

Sam Houston State University Student Advising & Mentoring Center

Degree Works Manual

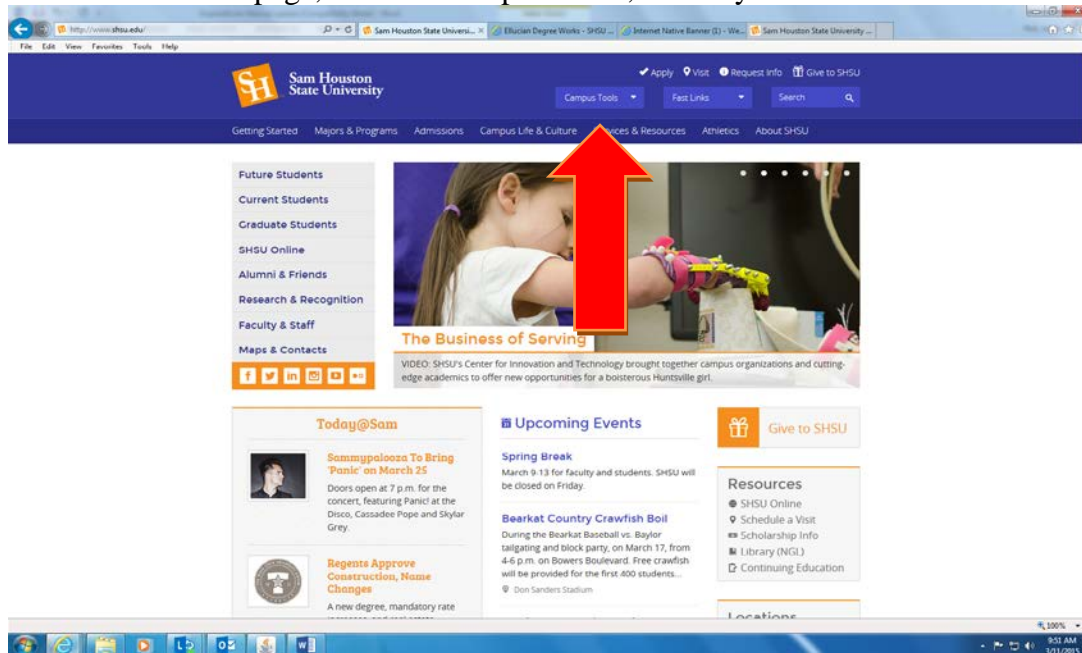
[01/03/2018]

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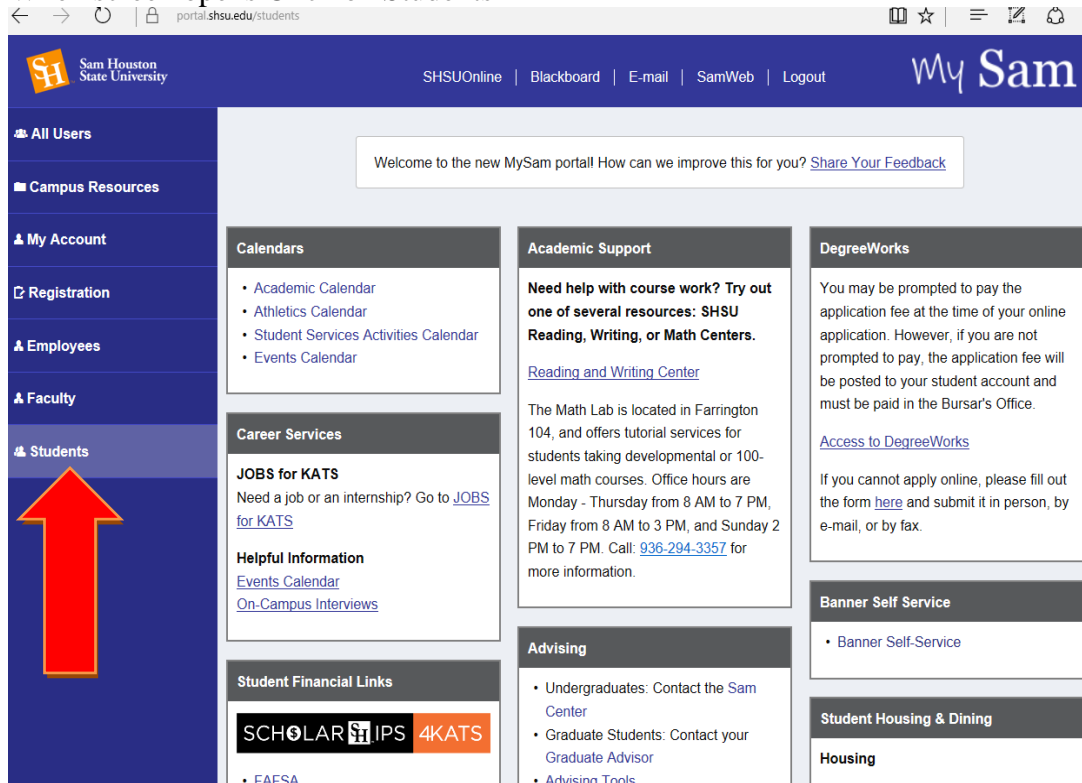
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To Access Degree Works

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



When screen opens Click on Students



Then click on Access to DegreeWorks

portal.shsu.edu/students

SHSUOnline | Blackboard | E-mail | SamWeb | Logout

My Sam

Welcome to the new MySam portal! How can we improve this for you? [Share Your Feedback](#)

Calendars

- Academic Calendar
- Athletics Calendar
- Student Services Activities Calendar
- Events Calendar

Career Services

JOBS for KATS
Need a job or an internship? Go to [JOBS for KATS](#)

Helpful Information
[Events Calendar](#)
[On-Campus Interviews](#)

Student Financial Links

SCHOLARSHIPS 4KATS

- FAFSA

Academic Support

Need help with course work? Try out one of several resources: SHSU Reading, Writing, or Math Centers.

[Reading and Writing Center](#)

The Math Lab is located in Farrington 104, and offers tutorial services for students taking developmental or 100-level math courses. Office hours are Monday - Thursday from 8 AM to 7 PM, Friday from 8 AM to 3 PM, and Sunday 2 PM to 7 PM. Call: [936-294-3357](tel:936-294-3357) for more information.

Advising

- Undergraduates: Contact the [Sam Center](#)
- Graduate Students: Contact your [Graduate Advisor](#)
- Advising Tools

DegreeWorks

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 DegreeWorks](#)


If you apply online, please fill out the application and submit it in person, by e-mail or fax.

