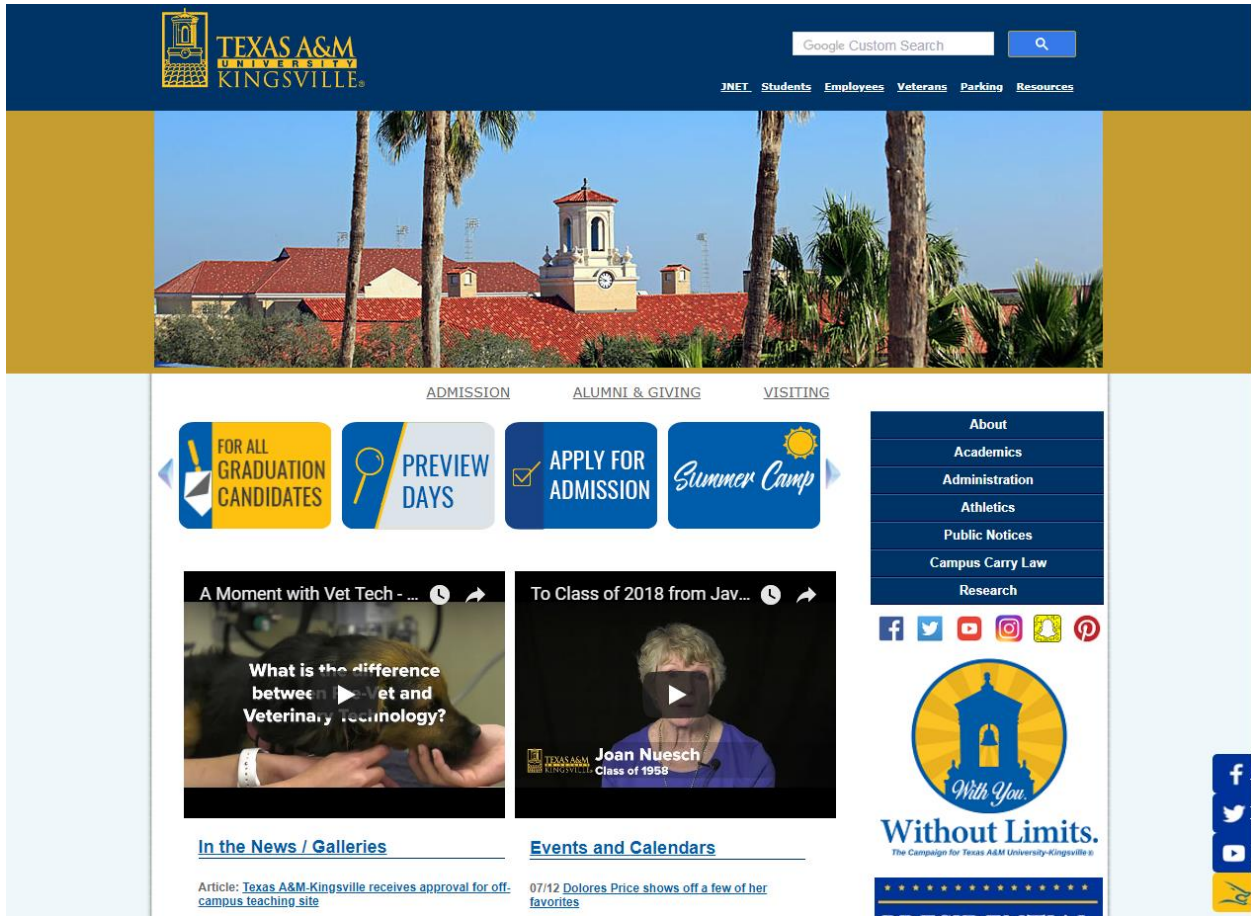


# **DegreeWorks**

## **Creating Graduate Student Degree Plan**



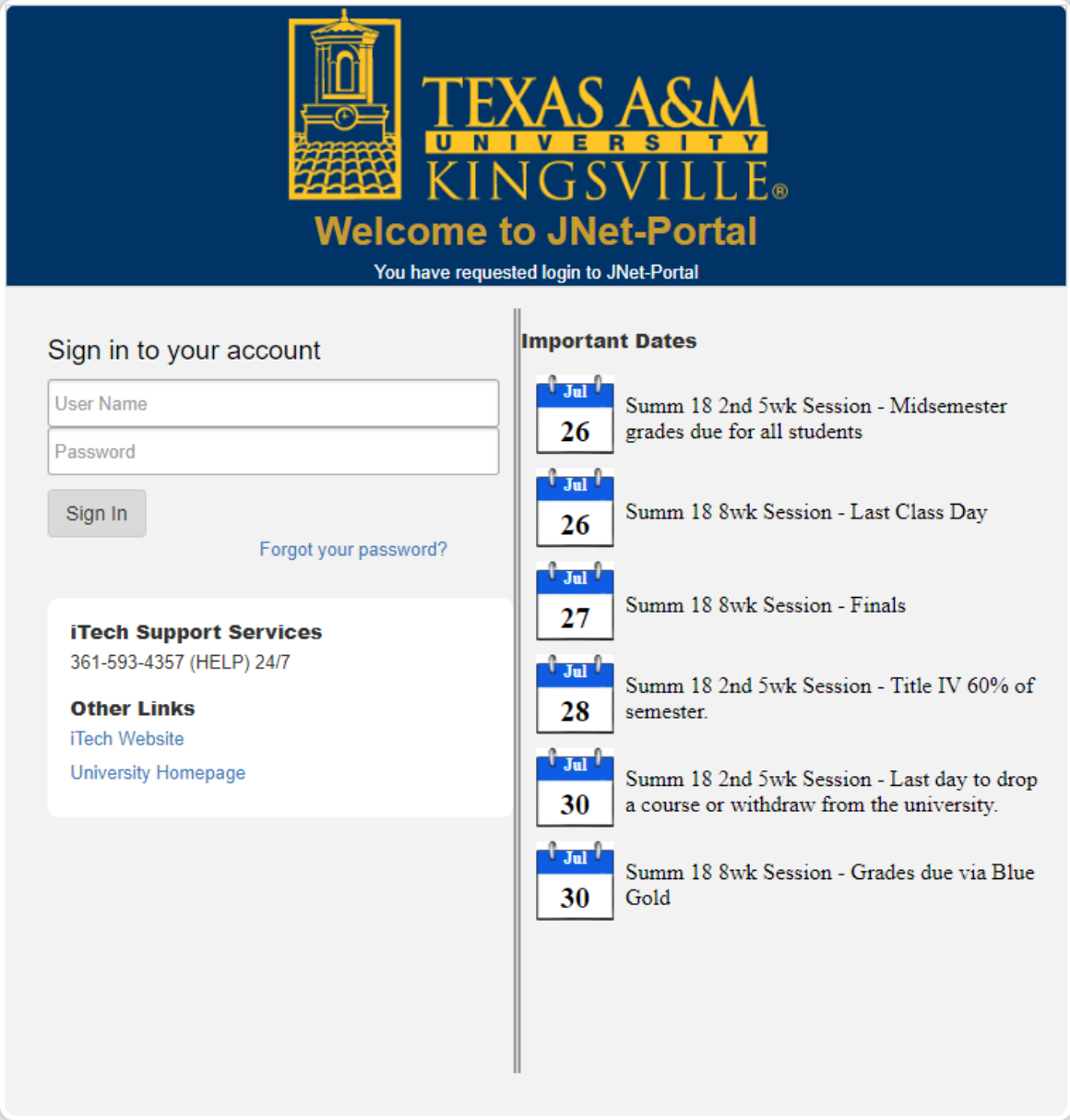
**Step 1:** Open your preferred web browser (we recommend Mozilla or Chrome) and go to [www.tamuk.edu](http://www.tamuk.edu)



**Step 2:** Once you are in the TAMUK webpage. Find the *JNET* link on the top right corner and click.



**Step 3:** You will be directed to the *JNET* login screen. Use your ku userID and password to login.



**TEXAS A&M UNIVERSITY KINGSVILLE®**  
**Welcome to JNet-Portal**  
You have requested login to JNet-Portal

Sign in to your account

User Name  
Password

Sign In

[Forgot your password?](#)

