



Degree Works

Faculty & Staff Overview

Office of the Registrar
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Introduction

Elucian Degree Works is a comprehensive web-based degree audit solution designed to help students and their advisors successfully navigate our institution's curriculum requirements and monitor the student's progress toward degree completion. Degree Works evaluates a student's completed and in-progress coursework against the catalog requirements for their declared program(s) and provides an easy-to-read worksheet that shows them how their coursework counts toward those requirements as well as which requirements still need to be completed.

The Registrar's Office uses Degree Works as an integral part of the graduation clearance process. Students with an audit showing 100% completion are considered to have successfully completed all requirements for their declared program(s), therefore eligible to have their degree awarded. **Uncertainties or discrepancies with a student's program requirements as reflected in Degree Works should be addressed as quickly as possible to avoid unnecessary delays in conferring their degree.**

Degree Works is designed to aid and facilitate academic advising – it is not a replacement for academic advising sessions. Only undergraduate students with a catalog year of 2012-13 or later will have an audit in Degree Works. Graduate programs are not currently supported.

The purpose of this document is to provide university faculty and staff with a concise introduction to the platform. Additional documentation on specific functions may be available. Any questions about Degree Works or the contents of this manual may be sent to degreeworks@siu.edu. **This email address is for internal use only. It should not be shared with students, and they should not be copied on correspondence sent to it.**

Benefits

- Provides a clear view of how a student's completed and in-progress coursework applies to their current degree requirements
- Helps students plan their class schedules by showing what courses and requirements are still needed
- Allows students to see how their coursework would apply to a different major or minor using the "What-If" functionality
- Includes a four-year planner with predefined templates for each major at the university, allowing students to view and plan their long-term course needs

Degree Works Best Practices

- Monitor students' academic progress and assist in guiding them towards degree completion
- Create and maintain long-term plans tailored to each student using the Student Educational Planner (SEP)
- Educate students on utilizing Degree Works as a tool for taking ownership of their academic career



Getting Started

Browsers Supported by Degree Works

Degree Works supports the latest versions of Google Chrome, Firefox, Microsoft Edge, and Safari. Other web browsers (including Android or iOS apps) may be compatible but are not officially supported, so some features may not work as intended.

Access

To request access to Degree Works, first review this document and then follow the directions found under the “Degree Works” tab on the [SIS eLearning Page](#). “Advisor” access should be requested.

Once security access has been granted you will be able to access Degree Works by selecting Degree Works on the Welcome tab in [SalukiNet](#), or linking to the platform from the [SIS \(Student Information Systems\) webpage](#). You will be prompted to log in using your SIU credentials. Questions about system access should be directed to banner@siu.edu.

Layout

When you log into Degree Works you should see three tabs at the top of the page to the left:

- **Worksheets** – This is the tab that will display each time you access Degree Works. The student’s degree audit is housed here, as well as most of the functions described in this document.
- **Plans** – Contains the Student Educational Planner (SEP), where students and advisors can create and edit long-term academic plans. An in-depth overview of SEP goes beyond the scope of this document.
- **Links** – Additional information about Degree Works can be found here, as well as a link to SalukiNet.

And two more options to the right:

- A single panel with your name. Hovering your mouse cursor over this will show:
 - **About** – Displays a window showing the current Degree Works version.
 - **Sign out** – Signs you out of Degree Works.
- An additional menu, which when clicked will show the same options available under the tabs to the left.

Search for a Student

- Type a Dawg Tag in student ID field to navigate to that student’s audit, or...
- Click “Advanced Search.”
- Search by name or Degree, Major, etc. and click the “Search” button (only students who meet ALL criteria will be selected).
- All students who meet the search criteria will load. Click “Select,” and these students can now be selected from using the drop-down menu labeled “Select Student.”



Audit Components and Terminology

Header

The header is located at the top of the Worksheet page. It contains the student's name and DAWG Tag, as well as their GPA, current declared major/specialization/minor, and other pertinent information. If a student is pursuing multiple degrees concurrently, the "Degree" drop-down in the upper right corner will unlock and the audit for each degree can be viewed separately. Degrees will appear in this menu based on the priority order on the student's Banner record (i.e. the primary degree will appear first, the secondary next, etc.).

