GRADUATE COORDINATOR USER GUIDE FOR DEGREEWORKS

Office of the Registrar

1) Go to the University's main web page: www.tamuk.edu.

2) On the top bar, click on JNET icon.

3) You will need to login to your account using your TAMUK credentials.

4) Once you are logged in, you will navigate to the Faculty Tab and under Faculty Tools, you will find the Degree Works link.
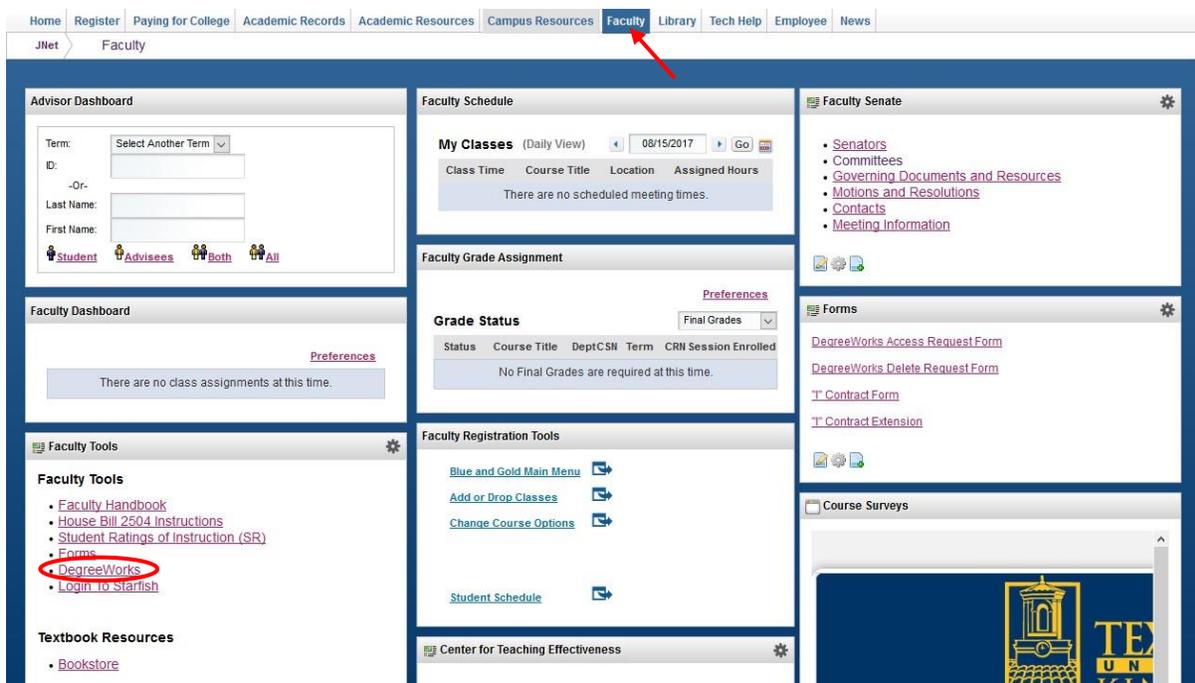
5) In Degree Works, you will enter the ID of the student. Once the student's audit is showing, click on the Plans tab.
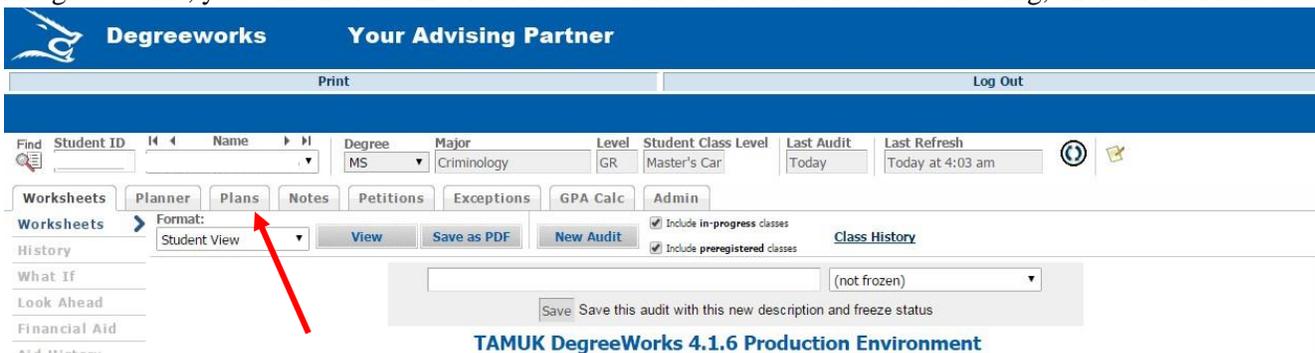
All tabs will not be available

