TEXAS SOUTHERN UNIVERSITY

My Academics
Student User Guide
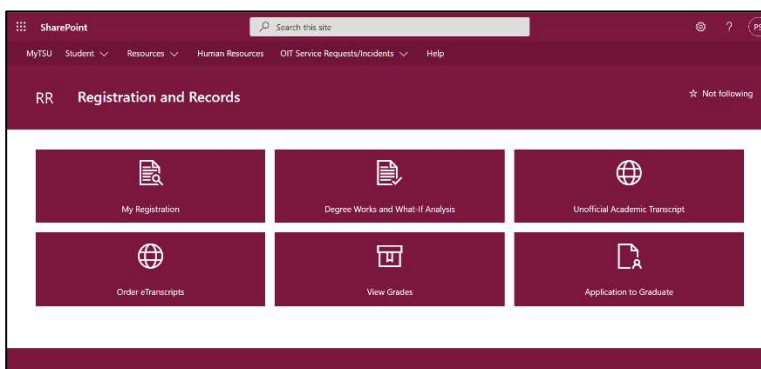
How to Access Degree Works

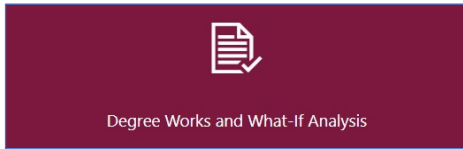1. Navigate to MyTSU portal landing page click, '**Student**'

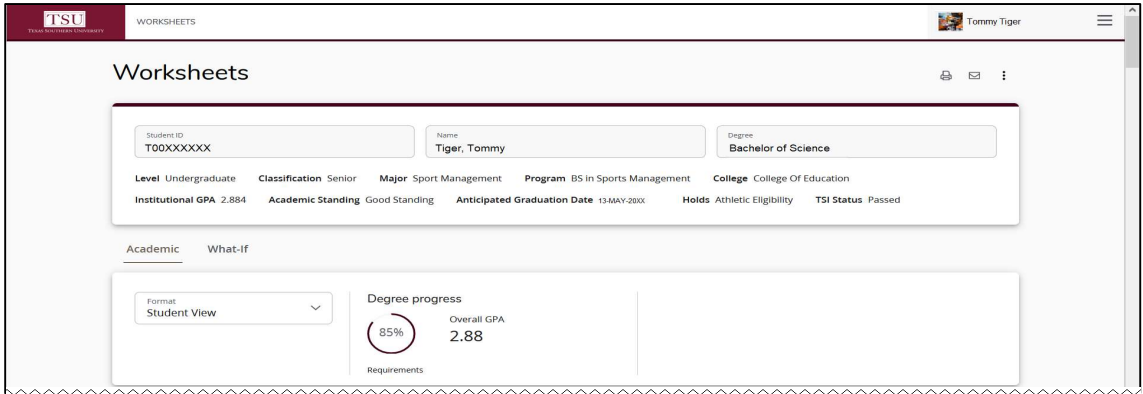2. Choose "**Registration and Records**"

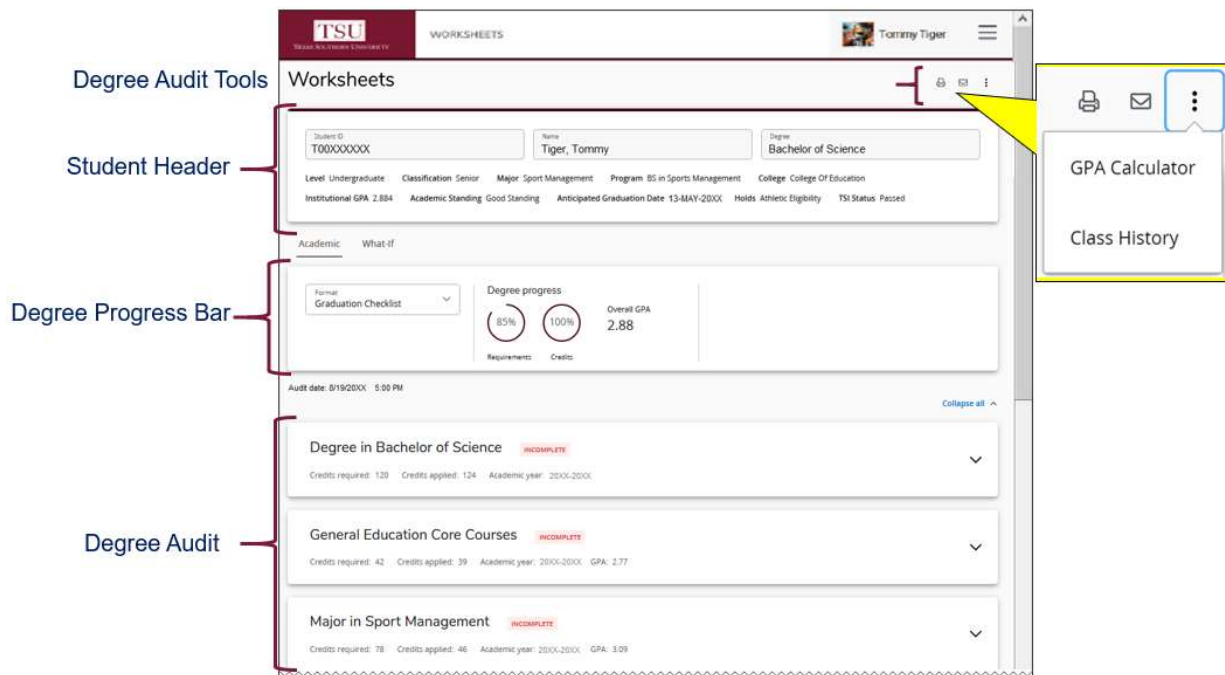Six (6) intuitive and adaptive tiles (shortcuts) will display.