**iTech Support Services**  
361-593-4357 (HELP) 24/7

**Other Links**  
[iTech Website](#)  
[University Homepage](#)

**Important Dates**

- Jul 26** Summ 18 2nd 5wk Session - Midsemester grades due for all students
- Jul 26** Summ 18 8wk Session - Last Class Day
- Jul 27** Summ 18 8wk Session - Finals
- Jul 28** Summ 18 2nd 5wk Session - Title IV 60% of semester.
- Jul 30** Summ 18 2nd 5wk Session - Last day to drop a course or withdraw from the university.
- Jul 30** Summ 18 8wk Session - Grades due via Blue Gold

**Step 4:** On the *JNET* main page, find the *Register* tab and click.

The screenshot shows the JNET main page. The navigation bar at the top includes the Texas A&M Kingsville logo and the JNET title. The main menu contains the following items: Home, Register, Paying for College, Academic Records, Academic Resources, Campus Resources, Faculty, Library, Tech Help, Employee, and News. The 'Register' tab is circled in red. Below the navigation bar, there are three main sections: 'My Account' with a summary showing a balance of \$0.00, 'Luminis Announcements' featuring a table with columns for Subject, Preview, and Hide, and 'Events' with a list of recent events and an 'Events Index' link.

**Step 5:** Under the *Register* tab find the *Login to DegreeWorks* link and click.

The screenshot shows the JNET Register page. The navigation bar is the same as in the previous screenshot, but the 'Register' tab is selected. The page is divided into three main panels: 'Registration Checklist' on the left, 'Registration Tools' in the middle, and 'Banner Self Service' on the right. The 'Registration Checklist' panel lists several items with green checkmarks, indicating that registration is open. The 'Registration Tools' panel contains links for 'Blue and Gold Main Menu', 'Registration Status', 'Look Up Classes', 'Add or Drop Classes', and 'Change Class Options'. The 'Banner Self Service' panel includes a 'Banner Self-Service' link and a 'Degree Planning' section. Within the 'Degree Planning' section, there are two links: 'Learn about DegreeWorks' and 'Login to DegreeWorks', which is circled in red.

**Step 6:** Once you are in DegreeWorks you will be taken to the Worksheets also known as the student view. The student view contains basic student information, such as Student ID number, major, residential college, etc. The default view is the student view.

**TAMUK DegreeWorks 4.1.6 Production Environment**

**Student View** AA876LHU as of 06/26/2018 at 18:12

Student		College	Graduate	Institutional GPA	3.67
ID	K00	Degree	Master of Business Admin	Institutional Hours	63
Level	Graduate	Major	Business Administration	Transfer Hours	80
Classification	Master's Candidate	Minor		Overall Hours	143
Advisor		Concentration(s)		Overall GPA	NaN
TSI Overall Status	Private/ Out-of-State w/cswrk	TSI Math	Private/ Out-of-State w/cswrk	Academic Standing	Good Standing
TSI Reading	Private/ Out-of-State w/cswrk	TSI Writing	Private/ Out-of-State w/cswrk	Registration Holds	View Holds

**Degree Progress**

Requirements 0%   
 Credits 25%

**Master of Business Administration** Academic Year: 2018-2019 Credits Required: 36  
GPA: 0.00 Credits Applied: 9  
Unmet conditions for this set of requirements: 36 credits are required. You currently have 9, you still need 27 more credits.  
 Your GPA is below 3.0. Please see your advisor  
 Major Requirements Still Needed: = block was not found but is required

**Major in Business Administration MBA** Academic Year: 2018-2019 Credits Required: 36  
GPA: 0.00 Credits Applied: 0  
Unmet conditions for this set of requirements: 36 credits are required. You currently have 0, you still need 36 more credits.  
A minimum of 27 credits in Upper Division are required. You have taken 0 but need 27 more credits.

