

## ACCESSING DEGREEWORKS - STUDENTS

### ACCESSING DEGREEWORKS:

1. Sign into the portal.
2. Click on the STUDENTS tab
3. On the right side of the screen, scroll to find the “Bookmarks Plus” channel (you can move this channel to a more prominent place.)
4. Click on the “DegreeWorks Student” link. For a second, you may see some lines of code but it will quickly disappear and move to the DegreeWorks screen.
5. The DegreeWorks audit will open in a new window while the portal remains open and active in the original window.

### REVIEWING THE AUDIT:

1. WORKSHEET tab: current audit, updated nightly or refreshed as information is processed (grades, add/drops, etc).
  - a. WORKSHEETS: Student’s audit in either Student View or Registration Checklist
    - i. STUDENT VIEW – Default view of the audit. Audits are refreshed nightly or during the day if a change is made to the student record.
    - ii. REGISTRATION CHECKLIST – From FORMAT, use drop down box to choose REGISTRATION CHECKLIST. Hit “View” and an abbreviated audit will appear, only showing those areas that have yet to be completed. To return to STUDENT VIEW, choose that option from the drop down box and hit “View”
    - iii. SAVE AS PDF – Save the audit as a snapshot in time to your desktop as a pdf file.
    - iv. CLASS HISTORY – Class listing in chronological order of all coursework, both Southeast and transfer work. Does not show repeated courses. Not to be considered a transcript.
  - b. WHAT IF: What if audit used to preview program other than declared major.
  - c. LOOK AHEAD: Used to see an audit showing courses for which the student plans to register in future terms. No guarantee of class availability for any given term.
2. PLANNER tab: Semester by semester plan, individual by student. Currently under construction.
3. COMMENTS tab: View comments as entered by the advisor or other University official.
4. GPA CALC tab:
  - a. Graduation Calculator: shows what average the student needs in remaining credits to graduate with desired GPA.
  - b. Term Calculator: shows an estimate of the student’s cumulative GPA after entering anticipated grades for current semester courses.
  - c. Advice Calculator: shows various credit and grade scenarios in order to achieve a desired cumulative GPA.

*For questions regarding the DegreeWorks audit, contact your advisor or email [DegreeWorks@semo.edu](mailto:DegreeWorks@semo.edu).*