Sam Houston State University Student Advising & Mentoring Center

Degree Works Manual

[01/03/2018]

Table of Contents

To Access Degree Works		3
Introduction Page		5
Find Students		6
Degree Audits		7
Running a Degree Audit		10
Historic Degree Audits		11
"What If" Audits		12
Student Educational Planner		13
Notes		14
Petitions		18
Legend		21
Class History		21
Registration Checklist		22
Student Data Report		22
Printing Degree Works Degree Audits		23
	TRANSCRIPTS	
To Access Transcripts		25
	CONTACTS	

Contacts

31

To Access Degree Works



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

Then click on Access to DegreeWorks

\leftarrow \rightarrow O \triangle porta	al.shsu.edu/students		
Sam Houston State University	SHSUOnline	Blackboard E-mail SamWeb Lo	gout MY Sam
🛎 All Users	Welcome to the new	MySam portall How can we improve this for you	2 Share Your Feedback
Campus Resources			
▲ My Account	Calendars	Academic Support	DegreeWorks
C Registration	Academic Calendar Athletics Calendar	Need help with course work? Try out one of several resources: SHSU	You may be prompted to pay the application fee at the time of your online
& Employees	Student Services Activities Calendar Events Calendar	Reading, Writing, or Math Centers.	application. However, if you are not prompted to pay, the application fee will be posted to your student account and
& Faculty		The Math Lab is located in Farrington	must be paid in the Bursar's Office.
4 Students	Career Services JOBS for KATS Need a job or an internship? Go to JOBS for KATS Helpful Information Events Calendar On-Campus Interviews	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: <u>936-294-3357</u> for more information.	Access to DegreeWorks If you apply online, please fill out the submit it in person, by e-mai ax. Bann Service
	Student Financial Links SCHOLAR HIPS 4KATS • FAFSA	Advising Undergraduates: Contact the Sam Center Graduate Students: Contact your Graduate Advisor Advising Tools	Bal f-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.

			<u></u>	Sam Houston		
Back to S	elf-Service	Portal	FAQ	Help	Print	Log Out
LINE OFFICIELE BAD	H 4 Name > Bearkat, Sammy	H Degree Major	Level StudentClassificatio Last Au UG Freshman	dit Last Refresh Today at 9:40 am		
Degree Audit	Planner Notes	Petitions GPA Calc				
la ristice ts	Back Sele	oted What-If Items:	Look Ahead Courses Used: 💙			
Istory			SHSU Degre	eWorks Production Environme	nt	
	Student View WA	946F3L as of 03/11/2015 at 09:56				What If Au
that If >	Student	Bearkat, Sammy	Level	Undergraduate	Degree	Bachelor of Science
	ID	000239691	Classification	Freshman	College	
ook Ahead	Academic Standing	Good Standing	Applied to Graduate?	No	Major	Biology
	SHSU GPA	0.00	Registration Holds	TSI Reqs - See Advisor	Minor	Chemistry
	Previous Degree	No Previous Degrees	Core Complete	No	Concentration	
	SHSU GPA Hrs	0.00	SHSU GPTS	0.00	SHSU Hrs Earned	0.00
	Trans GPA Hrs	0.00	Trans GP15	0.00	Trans Hrs Earned	0.00
	Overall GPA Hours	0.00	Overall GPTS	0.00	Overall Hes Earned	0.00
	TSI Information	Needs Remediation	CC Earned Hrs	0.80	Student Identifiers	
	Cum GPA	0.00	Cum Major GPA	0.00	Cum Minor GPA	0.00
	BDHS	Sam Center Documents	BOMS	Admissions Documents	BDMS	Registrar Documents
	Bachelor of Scie	nus				Academic Year: 2012-2013 Credits Required: 12
	The Property of the Property o	9000/10	1.00	eral GPA is 0; a minimum GPA of 2.0 is required		GPA: 0.00 Gredits Applied: 0
	Unmet conditions fo	r this set of requirements:	A man 24 cred A main A Maia	um of 24 credits in upper level course work in residen its um of 30 credits must be taken in residence; you ha	ve completed or have in progress 0 o	or have in progress 0 credits and need to complete an addition credits and need to complete an additional 30 credits or in-progress and need to complete an additional 120 credits
	Advanced Hours	Summary		eded: See Advanced Hours Summary section		
	U Writing Enhanced	Hours Summary	Stil Ne	eded: See Writing Enhanced section		
	Core Curriculum F	tequirements	Still Ne	eded: See Core Curriculum Requirements section	n	
	Degree Specific R	equinements	Still No.	eded: See Degree Specific Requirements for BS	Degree - 2012 section	
	Aajor Requireme	nts	Still Ne	eded: See Biology - BS section		
	See Minor Requir	ements Below	Still He	eded: See Chemistry section		
	Advanced H	ours Summary				Academic Year: 2012-2013
	Bucian Company L.P. and					

