



# Degree Works

Navigation & Overview

Office of the Registrar  
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## Table of Contents

<b>Degree Works for Faculty and Staff Overview</b> .....	2
Benefits.....	2
Degree Works Best Practices and Protocols .....	2
Academic Advisors Will.....	2
<b>Getting Started</b> .....	3
Browsers Supported by Degree Works .....	3
Access .....	3
Log In .....	3
Search for a Student.....	3
<b>Tabs</b> .....	3
Worksheets.....	3
Plans .....	3
Links.....	3
<b>Worksheet Features</b> .....	4
Refresh.....	4
Process.....	4
Print/Save as PDF .....	4
Contact Student.....	4
GPA Calculator .....	4
Class History .....	4
Notes .....	4
What-If.....	5
Course Information .....	5
Degree Audit - Student View .....	5
Symbols Found Throughout Degree Audit.....	6
Petitions .....	6



## Degree Works for Faculty and Staff Overview

Ellucian Degree Works™ is a comprehensive academic advising, transfer articulation, and degree audit solution that helps students and their advisors successfully navigate our institution's curriculum requirements.

Degree Works is a web-based tool that helps students and academic advisors monitor a student's progress toward degree completion. Degree Works runs a student's completed and in-progress coursework against Southern Illinois University's catalog requirements. It provides an easy-to-read worksheet that shows students how courses they have taken at SIU or transferred to SIU count towards their degree requirements. Degree Works also clearly identifies courses and requirements still needed to complete a degree.

Degree Works is available for undergraduate students beginning with the 2012-13 catalog year. Degree Works is designed to aid and facilitate academic advising - it is not intended to replace academic advising sessions.

Send all questions, suggestions and issues to [degreeworks@siu.edu](mailto:degreeworks@siu.edu) (**Not for student use** – for academic advisors, faculty and departmental/college use only).

## Benefits

- Uses checklists to easily monitor a student's progress.
- Provides a clear picture of SIU degree requirements to help students navigate the most effective path to graduation.
- Helps students plan their class schedules by showing what courses and requirements are still needed.

## Degree Works Best Practices & Protocols

### Academic Advisors Will:

- Log in and use Degree Works as the Degree Audit system to help maintain a student's satisfactory academic progress towards degree completion.
- Help teach students how to utilize Degree Works as a tool for taking ownership and responsibility for their academic career.
- Create and maintain plans for their advisees using the Degree Works Student Educational Planner (SEP).



## Getting Started

### Browsers Supported by Degree Works

Firefox, Edge, Chrome, and Internet Explorer are known to work with Degree Works.

### Access

To request access to Degree Works, first review this document and then follow the directions found under the DEGREE WORKS heading on the [SIS eLearning Page](#). There are multiple access levels; 'Advisor' should be requested

Once security access has been granted you will be able to access Degree Works by selecting Degree Works on the Welcome tab in [SalukiNet](#), or linking to the platform from the [SIS \(Student Information Systems\) webpage](#).

### Log In

- Go to [sis.siu.edu](https://sis.siu.edu) and click on Degree Works under Login Quicklinks or login to your SalukiNet account and select the Degree Works link on the Welcome tab.

### Search for a Student

- Type a DawgTag in student ID field, or...
- Click 'Advanced Search'
  - Search by name or Degree, Major, etc.
  - Select search criteria and click search (only students who meet ALL criteria will be selected)
  - Click on the SEARCH button
  - All students who meet the search criteria will load. Click 'SELECT,' and these students can now be viewed individually using the drop-down menu labeled 'Select Student'

## Tabs


**Worksheets** - The Worksheets tab is the default view that will display after searching a DawgTag number from the home screen, and houses the student degree audit. Various functions related to the degree audit such as notes and petitions can be accessed here, as well as a selection of viewing options depending on user permissions.

**Plans** – The Student Educational Planner (SEP) feature allows students and advisors to create a long-term academic plan containing a list of recommended courses for the student to take and the sequence and term in which they are to be taken. An audit can be run against the plan to see if it will lead the student successfully to graduation.




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## Worksheet Features

**Refresh** – Use Refresh (  icon above the Student ID field) if Banner data needs to be refreshed. This button will pull in the latest student data from Banner and run a new audit. Student data is refreshed automatically overnight and a new audit will automatically run. If the refresh button is pushed, you must also click on PROCESS afterward.

**Process** – Use Process (button toward the right-hand side of the Degree Progress box) after an exception is applied or a note is put on the student record. This button will refresh the Degree Works audit information ONLY; it does not refresh data from Banner. Get in the habit of hitting ‘Refresh’ and ‘Process’ before you look at any audit.

**Print/Save as PDF** – Audits may be printed or saved as a PDF using the  icon in the top-right corner. Your web browser’s ‘Print’ dialog box will appear.


- To print an audit, select the desired printer and click ‘Print.’
- The exact steps to save a PDF will vary slightly depending on which web browser you are using. In the drop-down box which shows your printer, select ‘Save to PDF,’ and then click ‘Print.’ A new window should pop up asking where you want to save the document.

**Contact Student** – Click the  icon in the top-right corner. The ‘Contact’ window will display with the email address for the student as well as their advisor(s). Clicking on the email address should open a new message in your default email program.

