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To Access Degree Works

From SHSU Homepage, click on Campus Tools, then My Sam

When screen opens Click on Students

Welcome to the new MySam portal! How can we improve this for you? Share Your Feedback

Degree Works
You may be prompted to pay the application fee at the time of your online application. However, if you are not prompted to pay, the application fee will be posted to your student account and must be paid in the Bursar's Office.

Access to Degree Works
If you cannot apply online, please fill out the form here and submit it in person, by e-mail, or by fax.

SCHOLARSHIPS

FAFSA

Housing
Then click on Access to DegreeWorks
Once a student has been selected either directly on the Introduction page or using the Find Students search page (see “Find Students” section on page 6), the student’s information is loaded into the Student Context Area. Then, you can choose the appropriate tab to perform the services you require in DegreeWorks. The information in the student context area includes:

- **Student ID**: student’s 9 digit Sam id number
- **Name**: student’s name
- **Degree**: degree type (BA, BBA, BS, etc)
- **Major**: student’s major as listed in Banner
- **Level**: Graduate, Undeclared or Undergraduate
- **Classification**: Freshman, Sophomore, Junior, Senior, Post Baccalaureate, Masters, Doctoral
- **Last Audit**: the date an audit was last processed for the chosen degree
Find Students

If you do not know the student’s ID number or if you wish to select a group of students, click the Find button in the upper left-hand corner of the DegreeWorks screen.

This page (shown above) can be used to select an individual student using name or student ID, or a group of students defined by other selection criteria.

To select a single student, enter the student's ID number in the Student ID field or enter the student's name in the Name field.

To search for a group of students, use the other fields to build your search criteria. Students can be selected based upon their College, Level, Degree, Major or any combination of items shown on the search screen. Click the Search button to execute the search. All students who meet the search criteria will be displayed in the bottom window of the Find Students search window. Use the scroll bars to navigate in the bottom window. Only valid combinations of search criteria will produce search results. NOTE: a maximum of 500 students will be displayed.

The degree context information for the first student in the list will be automatically loaded once you click OK on the search.
Degree Audits

Degree audits are processed using the Worksheets tab. To access this screen, select the student you wish to process. This will automatically take you to the Worksheets screen and the most recent audit for this student will load automatically.

Top of Worksheet:

**LEFT COLUMN**

**Student:** Student’s name and email link  
**ID:** Student’s SHSU ID number  
**Academic Standing:** Student’s current standing (Good Standing, Probation, Suspension, etc)  
**SHSU GPA:** SHSU grade point average (NOTE: turns red if below 2.0)  
**Previous Degrees:** If student has a degree it will be noted here. If not, it reads No Previous Degrees. NOTE: only Bachelor’s degrees or higher are listed not Associate’s degrees.  
**SH GPA Hrs:** Number of hours attempted at SHSU  
**Trans GPA Hrs:** Number of transfer hours attempted  
**Overall GPA Hrs:** Total (SHSU & transfer) number of hours attempted  
**TSI Information:** TSI status (TSIM:P or TSIM=college level ready for all 3 sections) or Needs Remediation (More Information on TSI: [http://www.shsu.edu/~reg_www/tsi/index.html](http://www.shsu.edu/~reg_www/tsi/index.html))
Cum GPA: Cumulative (SHSU & transfer) grade point average (NOTE: turns red if below 2.0)
BDMS: Sam Center Documents (NOTE: Contains student degree plans and advisement history, 90 hour yellow sheets, Record Permission forms, etc)

MIDDLE COLUMN

Level: Graduate, Undeclared or Undergraduate
Classification: Freshman, Sophomore, Junior, Senior, Post Baccalaureate, Masters, Doctoral
Applied to Graduate? Yes or No or Denied or Awarded
Registration Holds: Advisement Hold, TSI Hold, Outstanding Balance, etc
Core Complete: If student is Core Complete from another school, date of completion is noted. NOTE: a student can be Core Complete but not have a date of completion noted.
SHSU GPTS: Number of SHSU grade points
Trans GPTS: Number of transfer grade points
Overall GPTS: Total (SHSU & transfer) number of grade points
CC Earned Hours: Number of transfer hours from community college earned (NOTE: if exceeds 66 academic hours, number will be red)
Cum Major GPA: Cumulative (SHSU & transfer) major grade point average
BDMS: Admissions Documents (NOTE: Contains high school transcripts, transfer transcripts, test scores, etc)

