



# GRADUATE COORDINATOR USER GUIDE FOR DEGREEWORKS

Office of the Registrar  
Revised: 02/10/2022



**TEXAS A&M**  
**UNIVERSITY**  
**KINGSVILLE**

OFFICE OF THE REGISTRAR  
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[www.tamuk.edu](http://www.tamuk.edu)

- 1) Go to [jnet.tamuk.edu](http://jnet.tamuk.edu) and login using your TAMUK credentials.

**TEXAS A&M**  
**UNIVERSITY**  
**KINGSVILLE®**  
**Welcome to JNET**  
You have requested login to JNET

**Sign in to your account**

Username (ex. kuabc123)

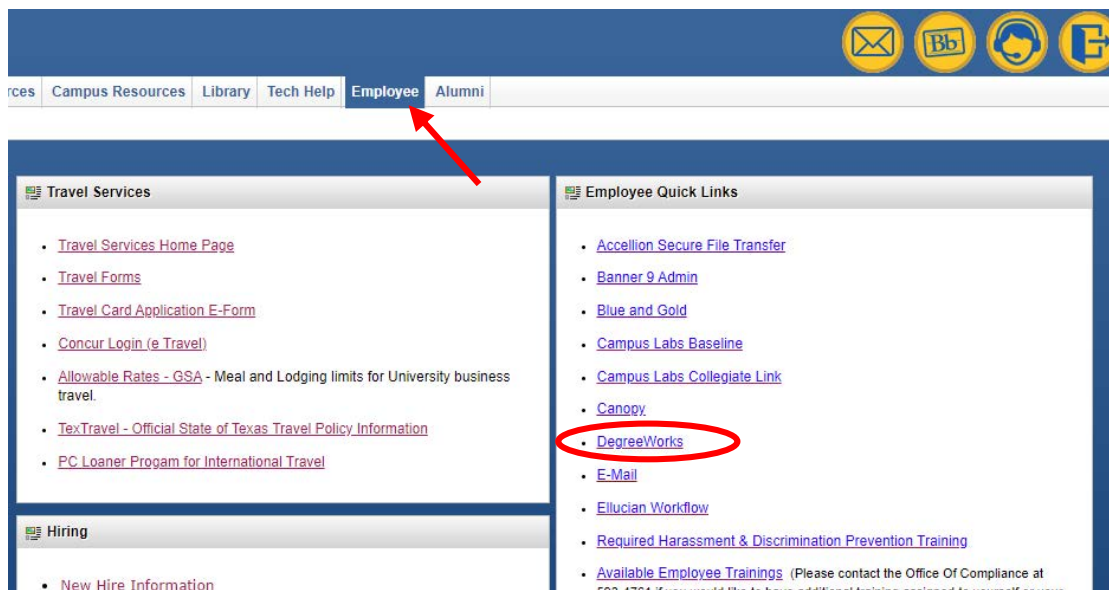
Password

Sign In

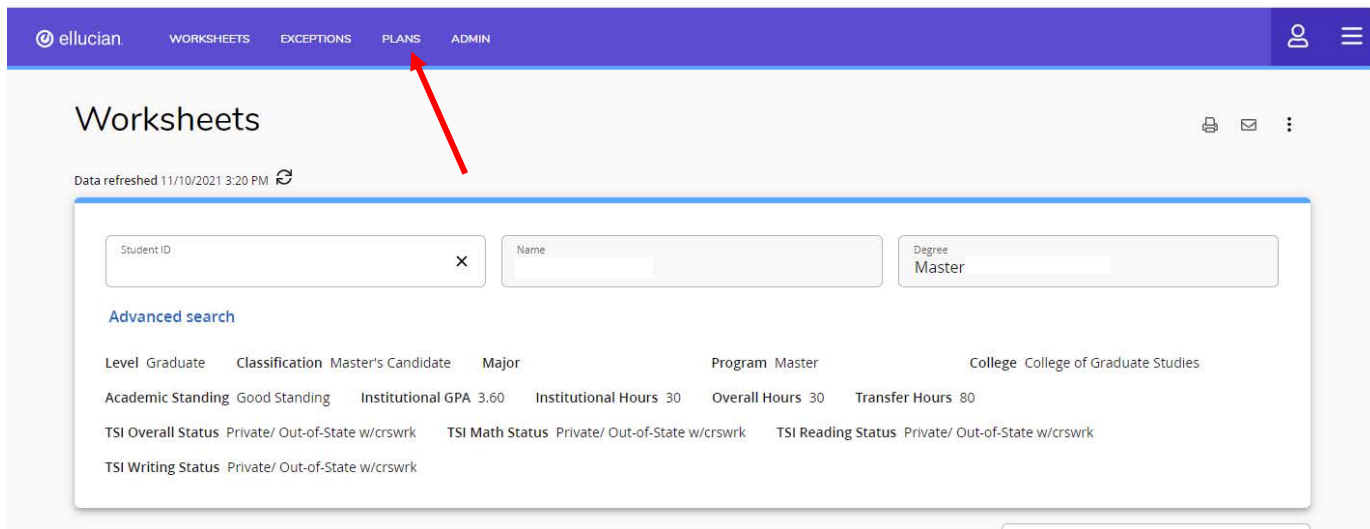
[Create your password.](#)  
[Forgot your password?](#)