Banner Service

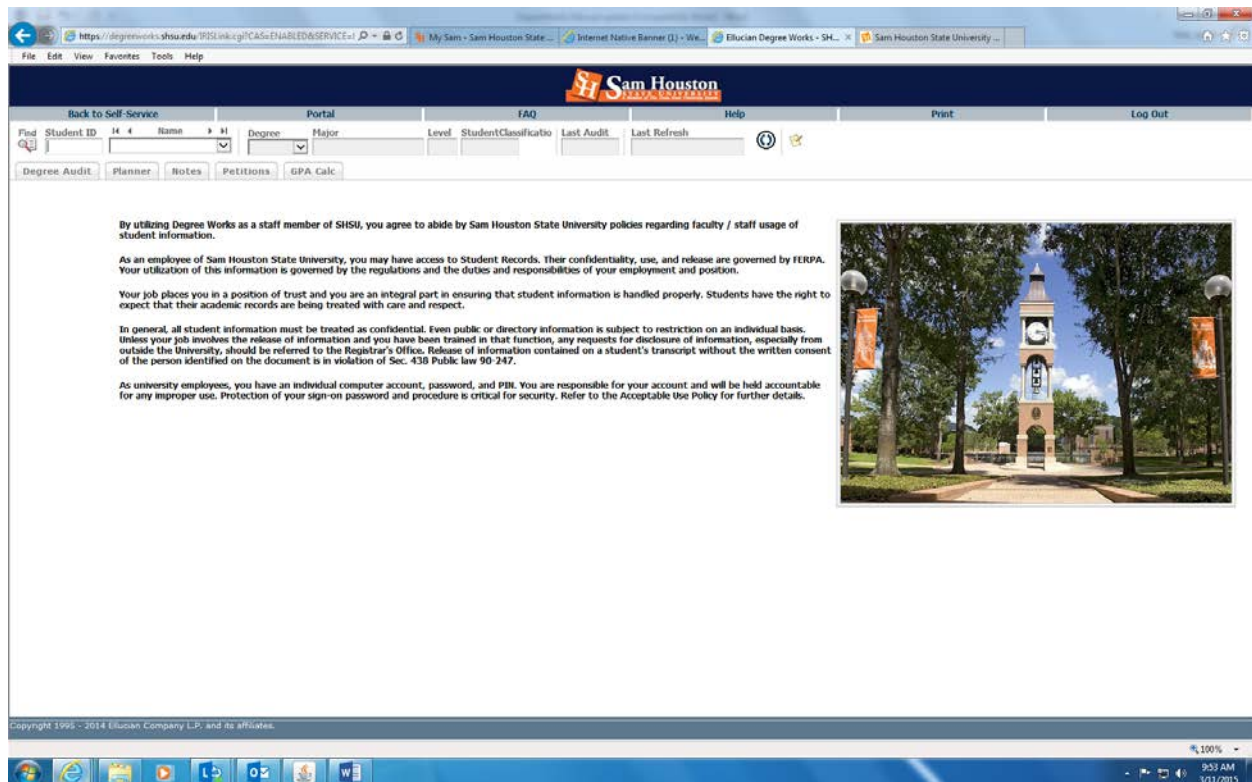
- Banner Self-Service

Student Housing & Dining

Housing



Introduction Page

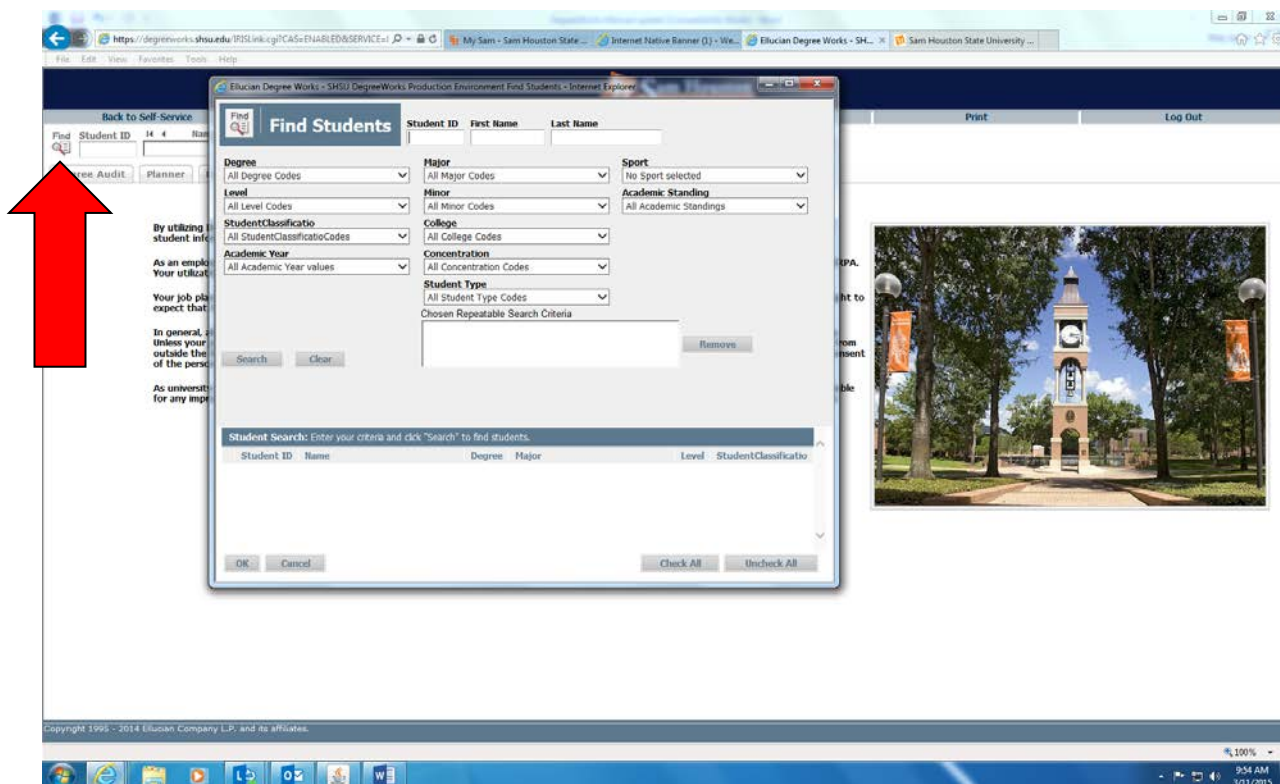


Once a student has been selected either directly on the Introduction page or using the Find Students search page (see “Find Students” section on page 6), the student’s information is loaded into the Student Context Area. Then, you can choose the appropriate tab to perform the services you require in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

The screenshot displays the SHSU DegreeWorks Production Environment interface. At the top, there's a navigation bar with links like 'Back to Self-Service', 'Portal', 'FAQ', 'Help', 'Print', and 'Log Out'. Below this, a search bar shows 'Student ID: 000239691' and 'Name: Bearkat, Sammy'. The 'Degree' is set to 'Major' and 'Level' is 'Freshman'. The 'Last Audit' is 'Today at 9:40 am'. The 'Worksheets' tab is selected, showing a 'What If' audit for 'Bachelor of Science'. The audit details include 'SHSU GPA: 0.00', 'Previous Degree: No Previous Degrees', 'SHSU GPA Hrs: 0.00', 'Trans GPA Hrs: 0.00', 'Overall GPA Hrs: 0.00', 'TSI Information: Needs Remediation', 'Cum GPA: 0.00', and 'BDHS: Sam Center Documents'. A table below lists requirements for the Bachelor of Science degree, including 'Advanced Hours Summary', 'Writing Enhanced Hours Summary', 'Core Curriculum Requirements', 'Degree Specific Requirements', 'Major Requirements', and 'See Minor Requirements Below'. The 'Academic Year' is '2012-2013' and 'Credits Required' is '120'. The 'GPA' is '0.00' and 'Credits Applied' is '0'. The interface also shows a 'What If Audit' section with a table of requirements and a 'What If Audit' section with a table of requirements.

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 Hours: 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)

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

SHSU DegreeWorks Production Environment

Student View	AA132038 as of 06/16/2011 at 04:07
Student	Deering, Eric Michael
ID	000324186
Level	Undergraduate
Degree	Bachelor of Science
Classification	Senior
Colleges	Arts and Sciences Criminal Justice
Majors	Computing Science Criminal Justice
Admissions Status	N/A
Applied to Graduate?	No
Minor	Concentration
Academic Standing	Good Standing
Registration Holds	Drop 5
SHSU GPA	1.87
Core Complete	No
Institution Hours Attempted	144.00
Institution Hours Earned	72.00
Institution Points	171.00
Transfer Hours Attempted	22.00
Transfer Hours Earned	11.00
Transfer Points	50.00
Comm Coll Attempted	19.00
Comm Coll Earned	19.00
Comm Coll Points	50.00
Overall Hours Attempted	166.00
Overall Hours Earned	83.00
Overall Points	221.00
TSI Information	TSJM: P
BDMS Documents	Registrar
Student Identifiers	

Requirements: 56%

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

SHSU DegreeWorks Production Environment

Student View	AA167916 as of 06/28/2011 at 10:13
Student	Strubberg, Nathan Thomas
ID	000331214
Level	Undergraduate
Degree	Bachelor of Business Admin
Classification	Senior
College	Business Administration
Majors	Finance
Admissions Status	N/A
Applied to Graduate?	No
Minor	Concentration
Academic Standing	Good Standing
Registration Holds	Past Due Account
SHSU GPA	2.03
Core Complete	No
Institution Hours Attempted	101.00
Institution Hours Earned	77.00
Institution Points	163.00
Transfer Hours Attempted	53.00
Transfer Hours Earned	40.00
Transfer Points	89.00
Comm Coll Attempted	50.00
Comm Coll Earned	40.00
Comm Coll Points	89.00
Overall Hours Attempted	154.00
Overall Hours Earned	117.00
Overall Points	252.00
TSI Information	TSJM: P
BDMS Documents	Registrar
Student Identifiers	

Requirements: 95%

Credits: 98%

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

The screenshot shows the SHSU DegreeWorks Production Environment interface. At the top, there is a navigation bar with buttons like 'Back to Self-Service', 'Portal', 'FAQ', 'Print', and 'Log Out'. Below this, there is a search bar and a table of student information. A red arrow points to the 'Process New' button in the top navigation bar. Another red arrow points to the 'Student View' tab in the left sidebar. The main content area displays a table of student information, including Student ID, Name, Degree, Major, Level, Student Classification, Last Audit, and Degree Audit. Below the table, there are sections for 'Bachelor of Science' requirements and 'Advanced Hours Summary'.