6) Select the Degree Plan the student has created.
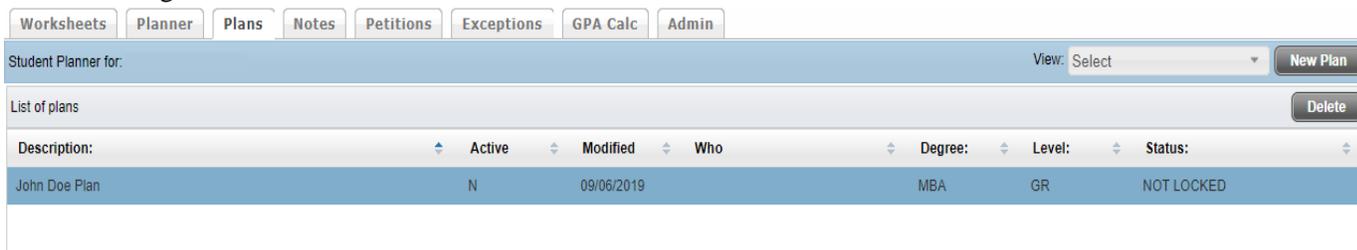
7) Once you have saved a degree plan for a student (or you have approved the student's plan), you will need to lock and activate the plan in order for you to create the block. Once it is locked, create the block for the plan to appear as an audit. To do so, you will click on the *Active* and *Locked* options and *Create Block* button.

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
☐	SOCI 5308 🔍	3.0	None ▾	None ▾	None ▾	📄
☐	CRIM 5315 🔍	3.0	None ▾	None ▾	None ▾	📄

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]

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 *OK* button.

ZK

ⓘ The new requirement block for this plan has been created. Click Audit to view an audit using the new set of requirements.

[OK]
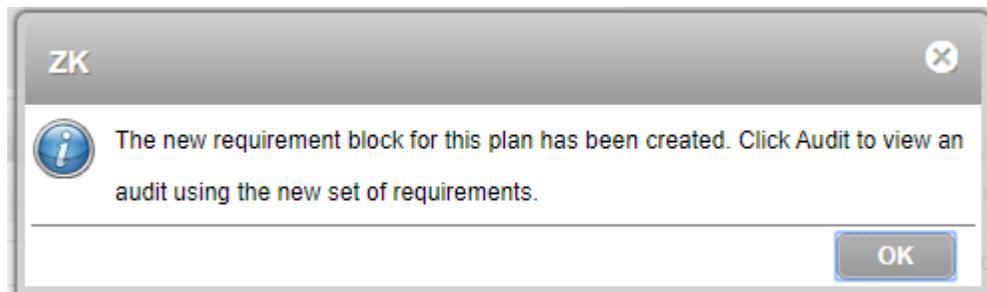
9) Go back to the *Worksheets* tab and click on the *Process New* button. This will generate an audit for the student based on the courses that were entered into the Student Educational Planner.

Worksheets	Planner	Plans	Notes	Petitions	Exceptions	GPA Calc	Admin

Worksheets ❯ Format: Student View ▾ [View] [Save as PDF] [Process New] ☑ Include in-progress classes   ☑ Include preregistered classes   **Class History**

History

■ Planner Block					Academic Year: 2015-2016 GPA: 4.00
☑ Requirements planned for Spring 2016					
☑ Seminar in Criminology - 3 Hours	CRIM 5300	Seminar in Criminology	A	3	Spring 2016
☑ Data Analysis in Social Resrch - 3 Hours	CRIM 5310	Data Analysis in Social Resrch	A	3	Spring 2016
☑ Selected Topics in Criminology - 3 Hours	CRIM 5315	T: Soc of Gender and Sexuality	A	3	Spring 2017
☑ Requirements planned for Fall 2016					
☑ Sem in Criminological Theory - 3 Hours	CRIM 5325	Sem in Criminological Theory	A	3	Fall 2016
☑ Correctional Counseling - 3 Hours	CRIM 5354	Correctional Counseling	A	3	Fall 2016
☑ Requirements planned for Spring 2017					
☑ Selected Topics in Criminology - 3 Hours	CRIM 5315	T: Sociology of Religion	A	3	Spring 2017
☑ Selected Topics in Criminology - 3 Hours	CRIM 5315	T: PARANORMAL	A	3	Spring 2016
☑ Selected Topics in Sociol - 3 Hours	SOCI 5309	T: Qualitative Methods	A	3	Spring 2017
☐ Requirements planned for Summer 2017					
☐ Selected Topics in Criminology - 3 Hours	Still Needed: 1 Class in **CRIM** 5315				
☐ Studies in Contemp Soc Probs - 3 Hours	Still Needed: 1 Class in **SOCI** 5308				
☐ Requirements planned for Fall 2017					
☐ Sem in Sociological Theory - 3 Hours	SOCI 5301	Sem in Sociological Theory	IP	(3)	Fall 2017
☐ The Study of Culture - 3 Hours	SOCI 5320	The Study of Culture	IP	(3)	Fall 2017

☐ Requirements planned for Summer 2019	
☐ THESIS required	Still Needed: Thesis Option
☐ DEFENSE required	Still Needed: Thesis Defense
☐ MANUSCRIPT required	Still Needed: Manuscript
☐ PROPOSAL required	Still Needed: Proposal
☐ TURN required	Still Needed: Turnitin

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

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 Martha.

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