**Important Dates**

2) Once you are logged in, you will navigate to the Employee Tab and under Employee Quick Links, you will find the DegreeWorks link.



3) In DegreeWorks, you will enter the ID of the student. Once the student's audit is showing, click on the Plans tab.



4) Select the Degree Plan the student has created.

Plans

Data refreshed 11/10/2021 3:20 PM

Student ID x Name Degree Master

Advanced search

Level Graduate Classification Master's Candidate Major Program Master College College of Graduate Studies

Academic Standing Good Standing Institutional GPA 3.60 Institutional Hours 30 Overall Hours 30 Transfer Hours 80

TSI Overall Status Private/ Out-of-State w/csrwrk TSI Math Status Private/ Out-of-State w/csrwrk TSI Reading Status Private/ Out-of-State w/csrwrk

TSI Writing Status Private/ Out-of-State w/csrwrk

Plan List

New plan

Description	Active	Modified	Who	Degree	Level	Status
Jane Doe - Degree Plan	No	8/1/2018			GR	Not locked

Page 1 of 1 Total results: 1

5) Once you have saved a degree plan for a student (or you have approved the student's plan), you will need to lock and activate the plan in order for you to create the block. Once it is locked, create the block for the plan to appear as an audit. To do so, you will first click on the Edit plan button.