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: <u>http://www.shsu.edu/~reg_www/tsi/index.html</u>)

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**

🕺 🏀 Degree Wo	ks by SunGard Higher Education SHSU Deg				6	• 🔝 · 🖶 • 🔂 Page • 🎯 Tools •
			Sam Houston	n		
Back to Self-Serv	ice Portal	FAQ	Help	Print	SureCode	Log Out
	If 4 Name F N Dec Deering, Eric Michael BS		Level StudentClassification	0 Last Audit 06/16/2011		
Degree Audit	Planner Notes Petition	IS GPA Calc				
Worksheets >	Format:	ew Save as PDF	Chara Min			
vorksneets /	Student View	ew Save as PDF	Process New Class His	2001		
History		SHS	U DegreeWorks Pro	duction Environmen	t	
	Student View AA152038 as o	f 06/16/2011 at 04:07	5			
that If	Student	Deering, Eric Michael	Level	Undergraduate	Degree	Bachelor of Science
ook Ahead	IJ	000324186	Classification	Senior	Colleges	Arts and Sciences Criminal Justice
COR PRIERS	Admissions Status	N/A	Applied to Graduate?	No	Majors	Computing Science Criminal Justice
	Academic Standing	Good Standing	Registration Holds	Drop 5	Minor	
	SHSU GPA	1.87	Core Complete		Concentration	
	Institution Hours Attempted	144.00	Institution Hours Earned		Institution Points	171.00
	Transfer Hours Attempted	22.00	Transfer Hours Earned		Transfer Points	50.00
	Comm Coll Attempted	19.00	Comm Coll Earned		Comm Coll Points	50.00
	Overall Hours Attempted	166.00	Overall Hours Earned		Overall Points	221.00
	TSI Information	TSIM: P	8DMS Documents	I Registrar	Student Identifiers	
			Degree Pi	ro de la companya de		
	Requirement	IS	50%			

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

<u> </u>	/degreeworks.shsu.edu/IRISLink.cgi?CAS=	1	2000KKJ880CK80-31*282213*1*80*FE	2247/991/391/391/301/141/0911/31/50.600		• 🔊 - 🖶 • 🔂 Page • 🎯 Too
🕅 🌔 DegreeWor	rks by SunGard Higher Education SHSU Deg				<u>u</u> r	• 🔊 • 🖶 • 🚰 Page • 🥥 100
			Sam Houston			
Back to Self-Serv	ice Portal	FAQ	Help	Print	SureCode	Log Out
	I4 4 Name ► ►I Deg Strubberg, Nathan Thoma		Level StudentClassificatio	Last Audit 06/28/2011		
gree Audit	Planner Notes Petition	s GPA Calc				
orksheets 📏	Format: Student View Vi	ew Save as PDF Pro	class Hist	ory		
tory		SHSU	DegreeWorks Prod	luction Environme	nt	
	Student View AA167916 as o	f 06/28/2011 at 10:13				
at If	Student	Strubberg, Nathan Thomas	Level	Undergraduate	Degree	Bachelor of Business Admin
	ID	000331214	Classification	Senior	College	Business Administration
ok Ahead	Admissions Status	N/A	Applied to Graduate?	No	Major	Finance
	Academic Standing	Good Standing	Registration Holds	Past Due Account	Minor	
	SHSU GPA	2.03	Core Complete	No	Concentration	
	Institution Hours Attempted	101.00	Institution Hours Earned	77	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.	Overall Points	252.00
	TSI Information	TSIM: P	BDMS Documents	Admi egistrar	Student Identifiers	
	Requirement		Degree Pro	ogress		
	Requirement	5		93		
	Credits		9	98%		
nGard 1995 - 2011						

Students with this Hold will need to contact the Bursar's Office at (936)294-1083 or <u>bursar@shsu.edu</u>

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.

