

Degree Works – Key Points

- **Catalog Term** – A student's catalog term determines their curriculum. One Marketing major may have different requirements than another because their catalog terms are different and curriculum was modified at some point in time.
- Students with a Catalog Term prior to Fall 2020 will not be in Degree Works.
- **Attributes** (Honors, Athlete, Veterans Benefits, etc.) – some attributes carry unique benefits that advisors need to know. For example, Honors have additional requirements. Athletes and Veterans Benefits recipients have early registration.
*Not all students will have an attribute.
- Catalog Term and Attributes are found in the Student card at the top of the audit.

Degree Works – Exceptions

- Exceptions – submitted to the Dean's Office for approval
- General Education exceptions must be entered by the Registrar's Office
- Exceptions in other blocks may be made by College Coordinators.
- Exceptions do NOT move with a student if the major changes.

Degree Works – What If Audits

- Use a What-If to help students see where they stand in a different major.
- Also use it to see if a student should advance Catalog Term in the current major.
- Exceptions are not valid in a What-If audit.

Degree Works Access

- Complete the myBanner Access Request e-form
- Mark 8. Other and enter Degree Works in the description box.

User Type Information **Info**

If transferring departments, all previous access will be revoked. Please provide a complete list of all access needed, even if requested in previous department.

☐	1. Graduate SERVICE Assistant - General Student Records, Registration Audit Trail, Reports & Scheduling (DEPTGEN)
☐	2. Graduate TEACHING Assistant- Attendance tracking & absence reporting, enter final grades, progress grades, & class roster (DEPTGRAD ASSISTANT)
☐	3. Instructor/Faculty - General Student Records, Registration, Grades and Absences, Reports, Some Class Management, Registration Release & Scheduling (DEPTGEN,DEPTFAC)
☐	4. Departmental - General Student Records, Registration, Class Management, Scheduling, Reports, Grades and Absences, & Override Access (DEPTGEN, DEPTFAC, REGOVR)
☐	5. General Academic - General Student Records, Registration audit trail, Reports & Scheduling (DEPTGEN)
☐	6. Professional Advisor (Not Faculty Advisor)
☐	7. Affiliate Instructor - Attendance tracking & reporting, enter final grades, progress grades, & class roster
☒	8. Other - (Ex: Development Officer, Service Desk, Degree Works, Orientation, Assigning Advisors, etc.)

Other Description

Notes and Attachments

Add:

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58/800

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