**Fallthrough Courses** Credits Applied: 9 Classes Applied: 3

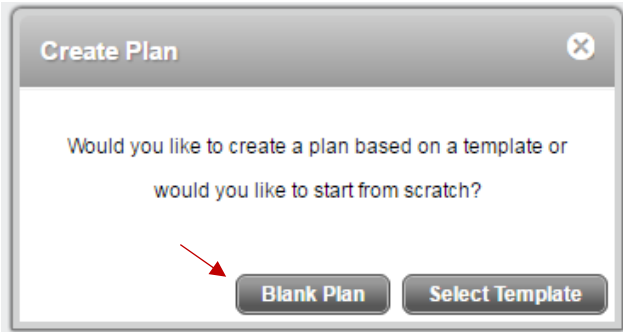
ACCT 5331	Accounting and Value Creation	IP	(3)	Fall 2018
ISYS 5347	Infor Systems & Bus Analytics	IP	(3)	Fall 2018
MKTG 5317	Mktg Mgmt & Value Creation	IP	(3)	Fall 2018

**Step 7:** Click on the Plans tab.

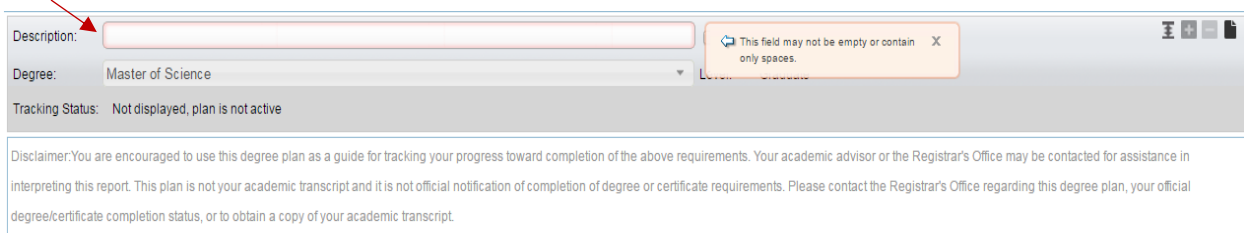
**TAMUK DegreeWorks 4.1.6 Production Environment**


*\*All tabs will not be available.*

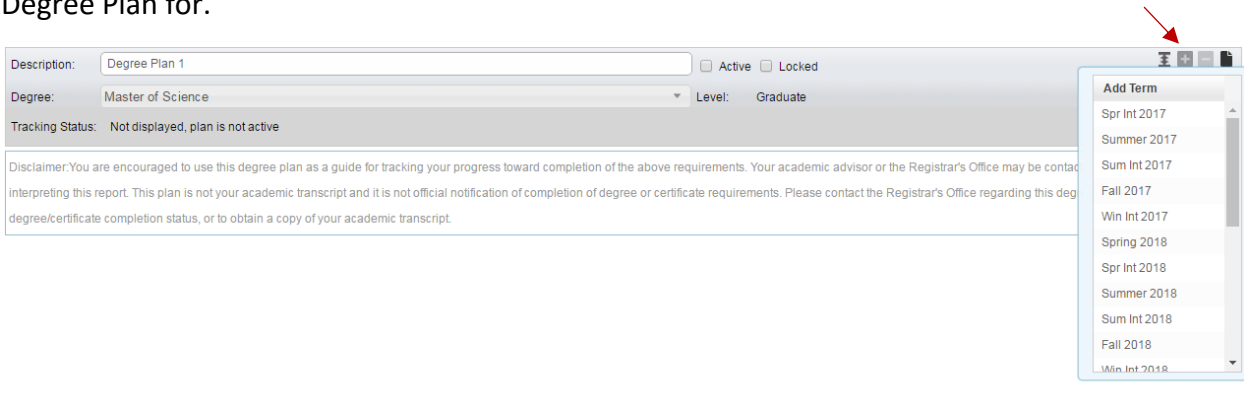
**Step 8:** When prompted with this question, always select **Blank Plan**.