				<u></u>	Sam Houston			
Back to	Self-Service	Portal		FAQ	Help	Print	Log Out	
nd Student ID	It 4 Name > H Quintanilla, Leticia Carol		Level Study UG Junio	rtClassificatio Last Au 03/09/2				
Degree Audit	Planner Notes F	etitions GPA Calc						
Vorksheets >	Format: Student View	View Save as PDF	Process New	Class History				
listory				SHSU Degre	eWorks Production Environ	nment		
	Student View AC456	W/vT as of 03/09/2015 at 10:07						
What H	Student 4	Quintanila, Letica Carolina	<u> </u>	Level	Undergraduate	Degree	Bachelor of Science	
	ID	000492850		Classification	Junior	College	Health Sciences	
Look Ahead	Academic Standing	Good Standing		Applied to Graduate?	No	Major	Heath	
	SH5U GPA	2.69		Registration Holds	Current Term Bal Pre Reg	Minor	Spanish	
	Previous Degree	No Previous Degrees		Core Complete	31-DEC-13	Concentration		
	SHSU GPA Hrs	46.00		SHSU GPTS	124.00	SHSU Hrs Earned	42.00	
		32.00		Trans GP15	106.00	Trans Hirs Earned	46.00	
		78.00		Overall GPTS	230.00	Owerall Hes Earned	88.00	
		TSIM: P		CC Earned Hrs	32.00	Student Identifiers	AR Base Tution Pre-Nursing TSI Complete Student	
	Cum GPA	2.94		Cum Major GPA	3.25	Cum Minor GPA	0.00	
	BDMS	Sam Center Documents		BOMS	Admissions Documents	BDMS	Registrar Documents	
							Academic Year: 2011-2012 Credits Regu	ired: 17
	Bachelor of Science	•					GPA: 3.10 Credits App	
	Unmet conditions for	this set of requirements:		addtior A M20	nal 6 credita		or have in progress 18 credits and need to complete ed or in-progress and need to complete an additional	
	2.0 SHSU GPA Requ	airement Met						
	Advanced Hours Su	mmary		Still No	eeded: See Advanced Hours Summary sec	tion		
	🖾 Writing Enhanced H	iours Summary						
	🛃 Core Curriculum Re	quirements						
	Degree Speafic Rec	poirements		Still No	eeded: See Degree Specific Requirements	for BS Degree - 2012 section		
	D Major Requirement	\$		Still No	eeded: See Health - BS section			
	See Minor Requirem	nents Below		Still No	eeded: See Spanish section			
	Advanced Hor	ure Summary					Academic Year: 2011-2012	
	Elucian Company L.P. and r							

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.

	Favorites Tools Help			And a second second second	etive Banner (1) - We 💋 Ellucia			- O
				ST S	am Houston			
Back to	Self-Service	Portal		FAQ	Help		Print	Log Out
Student ID 000492850	I4 4 Name → H Quintanilla, Leticia Carol	BS V Health	UG Studer	ntClassificatio Last Audit 03/09/2015	Last. Refresh 03/09/2015 at 10:07 am	0		
ree Audit		titions GPA Calc	4					
sticatio	Student View	Historic Report: 03/09/2015 10:07 UG/85						
vry >	History - Introduction	03/09/2015 10:01 UG/85 03/09/2015 09:56 UG/85 02/12/2015 19:12 UG/85						
11	Choose a report format and	an historic report and click View.						
Ahead								
Anead								
1995 - 2014	Blucsh Company LP, and its	utticiden.						
1995 - 2014	Elucian Company LP and RE	afflicture.	_		_	_	_	% 100

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.

	Favorites Tools Help	tgr/CASet/NABILEDROSEKVICE=1 /2 * #	🌀 🍿 My Sam - Sam Houston State 🧭 Intern	el Native Banner (1) + We 😰 Elucian Degr	ee Works - SH × 😰 S	am Houtton State University		6.3
The con them	The second second second		S7	Sam Houston				
				Contraction and and the				
and the second se	Self-Service H H Name H Quintanilla, Leticia Carol	Portal Degree Major BS V Health	Level StudentClassificatio UG Junior 03/09/20		8	Print		Log Out
Degree Audit	Planner Notes Pe Format: Student View	Process What-If Sav	an PDF					
History	What-II							
what If		~						
Look Ahead		inor 🗸	Chosen Areas of study					
	Choose Your Future Cla Enter a course and clck Subject Rumber		Courses you are considering (
	Add	Course	Remove Course					
opyright 1995 - 2014	4 Elucian Company L.P. and its	afföntes.						
vascript.doWhatH();	🗎 o 🚺	02 <u>(</u>					_	

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.

					Sam Hou	ston					
Back to S	ielf-Service	P	Portal	FAQ		Help		Print		Log	Out
000492850	Planner Not	Carol BS	Hajor Leve Health UG	StudentClassificatio Last Aud Junior 03/09/20		h at 10:07 am	B				
ner >	A Second Second	plan 🔽 Notes Mode	Show completed	lasses Load 💮 Edit							
	Planner Work	isheet AC456WvT as of 03	\$/09/2015 at 10:07		Print 🔥	Student Educatio	inal Planner				1
	Student	Quintanila, Leticia Carolina	Level	Undergraduate		Student	Quintanilla, Leticia	Carolina			
	ID	000492850	Degree	Bachelor of Science		Current Term	Spring 2015				
	Classification	Junior	College	Health Sciences		Current remi	Spring 2015				
	Advisor		Hajor	Health		Description					
	Overall GPA	2.690	Minor	Spanish		Academic Year	2011-2012 ¥				
			Degree Progress			Last Modified					
	Re	equirements	87%			C Active Plan					
		edits	83%			Load in a pre defin	ed plan				
	Bachelor o			upper level course work in residence i a in progress 18 credits and need to (Select Term More info on		Notes			
	Contract Contract	ans.	100 credits completed or it	re required for a BS degree - you cur progress and need to complete an a tion requirement of 120 credits.		_			~		
	2.0 SHSU (GPA Requirement Met									
	Advanced	Hours Summary							~		
	Needed: See	Advanced Hours Summary	section								
	and the second second	hanced Hours Summary									
		culum Requirements									
		ecific Requirements					Total				
	Major Reg		nts for BS Degree - 2012 sector	n		-					
		Health - BS section			~	Select Term More info on	these classes				
					- 21	- source may on	Children Charles				
	Show W	that If Options		Use Wha	t If Scenario		Save Plan	Reload Form	Save As-	Delete Plan	
	What If				~		Process liew	Check All Terms	Uncheck All		