Student ID	Name	Degree	Major	Level	Student Classification	Last Audit	Degree Audit
000492850	Quintanilla, Letcia Carol	BS	Health	UG	Junior	03/09/2015	

Student View: A0456W/T as of 03/09/2015 at 10:07

Student	Level	Degree	College	Major	Minor	Concentration
SHSU Student: Quintanilla, Letcia Carol	Undergraduate	Bachelor of Science	Health Sciences	Health	Spanish	
ID: 000492850	Classification: Junior					
Academic Standing: Good Standing	Applied to Graduate?: No					
SHSU GPA: 2.69	Registration Holds: Current Term Bal Pre Reg					
Previous Degree: No Previous Degrees	Care Complete: 31-DEC-13					
SHSU GPA Hrs: 46.00	SHSU GPIS: 124.00					
Trans GPA Hrs: 32.00	Trans GPIS: 106.00					
Overall GPA Hours: 78.00	Overall GPIS: 230.00					
TSI Information: TSM: P	CC Earned Hrs: 32.00					
Cum GPA: 2.94	Cum Major GPA: 3.25					
BDHS: Sam Center Documents	BDHS: Admissions Documents					

Academic Year: 2011-2012 Credits Required: 120
GPA: 3.10 Credits Applied: 108

Unmet conditions for this set of requirements:

- 2.0 SHSU GPA Requirement Met
- Advanced Hours Summary: S&B Needed: See Advanced Hours Summary section
- Writing Enhanced Hours Summary
- Core Curriculum Requirements
- Degree Specific Requirements: S&B Needed: See Degree Specific Requirements for BS Degree - 2012 section
- Major Requirements: S&B Needed: See Health - BS section
- See Minor Requirements Below: S&B Needed: See Spanish section

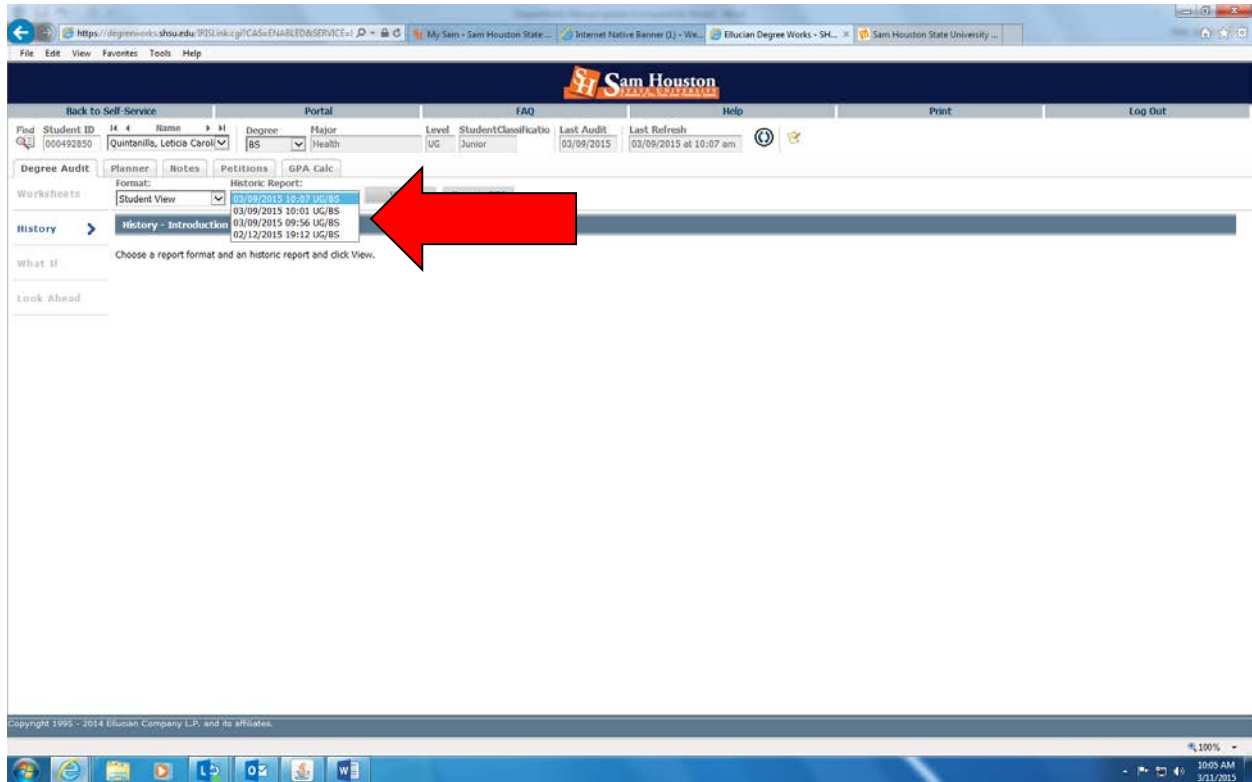
Advanced Hours Summary: Academic Year: 2011-2012

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.

Student Educational Planner

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.

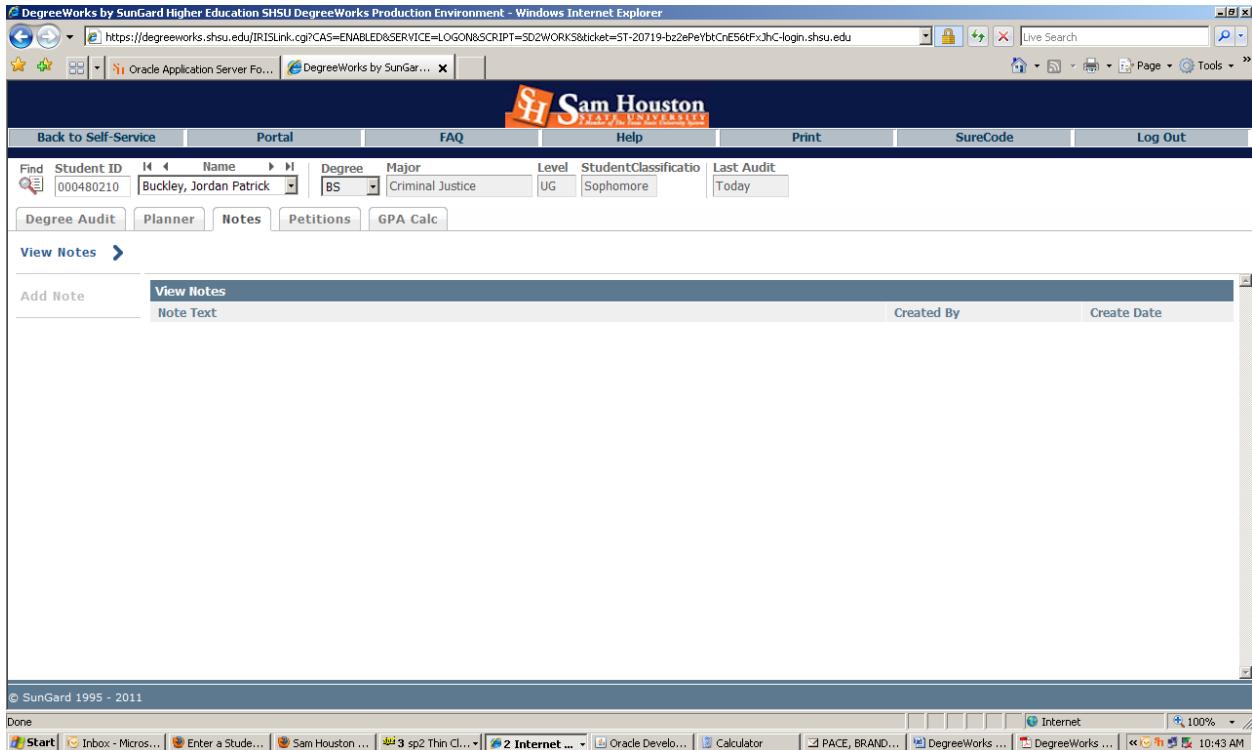
The screenshot displays the Student Educational Planner (SEP) interface. At the top, there's a navigation bar with links like 'Back to Self-Service', 'Portal', 'FAQ', 'Help', 'Print', and 'Log Out'. Below this, a search bar allows finding a student by ID or name. The student profile for Leticia Carolina Quintanilla (ID: 000492850) is shown, including their degree (BS), major (Health Sciences), and advisor (Junior). The 'Planner Worksheet' section shows the degree progress: 87% for requirements and 83% for credits. A list of requirements for the Bachelor of Science degree is provided, with checkboxes indicating completion status. The 'Student Educational Planner' section on the right includes a 'Select Term' dropdown, a 'Notes' field, and buttons for 'Save Plan', 'Reload Form', 'Save As...', 'Delete Plan', 'Process Item', 'Check All Terms', and 'Uncheck All'. The interface is designed for creating and managing academic plans, with a focus on degree requirements and progress tracking.

