Using the Degree Evaluation in Self-Service Banner (SSB) for Degree Works

Step 1: Log into myUSF

Start a browser (i.e. Internet Explorer) and go to https://usfcas.usfca.edu/cas/login and login to Central Authentication Services (CAS).

Step 2: After successful login

- Select the Self-Service “FACULTY” button
Step 3: Faculty and Advisor Menu

- Select the “Advising: Student Information Menu” link

Step 4: Advising: Student Information Menu

- Under “Advising: Student Information Menu” Select the “Degree Evaluation” link
This brings you to the Degree Evaluation in Degree Works

Things to know before Starting

- Advisers with students assigned to them, your first advisee will automatically populate on the page (by last name). You can move from one advisee to another by using the arrow keys next to the NAME description. To search for a student who is not your advisee, use the search features.
- Advisers with no students assigned to them, use the search features to find a student.
- Advisers who are students, your degree audit will automatically populate on the page. Use the search features to find another student.

Step 6: Search for a Student

You can find a student by two methods from the main Degree Evaluation page.

1. Enter the student ID number in the Student ID field and click the Enter button on your keyboard or lab top. This will bring up the student’s Degree Evaluation.

2. Use the Find button. Click on the Find button. (Top right hand corner) This brings you to Find Students.

![Find Students](image-url)
Step 7: Find Students

You can find a student by two methods using Find Students.

A. Find a student by their Student ID
   1. Enter the student ID number in the Student ID field
   2. Click the on the Search Button. (This will bring up the student in the Student Search section
   3. Click on the OK button, to pull the student in the Degree Evaluation page.
B. Find a student by the Student’s First Name and Last Name
Advisers with students assigned to them, your advisees will automatically populate on the page (by last name). Use the Uncheck All button to clear search.

1. Enter the student’s first and last name
2. Click the on the Search Button. (This will bring up the student(s) in the Student Search section who have that name. From the list of student names you can use the Uncheck All button to uncheck all of the students, then put a check mark on the student you what see their degree
3. Click on the OK button, to pull the student in the Degree Evaluation page.

All of these searches bring you back to the Degree Evaluation page in Degree Works
**Step 8: Overview of the Navigation of the Degree Evaluation Page**

The Degree Evaluation is divided into different sections. The Navigation section (function buttons at the top), vertical function tabs (Degree Audit, What If, Look Head), and horizontal function tabs (Degree Audit, Notes, AGPA Calc)

**A. Navigation Section**

*Buttons at the top*

- **Back to Self Service** - Takes you back to Banner Self Service
- **Transcript** - Takes you back to Banner Self Service, where you can click on the Transcript link
- **FAQ** - Hyper link to the online FAQ page, www.usfca.edu/graduation/degreeworks_faq
- **Help** - Hyper link to the online help page, www.usfca.edu/graduation/degreeworks
- **Print** - To print a student’s degree evaluation
- **Log Out** - To log out of Degree Works

**Student Information Section**

- **Find** – Used to find a student
- **Student ID** – Students USF ID number
- **Name** – Student’s last, first and middle name
- **Degree** – Student’s degree
- **Major** – Student’s current major
- **Level** – Student’s Level
- **Classification** – Student’s Classification
- **Last Audit** – Time stamp when last degree evaluation was processed using the Process New button
- **Last Refresh** - Time stamp when last student information was pulled from INB Banner to DW.

**Refresh Button** – Used to manually refresh the student information in DW from INB Banner. Student data is refreshed nightly into DW.

**Notes Button** – Short Cut button for the Notes tab.
B. Vertical Function Tabs

Degree Audit tab – Used to review of past, in-progress, and planned course work that provides information on completed and remaining requirements necessary to complete a degree.

Notes tab - Used to record any pertinent comments made by the faculty adviser, program chair, university adviser or Graduation Center Coordinators. Notes are NOT viewable by students, but are viewable by Advisers and the Graduation Center Staff.

GPA Calc tab - Hyper link to the SUF online GPA calculator, www.usfca.edu

C. Horizontal Function Tab Degree Audit

Degree Audit > - Where you view the students degree evaluation Format:

Student View – Main degree evaluation review

Registration Checklist – View degree evaluation for only not meet requirements View

– After selected either Student View or Registration Checklist, you must click the View button to view the selection.

Save as PDF – Save a Degree Evaluation as a PDF.

Process New – After using the Refresh button, you must use the Process New button to have DW re-evaluate the student’s information.

