> Electrical Laboratory	ELEC 204	Electrical Laboratory REG (1) Spring 2019
<input checked="" type="checkbox"/> Computer Appls Elec Engr	ELEC 206	Computer Appls Elec Engr B 3 Spring 2018
<input type="checkbox"/> Electrical Machinery Lab	<b>Still Needed:</b> 1 Class in <a href="#">ELEC 302</a>	
<input type="checkbox"/> Electronics I	<b>Still Needed:</b> 1 Class in <a href="#">ELEC 306</a>	
<input type="checkbox"/> Signals and Systems	<b>Still Needed:</b> 1 Class in <a href="#">ELEC 309</a>	
<input checked="" type="checkbox"/> Digital Logic & Circuits	ELEC 311	Digital Logic & Circuits A 3 Fall 2018
<input type="checkbox"/> Systems I	<b>Still Needed:</b> 1 Class in <a href="#">ELEC 312</a>	
<input type="checkbox"/> Electronics Laboratory	<b>Still Needed:</b> 1 Class in <a href="#">ELEC 313</a>	
<input type="checkbox"/> Electromech Energy Convr	<b>Still Needed:</b> 1 Class in <a href="#">ELEC 316</a>	
<input type="checkbox"/> Electromagnetic Fields	<b>Still Needed:</b> 1 Class in <a href="#">ELEC 318</a>	
<input checked="" type="checkbox"/> Digital Systems Engr	ELEC 330	Digital Systems Engr REG (3) Spring 2019
<input type="checkbox"/> Applied Prob/Stats for Enginee	<b>Still Needed:</b> 1 Class in <a href="#">ELEC 412</a>	
<input type="checkbox"/> Design I	<b>Still Needed:</b> 1 Class in <a href="#">ELEC 421</a>	
<input type="checkbox"/> Design II	<b>Still Needed:</b> 1 Class in <a href="#">ELEC 422</a>	
<input type="checkbox"/> Engineering Economy	<b>Still Needed:</b> 1 Class in <a href="#">CIVL 314</a>	

## Sample Cadet Block

Cadet Requirements		Credit Hours Required: 21
		Credit Hours Applied: 17
<input type="checkbox"/> Minimum Credit Hours Required	<b>Still Needed:</b> 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	<b>Still Needed:</b> 1 Class in LDRS 101	
<input type="checkbox"/> Freshman Ethical Fitness Sem	<b>Still Needed:</b> 1 Class in LDRS 111 ⑥	
<input checked="" type="checkbox"/> Sophomore Sem in Prin Ldrship	LDRS 201	Sophomore Sem in Prin Ldrship 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 Expernce P 0 Fall 2018
<input type="checkbox"/> Sr Leadership Integration Sem	<b>Still Needed:</b> 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)	<b>Still Needed:</b> 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	
<input type="checkbox"/> Option B) ROTC Fulfillment	( Click here to see classes that meet this requirement. )	
<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
ELEC 330	Digital Systems Engr	REG 3	Spring 2019
ENGL 102	Composition & Lit II	REG 3	Spring 2019
LDRS 211	Leadership Service Lab	REG 0	Spring 2019
MATH 234	Applied Engineering Math I	REG 4	Spring 2019
NAVL 202	Marine Corps Concepts&Weap Sys	REG 2	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
EDUC 539	Higher Education Administrat		A	3	Spring 2013
EDUC 613	Foundations of Ameri Higher Ed		A	3	Fall 2012

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	

### 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](mailto:registrar@citadel.edu).