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.

Degree Audit	Planner	Notes	Petitions	Exceptions	GPA Calc	Admin
--------------	---------	-------	-----------	------------	----------	-------

View Notes >

Add Note	View Notes		
	Note Text	Created By	Create Date
Modify Notes	***Converted(201180): acct 2301, buad 2301, bana 2372	Sweeney, Linda S	03/30/2011
	***Converted(201160): see summer 1	Sweeney, Linda S	03/27/2011
	***Converted(201140): pols 2302	Sweeney, Linda S	03/27/2011
Delete Notes	***Converted(201080): geo 146	Sweeney, Linda S	03/17/2010
	***Converted(201060): not attending	Sweeney, Linda S	03/17/2010
	***Converted(201040): not attending	Sweeney, Linda S	03/17/2010
	***Converted(201020): his 163, eng 165	Sweeney, Linda S	11/10/2009

2. Click **Add Note** ➤

The screenshot shows a web application interface with a top navigation bar containing tabs: Degree Audit, Planner, Notes, Petitions, Exceptions, GPA Calc, and Admin. Below the navigation bar is a 'View Notes' section. On the left, there is a sidebar with links: Add Note (highlighted with a blue arrow), Modify Notes, and Delete Notes. The main content area is titled 'Add New Note' and contains the instruction 'Enter your note and click the Save Note button'. Below this is a dropdown menu with the text 'Choose a predefined note from the list below'. A large text area for free-form notes is positioned to the right of the dropdown. At the bottom of the form are two buttons: 'Save Note' and 'Clear'.

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.

This screenshot shows the 'Add New Note' form after some data has been entered. The dropdown menu now displays 'Student major: ACCT'. The free-form text area contains the text: 'This is free form text added to a drop down menu choice. I can now add whatever text I deem appropriate as my summary.' The 'Save Note' and 'Clear' buttons remain at the bottom.

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 data base, it is not a part of the existing audit because the audit was created prior to the note being added. Therefore, when you click **Run New Audit** the newly created note will be added onto an audit.

Degree Audit | Planner | **Notes** | Petitions | Exceptions | GPA Calc | Admin

View Notes

Add Note > Your note was added successfully.

Modify Notes You may run a new audit to get your note changes incorporated into the latest audit for the student.

Delete Notes Run New 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.

Notes		
Student major: ACCT This is free form text added to a drop down menu choice. I can now add whatever text I deem appropriate as my summary.	Entered by	Date
***Converted(201180): acct 2301, buad 2301, bana 2372	Fox, Mike	06/02/2011
***Converted(201160): see summer 1	Sweeney, Linda S	03/30/2011
***Converted(201140): pols 2302	Sweeney, Linda S	03/27/2011
***Converted(201080): geo 146	Sweeney, Linda S	03/27/2011
***Converted(201060): not attending	Sweeney, Linda S	03/17/2010
***Converted(201040): not attending	Sweeney, Linda S	03/17/2010
***Converted(201020): his 163, eng 165	Sweeney, Linda S	03/17/2010
	Sweeney, Linda S	11/10/2009

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.

Degree Audit Planner Notes Petitions Exceptions GPA Calc Admin	
View Notes >	
Add Note	View Notes
Modify Notes	Note Text
Delete Notes	Student major: ACCT This is free form text added to a drop down menu choice. I can now add whatever text I deem appropriate as my summary.
	Created By
	Create Date
	Fox, Mike
	06/02/2011
	Sweeney, Linda S
	03/30/2011
	Sweeney, Linda S
	03/27/2011
	Sweeney, Linda S
	03/27/2011
	Sweeney, Linda S
	03/17/2010
	Sweeney, Linda S
	03/17/2010
	Sweeney, Linda S
	03/17/2010
	Sweeney, Linda S
	11/10/2009

Add New Note Button

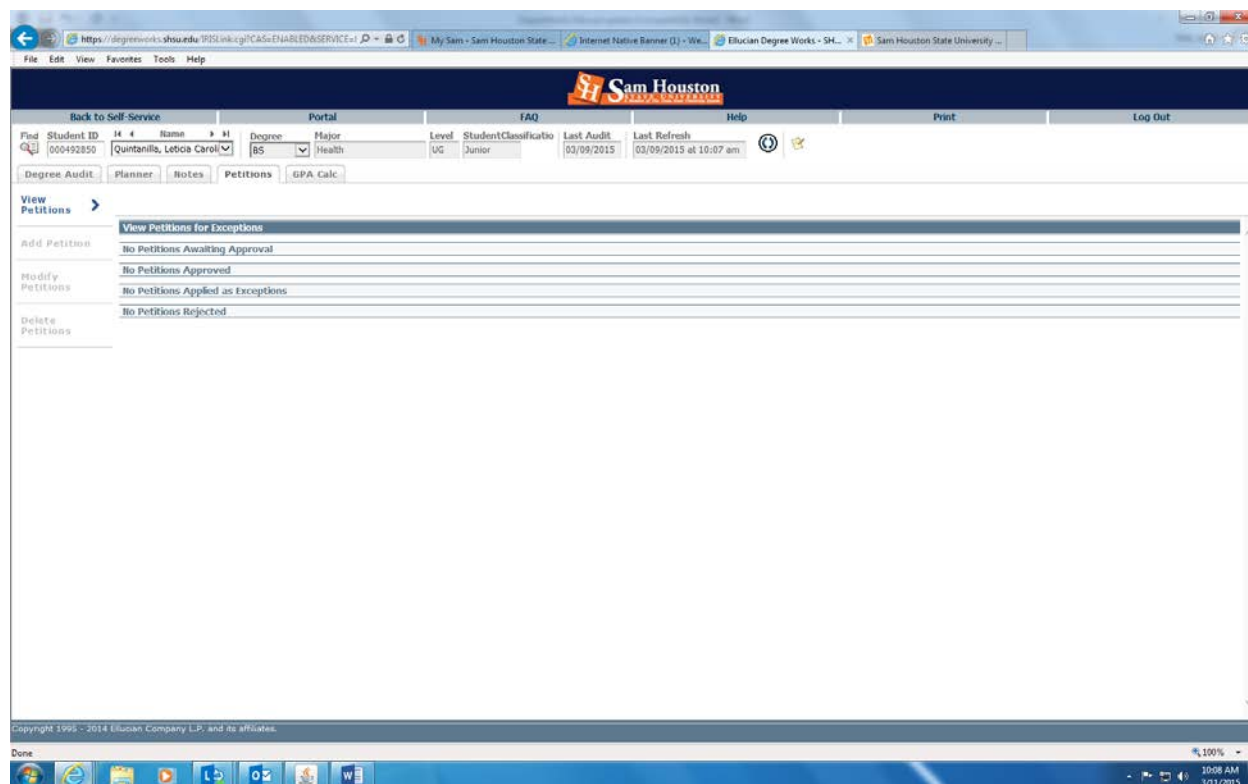
The screenshot shows the SHSU DegreeWorks Production Environment interface. A red arrow points to the 'Add New Note' button located in the top right corner of the main content area. The interface includes a navigation bar with links like 'Back to Self-Service', 'Portal', 'FAQ', 'Help', 'Print', and 'Log Out'. Below this is a search bar and a table of student information. The main content area displays a 'Student View' for a student named Quintanilla, Leticia Carolina, showing various academic metrics and a list of requirements for a Bachelor of Science degree. The 'Add New Note' button is a small icon with a plus sign and a document symbol.

