Degree Works
Step-by-Step
Instructions
For
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
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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]

- Registration Status
- Look Up Classes
- Add or Drop Classes
- Work at a Glance
- Optional Fees
- Class Schedule
- View Holds
- Midterm Grades
- Degree Works Degree Evaluation (Students with catalog term >= fall 2016)
- Enrollment Certificate
The top of the Degree Works audit worksheet contains basic information such as Student CWID, major, level, 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.

@: 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) course requirement.

Degree Block

The first block found at the top of every audit is the Degree Block. This will list the requirements for your 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 your selected core, major(s), concentration, cadet, and minor(s)

Sample Major Block

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
<th>Repeated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Major Credit Hours</td>
<td>Still needed:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prin and Prac of Cybersecurity</td>
<td>CSCI 227</td>
<td>A</td>
<td>3</td>
<td>Fall 2020</td>
<td></td>
</tr>
<tr>
<td>Intro to Intelligence Studies</td>
<td>INTL 201</td>
<td>C</td>
<td>3</td>
<td>Fall 2019</td>
<td></td>
</tr>
<tr>
<td>Homeland Security</td>
<td>INTL 210</td>
<td>A</td>
<td>3</td>
<td>Spring 2020</td>
<td></td>
</tr>
<tr>
<td>Advanced Analytics</td>
<td>INTL 301</td>
<td>A</td>
<td>3</td>
<td>Fall 2020</td>
<td></td>
</tr>
<tr>
<td>Intelligence Capstone</td>
<td>INTL 403</td>
<td>REG</td>
<td>(3)</td>
<td>Spring 2021</td>
<td></td>
</tr>
<tr>
<td>Intel Collection Sys and Prog</td>
<td>INTL 310</td>
<td>A</td>
<td>3</td>
<td>Fall 2020</td>
<td></td>
</tr>
<tr>
<td>Intel Support to Military Ops</td>
<td>INTL 401</td>
<td>REG</td>
<td>(3)</td>
<td>Spring 2021</td>
<td></td>
</tr>
</tbody>
</table>

Sample Cadet Block

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
<th>Repeated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Credit Hours Required</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leadership</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Year Experience</td>
<td>LDRS 101</td>
<td>A</td>
<td>1</td>
<td>Fall 2018</td>
<td></td>
</tr>
<tr>
<td>Freshman Ethical Fitness Sem</td>
<td>LDRS 111</td>
<td>P</td>
<td>0</td>
<td>Spring 2019</td>
<td></td>
</tr>
<tr>
<td>Sophomore Sem in Prin Ldrship</td>
<td>LDRS 201</td>
<td>A</td>
<td>1</td>
<td>Fall 2019</td>
<td></td>
</tr>
<tr>
<td>Leadership Service Lab</td>
<td>LDRS 211</td>
<td>P</td>
<td>0</td>
<td>Spring 2020</td>
<td></td>
</tr>
<tr>
<td>Jr Ethics Enrichment Experience</td>
<td>LDRS 311</td>
<td>P</td>
<td>0</td>
<td>Fall 2020</td>
<td></td>
</tr>
</tbody>
</table>
**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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAND 402</td>
<td>Regimental Band/Pipes VII</td>
<td>REG</td>
<td>(3)</td>
<td>Spring 2021</td>
</tr>
<tr>
<td>HIST 384</td>
<td>U.S. Military-History</td>
<td>REG</td>
<td>(3)</td>
<td>Spring 2021</td>
</tr>
</tbody>
</table>

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</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAND 101</td>
<td>Regimental Band/Pipes I</td>
<td>A</td>
<td>0</td>
<td>Fall 2018</td>
</tr>
<tr>
<td>BAND 102</td>
<td>Regimental Band/Pipes II</td>
<td>A</td>
<td>0</td>
<td>Spring 2019</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</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSCH 431</td>
<td>Amer Foreign Relations</td>
<td>W</td>
<td>0</td>
<td>Spring 2020</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 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.
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. When utilizing this feature, you must ensure that “Use Current Curriculum” is selected when trying to determine where certain courses may populate on your degree evaluation. After adding the appropriate course subject and number, make sure to select “Process” to determine where the course will apply.

Printing your Degree Evaluation

If a student would like to print their degree evaluation for further review, they may do so at any time by selecting the “Print” icon in the upper right hand corner of the degree evaluation. When printing a degree evaluation, the preferred internet browser is Google Chrome.

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.