THE CITADEL

Degree Works
# Step-by-Step
Instructions
For
Students

Degree Works Step-by-Step Instructions for Students

The following are instructions for students who are using Degree Works. Degree Works is available to all students with a catalog of fall 2016 to present.

Logging into Degree Works

1. Go to Lesesne Gateway and log in with your Citadel credentials.

2. Click on the Student tab.

3. Then, click on the **Degree Works Degree Evaluation** under the Registration Tools channel.
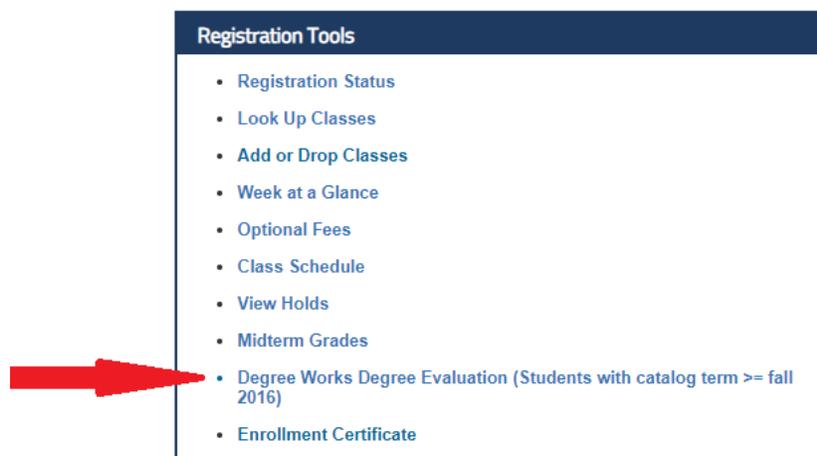
Navigation Bar and Student View

CWID	🔍	Name Blake, Lisa M	Degree Certificate Program

Level Graduate   Classification Master Degree Candidate   Major Leadership Certificate   Program Cert: Leadership   School Misc Non Specified School

Attribute Graduate Student   Confidentiality N   Registration Hold N   Expected Graduation Date 09-MAY-2021   Applied to Graduate (Cert) N: CERT: Leadership

The top of the Degree Works audit worksheet contains basic information such as Student CWID, major, level, etc.

If you are pursuing more than one degree, click on the drop down arrow on the navigation bar under "Degree" to select which degree audit you would like to view.

Name Guerriero, Anne Marie	Degree Certificate Program ⌄

The Degree Works audit worksheet is divided into several sections, called blocks, which together comprise your degree audit. The types and number of blocks may vary from student to student, depending on the academic program you have selected. The following is an overview of the blocks all students will likely see on the degree audit worksheet.

Legend

Note that throughout the audit, you will see the following symbols to indicate progress toward a particular requirement. They can also be found on the legend within the audit worksheet.

@: This symbol '@' reflects a wild card.

 Examples:

• If the requirement is '5 courses in ENGL @', this means the student needs to take 5 courses in any ENGL course.

• If the requirement is '12 credit hours in @ @, this means the student needs to take 12 credit hours of any prefix and any course number.

 : All courses with this symbol indicate that there is a pre-requisite(s) course requirement.

Degree Block

The first block found at the top of every audit is the Degree Block. This will list the requirements for your degree.

Core, Major, Concentration, Elective, and Minor Blocks

Following the Degree Block, Degree Works will display a block for your selected core, major(s), concentration, cadet, and minor(s)

Sample Major Block

Major Requirements for Intel & Security Studies `INCOMPLETE`

Credits required: 45   Credits applied: 39

	Course	Title	Grade	Credits	Term	Repeated
○ Minimum Major Credit Hours Required	Still needed:	You currently have 39 credits. You need a minimum of 6 additional credit hours in order to successfully satisfy all major requirements.				
⊘ Prin and Prac of Cybersecurity	CSCI 227	Prin and Prac of Cybersecurity	A	3	Fall 2020	
⊘ Intro to Intelligence Studies	INTL 201	Intro to Intelligence Studies	C	3	Fall 2019	
⊘ Homeland Security	INTL 210	Homeland Security	A	3	Spring 2020	
⊘ Advanced Analytics	INTL 301	Advanced Analytics	A	3	Fall 2020	
◐ Intelligence Capstone	INTL 403	Intelligence Capstone	REG	(3)	Spring 2021	
⊘ Intel Collection Sys and Prog	INTL 310	Intel Collection Sys and Prog	A	3	Fall 2020	
◐ Intel Suport to Military Ops	INTL 401	Intel Support to Military Ops	REG	(3)	Spring 2021	

