

How to Access Degree Works

There are 2 ways to access Degree Works.

1. Visit my.utsa.edu and click on DegreeWorks under Student Resources

The screenshot shows the my.utsa.edu website. The navigation bar includes links for myUTSA, UTSA Today, eRate, Directory, and Search. The main content area is divided into two columns: STUDENT RESOURCES and FACULTY/STAFF RESOURCES. Under STUDENT RESOURCES, the 'DegreeWorks' link is highlighted with a red box. A red box also highlights a 'Blackboard Learn' notification. On the right, there is a promotional banner for the '2022 State Employee Charitable Campaign' running from September 19 to 26, with a 'Give Now!' button and a photo of students.

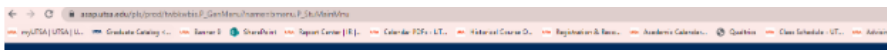
a. Use your MyUTSA ID and Passphrase to log in.

The screenshot shows the UTSA Login page. The page title is 'UTSA Login'. There are two input fields: 'myUTSA ID:' and 'Passphrase:'. Both fields are highlighted with a red box. Below the fields is a 'Log In' button. At the bottom, there are links for 'Forgot your password' and 'Need help?'. The page also features the UTSA logo and a 'myUTSA' link in the top right corner.

b. Once you log in your DegreeWorks plan will populate.

2. Access DegreeWorks through ASAP.

a. Log into ASAP, click on Student Services and then DegreeWorks.



Student Services

Recent Updates

DegreeWorks (Upgraded)

DegreeWorks has a new look and feel—including a mobile-friendly dashboard.

UTSA Email Policy

All emails from UTSA will be sent to your university-issued @my.utsa.edu email address. Check your inbox daily.

Previous ASAP upgrades are listed below. (Details at onestop.utsa.edu.)

Student Profile (New)

Registration (Upgraded)

Financial Aid & Scholarships (Upgraded)

New Registration Experience

Add or drop classes; Display your class schedule; Browse schedule of classes.

New Student Profile

Consolidates a student's personal information and academic progress into a quick, easy to read snapshot, and also includes other relevant data including transcripts and schedules.

Admissions

Check the status of your application for admission; Review existing applications, their status, and the status of supporting requirements; Accept Gateway Program Offer.

Advisor Contact Information

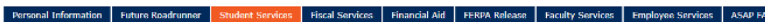
Displays Advisor Contact Information

Registration

Check your registration status; Add or drop classes; Withdraw; Display your class schedule.

Student Records

View your holds; Display your grades and transcripts; review charges and payments; View Test scores; Apply for Graduation; Verify Enrollment; Order an Official Transcript; [Access Degree Works](#)



Search

Student Records

[View Unofficial Transcript](#)

[Order Official Transcript](#)

This will take you to the Official Transcript ordering page where you can request printed or electronic transcripts.

[Account Summary by Term](#)

[Final Grades](#)

[Midterm Grades](#)

[Grade Detail](#)

[View Holds](#)

[DegreeWorks Student Planning](#). What if, GPA Calculator and Degree Audits.

[Accept Credit By Exam](#)

Allows students to receive credit for their Credit By Exam tests. Credit will not be automatically entered on the transcript.

[Display Test Scores](#)

[Display TEXES Test Scores](#)

[Graduation](#)

[Apply for graduation](#)

[National Student Clearinghouse](#)

b. Your DegreeWorks plan will populate.

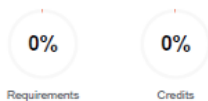
Blank DegreeWorks example:

The University of Texas at San Antonio

The University of Texas at San Antonio

Student name Last, First
Student ID @01234567
Degree Doctor of Philosophy
Audit date 11/18/2022 9:00 AM

Degree progress



Level Doctoral-Graduate **Classification** Doctoral **Major** YOUR MAJOR **Minor** (no minor) **Program** YOUR PROGRAM **College** YOUR PROGRAM COLLEGE **Catalog** (Your catalog term) **Holds** (Academic holds will appear here)

Degree in Doctor of Philosophy

INCOMPLETE

Credits required: 48 (Your Program hours will be listed)

Unmet conditions for this set of requirements: 48 hours are required. You currently have 0, you still need 48 more hours.

Please note that DegreeWorks has not been validated for graduate degrees. Please contact your advisor if you have any questions about your degree progress.

