GRADUATE COORDINATOR USER GUIDE FOR DEGREEWORKS

Office of the Registrar



- 1) Go to the University's main web page: <u>www.tamuk.edu</u>.
- 2) On the top bar, click on JNET icon.

TEXAS A&M U	NIVERSITY			Blue & Gold	H JNET	Bb Blackboard	Q Search
About 🔻	Admission -	Academics ▼	Research	Resources *	Alum	ni At	hletics

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

TEXAS ASM UNIVERSITY KINGSVILLE® Welcome to JNET You have requested login to JNET							
	Important Dates						
Sign in to your account Username (ex. kuabc123)	Fall 2019 Graduating Students 13 Deadline for Change of Name	-					
Password	Image: Sep Im	1) - d					
Create your password. Forgot your password?	CoctRegistration Begins for Winter212019 Intersession (8 am)						
	Priority Registration begins for 21 Spring 2020. (Priority One grou	up)					
iTech Support Services 361-593-4357 (HELP) 24/7	CoctPriority Registration begins for Spring 2020 (8 am) (Post Baccalaureate Seniors 90-120+ earned hours)						
Other Links Duo multifactor authentication is enabled for employees. Click here for more information.	Priority Registration begins for 23 Priority Registration begins for Spring 2020 (8 am) (Juniors 60 earned hours)	-89					

4) Once you are logged in, you will navigate to the Faculty Tab and under Faculty Tools, you will find the Degree Works link.

Home Register Paying for College Academic Records Academi	c Resources Campus Resources Faculty Library Tech Help Em	ployee News		
JNet Faculty				
	N			
Advisor Dashboard	Faculty Schedule	🖽 Faculty Senate 😽		
Term: Select Another Term V D: -Or- Last Name: First Name:	My Classes (Daily View) Class Time Course Title Location Assigned Hours There are no scheduled meeting times.	Senators Committees Governing Documents and Resources Motions and Resolutions Contacts Meeting Information		
Student HAdvisees HABBoth	Faculty Grade Assignment			
Faculty Dashboard	Grade Status Final Grades	e Forms 🔅		
Preferences There are no class assignments at this time.	Status Course Title DeptCSN Term CRN Session Enrolled No Final Grades are required at this time.	DegreeWorks Access Request Form DegreeWorks Delete Request Form T: Contract Form		
	Faculty Registration Tools	T Contract Extension		
Faculty Tools	Blue and Gold Main Menu			
Faculty Handbook House Bill 2504 Instructions Student Ratings of Instruction (SR)	Add or Drop Classes Change Course Options	Course Surveys		
Eorons DegreeWorks Login to Starfish	Student Schedule			
Textbook Resources	Effectiveness			

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

		Pri	nt					Log Out		
Find Student ID	I 4 4 N ame	▶ ▶I 	Degree MS	Major Criminology	Level GR	Student Class Level Master's Car	Last Audit Today	Last Refresh Today at 4:03 am	0	₿.
Worksheets	anner Plans	Notes	Petitions	Exceptions	GPA Calc	Admin				
Worksheets >	Student View	•	View	Save as PDF	New Audit	 Include in-progress class Include preregistered class 	ses <u>Class</u> asses	History		
What If							(not f	rozen)	T	
Look Ahead					Save Save this	audit with this new des	scription and fre	eze status		
Financial Aid		N		TAMU	(DegreeV	Vorks 4.1.6 Pro	duction E	nvironment		

*All tabs will not be available

6) Select the Degree Plan the student has created.

Worksheets Planner Plans Notes Petitions Exceptions GPA Calc Admin

Student Planner for:						View: Select		New Plan
List of plans								Delete
Description:	÷	Active \$	Modified 💠 Who	¢	Degree: 💠	Level: \$	Status:	÷
John Doe Plan		Ν	09/06/2019		MBA	GR	NOT LOCKED	

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.

escription	: Degree Plan 1			🗌 Active 🗌 I	Locked	ID
egree: racking S	Master of Science tatus: Not displayed, plan is	not active		▼ Level: Graduate		
Summ	er 2017 Total Credits: 6.	0			Reassign De	lete this term + -
Critical	Course Requirement	Credits	Minimum Grade	Campus	Delivery	Note
	SOCI 5308	Q. 3.0	None	• None	* None	w. B
	CRIM 5315	Q 3.0	None	* None	* None	*

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.



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: History Student View	View	Save as PDF Process New	 Include in-progress classes Include preregistered classes 	<u>Class History</u>
Planner Block			Acad	emic 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