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.

The screenshot shows the SHSU DegreeWorks Production Environment interface with the 'Add New Note' dialog box open. The dialog box has a title bar that says 'Add New Note' and a text area for entering a note. Below the text area is a dropdown menu labeled 'Choose a predefined note from the list below'. There are 'Save Note' and 'Clear' buttons at the bottom of the dialog box. The background shows the same student view as the previous screenshot, but the 'Add New Note' button is no longer highlighted.

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.

Legend		
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	(T) Transfer Class
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	@ Any course number

Class History

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

The screenshot displays the SHSU DegreeWorks Production Environment interface. A pop-up window titled "SHSU DegreeWorks Production Environment" is open, showing a "Class Summary" for student Quintana, Leticia Carolina (ID: 000492850) as of 03/11/2015 at 10:09. The summary includes academic standing (Good Standing), SHSU GPA (2.69), and various GPA hours. Below this, a "Sum 1 2010" section shows term and cumulative credits, quality points, and GPA. The background interface shows a navigation menu on the left with options like "Student View", "What If", and "Look Ahead". The main content area displays a table of classes with columns for Degree, Major, Level, Student Classification, Last Audit, and Last Refresh. The bottom of the screen shows a copyright notice for 1995-2014 Elucian Company L.P. and its affiliates.

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 screenshot shows the SHSU DegreeWorks Production Environment interface. At the top, there's a navigation bar with 'Back to Self-Service', 'Portal', 'FAQ', 'Help', 'Print', and 'Log Out'. Below this, a search bar shows 'Student ID: 000492850' and 'Name: Quintanilla, Leticia Carol'. The 'Degree' is listed as 'BS' and 'Major' as 'Health'. The 'Level' is 'UG' and 'Student Classification' is 'Junior'. The 'Last Audit' is 'Today' and 'Last Refresh' is 'Today at 10:09 am'. The 'Worksheets' dropdown menu is open, and a red arrow points to the 'Registration Checklist' option. The main content area displays the 'Registration Checklist' for the 'Bachelor of Science' degree. It lists various requirements and their status, such as 'Degree Specific Requirements for BS Degree - 2012', 'Health - BS', and 'Spanish'. The 'Catalog Year' is '2011-2012' and the 'Credits Required' is '120'. The 'GPA' is '3.10'.

The Registration Checklist only displays remaining degree requirements.

Student Data Report

Here is an example of a Student Data Report Worksheet.

The screenshot shows the SHSU DegreeWorks Production Environment interface. At the top, there's a navigation bar with 'Back to Self-Service', 'Portal', 'FAQ', 'Help', 'Print', and 'Log Out'. Below this, a search bar shows 'Student ID: 000492850' and 'Name: Quintanilla, Leticia Carol'. The 'Degree' is listed as 'BS' and 'Major' as 'Health'. The 'Level' is 'UG' and 'Student Classification' is 'Junior'. The 'Last Audit' is 'Today' and 'Last Refresh' is 'Today at 10:09 am'. The 'Worksheets' dropdown menu is open, and a red arrow points to the 'Student Data Report' option. The main content area displays the 'Student Data Report' for the 'Bachelor of Science' degree. It shows a summary of the student's data, including 'Student ID: 000492850', 'Student data was last loaded 03/11/2015 at 10:00', and 'Student data last changed 03/11/2015 at 10:09'. Below this, there's a table with columns for 'Primary Mat', 'Student Mat', 'Goal Data', 'Term Data', 'Class Data', 'Transfer Data', 'Noncourse Data', 'Atts Data', 'Custom Data', 'Report Data', and 'Previnst Data'. The table contains data for the student's academic progress, including 'Goal Data', 'Term Data', 'Class Data', 'Transfer Data', 'Noncourse Data', 'Atts Data', 'Custom Data', 'Report Data', and 'Previnst Data'. The 'Catalog Year' is '2011-2012' and the 'Credits Required' is '120'. The 'GPA' is '3.10'.

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

The screenshot shows the SHSU DegreeWorks Production Environment interface. The 'Worksheets' section is active, and the 'Save as PDF' button is highlighted with a red arrow. The interface displays student information for Leticia Carol Quintanilla, including her degree (BS), major (Health), and current GPA (2.89). The 'Advanced Hours Summary' section shows the student's progress towards the Bachelor of Science degree, including credits completed and required.

Student ID	Name	Degree	Major	Level	Student Classification	Last Audit	Last Refresh
000492850	Quintanilla, Leticia Carol	BS	Health	UG	Junior	Today	Today at 10:09 am

Student View	AC456KT3 as of 03/11/2015
Student ID	000492850
Academic Standing	Good Standing
SHSU GPA	2.89
Previous Degree	No Previous Degrees
SHSU GPA Hrs	46.00
Trans GPA Hrs	32.00
Overall GPA Hours	78.00
TSI Information	TSDM: P
Cum GPA	2.94
BDHS	Sam Center Documents

Level	Undergraduate
Classification	Junior
Applied to Graduate?	No
Registration Holds	Current Term Bal Pre Reg
Cum Complete	31-DEC-13
SHSU GPIS	124.00
Trans GPIS	106.00
Overall GPIS	230.00
CC Earned Hrs	32.00
Cum Major GPA	3.25
BDHS	Admissions Documents

Degree	Bachelor of Science
College	Health Sciences
Major	Health
Minor	Spanish
Concentration	
SHSU Hrs Earned	42.00
Trans Hrs Earned	46.00
Overall Hrs Earned	88.00
Student Identifiers	AR Base Tuition Pre-Nursing TSI Complete Student
Cum Minor GPA	0.00
BDHS	Registrar Documents

Advanced Hours Summary

Unmet conditions for this set of requirements:

- 2.0 SHSU GPA Requirement Met
- Advanced Hours Summary
- Writing Enhanced Hours Summary
- Core Curriculum Requirements
- Degree Specific Requirements
- Major Requirements
- See Minor Requirements Below

Still Needed: See Advanced Hours Summary section

Still Needed: See Degree Specific Requirements for BS Degree - 2012 section

Still Needed: See Health - BS section

Still Needed: See Spanish section

Academic Year: 2011-2012

Credits Required: 120

GPA: 3.10

Credits Applied: 108

Degree Plan opens as PDF

The screenshot shows the SHSU DegreeWorks Production Environment interface. The 'Worksheets' section is active, and the 'Save as PDF' button is highlighted with a red arrow. The interface displays student information for Leticia Carol Quintanilla, including her degree (BS), major (Health), and current GPA (2.89). The 'Advanced Hours Summary' section shows the student's progress towards the Bachelor of Science degree, including credits completed and required.