**GPA Calculator** – Three different GPA calculators are available in Degree Works: graduation, term and advice. The calculators will help students set realistic goals at the beginning of the semester, or provide a path for achieving honors, avoiding probation or meeting personal academic goals.\*

**Class History** – The Class History screen will display every course a student has ever taken, either at SIU or another institution, in chronological order. Term and cumulative hour/GPA totals are also shown here.\*

**Notes** – The Notes feature allows advisors to use predefined notes to help track conversations with students and document any action that has been agreed upon. Notes may be viewed by all advisors, which will be helpful should the student decide to switch their program of study. Notes cannot be deleted by advisors once saved. Contact [degreeworks@siu.edu](mailto:degreeworks@siu.edu) to request a note be deleted.\*

*\*The GPA Calculator, Class History, Petitions, and Notes features may be found by clicking the  icon in the top-right corner.*



**What-If** – The What-If feature allows students and their advisors to see how changing their major, specialization, or minor will impact their progress toward degree completion. This does not affect the student’s status in Banner; the academic advisor must submit a Change of Curriculum form to officially change a major, specialization, or minor. Also contains the ‘Future Classes’ function, which allows students to enter one or multiple classes and see how a course will be used before they actually register for it. This does not register students for classes.

**NOTE:** A bug has been identified in the current version (5.1.1.1) which impacts majors that migrated from one college to another over the course of the recent university reorganization. A What-If audit can not currently be run for these majors under the catalog year range for their old college. What-If audits may still be run for these programs under the catalog year range for their new (current) college. A fix has been announced with a target release of Spring 2024.

**Course Information** – Students and advisors are able click on a course still needed in the audit and a window will open listing the course description and sections of that course that are being offered in an upcoming semester. The student will be able to see the CRN for each section, open seats in real-time and the days and times the course is being offered. Courses which are offered during a partial term (1<sup>st</sup> 8 week, 2<sup>nd</sup> 8 week, etc.) are NOT indicated as such – this information will need to be looked up on SalukiNet.

## Degree Audit – Student View

**Student Data Header** – Shows information about the student, such as overall (cumulative) GPA from Banner, major, minor, specialization, academic standing, student attributes, holds, academic renewal status (if applicable), etc.

**Degree Progress Box** – Allows a selection of different audit views depending on user privileges, displays student’s GPA and degree progress percentage, gives the option of whether to display In-progress and Preregistered courses on the degree audit, and houses the PROCESS button. Students are only reviewed for graduation clearance once the percentage in this block reaches 100%.

- **Student View** – The default Degree Works audit view, shows a full summary of student’s academic progress. Students can view this checklist.
- **Registration Checklist** – Shows what is left to complete. Students can view this checklist.
- **Graduation Checklist** – Quick view of student progress. Students can view this checklist.

**Audit Blocks** – The degree evaluation presents requirements in areas called blocks. Each block represents a set of requirements:

- **Degree** – Shows all general student information; catalog year, total credits applied, GPA, as well as university degree requirements such as senior institution hours, residency hours, UCC, and major requirements required for graduation.
- **University Core Curriculum** – Shows UCC coursework. Courses taken for UCC credit will show up in two adjacent blocks – one which lists the individual UCC requirements being satisfied, and another adding up the Total UCC Hours. If the ‘UNIV COMP’ attribute is applied to the student’s Banner record, the first block will automatically remove itself from the audit and only the block totaling the hours will be displayed, now labeled ‘University Core Curriculum – Complete.’



- **College Academic Requirements** – Does not apply to every major. If there are specific requirements for the College which houses the student’s academic unit, they will be displayed here.
- **Major-Specific UCC** – Does not apply to every major. If students are required to take specific UCC courses as part of their major, they will be displayed here.
- **Major** – Shows Major requirements.
- **Specialization** – Shows Specialization requirements (if student has specialization(s)).
- **Minor** – Shows Minor requirements (if student has minor(s)).
- **Not Applicable to Current Major** - Shows coursework that is not applied to a specific area of the degree but counts toward hours required for the degree.
- **Insufficient** - Shows coursework with grades below the minimum required grade and withdrawn coursework.
- **In-progress and Preregistered** – Shows all currently enrolled coursework. This block may also appear with the reduced title ‘In-progress’ or ‘Preregistered’ depending on the student’s registration status for the current and upcoming terms.
- **Not Counted** – Shows developmental coursework and courses not counted towards degree.

### Symbols Found Throughout Degree Audit

- **Satisfied requirement:** Courses or requirements which the student has successfully completed.
- **In Progress requirement:** Courses for which the student is currently registered.
- **Not fully met requirement:** Requirements are not fully met and students should contact their academic advisor for assistance.
- **Unmet requirement:** A list of approved courses that meet this requirement will be listed.
- **@ Wild Card:** If the @ symbol appears with course numbers after it (e.g. @300:499), students may take any subject/number within that range. If @ appears after a subject prefix (e.g. ACCT @), it means a student can take any course with that subject prefix (prerequisites must be met). If @ appears after a subject prefix and a number (e.g. ACCT 3@), it means students can take any course with that subject prefix at that level (prerequisites must be met).

### Petitions

Individual exceptions to a student’s degree requirements can be submitted through the Petition process. Click the icon in the top-right corner, then click ‘Petitions.’ Petitions that have been previously submitted, as well as their status, will be displayed here. To submit a new petition, click ‘Add A New Petition.’ Full instructions on submitting petitions can be found at <https://articulation.siu.edu/degree-works/Petition-Instructions-for-Advisors1.php>. All petitions are processed by the Registrar’s Office. If approved, they are applied to the student’s Degree Works audit, and will appear in a new block labeled ‘Exceptions’ at the bottom of the audit.

Any questions about this document may be directed to [degreworks@siu.edu](mailto:degreworks@siu.edu).