3. Choose "**Degree Works and What-If Analysis**" tile

The 'Responsive Dashboard' will appear, displaying available **'Worksheets'**

4. In the system, you will see various sections such as the **Degree Audit Tools**, which you will see a **Printer, Email** and **More Option Icons, Student Header, Degree Progress Bar** and **Degree Audit** sections.

5. As you scroll down the page, you will also see the **legend** with icons.

6. There are several useful degree audit tools:
   o Print your "Degree Audit" by clicking on the "**printer icon**"
   o Click on the "**envelope"** to email the information

NOTE: *Students are encouraged, and at times required, to use the degree audit report as a guide when planning registration and long-term progress toward degree completion.*

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7. To use "GPA Calculator"
   ○ Click ellipses for more options
   ○ Select **'GPA Calculator'** from drop-down menu
     ▪ Choose calculator option
       • Graduation
       • Term
       • Advice

8. View **"Class History"**
   - Click ellipses
   - Selecting 'Class History' from drop-down menu

9. The 'Degree Progress Bar" also known as a "Progress Wheel"
   - Located below the Student Header in the Academic Audit
   - An estimate of the degree in progress, according to the number of checked boxes in the degree audit section

10. **Icons** are found at the bottom of the page

Legend
⊘ Complete   ○ Not complete   ◑ Complete except for classes in-progress   ① Nearly complete - see advisor   🗒 Prerequisite   @ Any course number
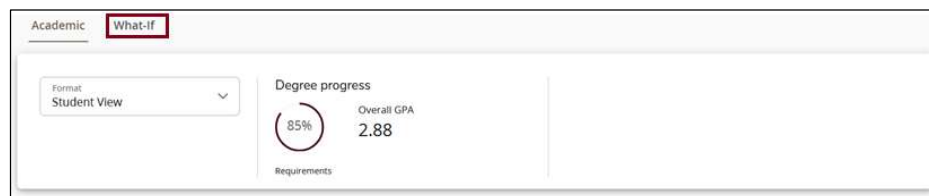
- **Complete**: A checkmark will appear beside all requirements within the audit that have been completed.

- **Not complete**: An empty circle will appear beside all requirements within the audit that have not been completed.

- **Complete except for classes in-progress**: The half circle will appear when the class registered for will fulfill the requirement.

- **Nearly complete – see advisor**: This exclamation mark symbol will appear when requirements are almost met. However, there is a component that may not be met.

- **Prerequisite**: A clipboard icon will appear. A course that must be completed with a satisfactory grade before enrolling in another course

- **Any course number**: This "@" symbol represents all classes when used as a prefix and can also be used to represent all course numbers.

11. The **"What-If Feature"** allows students to *hypothetically* change major or minor.

   To use this feature:
   1. Click on the "What-If" tab
   2. Choose a degree type from the first drop-down menu
   3. Choose the appropriate catalog year from the second drop-down menu
   4. Select desired major, minor, and/or concentration
   5. Click the "Process What-If" button
      Student will be transferred to a worksheet that displays progress according to the hypothetical information selected

Contact a **campus advisor** from your college/school for assistance.

tsu.edu/campus-advisors

Or

View **"Frequently Asked Questions"** webpage:

tsu.edu/degree-works/faqs

Technical support is available 24/7 by emailing IT Service Center: ***itservicecenter@tsu.edu*** or submitting a case: ***http://itservicecenter.tsu.edu***

As always, we appreciate your support as we continue to improve the tools that ensure "Excellence in Achievement."