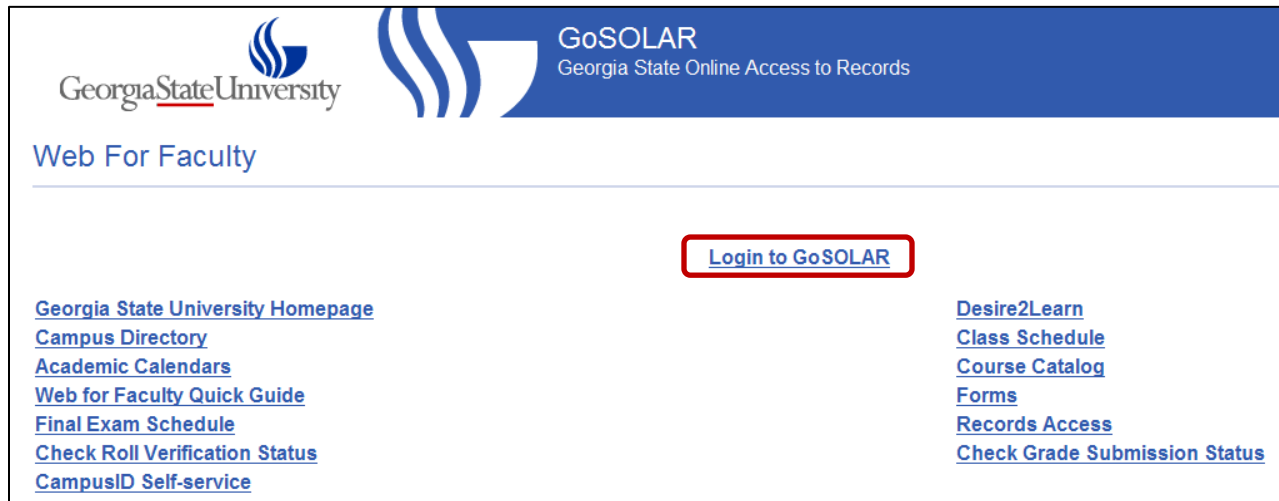


How to Access Degree Works

Faculty/Staff Version

NOTE: Degree Works is for new students that enter Georgia State University in fall 2013 or later, and current students that change to the fall 2013 or later catalog term. Students under earlier catalog terms will continue to use CAPP Academic Evaluations.

Go to <https://www.gosolar.gsu.edu/webforfaculty.htm> and click Login to GoSOLAR



Georgia State University

GoSOLAR
Georgia State Online Access to Records

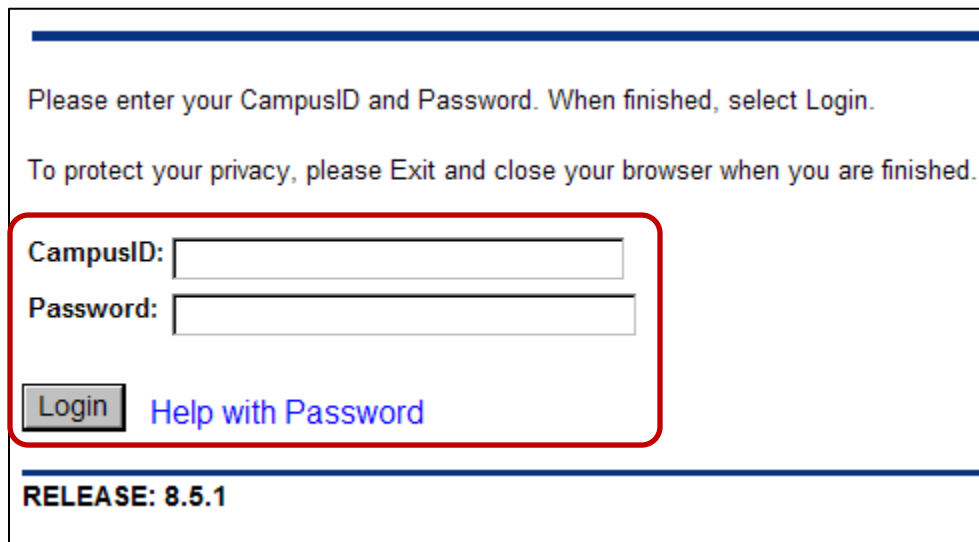
Web For Faculty

[Login to GoSOLAR](#)

[Georgia State University Homepage](#)
[Campus Directory](#)
[Academic Calendars](#)
[Web for Faculty Quick Guide](#)
[Final Exam Schedule](#)
[Check Roll Verification Status](#)
[CampusID Self-service](#)

[Desire2Learn](#)
[Class Schedule](#)
[Course Catalog](#)
[Forms](#)
[Records Access](#)
[Check Grade Submission Status](#)

Enter your **CampusID** and **Password**, then click "Login".



Please enter your CampusID and Password. When finished, select Login.

To protect your privacy, please Exit and close your browser when you are finished.

CampusID:

Password:

[Help with Password](#)

RELEASE: 8.5.1

From the GoSOLAR Main Menu, click the **Staff Advisor Menu**

The screenshot shows the top navigation bar of the GoSOLAR system with tabs for Main, Faculty, Staff Advisor, Registration, Student Records, Student Accounts, Financial Aid, and Personal Information. Below the navigation bar is a search box with a 'Go' button. The main content area is titled 'Main Menu' and contains a welcome message: 'Welcome, [redacted] to GoSOLAR! Last web access on Feb 20, 2013 at 10:51 am'. Below the welcome message are several menu items with descriptions: 'Faculty Menu' (View your class roll; View your course information; View your weekly schedule; Verify your Roll, View your evaluation of instructor; Submit your grades.), 'Incept and Math & Chemistry Placement Testing Menu' (View available dates and register for Math and Chemistry Placement Tests and Incept: New Student Orientation), 'Staff Advisor Menu' (highlighted with a red box), 'Registration Menu' (Check your registration status; Add, drop, or withdraw classes; Change variable credits; Display your class schedule.), and 'Student Records Menu' (View your holds; Review your transfer credit; View your transcript; View your academic evaluation.).