Jane Doe - Degree Plan

Plan list New plan

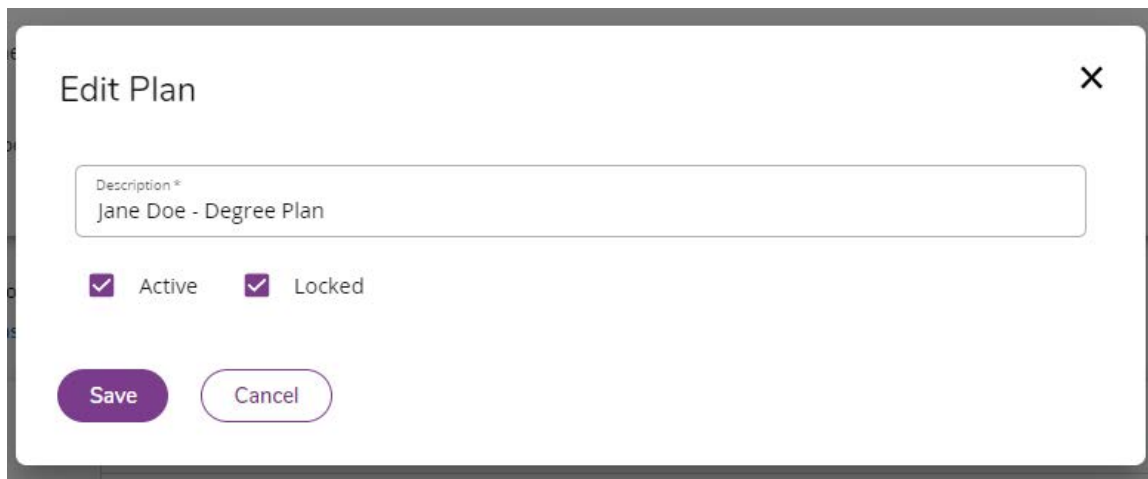
Edit plan

Degree Master

Level Graduate

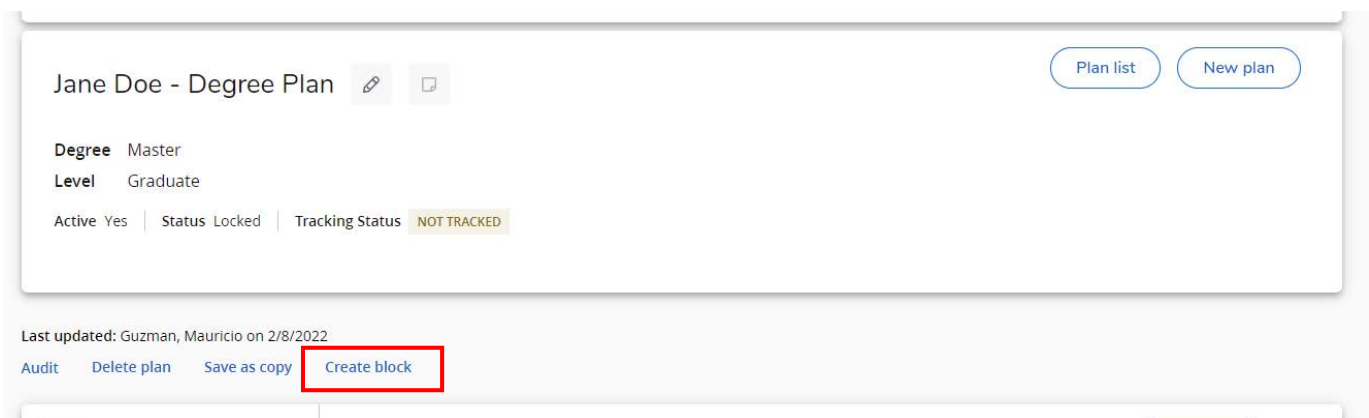
Active No Status Not locked Tracking Status NOT DISPLAYED, PLAN IS NOT ACTIVE

6) Click on the Active and Locked options.



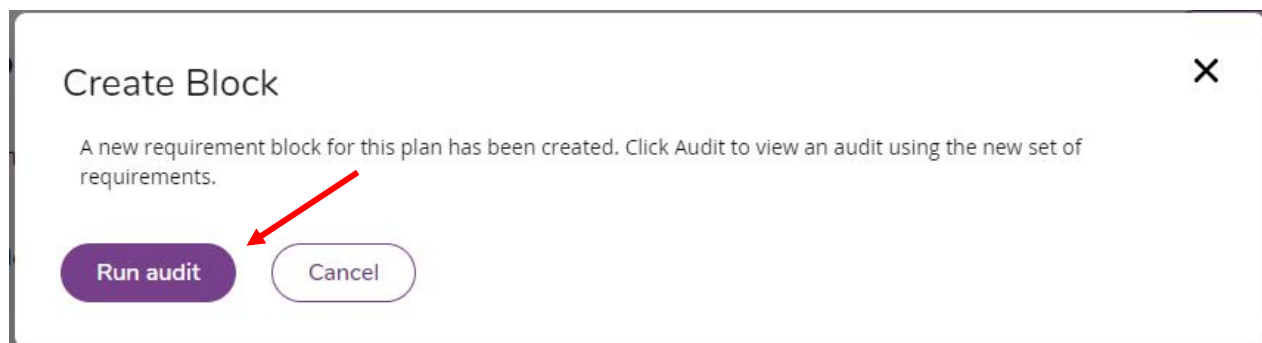
The 'Edit Plan' dialog box features a title bar with a close button (X). Below the title is a text input field labeled 'Description \*' containing the text 'Jane Doe - Degree Plan'. Underneath the input field are two checked checkboxes: 'Active' and 'Locked'. At the bottom of the dialog are two buttons: a purple 'Save' button and a white 'Cancel' button with a purple border.

7) Then Create block.