Sample Cadet Block

Cadet Requirements `INCOMPLETE`

Credits required: 21   Credits applied: 23

	Course	Title	Grade	Credits	Term	Repeated
◐ Minimum Credit Hours Required						
○ Leadership						
⊘ First Year Experience	LDRS 101	First Year Experience	A	1	Fall 2018	
⊘ Freshman Ethical Fitness Sem	LDRS 111	Freshman Ethical Fitness Sem	P	0	Spring 2019	
⊘ Sophomore Sem in Prin Ldrship	LDRS 201	Sophomore Sem in Prin Ldrship	A	1	Fall 2019	
⊘ Leadership Service Lab	LDRS 211	Leadership Service Lab	P	0	Spring 2020	
⊘ Jr Ethics Enrichment Experience	LDRS 311	Jr Ethics Enrichment Expernce	P	0	Fall 2020	

Other Blocks

The bottom of the audit will vary for each student based on coursework taken and academic progress.

The **In-progress Block** lists the courses for which you are currently enrolled. In-progress courses will apply towards requirements with the half shaded circle showing a shade of blue indicating that upon successful completion, the requirement will be met. The In-progress Courses Block is directly connected to your enrollment in Banner and will update with any registration changes made.

In-progress

Course	Title	Grade	Credits	Term	Repeated
BAND 402	Regimental Band/Pipes VIII	REG	(3)	Spring 2021	
HIST 384	U.S. Military History	REG	(3)	Spring 2021	

The **Courses Not Used Block** will display coursework that does not count toward the degree you seek. This might include coursework which is beyond the year limit or which may have been repeated.

Courses Not Used

Course	Title	Grade	Credits	Term	Repeated
BAND 101	Regimental Band/Pipes I	A	0	Fall 2018	
BAND 102	Regimental Band/Pipes II	A	0	Spring 2019	

The **Insufficient Block** will display coursework that does not count toward the degree you seek due to insufficient grades.

Insufficient

Course	Title	Grade	Credits	Term	Repeated
PSCI 431	Amer Foreign Relations	W	0	Spring 2020	

Other Features

GPA Calculator

The GPA Calculator allows students to determine the GPA required in their remaining coursework to reach their desired GPA. Similarly, students can input a desired or estimated GPA for current coursework to calculate the term GPA. The GPA calculators are estimates and are not considered official.

What If

The What If feature allows students to see how the coursework they have already taken would apply to a new or additional academic program. This can be helpful when students wish to evaluate a change to their current degree, major, minor, and/or certificate. Students and advisors may also use the What If function to determine if a change in catalog year is beneficial to the student.

From the main Worksheet, Student View, click What If located under the navigation bar. From within the What If area, then select the Degree, Catalog Year, Major, Minor, etc., to indicate which academic areas to consider in the What If audit, click Add, then click Process to view a new audit. The What If audit is a planning tool only and is not an official change of major or any other academic program.

Academic   **What-If**

What-If Analysis

☐ Use current curriculum

Program

| Catalog year * ⌄ | Program * ⌄ | Level * ⌄ |

| Degree * ⌄ |

Areas of study

| Major * ⌄ | Concentration ⌄ | Minor ⌄ |

Additional areas of study

| Major (0/81) ⌄ | Minor (0/58) ⌄ | Concentration (0/44) ⌄ |

Future classes

| Subject | Number | Add |

☑ In-progress classes   ☑ Preregistered classes

Reset   **Process**

Future Classes (previously known as Look Ahead)

The Future function allows students to select a course they would like to take and see where it might be applied on the degree audit or toward current degree enrollment. When utilizing this feature, you must ensure that "Use Current Curriculum" is selected when trying to determine where certain courses may populate on your degree evaluation. After adding the appropriate course subject and number, make sure to select "Process" to determine where the course will apply.

What-If Analysis ⌃

☑ Use current curriculum

Future classes

| Subject | Number | Add |

☑ In-progress classes   ☑ Preregistered classes

Reset   **Process**

Printing your Degree Evaluation

If a student would like to print their degree evaluation for further review, they may do so at any time by selecting the "Print" icon in the upper right hand corner of the degree evaluation. When printing a degree evaluation, the preferred internet browser is Google Chrome.

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If Degree Works indicates a missing requirement that you do not believe should reflect as missing, please contact registrar@citadel.edu to help you resolve this issue.