RIGHT COLUMN

Degree: Degree Type (BA, BBA, BS, etc)
College: COE, CHSS, COBA, etc
Major: student’s major
Minor: student’s minor
Concentration: student’s concentration
SHSU Hrs Earned: number of hours completed at SHSU
Trans Hrs Earned: number of transfer hours completed
Overall Hrs Earned: total (SHSU & transfer) number of hours completed
Student Identifiers: cohorts, PREP, Athlete, TSI Complete Student, Pre-Programs, etc
Cum Minor GPA: cumulative (SHSU & transfer) minor grade point average
BDMS: Registrar Documents (NOTE: contains add/drop forms, resignation forms, TSI forms, declaration of major forms, course exception forms, etc)
Students Who Have Exceeded Drop Limit

Students with this Hold will need to contact the Registrar’s Office at 936-294-1035 or registrar@shsu.edu

Students with Past Due Balances

Students with this Hold will need to contact the Bursar’s Office at (936)294-1083 or bursar@shsu.edu
Running a Degree Audit

Degree audits are processed using the Worksheets tab. To access this screen, select the student you wish to process. This will automatically take you to the Worksheets screen and the most recent audit for this student will load automatically.

The student context information will be displayed in the fields at the top of the window once the student has been selected. This information includes current degree pursuit, major, student level and the date the last audit was processed. To process a new audit for the student select the Process New button.

The nightly batch process checks for data changes for each student and runs a new audit for those students with changed data. The audit you see when the student is loaded will reflect the most recent academic data. However, you may wish to click Process New to run a new audit at any time to reflect changes to requirements or to configuration settings.

Process New

If the Last Audit field has any date other than Today, always press the Process New button. This will present the newest, most up to date student and degree plan data.

NOTE: You should press Process New regardless of the date.
Historic Degree Audits

The History option allows you to view historical audits for a student.

Select the historic audit from the Historic Report drop-down list box and the audit Format to view. Click the View button to view the historic audit in the selected format.

NOTE: If the student has seen an advisor at the SAM Center, you may view the degree plans under BDMS SAM Center Documents.
What If Audits

What-If audits allow you to process speculative degree audits for students using their current class history. To access the What-If screen, click the What-If tab located on the Introduction page.

You can audit a student against the requirements for a different major, minor, degree, catalog year or any other selectable item on the What-If Audit screen. To generate a What-If degree audit, select the requirements you wish to audit the student against. The selected items will be moved to the window on the right.

To deselect an item from the window, highlight the item then click the Remove button located below the window.

When generating the requirement criteria for a What-If audit, it is important to make sure that only valid combinations are entered in the requirement selection criteria drop-down list boxes.

**NOTE:** It is important to remember that What-If audits may not be stored in the database. After they are run, the results can be printed, but after leaving the What-If screen, the audit cannot be accessed again if it is not being saved. It is possible to run another What-If audit with the same parameter.
The Student Educational Planner (SEP) is a tool in DegreeWorks that students and advisors use to create academic plans. Pre-defined plans, or templates for particular programs of study, can be created ahead of time and loaded for student advising. Once a plan is populated it may be modified as needed. The SEP format allows courses from the degree audit to be pulled into the plan with a simple drag-n-drop action.

Two views are available in SEP. A plan can be viewed in “Calendar” mode with each year represented as a row of terms; in this mode there is only a single notes field at the bottom of the plan. The plan can also be viewed in “Note” mode where a note field appears next to each term and the terms are presented in one single column – top to bottom.

**NOTE:** this feature is currently not used by SHSU.
Notes

The Notes utility allows DegreeWorks users to document academic advising on student records. Notes made available to the student appear in audit reports in a Notes section at the bottom of the report. To access the Notes screen, click on the Notes tab. This will bring up the following Notes screen with View Notes already selected as shown below.

1. Click **Notes** – this student has converted notes from the SHSU legacy system.
2. Click **Add Note**.

3. Choose a predefined note from the drop-down menu or type a free-form note or use a drop-down menu choice in combination with free-form text. (I used a menu choice, plus free-form text.) It is a good idea to enter the student’s major each time you add notes. Don’t depend completely on the drop-down menu choices; be specific in the information you enter. **Remember** that students will have access to these notes.