The card displays the plan name 'Jane Doe - Degree Plan' with edit and copy icons. On the right are 'Plan list' and 'New plan' buttons. The details section shows 'Degree Master', 'Level Graduate', and a status bar with 'Active Yes', 'Status Locked', and 'Tracking Status NOT TRACKED'. Below the card, a footer indicates 'Last updated: Guzman, Mauricio on 2/8/2022'. At the bottom are four links: 'Audit', 'Delete plan', 'Save as copy', and 'Create block', with the last link highlighted by a red rectangle.

- 8) Once you have created the block, a new pop-up window will appear letting you know a new requirement block has been created. Click the Run audit button.



- 9) You will then be redirected to a Planner Audit view. Close this window and return to the Worksheets tab and review the new Planner Block and ensure it has been properly generated. (You may need to click the Process button if the new Planner Block is not automatically generated.)

**WORKSHEETS** EXCEPTIONS PLANS ADMIN

### Master

IN-PROGRESS

Credits applied: 36  
Catalog year: 2020-2021 GPA: 3.88

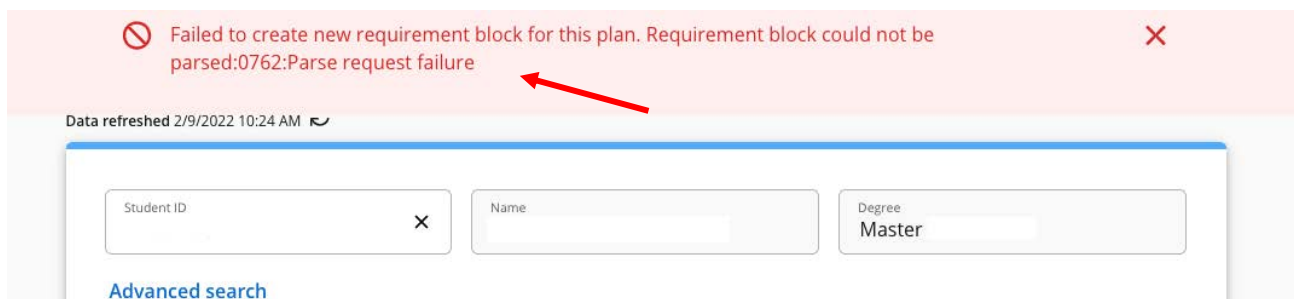
### Planner Block

IN-PROGRESS

Credits applied: 36  
Catalog year: 2020-2021 GPA: 3.88

	Course	Title	Grade	Credits	Term	
✓	Requirements planned for Fall 2020					
✓	Sem in Social Organization - 3 Hours	SOCI 5302	Sem in Social Organization	A	3	Fall 2020
✓	Advanced Research Methods - 3 Hours	SOCI 5303	Advanced Research Methods	A	3	Fall 2020
✓	The Study of Culture - 3 Hours	SOCI 5320	The Study of Culture	A	3	Fall 2020
✓	Requirements planned for Spring 2021					
✓	Data Analysis in Soci Research - 3 Hours	SOCI 5310	Data Analysis in Soci Research	A	3	Spring 2021
✓	Seminar in Social Movements - 3 Hours	SOCI 5326	Seminar in Social Movements	A	3	Spring 2021
✓	Sociology of the Family - 3 Hours	SOCI 5340	Sociology of the Family	A	3	Spring 2021

**\*\*In the event you receive an error (pictured below) when creating a block, please contact the DegreeWorks team at 361-593-2811 or email registrar@tamuk.edu for assistance. \*\***



**Note:**

- 1) Any courses that were previously taken will be marked as complete (green circle check mark).
- 2) Courses currently being taken will be marked as in-progress (blue circle).
- 3) Courses that have yet to be taken will be marked as required (red circle).

**Note: Students will now have to select the track option they will be pursuing and need to add the following non-course requirements according to the option they have selected. These non-course requirements will be forced-completed by Graduate Studies.**

**Course Only Option:** Comprehensive Exam

**Dissertation Option:** Dissertation Status Report

Manuscript

Proposal

Qualifying Exam

Turnitin

**Project Option:** Comprehensive Exam

Final Research Project Submission Form

Turnitin

**Thesis Option:** Manuscript

Proposal

Thesis Defense

Turnitin