Degree Progress Block

The student's percentage toward degree completion is shown here. This percentage is based solely on the number of completed requirements (green checkmarks) on the audit and does not account for the number of credits or academic terms completed. To the right, courses that are in progress or registered for in a future term can be excluded from the audit. The "Process" button is also housed here and will be discussed later. Alternate audit views can be accessed under the "Format" drop-down to the left (the default is always "Student View"):

- **Graduation checklist** – Shows only completed and in-progress courses.
- **Registration checklist** – Shows only courses that still need to be completed.
- **Registrar report** – Shows a detailed view of the audit including block qualifiers, hidden courses, and other items not shown on the student view (students cannot access this).



Blocks

Degree in Bachelor of Arts

INCOMPLETE

Credits required: 120

Credits applied: 15

Catalog year: 2025-2026

GPA: 0.000

Minimum Total Semester Hours Required

Still needed:

You currently have 15, you still need a minimum of 105 more semester hours and successful completion of all graduation requirements.

Residency Requirement

Still needed:

SIUC Policy requires a total of 30 hours taken at Southern Illinois University Carbondale. You currently have 15, you still need a minimum of 15 more semester hours taken in residency.

Minimum 42 Senior Hours Required

Still needed:

SIUC Policy requires a total of 42 hours taken at the 300 level or above from a four-year institution. You currently have 0, you still need a minimum of 42 more semester hours.

A minimum GPA of 2.0 is required.

University Core Curriculum Requirements

Still needed:

See [University Core Curriculum Requirements](#) section

Major Requirements

Still needed:

See [Major in Economics](#) section

Apply for Graduation After Registering for Last Term

Still needed:

[Click here for more information](#)

University Core Curriculum Requirements

INCOMPLETE

Catalog year: 2025-2026

	Course	Title	Grade	Credits	Term	Repeated
<div><div></div><div>Minimum University Core Curriculum Semester Hours Required</div></div>	Still needed:	See University Core Curriculum Hours section				
<div><div></div><div>FOUNDATION SKILLS</div></div>						
<div><div></div><div>Foundations of Inquiry</div></div>	UNIV 101U	Saluki Success	REG	(1)	Fall 2025	

Audit blocks (also referred to as just “blocks”) are named based on the requirements that they contain – i.e. “Degree in Bachelor of Arts,” “University Core Curriculum Requirements,” “Major in Economics,” etc. Each degree, major, specialization, and minor has a unique block with its own set of requirements that will appear on the student’s audit based on the program(s) declared on their Banner record. Additional non-requirement bearing blocks may also appear at the bottom of the audit:

- **Other Credits Applied to Degree** – Shows courses that are not applied toward specific major/minor requirements but are still counting toward graduation totals.
- **Insufficient** – Shows coursework with grades below the minimum required.
- **In-progress / Registered / In-progress and Registered** –The student’s current and future coursework. The name displayed on this block can vary based on registration-related activity on the student’s record.
- **Not counted** – Shows coursework that is developmental, non-credit bearing, or otherwise cannot be applied to degree requirements.



Rules and Subheadings

○ FOUNDATION SKILLS					
④ Foundations of Inquiry	UNIV 101U	Saluki Success	REG	(1)	Fall 2025
④ Communication Studies	CMST 101	Intro:Oral Communication	REG	(3)	Fall 2025
○ ENGLISH COMPOSITION OR HONORS ENGLISH COMPOSITION					
Still needed:		Choose from 1 of the following:			
○ English Composition	ENGL 102	English Composition II	REG	(3)	Fall 2025
1 Class in ENGL 101					
○ Honors English Composition					
1 Class in ENGL 120H					
④ Quantitative Reasoning	MATH 139	Finite Mathematics	REG	(3)	Fall 2025

A “rule” is a requirement that exists on a block and has one or more classes listed on the same line. Rules may either stand on their own or be grouped with other rules under a “subheading.” Subheadings (usually in all capital letters) do not represent course requirements themselves but typically describe a group of requirements within the declared program, which are reflected in the rules below that subheading. Referring to the above example, “Foundations of Inquiry,” “Communication Studies,” “English Composition” and “Quantitative Reasoning” would all be considered rules since those are requirements which can have classes applied to them. The capitalized “FOUNDATION SKILLS” and “ENGLISH COMPOSITION OR HONORS ENGLISH COMPOSITION” groupings, which contain rules, are subheadings.