**Step 9:** Create a description for your new degree plan.

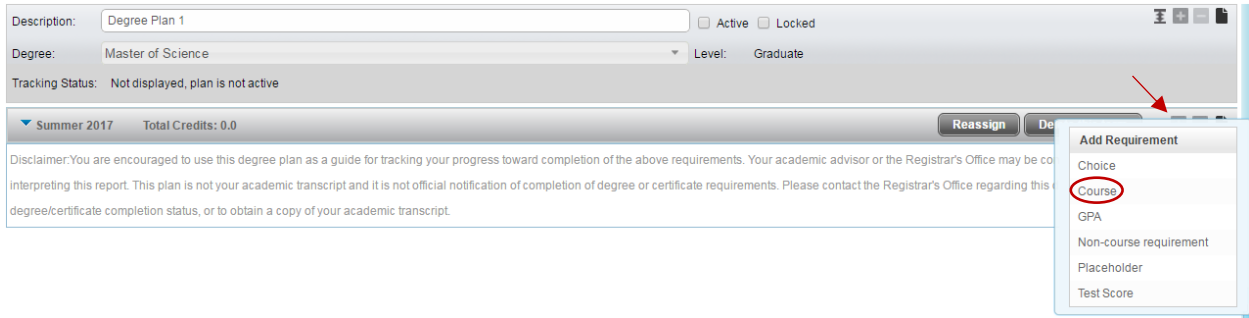



**Step 10:** Click on the **Add Term** icon  for the next specified semester you wish to create your Degree Plan for.

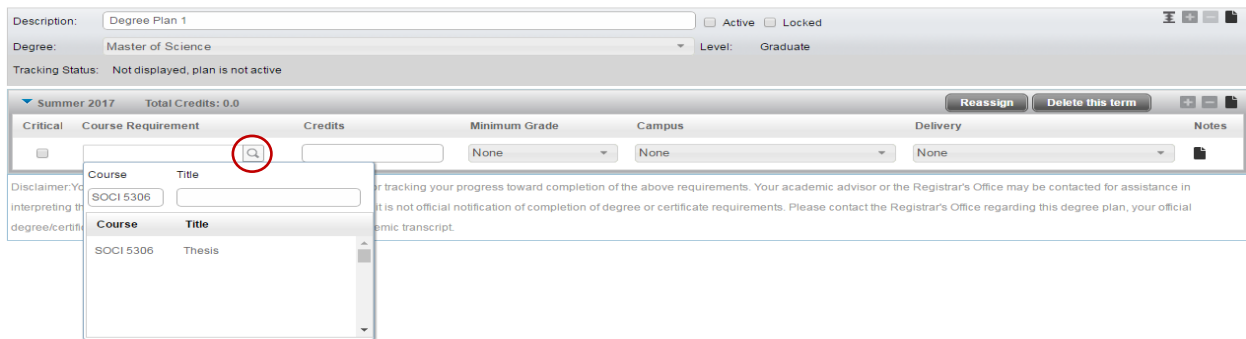


*\*To add additional terms, simply follow step 10 again.*

**Step 11:** Click on the **Add Requirement** icon , then select **Course**.



**Step 12:** To add a course, click on the search icon . Then under course, type in the course subject (ex. *SOCI*) and course number. If you do not know the course number, you can search only with the course subject to see the available list of courses for the indicated subject. Then, click on the course from the search results to add it to your Course Requirement.



*\*To add additional courses, simply follow steps 11-12 again. Be sure to check if the courses are being offered for the specified semester through your Blue and Gold Connection.*

**Step 13:** Once all classes have been added, click on the save tab.

Description: Degree Plan 1  Active  Locked

Degree: Master of Science Level: Graduate

Tracking Status: Not displayed, plan is not active

▼ Summer 2017 Total Credits: 6.0 Reassign Delete this term

Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Notes
<input type="checkbox"/>	SOCI 5308 <input type="text"/>	3.0 <input type="text"/>	None <input type="text"/>	None <input type="text"/>	None <input type="text"/>	<input type="text"/>
<input type="checkbox"/>	CRIM 5315 <input type="text"/>	3.0 <input type="text"/>	None <input type="text"/>	None <input type="text"/>	None <input type="text"/>	<input type="text"/>

Disclaimer: You are encouraged to use this degree plan as a guide for tracking your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This plan is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree plan, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

Create Block Audit Delete Save As... Save

**Step 14:** After you have saved your degree plan, please be sure to contact your Graduate Coordinator/Faculty Advisor so they can activate your degree plan. Once it is activated, the courses you have chosen will appear on the Worksheets tab (student view).