Click on [View Academic Evaluation](#)


The screenshot shows the 'Staff Advisor Menu' section. It contains four blue links: 'View Transfer Credit', 'View Transfer Equivalency Tables', 'View Academic Evaluation' (highlighted with a red box), and 'Batch Academic Evaluation Report'.

Select a Term
and
Click **Submit**

The screenshot shows the 'Select Term' section. It features an information icon and the instruction: 'Select the Term for processing then press the Submit Term button.' Below this is a dropdown menu labeled 'Select a Term:' with 'Summer Semester 2013' selected. The dropdown list shows the following options: 'Spring Semester 2013', 'Fall Semester 2012', 'Summer Semester 2012', and 'Spring Semester 2012'. At the bottom of the section is a 'Submit' button, which is highlighted with a red box.

Enter the Student's **ID number**
or **Last and/or First Name**
and
Click **Submit**

Select Advisee

 You may enter:
1. The ID of the Student/Advisee you want to process, or
2. The partial Last Name or First name of a Student/Advisee.
Then press the Submit button.

Student or Advisee ID:


OR

Last Name:

First Name:

On the Student Verification screen, click **Submit** if this is the correct student:

Student Verification

 Please verify that the person you have selected is correct by pressing the OK button.

Joe Average is the name of the student or advisee that you selected.

If you use Last Name/First Name to search for students, you may get have to select the student from the dropdown pick list:

Select a Student or Advisee:

Select the student's Program you wish to view and click the **Generate Request** button:

Generate New Evaluation

⚠ Confidential Information for Joe Average

i To generate a new evaluation, select a program, degree and major and select generate request.

Program: AB HISTORY
Degree: Bachelor of Arts
Major: History
Level: Undergraduate Semester

Generate Request

Once you click the Generate Request button, GoSOLAR checks the catalog term for the student. If that term is fall 2013 or later, you will see the student's Degree Works Academic Evaluation. If the term is earlier than fall 2013, you will see the student's CAPP Academic Evaluation.

This is the student's **Degree Works** Academic Evaluation:

The screenshot shows the Degree Works interface for student Joe Average (ID: T23232323). The student is enrolled in the ASAB_HIS program, History major, at the Undergraduate Semester level. The interface displays a table of student information and a list of requirements for the AB in History degree.

| Student ID | Name | Program | Major | Level | Classification | Last Audit | Last Refresh |
|------------|--------------|----------|---------|-------|----------------|------------|-------------------|
| T23232323 | Average, Joe | ASAB_HIS | History | US | Junior | Today | Today at 11:17 am |

| Field | Value | Field | Value | Field | Value |
|----------------------|--|---------------|----------------------------|----------------------|--------|
| Student | Average, Joe | Level | Undergraduate Semester | Catalog Year | 2013 |
| ID | T23232323 | Program | ASAB_HIS | Last Term Attended | Spring |
| Mailing Address | 23 Beaugous Blvd Apt. 23 Alpharetta, GA 30023 | Degree | Bachelor of Arts | Applied to Graduate? | Has n |
| Classification | Junior | College | College of Arts & Sciences | Previous GSU Degree | No G |
| Advisor | | Department | History | Holds | No H |
| GSU GPA | 3.83 | Major | History | Cohort | No C |
| GSU and Transfer GPA | 2.61 | Minor | | Attributes | No A |
| Academic Standing | Good Standing | Concentration | | | |

| Requirement | Status | Action |
|--|---|---|
| AB in History | Unmet conditions for this set of requirements: | A minimum of 120 credits are required for this degree. You have taken 72, you still need 48 more. Minimum Credits unsatisfied |
| Maximum of 12 hours of D grade allowed for graduation. Minor required consisting of at least 15 credits in a another discipline. | | |
| <input checked="" type="checkbox"/> Minimum Overall 2.0 GPA Requirement Fulfilled | | |
| <input type="checkbox"/> See Non Course Requirements Below | Still Needed: | See Non-Course Requirements section |
| <input type="checkbox"/> See GSU CORE Requirements Below | Still Needed: | See AS Area A-E Core Curriculum section |
| <input type="checkbox"/> Area F - History | Still Needed: | See AB Area F - History section |
| <input type="checkbox"/> Area G Major - History | Still Needed: | See Area G Major - History section |
| <input type="checkbox"/> A Minor Is Required with This Major | Still Needed: | A minor is required with this major. Your student record does not yet include a minor. Once you declare a minor, graduation rules for the minor will be included in your advising worksheet |
| Non-Course Requirements | | Catalog Year: 2013-2014 GPA: 0.00 |
| <input type="checkbox"/> CPC - English | Still Needed: | CPC - English with a value of Y |
| <input type="checkbox"/> CPC - Foreign Language | Still Needed: | CPC - Foreign Language with a value of Y |

Click [HERE](#) to access additional Degree Works documentation and video tutorials:

- How to Find Students in Degree Works
- Anatomy of a Degree Works Academic Evaluation
- The What If Academic Evaluation
- The Look Ahead Feature
- Registration Checklist View
- Using the Degree Works GPA Calculators