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

	er Education SHSU DegreeWorl					
<u> </u>		1 .	SD2WORKS&ticket=ST-20719-bz2ePev	btCnE56tFxJhC-login.shsu.edu	Live S	
🍄 🔠 🔹 🎦 Oracle Applic	ation Server Fo 🏀 DegreeWor	ks by SunGar 🗙			🙆 • (🔊 👻 🖶 🔹 🔂 Page 🔹 🎯 Tools 🔹
			Sam Houston			
Back to Self-Service	Portal	FAQ	Help	Print	SureCode	Log Out
d Student ID I 4 4 000480210 Buckley, egree Audit Planne	Name H Degree Jordan Patrick H BS r Notes Petitions	e Major Criminal Justice	Level StudentClassificatio UG Sophomore	Last Audit Today		
ew Notes >	notes Petitions	OPA Calc				
ld Note View	Notes					
Note	Text				Created By	Create Date
nGard 1995 - 2011						
						ternet 🔍 100%

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

Degree Audit	Planner Notes Petitions Exceptions GPA Calc Admin		
'iew Notes 🕻			
dd Note	View Notes		
	Note Text	Created By	Create Date
odify	***Converted(201180): acct 2301, buad 2301, bana 2372	Sweeney, Linda S	03/30/2011
otes	***Converted(201160): see summer 1	Sweeney, Linda S	03/27/2011
	***Converted(201140): pols 2302	Sweeney, Linda S	03/27/2011
elete 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 >

Planner Notes Petitions Exceptions GPA Calc Admin
Add New Note
Enter your note and click the Save Note button
Choose a predefined note from the list below
^ ·
Save Note Clear

3. Choose a predefined note from the drop down menu or type a free-form note or use a dropdown 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.

Degree Audit	Planner Notes Petitions Exceptions GPA Calc Admin
View Notes	
Add Note 📏	Add New Note
Modify	Enter your note and click the Save Note button
Notes	Student major:
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.
	Save Note Clear

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 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 📏	You	ur note v	was added :	successfully	4									
Modify Notes	You	u may ru	in a new au	dit to get yo	our note cl	nanges inco	prporated	ed into tl	he latest	t audit f	or the stud	dent.		
Delete Notes	R	un New Au	dit											

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.

	Entered by	Date
Student major: ACCT This is free form text added to a drop down menuchoice. I can now add whatever text I deem appropriate as my summary.	Fox, Mike 🚽 🛑	06/02/2011
***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
***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)· bis 163 end 165	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		
	Note Text	Created By	Create Date
Modify 🛁	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.	Fox, Mike 👍 🛑	06/02/2011
lotes	***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
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Add New Note Button

			<u></u>	Sam Houston		
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hat H	Student	Quintanila, Letica Carolina	Level	Undergraduate	Degree	Bachelor of Science
	ID	000492850	Classification	Junior	College	Health Sciences
sok Ahead	Academic Standing	Good Standing	Applied to Graduate?	No	Major	Health
	SHSU GPA	2.69	Registration Holds	Current Term Bal Pre Reg	Minor	Spanish
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	Bachelor of Scie	nce -				Academic Year: 2011-2012 Credits Required: 1.
			A minim	um of 24 credits in upper level course work in residenc	e a required: you have completed -	GPA: 3.10 Credits Applied: 11 or have in progress 16 credits and need to complete an
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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.

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		See Minor Requirem					See Spanish section			

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.

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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		
🗹 Complete	Complete except for classes in-progress	(T) Transfer Class
Not Complete	S 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:

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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.

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The Registration Checklist only displays remaining degree requirements.

Student Data Report

Here is an example of a Student Data Report Worksheet.

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Col Oh and Anna

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

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

To Access Transcripts

From SHSU Homepage, click on My Sam



Click on Faculty and Advisors



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Click on Advisor Menu



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Contacts:

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

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