Your GPA is below 3.0 - please see an advisor

Major Requirements **Still needed:** See Major in YOUR MAJOR section

Major in Your Major

INCOMPLETE

Credits required: 48 Credits applied: 0 GPA: 0.00

Unmet conditions for this set of requirements: 48 hours are required. You currently have 0, you still need 48 more hours.

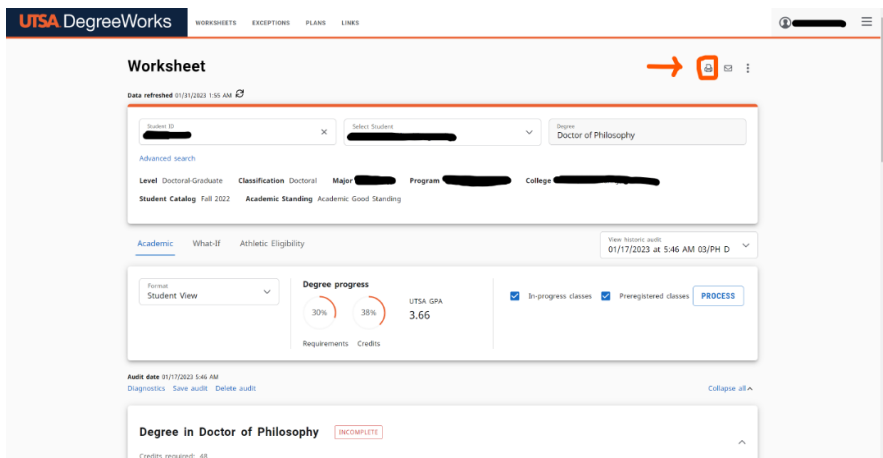
All courses must be completed with a grade of 'B' or better.

Your Major Requirements will be listed here

Course Title **Still needed:** 1 Class in Course number (i.e. COU 6003)

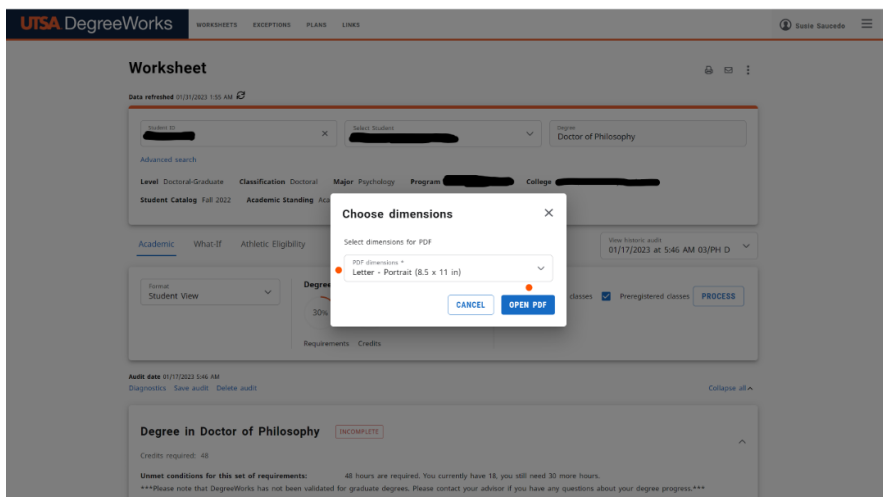
How to print a PDF

1. Click on the Print Icon on the top right corner of your DegreeWorks



2. A Choose Dimensions box will open. Preferred PDF Dimensions: Letter – Portrait (8.5in X 11in).

a. Click Open PDF.