Symbols Found Throughout the Audit

✔ Complete

Requirements that the student has successfully completed.

④ In-Progress

Requirements that will be complete if the student’s in-progress and/or registered coursework is successfully completed.

⚠ Nearly complete

Requirements that are mostly complete but need attention. This symbol typically appears when all required courses on a rule or block have been completed, but a qualifier such a minimum GPA or residency requirement has not been met.

○ Not complete

A list of approved courses that meet this requirement will be listed.


@ Wild Card – Indicates that any course may be used to complete a requirement. Also appears in combination with existing subjects and course numbers. Examples:

- **GEOL @** – Any course with the GEOL subject code
- **ECON 3@** – Any ECON course at the 300 level
- **@ 4@** – Any course at the 400 level
- **@ @** – Any course



Worksheet Functions


Refresh

The refresh button () is located near the top of the page above the header. Clicking it will pull in the latest student data from Banner and run a new audit if applicable. Audits for active students are refreshed automatically each night, but changes made to the student record during working hours need to be brought in using “Refresh.”


Process

The “Process” button is found on the right side of the degree progress block, and brings any changes recently made in Degree Works into the student’s audit. The Registrar’s Office highly recommends clicking both the refresh and “Process” buttons when loading a student audit to ensure that the most up-to-date student data is displayed.

Save as PDF

Audits may be saved as a PDF for printing or later reference using the  icon in the top-right corner. Select the page size from the box that appears and click “Open PDF.” The remaining steps for saving/printing will depend on the web browser you are using.

Contacts

The  icon in the top-right corner will display a box showing the student’s email address as well as that of their advisor(s). Clicking an email address should open a new message in your default email program.

GPA Calculator

Three different GPA calculators are available in Degree Works. The calculators can help students set realistic goals at the beginning of the semester, provide a path for avoiding academic warning status, or achieve personal academic goals. ***

Class History


The Class History screen will display every course a student has ever taken, either at SIU or another institution, in chronological order. Term and cumulative hour/GPA totals are also shown here. ***

Petitions

Individual exceptions to a student’s audit requirements are submitted here. The Registrar’s Office is responsible for reviewing, approving, and applying petitions. A [supplemental document](#) describes the petition process in greater depth. ***

Notes

Predefined notes can be added to the student’s audit to help keep track of conversations and document any action that has been agreed upon. Notes may be viewed by all advisors, which will be helpful should the student decide to change their program of study. Notes cannot be deleted by advisors once saved. To request a note be deleted contact degreeworks@siu.edu ***

*** The GPA Calculator, Class History, Petitions, and Notes functions can be found by clicking the  icon in the top-right corner.



Course Information

Click on any still-needed course on a student's audit (displayed in blue text) to view a window containing the course title, credits, description, and information about active sections of that course. Courses that are not full-term do not have this information indicated here; this can be found on SalukiNet.

What-If

The What-If function is located between the header and the degree progress block. Here, students can see how changing their major, specialization, or minor will impact their progress toward degree completion. What-If audits do not change the student's declared program – their advisor must submit a Change of Curriculum form to do so. Also contains the "Future Classes" function, which allows students to enter one or more classes and see how they will apply to their audit requirements before they register. This does not register students for classes.

View Historic Audit

If a student has previously completed a degree at SIU *and that degree was awarded using Degree Works*, an audit labeled "DEGAWD" (degree awarded) will appear here, which shows the student's audit as it was at the time that that degree was awarded.

Additional Comments

- Student audits are dynamic. Completed courses that can satisfy multiple degree requirements may move from one rule to another when a change is made to the student's registration depending on how the system has evaluated the completion status of those rules. Audits also continue to refresh and pull in new student data after graduation which can cause audit requirements to come unchecked. Look for a DEGAWD audit in the "View historic audit" drop-down or check the status of the student's graduation application in SHADEGR to verify whether the degree has been awarded.
- Program requirements are updated in Degree Works as part of the annual catalog process. A software tool called Scribe is used by the Registrar's Office to create and edit requirement blocks. The academic unit is responsible for reviewing and approving any changes made to Degree Works based on the contents of the form 90A that was submitted for that program.