Student ID	Name	Degree	Major	Level	Student Classification	Last Audit	Last Refresh
000492850	Quintanilla, Leticia Carol	BS	Health	UG	Junior	Today	Today at 10:09 am

Student View	AC456KT3 as of 03/11/2015
Student ID	000492850
Academic Standing	Good Standing
SHSU GPA	2.89
Previous Degree	No Previous Degrees
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TSI Information	TSDM: P
Cum GPA	2.94
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Level	Undergraduate
Classification	Junior
Applied to Graduate?	No
Registration Holds	Current Term Bal Pre Reg
Cum Complete	31-DEC-13
SHSU GPIS	124.00
Trans GPIS	106.00
Overall GPIS	230.00
CC Earned Hrs	32.00
Cum Major GPA	3.25
BDHS	Admissions Documents

Degree	Bachelor of Science
College	Health Sciences
Major	Health
Minor	Spanish
Concentration	
SHSU Hrs Earned	42.00
Trans Hrs Earned	46.00
Overall Hrs Earned	88.00
Student Identifiers	AR Base Tuition Pre-Nursing TSI Complete Student
Cum Minor GPA	0.00
BDHS	Registrar Documents

Advanced Hours Summary

Unmet conditions for this set of requirements:

- 2.0 SHSU GPA Requirement Met
- Advanced Hours Summary
- Writing Enhanced Hours Summary
- Core Curriculum Requirements
- Degree Specific Requirements
- Major Requirements
- See Minor Requirements Below

Still Needed: See Advanced Hours Summary section

Still Needed: See Degree Specific Requirements for BS Degree - 2012 section

Still Needed: See Health - BS section

Still Needed: See Spanish section

Academic Year: 2011-2012

Credits Required: 120

GPA: 3.10

Credits Applied: 108

Click Print

The screenshot displays the Sam Houston State University DegreeWorks Production Environment. The interface includes a top navigation bar with links like 'Back to Self-Service', 'Portal', 'FAQ', 'Help', 'Print', and 'Log Out'. A search bar at the top left allows filtering by Student ID, Name, Degree, Major, Level, Student Classification, Last Audit, and Last Refresh. The main content area shows a student's profile for Leticia Carolina Quintanilla, a Bachelor of Science degree in Health Sciences, and a list of completed courses. A red arrow points to the 'Print' button in the top right corner of the student view window.

Student ID	Name	Degree	Major	Level	Student Classification	Last Audit	Last Refresh
000492850	Quintanilla, Leticia Carol	BS	Health	UG	Junior	Today	Today at 10:09 am

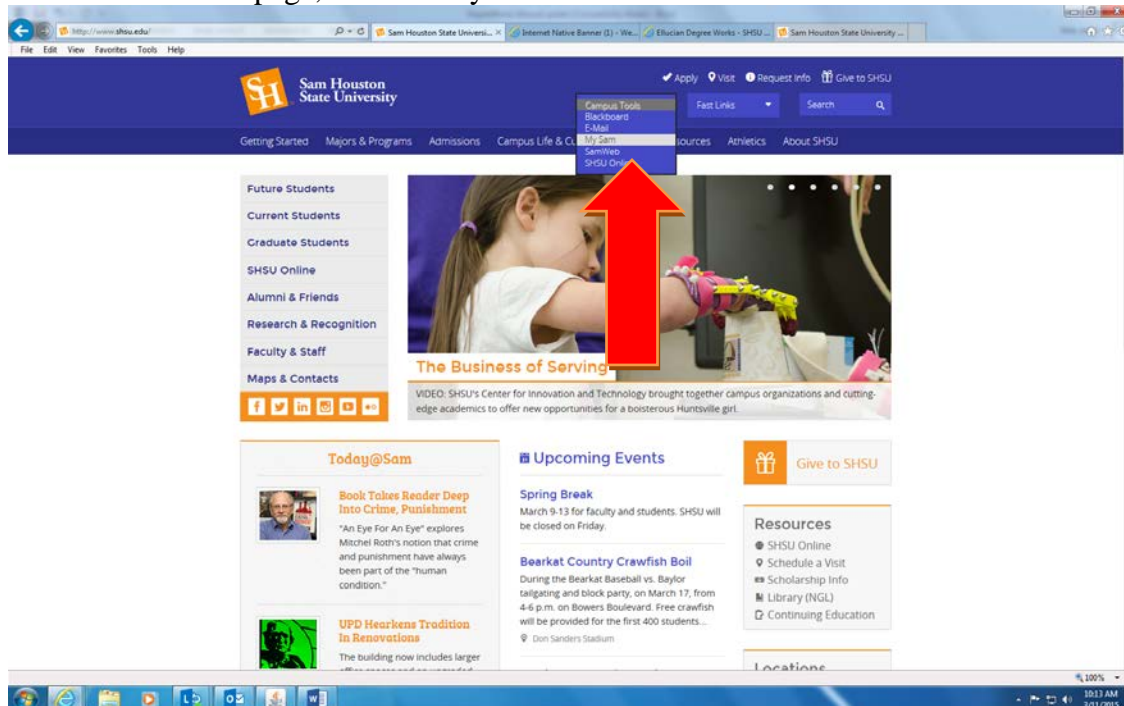
Student	Student ID	Name	Degree	Major	Level	Student Classification	Last Audit	Last Refresh
000492850	Quintanilla, Leticia Carolina	BS	Health	UG	Junior	Today	Today at 10:09 am	

Student	Student ID	Name	Degree	Major	Level	Student Classification	Last Audit	Last Refresh
000492850	Quintanilla, Leticia Carolina	BS	Health	UG	Junior	Today	Today at 10:09 am	

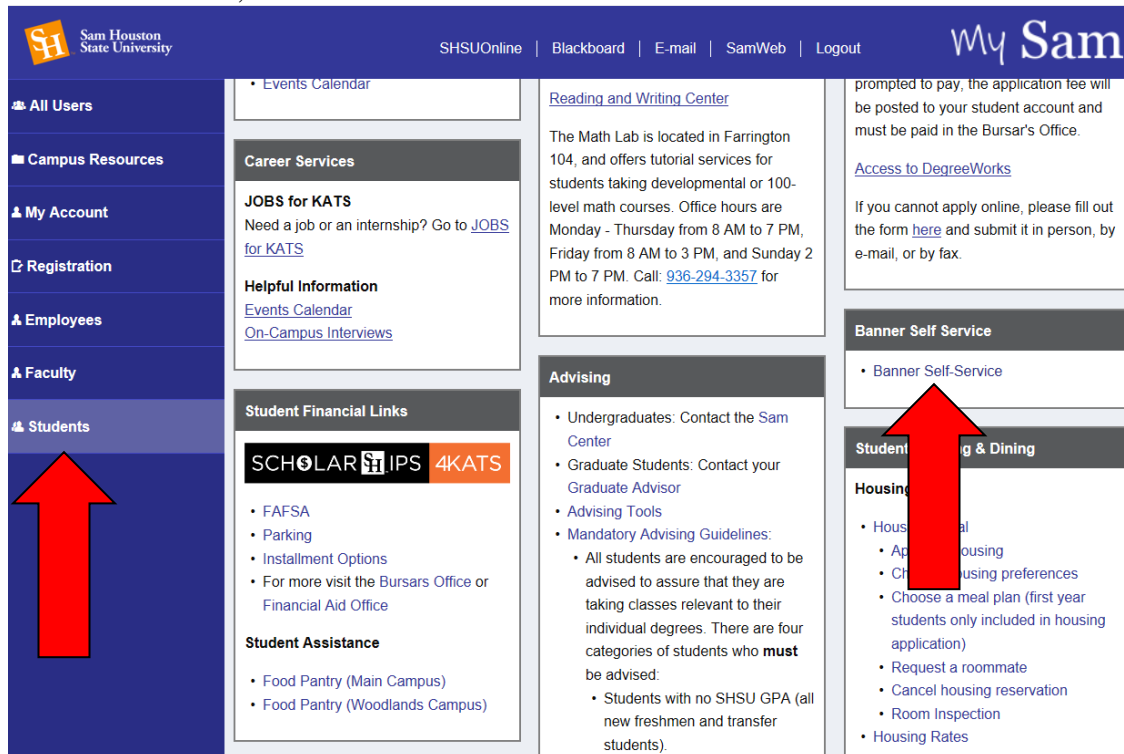
NOTE: Printing Eco-Print (Two-Sided Printing) saves paper.

To Access Transcripts


From SHSU Homepage, click on My Sam



Click on Students, then Click on Banner Self-Service



Click on Faculty and Advisors

 Sam Houston State University

Personal Information Student Faculty Services Employee

ACCESSIBILITY SITE MAP HELP EX

Main Menu

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.


Student
Apply for Admission; Register; View your academic records.

Faculty and Advisors
Enter Grades, View Class Lists and Student Information

Employee
Time off, sick leave, benefits, leave or job data, paystubs, W4 data.