Class History - List of transfer and USF courses a student has completed, but is not the official transcript.
D. Horizontal Function Tab What If

The “What If” allows a student or adviser to see how a student’s completed and in-progress course work fulfills the requirements for a program they may be interested in.

1. Select a program to run the “What If” against.
2. If the program requires a Concentration, pick a concentration.
3. If a student wants a minor, pick a minor.
4. Click the Process What-If button to view the “What If” degree evaluation.

5. You can also save the “What If” degree evaluation as a PDF by clicking the Save a PDF button.
D. Horizontal Function Tab Look Ahead
Used to plan future courses, cannot save Look Ahead degree evaluation. Tied to the course catalog and if the course schedule is available online, students and advisers can pull courses from the schedule.

1. Enter a course subject and a course number, and then click the Add a Course button.
2. Repeat if more courses are needed.
3. Once you have the courses and numbers, click the Process New button to view the degree evaluation.
4. You cannot save the “Look Ahead” degree evaluation as a PDF.
Step 9: Begin the Degree Evaluation Review

The Degree Evaluation is divided into different sections. An undergraduate student’s degree evaluation will have more sections than a graduate student, because they must complete Core, Service Learning, Cultural Diversity, and Foreign Language (if applicable) requirements.

What Appears on the Degree Evaluation?

Any or all of the following sections may appear on the audit.

A. General Information Section
   Student’s photo, Full Name, ID, Admit Term, Class, Major Adviser, Minor Adviser, University Adviser, Academic Standing, Campus, College/School, Level, Degree, Major, Concentration, Minor, Overall GPA, and Major GPA.

B. Legend (explaining the symbols used in the degree evaluation)

C. Degree Information Section
   Lists the student’s degree, catalog year, credits required, credits applied, and all of the sections in the degree evaluation they must complete.

D. Core Requirements Section (undergraduate students)
   Lists the core requirements, catalog year, credits required, and credits applied.
   Begins with Core A-1 and sequentially goes through to Core C-F, then additional course section to insure a student has a total of 44 Core credits. What is most important as an adviser is to look carefully at each core requirement in the degree evaluation and ask: has the student completed some credit for each core requirement? And, do the total credits (Core A1 through F + the Additional courses taken in Areas A-F) add up to the 44 minimum credits required.

E. Service Learning and Cultural Diversity Section (undergraduate students) Lists the Service Learning and Cultural Diversity course requirements

F. Foreign Language Section (undergraduate students)
   Lists the Foreign Language requirement

G. Major Section (including concentration requirements)
   Lists the Major courses, catalog year, Major GPA, credits required, and credits applied.

H. Minor Section
   Lists the Minor courses, catalog year, Major GPA, credits required, and credits applied.

I. Open Electives Section
Institutional or transfer courses applied to overall credit, but do not satisfy any specific requirement and may be used for substitutions when applicable. If the student changed majors, etc. courses that once counted may no longer apply. The student may be taking a major/minor/concentration that has not been officially declared.

J. Insufficient Section
Courses that are academically unsatisfactory

K. Exceptions
Customizations applied to the student’s program based on approved substitutions, waivers, etc.

Quick Overview for Undergraduate Students
With majors and minors there are a few important things that also must be looked for:

1. The student must complete a minimum of one-half of their major/minor credits at USF. These credits must be upper-division (300-level or higher) courses.
2. Course Overlaps. Overlaps vary according to the department and the majors/minors involved in overlapping. Generally, Business students are not allowed to overlap any course between majors. Nursing students may overlap a very limited number of courses with a respective minor. With Arts and Sciences students, the general rule is no more than two courses can overlap with any given majors or minors. However, this is at the discretion of the Dean and the departments to allow and adjust for overlaps.
3. All majors require a minimum GPA. This also needs to be looked for. Some majors also require a minimum grade for their courses. Please be sure to look for this as well.
4. Has the student received credit for each Core area (Core A1 to F)? Does this total 44 credits?
5. Has the student completed each major/minor rule requirement by receiving credit for it? Does this credit reach the minimum required by for the major/minor (e.g.: 20, 48, 52, etc.)? If it does not, what credits in the Open Electives could be used (transfer or otherwise)?
6. Does the major/minor consist of at least one-half upper division (300-level or higher) coursework completed? Is the GPA at or above the required minimum?
7. Does the student have a minimum total number of credits (128)? Has the student repeated any courses? If there are repeats, how many additional credits are needed to bring the student up to the total minimum?
8. Is the minimum overall GPA 2.00 or above?