

DegreeWorks

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How to Access DegreeWorks

On the **Main Menu**, select the **Student** link to open the **Student** menu.



Personal Information **Student** **Financial Aid**

[ACCESSIBILITY](#) [SITE MAP](#) [HELP](#) [EXIT](#)

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
[Register for classes or view your academic records](#)

Financial Aid
[Apply for Financial Aid, review status and loans](#)

TJU Student Check-In

Campus Services
[Links to other campus resources \(Blackboard, Campus Currency, etc.\)](#)

FERPA Access

Student Check In

RELEASE: 8.8.2

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Select the **DegreeWorks** link.

The screenshot shows the top navigation bar with 'Personal Information', 'Student' (highlighted), and 'Financial Aid'. Below the navigation bar are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main heading is 'Student'. Underneath, there are several links with descriptions: 'Registration' (Check your registration status, class schedule and add or drop classes), 'Student Records' (View your holds, grades and transcripts), 'Student Account' (View your account summaries, statement/payment history and tax information), 'Degree Works' (Only for Center City Students - View your degree audit and progress towards completion of your degree.), and 'SPEP Assessment' (Student Pharmacist Enrichment Program (SPEP) Assessment - Only for Pharmacy Students). At the bottom, it says 'RELEASE: 8.8.2' and '© 2019 Ellucian Company L.P. and its affiliates.'

The **DegreeWorks** landing page will display. Enter your campus key and click **Enter**.

This screenshot shows the search and navigation area of the DegreeWorks landing page. It includes a search bar with fields for 'Student ID', 'Name', 'Degree', 'Major', 'Level', 'Student Class Level', and 'Last Audit'. Below the search bar are tabs for 'Worksheets', 'Plans', 'Notes', 'Exceptions', 'GPA Calc', and 'Admin'. The main content area features a list of bullet points describing the benefits of DegreeWorks for students and advisors. On the right side, there is a photograph of three people in white lab coats.

The landing page contains tabs that can be used for the degree audit. These include **Worksheets**, **Plans**, **Notes**, and **GPA Calc**.

This screenshot is identical to the previous one, showing the search and navigation area of the DegreeWorks landing page. It includes a search bar with fields for 'Student ID', 'Name', 'Degree', 'Major', 'Level', 'Student Class Level', and 'Last Audit'. Below the search bar are tabs for 'Worksheets', 'Plans', 'Notes', 'Exceptions', 'GPA Calc', and 'Admin'. The main content area features a list of bullet points describing the benefits of DegreeWorks for students and advisors. On the right side, there is a photograph of three people in white lab coats.

How to Use Worksheets

Select the **Worksheets** tab. Notice that the default view is **Student View**. The top of the form displays your information, including your campus key, advisor, major, level, and degree. Below the student header information, your progress towards your degree is displayed, including the requirements and the credits needed.

The screenshot shows the Jefferson University Degree Works interface. At the top, there are navigation tabs: BACK TO SELF-SERVICE, PORTAL, HELP, PRINT, EXCEPTION MANAGEMENT, TEMPLATE MANAGEMENT, and LOG OUT. Below these is a search bar with fields for Student ID (JXR158), Name (Student, Returning D), Degree (MBA), Major (Innovation MBA), Level (GR), Student Class Level (60), and Last Audit (Today). The 'Worksheets' tab is selected, showing options for Plans, Notes, Exceptions, GPA Calc, and Admin. The 'Student View' is active, displaying a progress bar for Requirements at 21% and Credits at 20%. A 'What If' section is visible, and a 'Process What If' button is present. The header 'Thomas Jefferson University Degree Works' is displayed.

The sections below the header outline the courses needed to satisfy the requirements and credits needed for the degree and the major program of study.

This screenshot provides a detailed view of the course requirements. It includes a 'Degree Progress' section with progress bars for Requirements (21%) and Credits (20%). Below this, two sections are listed: 'Degree in Master of Business Administration' and 'Major in Business Administration - Online'. Each section includes a list of requirements with checkboxes indicating their status (Complete, Not Complete, etc.) and 'SRI Needed' information. For example, 'Managing Innovative People and Teams' is marked as complete, while 'Marketing Concepts' is not. The 'SRI Needed' for many items is '1 Class in IMBA 601' or similar. The interface also shows 'Academic Year' (FALL 2018) and 'Credits Required' (45) for both sections.

The legend at the bottom of the page describes each status and associated icon.

The legend defines the following icons and their meanings:

- Complete
- Not Complete
- * Prerequisite Required
- Complete except for classes in-progress
- Nearly complete - see advisor
- (T)** Transfer Class
- @** Any course number

Select **What If** in the left column to create scenarios and determine the effects of changing programs and majors and adding classes. Click **Process What If** once the selections have been made to view the results.

This screenshot shows the 'What If' selection process. The 'What If' tab is selected, and the user is prompted to 'Select your primary area of study'. The interface displays dropdown menus for 'Academic Year' (FALL 2015), 'Program' (Innovation MBA Online), 'Level' (Graduate), 'Degree' (Master of Business Administration), 'Major' (Innovation MBA), and 'Concentration' (pick a Concentration). The 'Process What If' button is visible, and the 'create PDF' option is unchecked.

How to Use Notes

Select the **Notes** tab to **View, Add, Modify, and Delete Notes**.

Click **Add Note** to enter comments, or choose a predefined note from the associated drop-down list. Click **Save Note** when complete.

Notes also appear in the **Notes** section at the bottom of the worksheet.

All Progress			Credits Applied: 19	Classes Applied: 6
ACCT 101	Financial Accounting	IP	3	Fall 2019
DECS 206	Biology for Design	IP	3	Fall 2019
ECON 205	Macroeconomics	IP	3	Fall 2019
MGMT 301	Prin of Management	IP	3	Fall 2019
MKTG 102	Prin of Marketing	IP	3	Fall 2019
WRIT 202	Writing Seminar III: Multi Com	IP	4	Fall 2019

Notes		Entered by	Date
Student will be following the 3-yr plan to graduate as soon as possible; 18-19 credits per semester.		May, Gina M	23-Jul-2019

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	
* Prerequisite Required			

Disclaimer
 You are encouraged to use this degree audit report as a guide when viewing progress toward completion of your program requirements. Your academic advisor or the Office of the Registrar may be contacted for assistance in interpreting this report. This audit is not your academic transcripts and it is not official notification of completion of program requirements. Please contact the Registrar's Office if you have any questions regarding this degree audit report or for a copy of your official transcript. Please contact your department concerning questions concerning program requirements.

How to Use GPA Calc

Select the **GPA Calc** tab and enter the current **GPA**, **Credits Remaining**, **Credits Required**, and the **Desired GPA**. Click **Calculate** to see the results.