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Click on Advisor Menu

 Sam Houston State University

Personal Information Student Faculty Services Employee

RETURN TO MENU SITE MAP HELP EX

Faculty and Advisors

Student Information Menu

Term Selection

CRN Selection

Faculty Detail Schedule

Week at a Glance

Detail Class List

Summary Class List

Final Grade Entry

Banner XE - Grade Entry

Look Up Classes

Advisor Menu
View a student's transcript; View a student's grades; Display your security setup.

Active Assignments

Advisor History

Office Hours

Advisor Grade Summary

Faculty Grade Summary

Schedule of Classes (Expanded)

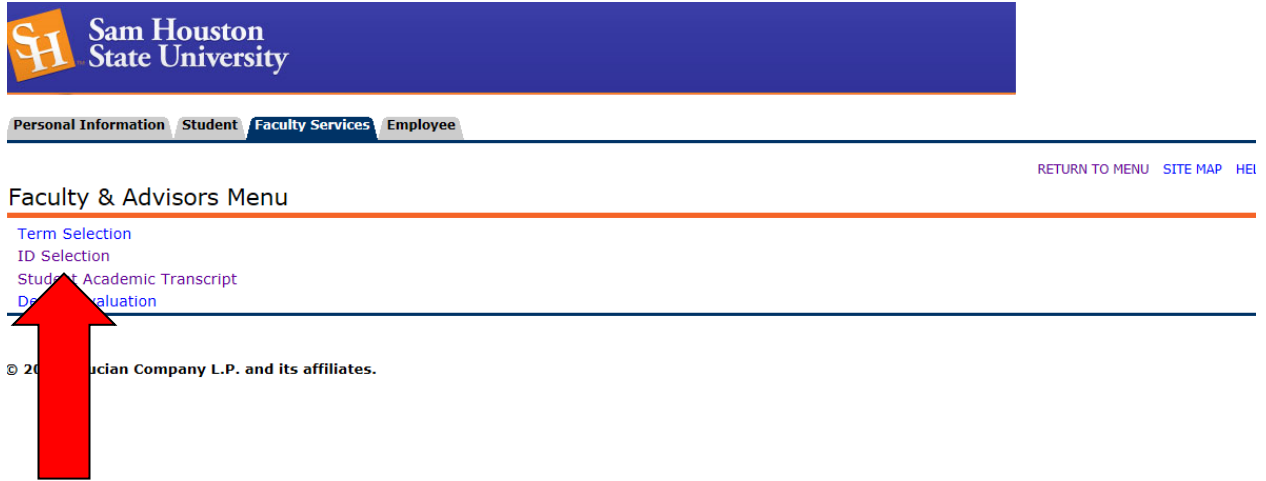
Schedule of Classes (Collapsed)

Student Advising Profile

Banner XE - Student Advisor Profile

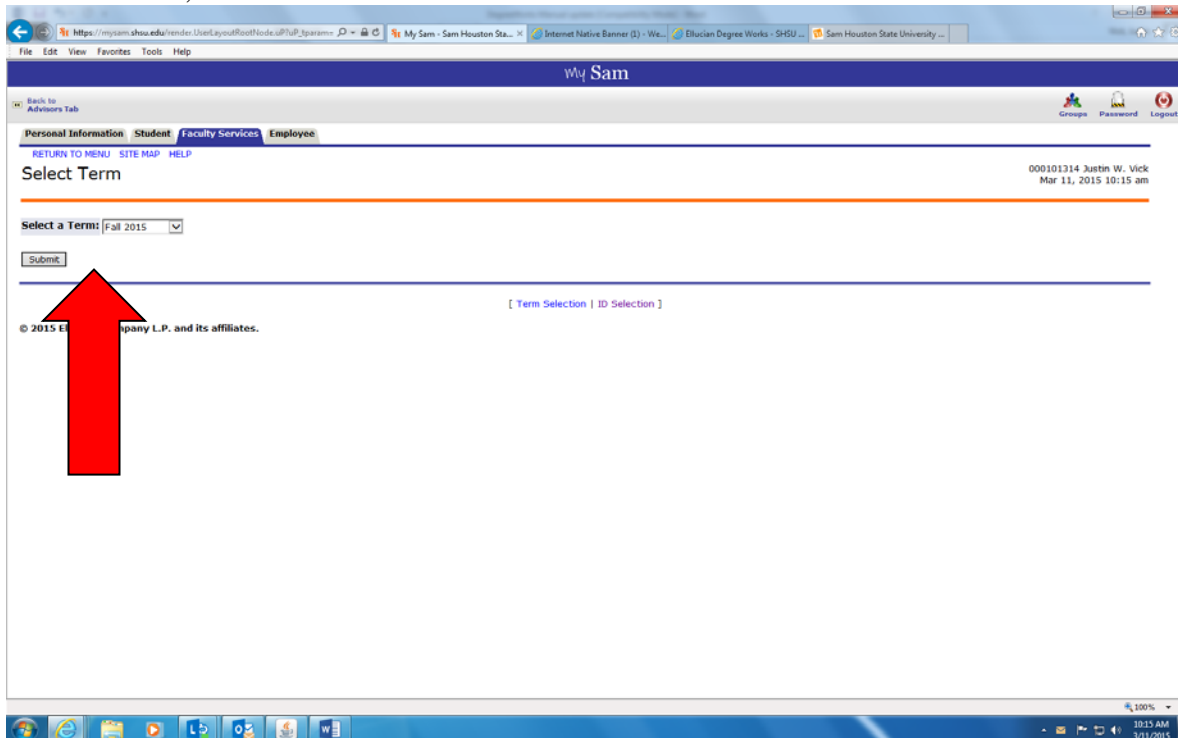
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Click on ID Selection



The screenshot shows the top of the My Sam website. The header includes the Sam Houston State University logo and navigation tabs for Personal Information, Student, Faculty Services, and Employee. Below the tabs is the "Faculty & Advisors Menu" with links for Term Selection, ID Selection, Student Academic Transcript, and Degree Evaluation. A large red arrow points to the "ID Selection" link. In the top right corner, there are links for RETURN TO MENU, SITE MAP, and HELP. The footer shows a copyright notice for 2015 by Epsilon Company L.P. and its affiliates.

Select a Term, then Click Submit



The screenshot shows the "Select Term" page on the My Sam website. The page has a header with the My Sam logo and navigation tabs for Personal Information, Student, Faculty Services, and Employee. Below the tabs is the "Select Term" section with a dropdown menu for "Select a Term" set to "Fall 2015" and a "Submit" button. A large red arrow points to the "Submit" button. In the top right corner, there is a user ID "000101314 Justin W. Vick" and a timestamp "Mar 11, 2015 10:15 am". The footer shows a copyright notice for 2015 by Epsilon Company L.P. and its affiliates. The browser window shows the URL "https://mysam.shsu.edu/render/UserLayoutRootNode.sPUp?...".