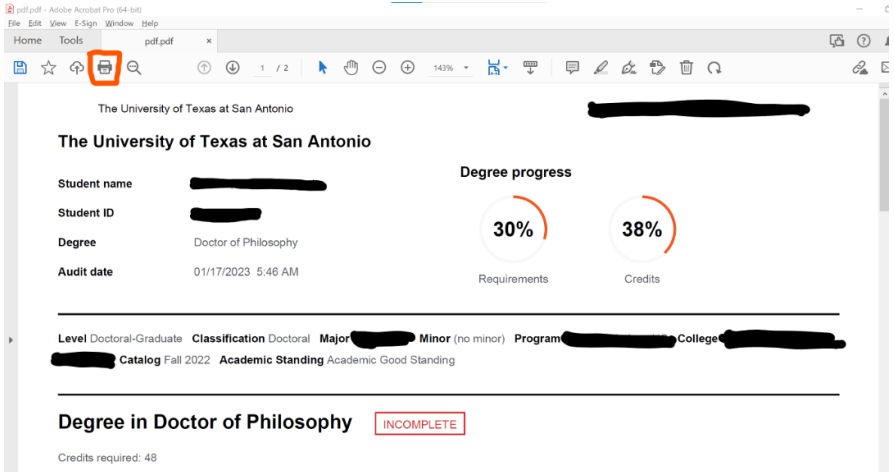


3. Adobe Acrobat PDF will open.

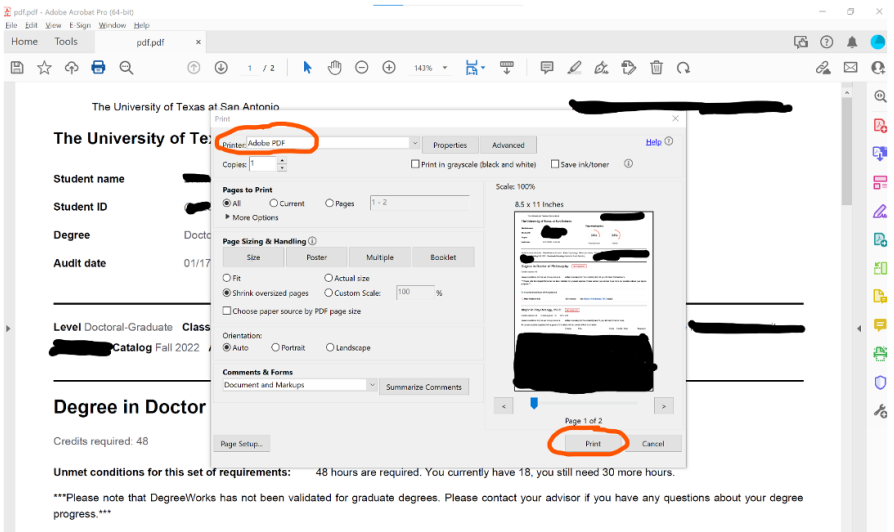
a. As a student you have access to Adobe Suite. If you need assistance installing it to your computer contact [Tech Café](https://utsa.edu/techsolutions/techcafe/) (utsa.edu/techsolutions/techcafe/).

4. In Adobe Acrobat:

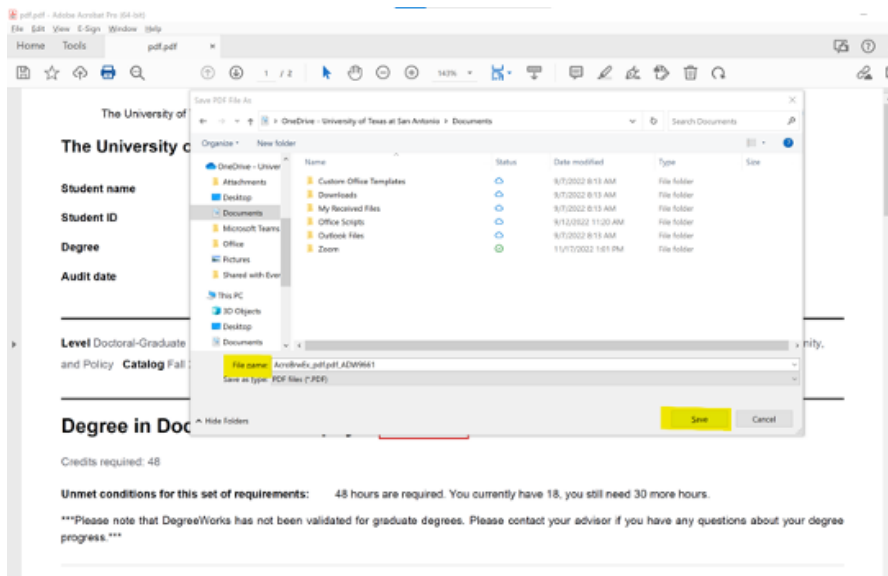
a. Click on the Print icon



b. Make sure printer states: Adobe PDF then click Print.



c. Save PDF File As box will open. Choose your file name and location then click Save.



d. This PDF will be used to upload into your IDP.