DegreeWorks FAQ's

General FAQs

Q: What is DegreeWorks?

DegreeWorks is a web-based tool for students to monitor their academic progress toward degree completion by reviewing a degree audit. Degree Works allows students and their advisors to plan future coursework. DegreeWorks reorganizes your transcript chronologically and categorically, easily identifying courses you have completed and what courses you still need in order to fulfill your degree requirements.

Q: Who can use DegreeWorks?

As of October 17, 2011, DegreeWorks is available to all undergraduate students and advisors. Students and advisors will be able to use the system as an advising tool to better follow the student's progress and determine which requirements are still needed.

Q: Can I register for classes in DegreeWorks?

No. Registration will continue to be accessed through the Blue and Gold Connection.

Audit FAQs

Q: What is an audit?

A DegreeWorks audit is a review of past, current and planned coursework that provides information on completed and outstanding catalog requirements necessary to complete a degree/major/minor/concentrations/area of emphasis. The audit is divided into card requirements such as Degree, University Requirements, General Education, and Major Requirements. Each card works like a checklist that has boxes that are automatically checked when a requirement is met.

Q: How current is my information in DegreeWorks?

The information in DegreeWorks is refreshed nightly. Any changes made today will be seen in DegreeWorks the next day.

Q: What if information in DegreeWorks is not up to date?

There could be many reasons why information in DegreeWorks is not up to date. One is that DegreeWorks may not have been refreshed since a change was made (information is refreshed

nightly) to a student record. Second, there could be some paperwork that must be completed. For example, if a change in major is pending, it is possible the form has not reached the Office of the Registrar. Check with your academic advisor or Office of the Registrar regarding information not being up to date.

Q: Are my grades visible in DegreeWorks?

Yes. Once grades have been posted at the end of the semester or term, they are viewable in DegreeWorks.

Q: Can I see a list of all of the classes I've taken?

Yes. On the Audits tab, click on the "Class History" link at the top for a list of courses taken at TAMUK as well as transfer courses.

Q: Can I change my major/minor/concentration through DegreeWorks?

No. Contact your academic advisor on how to change your major/minor/concentration.

Q: Does DegreeWorks include my AP credit and transfer work?

Once AP scores are received from the College Board and credit is granted they are posted to the student's record and will appear on the audit. Any transfer work articulated by the Office of Undergraduate Admission will also appear.

Q: How do I know what classes I need to take?

Your audit will outline courses needed to meet degree, major, minor, and/or concentration requirements within each specific card. You may then use this information to discuss your plan with your Academic Advisor.

Q: I think my audit is incorrect. What should I do?

Please ask your academic advisor for assistance. The first step is to clarify what information you believe is wrong. These are the most common problems and courses of action:

My major is wrong on my audit.
If you have not officially changed your major, contact your academic advisor. If you have already officially changed your major, the DegreeWorks audit will only display your active degree audit. If your change is effective for a future term, the change may not reflect until that term.

The requirements for my major are wrong.

Look at the catalog term that appears on the major requirements card of the audit. According to our records this is the catalog that you are using to complete your major requirements. If you believe you should be using older or new requirements, contact your Academic Advisor.

My transfer courses do not appear in the right place.
If you are concerned about a transfer course that should be applying in the audit, contact your academic advisor.

Classes are not applying in the right place.
DegreeWorks uses a 'best fit' approach for meeting requirements so classes may apply to different sections as you take more courses. If you have further questions, please contact your academic advisor.

My advisor or department chair gave me permission to substitute a course, but it's not showing on my audit.
Talk with your academic advisor. Advisors can enter an exception to the standard requirements. Once exceptions are entered by the Academic Advisor and a new audit has been run, the change will appear on the audit.

My minor or concentration is missing from my audit.
If you have not officially declared your minor or concentration, contact your academic advisor for instructions. If you have already officially declared your minor, your department (or the Office of the Registrar) may still be updating your records.

If none of these problems describe your situation, or if you need additional help identifying what's wrong, contact your academic advisor. If the advisor believes a technical error exists on the audit, they will contact the Office of the Registrar.

Q: When should a student/advisor review a degree audit?

A degree audit can be reviewed at any time; however, it is recommended to do so at least four times a semester. You should always review your audit:

1. *Before* registering for an upcoming semester.

2. *After* you register to ensure that the courses apply to your program requirements.

3. *After* grades are posted for each semester.

4. *Any time* changes are made to your schedule or major.

Q: How is my degree audit different from my transcript?

Your degree audit is a tool to provide you with academic information related to your degree progress. It displays courses required and completed in your degree program. Your transcript is your official university academic record and provides a chronological list of courses completed and other academic information.

Q: I've seen the @ symbol in several places on my audit. What does this mean?

