

# Worksheet

The **Worksheets** tab contains three side bar options (Worksheets, What-If, and Look Ahead). As previously noted, this is where you will see your degree evaluation.

## Class History

Although it is not located on the side bar, **Class History** allows you to view taken and transferred coursework. This looks similar to an unofficial transcript. All the classes you have transferred in appear at the top, and the classes you have taken at TAMUK appear towards the bottom.

Worksheets	Planner	GPA Calc
Worksheets >	Format: Student View	View
<b>Class History</b>		
<b>Summ I 2011</b>		
<b>HIST 2001</b> MEXICAN-AMERICAN HISTORY II	F	000.000
<i>Transferred from</i> HIST2328 - South Texas College		
<b>MATH 1001</b> Precal Alge and Trig	B	001.000
<i>Transferred from</i> MATH2412 - South Texas College		
<b>MATH 1348</b> Analytic Geometry	B	003.000
<i>Transferred from</i> MATH2412 - South Texas College		
<b>Fall 2011</b>		
<b>ACCT 2301</b> Principles of Accounting I	A	003.000
<b>ECON 2301</b> Principles of Macroeconomics	A	003.000
<b>HIST 1301</b> American History to 1877	B	003.000
<b>ISYS 2302</b> Principles of Information Syst	B	003.000
<b>Spring 2012</b>		
<b>ACCT 2302</b> Pnc of Accounting II	A	003.000
<b>BUAD 2374</b> International Business	A	003.000
<b>ECON 2302</b> Principles of Microeconomics	B	003.000
<b>HIST 1302</b> American History since 1877	A	003.000
<b>Fall 2012</b>		
<b>BCOM 2206</b> Business Writing	A	002.000
<b>BCOM 2207</b> Business Presentations	A	002.000
<b>EDKN 1142</b> Bowling	A	001.000
<b>GEOG 1101</b> Phys Geography Meteorology Lab	A	001.000
<b>GEOG 1301</b> Physical Geography Meteorology	A	003.000
<b>GEOL 1101</b> Earth Science I Laboratory	A	001.000
<b>GEOL 1301</b> Earth Science I	B	003.000
<b>Spring 2013</b>		
<b>BUAD 3100</b> Diversity in the Workplace	A	001.000
<b>BUAD 3101</b> Business Ethics	A	001.000
<b>BUAD 3211</b> Business Law	A	002.000
<b>BUAD 3355</b> Business Statistics	A	003.000

## Worksheet Audit Views:

As a student, you will have **two** different ways of seeing your degree plan evaluation. Located under “Format,” you can see a drop-down menu with the following views:

- **Student View**- displays a complete audit view of your academic history.
- **Registration Checklist**- displays your unmet requirements.



## Student View

The **Student View** format is the default view once you enter the Worksheets Tab. If you are under a different audit view, Student View can be accessed by selecting it on the drop-down menu under Format, and clicking **View**.

The **Student View** is a complete audit view of your academic history and will change each time you add, drop, or complete a course. You can also save this view as a PDF file for future reference.

The screenshot displays the TAMUK DegreeWorks interface. At the top is the university logo and navigation links: 'Back to Self-Service', 'Portal', 'FAQ', 'Help', 'Print', and 'Log Out'. Below this is a form for student information with fields for Student ID, Name, Degree (BBA), Major (Information Systems), Level (UG), Student Class Level (Senior), and Last Audit (Today). The 'Worksheets' tab is active, and the 'Format:' dropdown is set to 'Student View'. A 'View' button is present. The main content area is titled 'TAMUK DegreeWorks DWPROD Production Environment' and shows 'Student View as of 02/18/2014 at 08:59'. A table displays various academic metrics:

Student		Student Level	Undergraduate	Institutional GPA	3.58
ID		Degree	Bachelor of Business Admin	Institutional Hours	65
Student Level	Undergraduate	Major	Information Systems	Transfer Hours	53
Class Status	Senior	Minor		Overall Hours	118
Advisor		Concentration		Overall GPA	3.580
TSI Overall Status	College Ready	TSI Math	College Ready	Academic Standing	Good Standing
TSI Reading	College Ready	TSI Writing	College Ready	Registration Holds	View Holds

Below the table is a 'Degree Progress' section with a progress bar for 'Requirements' at 80%.

## Registration Checklist

This **Registration Checklist** view is seen by selecting it on the drop-down menu and pressing the **View** button.

The **Registration Checklist** format provides areas you have not completed yet, and is recommended for printing when you visit your advisor around registration time. This view displays the list of courses you are pending to complete towards graduation.

The screenshot shows a student portal interface with the following elements:

- Navigation tabs: Worksheets, Planner, GPA Calc.
- Format dropdown: Registration Checklist (selected), with a **View** button circled in red and a [Class History](#) link.
- Left sidebar: What If, Look Ahead.
- Registration Checklist content:
  - Bachelor of Business Administration** (Catalog Year: 2011-2012)
    - Still Needed: See General Education Requirements section
    - Still Needed: See Information Systems BBA section
  - General Education Requirements**
    - Still Needed: 1 Class in **BCOM** 2304\* or **COMS** 1315
    - Still Needed: 1 Class in **ARTS** 1303 or 1304 or 1311 or 1312 or 1316 or 1317\* or 2301 or 2313\* or 2316\* or 2326\* or 2333\* or 2346\* or **MUSI** 2301 or 2306 or 2308 or 2310 or **THEA** 1322 or 2301
    - Still Needed: 1 Class in **ANTH** 2301 or 2302 or **ENGL** 2342\* or 2362\* or **FREN** 1311 or 1312\* or 2311\* or 2312\* or **HIST** 2321 or 2322 or **PHIL** 1301 or **SPAN** 1313 or 1314\* or 2301\* or 2302\* or 2311\* or 2312\* or **SWBS** 2301 or 2302
  - Information Systems BBA** (Catalog Year: 2011-2012, GPA: 3.58)
    - Still Needed: 1 Class in **BUAD** 1101
    - Still Needed: 1 Class in **MGMT** 4390\*
    - Still Needed: 1 Class in **MKTG** 3324\*
    - Still Needed: 1 Class in **ENGL** 2342\* or 2362\* or 2314\*