

Worksheet

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

Class History

The Class history option is located at the top right of the page when you click the **three horizontal ellipses**. **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.

The screenshot shows the ellucian Worksheets page. At the top, there is a navigation bar with 'ellucian', 'WORKSHEETS', and 'PLANS'. On the right, there is a user profile icon and a hamburger menu icon. The main heading is 'Worksheets'. Below this, there is a student information card with fields for Student ID (K), Name, and Degree (Bachelor of Business Administration). The card also displays Level (Undergraduate), Classification (Senior), Major (Information Systems), Program (Bach of Bus Admin_Infor), College (College of Business Admin), Academic Standing (Good Standing), Institutional GPA (3.63), Institutional Hours (49), Overall Hours (106), Transfer Hours (57), and TSI Overall Status (Holds an Associate Degree). Below the card, there are tabs for 'Academic' and 'What-If'. The 'Academic' tab is active, showing a 'Format' dropdown set to 'Student View' and 'Degree progress' metrics: Requirements at 97%, Credits at 100%, and Overall GPA at 3.63. At the bottom left, it says 'Audit date 3/17/2020 10:50 AM' and at the bottom right, there is an 'Expand all' button. A purple arrow points to a three-dot menu icon in the top right corner, which has opened a dropdown menu with options: 'GPA Calculator', 'Class History' (circled in green), and 'Petitions'.

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.

The screenshot displays a user interface for a degree audit. At the top, there are two tabs: "Academic" (which is selected) and "What-If". Below the tabs is a "Format" dropdown menu currently set to "Student View". A callout box highlights the two options in the dropdown: "Student View" (highlighted in blue) and "Registration Checklist". To the right of the dropdown, the "Degree progress" section shows two circular progress indicators: "Requirements" at 97% and "Credits" at 100%. Below these, the "Overall GPA" is listed as 3.63.

Metric	Value
Requirements	97%
Credits	100%
Overall GPA	3.63

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**. 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 shows the ellucian Worksheets interface. At the top, there is a navigation bar with 'ellucian', 'WORKSHEETS', and 'PLANS' on the left, and a user profile icon and a menu icon on the right. The main heading is 'Worksheets'. Below this, there is a student information card with the following details:

- Student ID: K
- Name: [Redacted]
- Degree: Bachelor of Business Admin
- Level: Undergraduate
- Classification: Senior
- Major: Information Systems
- Program: Bach of Bus Admin_Infor System
- College: College of Business Admin
- Academic Standing: Good Standing
- Institutional GPA: 3.63
- Institutional Hours: 49
- Overall Hours: 106
- Transfer Hours: 57
- TSI Overall Status: Holds an Associate Degree

Below the student information card, there are two tabs: 'Academic' (selected) and 'What-If'. Under the 'Academic' tab, there is a 'Format' dropdown menu set to 'Student View'. To the right, there is a 'Degree progress' section with two circular progress indicators: 'Requirements' at 97% and 'Credits' at 100%. Below these indicators, the 'Overall GPA' is displayed as 3.63. At the bottom left of the interface, the text 'Audit date 3/17/2020 10:50 AM' is visible.

Registration Checklist

This Registration Checklist view is seen by selecting it on the drop-down menu under format. 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.

Gen Ed For Business Administration INCOMPLETE

Credits required: 42 Credits applied: 36 ^
Catalog year: 2017-2018 GPA: 2.00

- Communication
- Rhetoric and Composition I
- Rhetoric and Composition II
- Mathematics
- Life & Physical Sciences
- Language, Philosophy & Culture **Still needed:** 1 Class in [ENGL 2342](#)  or [2362](#) 
- Creative Arts **Still needed:** 1 Class in [ARTS 1303](#) or [1304](#) or [COMM 2304](#) or [MUSI 1305](#) or [2306](#) or [2308](#) or [2310](#) or [THEA 2310](#)
- American History
- American History to 1877
- American History from 1877
- Government/Political Science