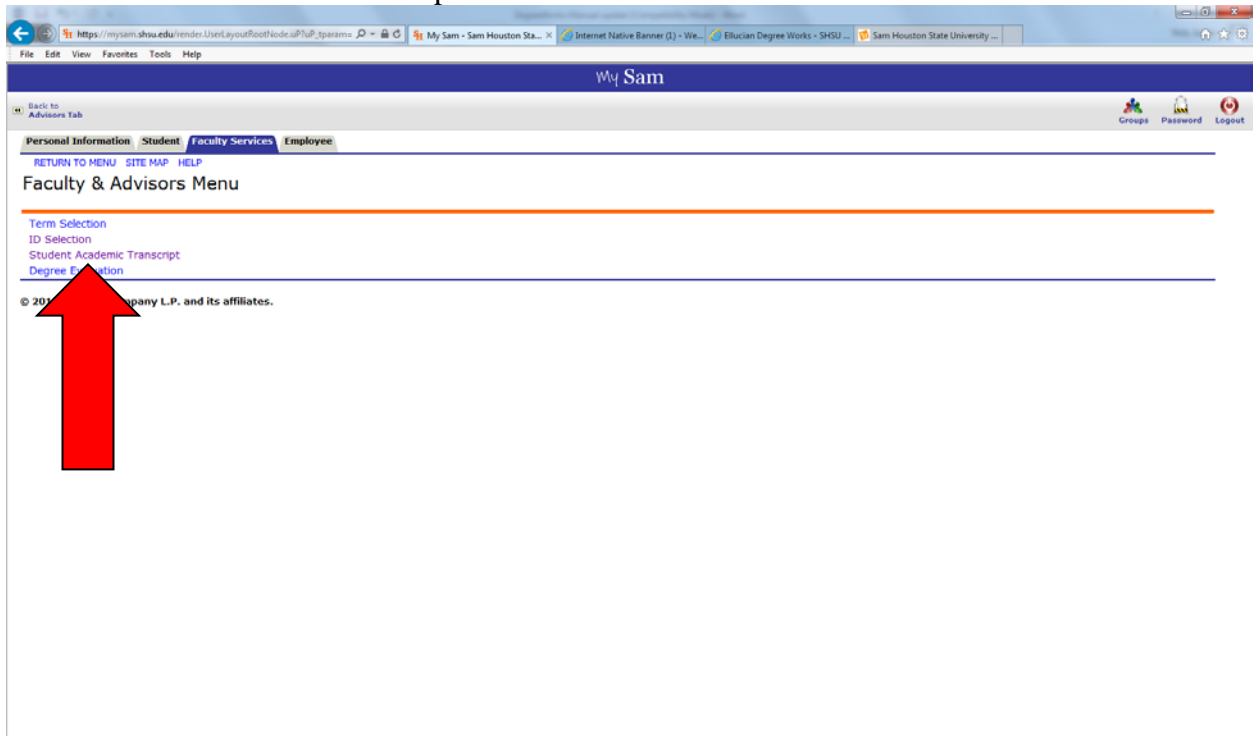
Enter student's 9-digit ID number, then click Submit

The screenshot shows the 'Student and Advisee ID Selection' page. At the top, there's a navigation bar with 'My Sam' and links for 'Groups', 'Password', and 'Logout'. Below this, a breadcrumb trail shows 'Personal Information' > 'Student' > 'Faculty Services' > 'Employee'. The page title is 'Student and Advisee ID Selection'. On the right, user information is displayed: '000101314 Justin W. Vick', 'Fall 2015', and 'Mar 11, 2015 10:15 am'. The main content area has a heading 'You may enter:' followed by three numbered instructions: 1. The ID of the Student or Advisee you want to process, or 2. Partial names, a student search type, or a combination of both. The search type of ALL is to be used by non-advising staff, but may also be used by Advisors. 3. Select Submit. Below these instructions, there's a text input field labeled 'Student or Advisee ID:'. A large red arrow points to this field. Below the input field, there's an 'OR' section with a heading 'Student and Advisee'. This section contains three input fields for 'Last Name:', 'First Name:', and 'Search Type:'. The 'Search Type' section has four radio button options: 'Student', 'Advisee', 'Both', and 'All'. Below these fields are 'Submit' and 'Reset' buttons. At the bottom, there's a footer with '© 2015 Ellucian Company L.P. and its affiliates.' and a link '[Term Selection | ID Selection]'.

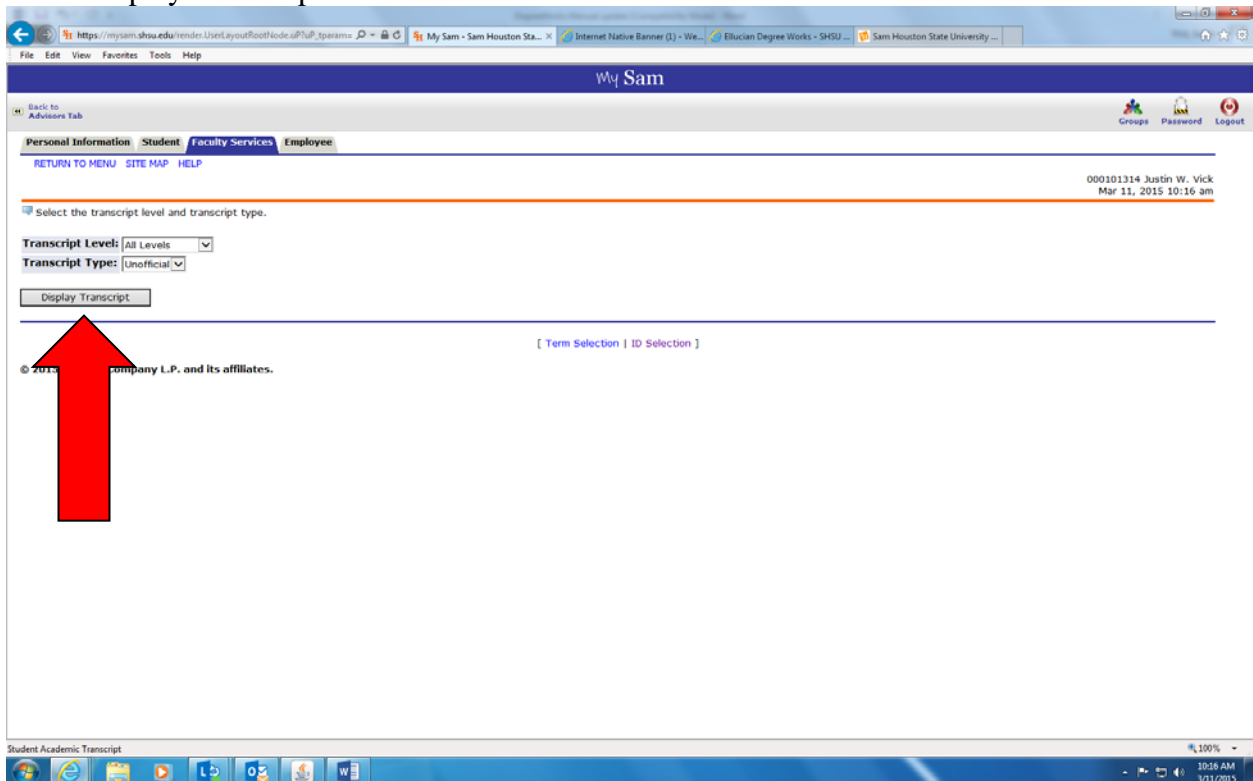
Verify Student, then click Submit

The screenshot shows the 'Student Verification' page. The navigation bar and breadcrumb trail are the same as in the previous screenshot. The page title is 'Student Verification'. On the right, the same user information is displayed. The main content area has a heading 'Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.' Below this, a message states 'Sammy Bearkat is the name of the student or advisee that you selected.' At the bottom of the main content area, there is a 'Submit' button. A large red arrow points to this button. The footer is the same as in the previous screenshot.

Click Student Academic Transcript



Click Display Transcript



Transcript is Displayed. Scroll up or down to view transcript.

My Sam

Back to Advisors Tab

Personal Information Student Faculty Services Employee

RETURN TO MENU SITE MAP HELP

Student Academic Transcript

This is not an official transcript. Courses which are in progress may also be included on this transcript.

Information for [Sammy Bearkat](#)
[Institution Credit](#) [Transcript Totals](#)

Transcript Data

STUDENT INFORMATION

SAM ID: 000239691
Name : Sammy Bearkat
Birth Date: May 05, 1979
Student Type: First Time Freshman

Curriculum Information

Current Program
Undeclared
College: Arts and Sciences*
Campus: Main
Major: Applied Arts-Science
Minor: Early Childhood Education

***Transcript type:UNOF Unofficial is NOT Official ***

TRANSCRIPT TOTALS (UNDERGRADUATE) [-Top-](#)

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Total Institution:	0.000	0.000	0.000	0.000	0.000	0.00 0.00
Total Transfer:	0.000	0.000	0.000	0.000	0.000	0.00 0.00
Overall:	0.000	0.000	0.000	0.000	0.000	0.00 0.00

Unofficial Transcript

Student Academic Transcript 100% 10:17 AM 3/11/2015

Contacts:

Problems logging into Banner	IT @ Sam Service Desk	294-1950
Issues lifting advising blocks in Banner	Megan St. Vigne Justin Vick	294-4453 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 Justin Vick	294-4453 294-3363
TSI Issues	Stephen Wong Michelle Seagraves	294-2724 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/