4. Click **Save Note**, which will add the note to the student’s record and display the following prompt. While the note has been added to the student’s record in the database, it is not a part of the existing audit because the audit was created prior to the note being added. Therefore, when you **Run New Audit**, the newly created note will be added onto an audit.
5. Click **Run New Audit**. A new audit will run in real time and, when it completes, a Student View advising worksheet will appear in the Notes window. If you scroll to the bottom of this worksheet, you will see the newly created note sorted chronologically (descending) with other existing notes in the Notes section of the advising worksheet - the date and creator are included as well.

6. Click **View Notes** and the newly added note will be displayed in descending chronological order with other existing notes on this student’s record - the date and creator are included as well.
Click the Add New Note button to add a note to the Degree Works degree plan. This button functions just like the Notes tab but allows you to add a note at any time in any screen.
Petitions

The Petitions tab allows users to enter requests for exceptions. A petition can be a request to have a particular requirement modified or waived for a particular student. To create a petition, first select the student for whom you wish to enter a petition and then click the Petitions tab. This will bring up the petition screen shown below.

The petition screen shows all petitions that have been entered on the student's behalf. The View Petitions screen is shown by default whenever the petition tab is selected.

Petitions are grouped according to their status. Petitions can either be waiting for approval, approved, applied as exceptions or rejected. All new petitions have a default status of waiting for approval when first created. Once a petition is created, it can be acted upon by registrar-class users or users having access to the Exceptions Management button.

To create a new petition, click the Add Petition button. This will bring up a text box where you can enter the text for the petition.

Once you have entered the text for the petition, click the Submit Petition button to save the petition to the database. A message will appear telling you your petition was added successfully.

To add another petition, click the Add Petition button again and repeat the process.

**NOTE:** this feature is currently not used by SHSU.
Legend

Here is the Legend that appears at the bottom of every audit.

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<tr>
<td>☑ Complete</td>
<td>☐ Complete except for classes in-progress</td>
<td>☐(1) Transfer Class</td>
</tr>
<tr>
<td>☐ Not Complete</td>
<td>☐ Nearly complete - see advisor</td>
<td>☐ Any course number</td>
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Class History

This link is found on the upper right of each Worksheet screen, and will display classes in the following format:

NOTE: to print Class History, right click on Class History box then click print.
Registration Checklist

Here is an example of a Registration Checklist Worksheet.

The Registration Checklist only displays remaining degree requirements.

Student Data Report

Here is an example of a Student Data Report Worksheet.

The Student Data Report is mainly used to determine encoding and processing errors. Most advisors will never use this worksheet.
Printing Degree Works degree plans

Click Save as PDF

Degree Plan opens as PDF
Click Print

NOTE: Printing Eco-Print (Two-Sided Printing) saves paper.
To Access Transcripts

From SHSU Homepage, click on My Sam

Click on Students, then Click on Banner Self-Service
Click on Faculty and Advisors

Click on Advisor Menu

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Click on ID Selection

Select a Term, then Click Submit
Enter student’s 9-digit ID number, then click Submit

Verify Student, then click Submit
Click Student Academic Transcript

Click Display Transcript
Transcript is Displayed. Scroll up or down to view transcript.
Contacts:

Problems logging into Banner  IT @ Sam Service Desk  294-1950
Issues lifting advising blocks in Banner  Megan St. Vigne  294-4453
                      Justin Vick  294-3363
Advisor Access in Banner  Justin Vick  294-3363
Degree Works Access  Justin Vick  294-3363
Degree Works Degree Plan Encoding Issues  Rachel Hoolahan  294-1587
Issues lifting TSI Blocks  Megan St. Vigne  294-4453
                      Justin Vick  294-3363
TSI Issues  Stephen Wong  294-2724
                      Michelle Seagraves  294-1085
Access to SAM Center BDMS Documents  Mandy Carrell  294-1957
Access to Admissions BDMS Documents  Christine Gann  294-3854
Access to Registrar BDMS Documents  Maria Busby  294-1040
Registration/Graduation Issues  Registrar  294-1040

Please check the SAM Center website for any updates in DegreeWorks training or information concerning any aspect of advising, registration, and mentoring services:
http://www.shsu.edu/~sam_www/