This is a wild card in DegreeWorks. If the @ sign appears with course numbers after it (i.e., @1000:4999), it means that you can take any subject area with that level (a 1000-4000 level course from any subject area). If it appears after a subject prefix (i.e., CRIM @), it means that you can take any course with that subject prefix (any course in Criminology).

Q: Who should I contact if I still have questions or disagree with the audit?

Please contact your academic advisor.

What If Audit FAQs

Q: I want to change my major. How can I see what would be required if I made this change?

You can use the "What If" option on the Audits tab to do an audit using criteria you select. Please be sure to select a Degree, Catalog term and Major along with any corresponding Minors or Concentrations. What-If audits do not guarantee that you will be able to major in the area you select. If you decide you'd like to change your major, contact the academic advisor of the new major for information and instructions.

Q: Why am I receiving an error when I run a What If scenario?

The What If tool requires that you make a selection in the "Major" field. Failure to select a major will result in an error.

Q: Can my advisor see my What If scenario?

Since What If scenarios are not stored in DegreeWorks, your advisor can only see your results if the two of you work through a What If procedure together. You can also print a copy to show your advisor.

Planner FAQs

Q: What is the Planner feature?

The Planner is a tool for you to arrange course requirements into future semester card. You and your advisor may find this helpful as you forecast your academic career. It is recommended that you create an active plan and keep it up-to-date, as this information may be used by university administrators to determine the demand for various courses in future terms.

Q: How do I create a plan?

Using a split screen, the Planner allows you to drag and drop courses from your audit (on the left) into future semester cards (on the right). You can also type courses directly into the Planner boxes. You must enter the course as it is labeled in the Course Schedule (e.g., ENGL 1301). Select a catalog year and then click "Save Plan" to retain the plan of study you developed. Both students and advisors can create plans; only advisors can "lock" active plans.

Q: Will putting courses in my planner change the way my audit looks?

No. Nothing entered on the Planner will affect your actual audit. You can, however, see how the courses you have entered in your planner will apply in your audit by checking the boxes next to the semester cards that you wish to include (check all of the boxes to see how your audit will look if you complete your entire plan) and then clicking on Run a New Audit. In the audit on the left-hand side of the screen, you will see how the planned courses applied to the various major/minor/concentration requirements.

Q: Can I create multiple plans?

Yes. However, only one plan at a time may be kept as an active plan. Your advisor will mark the plan that you expect to follow as your active plan. This information may be used by university administrators to determine the demand for various courses each term.

Q: Can I mark a plan as "Active"?

No. Only advisors can mark a plan as "Active". After meeting with your advisor and you both agree, a new plan can be marked as the "Active" plan.

Q: Will my plans be saved?

Yes. DegreeWorks will allow you to save all plans you create; however, only one plan may be marked as active.

Q: Can I delete plans I have created?

No. Only an advisor can delete unwanted Plans.

Q: Will my advisor be able to see my plan(s)?

Yes. Your advisor can see your plan(s) and participate with you in the planning process. There is a Notes feature, as well, for your advisor to keep additional information. Only one plan at a time may be kept as an active plan. Your advisor will lock the plan that you expect to follow as your active plan and only your advisor can make changes.

Q: Can I list generic course placeholders in my plan?

Yes. Free text must be preceded by a "-" (hyphen). For example, you can enter "- an upper level math course".

Q: If I put a course in my planner, am I automatically registered for that course in that future semester?

No. Your planner is for planning purposes only. You will register through Blue and Gold Connection.

Q: Is the course I planned guaranteed for that future semester?

No. Your planner is for planning purposes only. Please see the appropriate schedule of classes for availability of courses. If you discover that a course you had planned is not being offered, please contact your advisor.

Q: Can I print my plan?

Yes. There is a print button at the top of the planner.

GPA Calc FAQs

Q: What does Cumulative Calculator show?

The Cumulative Calculator option on the GPA Calc tab will show what average you will need in your remaining credits to graduate with your desired GPA.

Q: What does the Cumulative Calculator (Includes Current Term) show?

The Cumulative Calculator (includes current term) option on the GPA Calc tab will show an estimate of your cumulative GPA. The cumulative GPA excludes credit not taken at TAMUK. DegreeWorks will pull in your current earned credits and GPA and place your in-progress courses

in the table where you can then enter the anticipated grade for each course. You will then see a revised cumulative GPA based on the estimates you provided.

Q: What does the Desired GPA Calculator show?

The Desired GPA Calculator option on the GPA Calc tab will show various credit and grade scenarios in order for you to achieve your desired cumulative GPA. The cumulative GPA excludes credit not taken at TAMUK.

Q: Is the calculated GPA guaranteed?

No. This is an estimate only.