Degree Works

ETSU Degree Audit System

Faculty Advisor Guide

March 2013

Degree Now, Not Later

Next Generation Advising

Comprehensive user guide to the functionality of DegreeWorks for Advisors and Faculty
Table of Contents

Introduction ........................................................................................................................................ 3
Access to Degree Works ..................................................................................................................... 4
Understanding the Tool Bar ............................................................................................................... 5
Locating Student Information ........................................................................................................... 6
Running an Audit ............................................................................................................................... 7
  Different Audit Views: ..................................................................................................................... 8
Understanding the Audit .................................................................................................................... 12
Students pursuing Dual Degrees ....................................................................................................... 13
Creating “What – If” Audits .............................................................................................................. 14
Look Ahead ......................................................................................................................................... 16
GPA Calculator .................................................................................................................................... 17
Notes .................................................................................................................................................. 18
Adding a new advising note .............................................................................................................. 19
Petitions ............................................................................................................................................. 20
Adding New Petition .......................................................................................................................... 21
Exceptions .......................................................................................................................................... 22
Student Education Plan (Plan) .......................................................................................................... 23
  Creating a Plan................................................................................................................................ 23
Introduction

DegreeWorks is a web based tool to help students and advisors monitor student’s progress towards degree completion. Degree Works combines the university’s degree requirement and the coursework the student has completed with easy to read worksheet that helps you see how courses that they have completed count toward degree requirement. This helps you see what courses and requirements they still need to complete. Requirements are displayed in blocks.

When using Degree Works, advisors and students will be able to:

1. Learn the academic requirements for their degree program
2. See how all completed courses apply to degree requirements
3. Identify courses needed to complete their degree
4. View their cumulative grade point average (GPA)
5. View transfer credit hours earned
6. Plan for registration in future semesters
7. Create What-If audits to process speculative degree audits on current class history
8. Estimate how many semesters it will take to graduate.

DegreeWorks is designed to aid and facilitate academic advising, but it is not intended to replace face-to-face advising sessions.

Who Can Access Degree Works?

- Undergraduate and Graduate Students
- Advising Staff
- Faculty Advisors
- Registrar’s Office

Degree Works helps by

- Displaying the degree requirements and identifying the courses the student must complete to earn the degree.
- Providing a “What-If” analysis if the student is contemplating changing his/her major.
- Providing a direct link to the course description, pre-requisites, and co-requisites.
- Projecting an estimate of how many semesters it will take the student to graduate.
Access to Degree Works

Access to Degree Works will be available through Goldlink at ETSU. Simply click on DEGREE WORKS and you will be automatically logged on with your Goldlink credentials. Your access will be predefined according to your faculty role and responsibility. If you do not have access to a feature you feel is required for working with the student, contact us at degreeworks@etsu.edu.

Students with catalog selections prior to 2012 – 2013 need to be aware that the audit is based on the 2012-2013 program requirements. The catalog was scribed (coded) beginning with the 2012 – 2013 catalog. Students on earlier catalog year may utilize the What-IF feature to view an audit of their program based on the 2012-2013 catalog requirements. It is important to note that all students’ coursework will be in Degree Works, but you need to be aware that requirements being met / not being met may be due to a previous catalog designation.
## Understanding the Tool Bar

<table>
<thead>
<tr>
<th>Tool Bar</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Find</td>
<td>Unless student ID is known, the find button will be used to search for students</td>
</tr>
<tr>
<td>Student ID</td>
<td>Here the user can enter a student's gUID and bring up their audit</td>
</tr>
<tr>
<td>Name</td>
<td>Student name will display here</td>
</tr>
<tr>
<td>Degree</td>
<td>Current student's degree will be displayed here. The drop down can be used to switch between primary and secondary degree's</td>
</tr>
<tr>
<td>Major</td>
<td>Current student's major will be displayed here</td>
</tr>
<tr>
<td>Level</td>
<td>Level of student will be displayed here (US or GS)</td>
</tr>
<tr>
<td>Classification</td>
<td>Students classification will be displayed here (Freshman, Sophomore, Junior, Senior, etc.)</td>
</tr>
<tr>
<td>Degree Candidate</td>
<td>If a degree candidate, information will display here</td>
</tr>
<tr>
<td>Last Audit</td>
<td>Displays the last date an audit was performed for the current student</td>
</tr>
<tr>
<td>Last Refresh</td>
<td>Displays the last date and time the audit was refreshed</td>
</tr>
</tbody>
</table>
Locating Student Information

Finding a student in Degree Works is relatively simple. There are 2 ways to locate student audit information.

1. Input the student’s E# in the ID field and press enter, or
2. Click on the “find” magnifying glass in the upper left hand corner and search either by student name, degree type, major, concentration, etc, (or a combination). Click “SEARCH” when ready.
3. Along with the students’ name, you will also see their degree, major level and classification.
4. You can click on the “Uncheck all” button and then check the box next to the student(s) you want to run an audit on.
5. Then click “ok”. The “Find Student” window will close and the students can be found in your “Name” drop down menu. You may have to click on the “Process New” button if an audit does not appear. If you chose multiple students, you can now select the student you want
to run an audit on from the drop down menu.

Running an Audit

1. After selecting a student, the most recent audit will display. If an audit has never been run previously on the student, you will need to click the “Process new” button.
2. Students with the designation of 2012-2013 catalog may require less review than others. However, students from earlier catalogs can still complete a “What if “analysis to aid in their review. (see What if instructions page 14). An automatic refresh of the data will be completed nightly.
3. Degree Works will display the last audit on the student in the “last audit” field. If information is changed or if it is the first time you are running an audit on a student, click the “process new” button.
Different Audit Views:

Audit views can be changed from the drop-down menu located to the right of the “worksheets”. Each audit report displays specific information about the student and their progress towards degree completion.

Worksheet Tab

The Worksheet tab allows viewers to either run a new audit or review the most recent audit for a student in order to review a student’s progress to degree completion. From the worksheet page, viewers may also review a student’s course history or any holds on the student’s record, as well as utilize the What If and Look Ahead features.

There are three formats that advisors can view under the worksheet tab: Student View, Registration Checklist, and Graduation Checklist.

**Student View** provides all the necessary information needed to review a student’s progress to degree completion.

- By default, the DegreeWorks Student View page will open for all the individual students.
- The Student View page outlines general information for that individual student.
- Do not print this page
- Student and advisor both see this; looks the same for both.

**Graduation checklist** – shows a summary of requirements for each area of the worksheet

**Registration Checklist** – shows only the unfilled requirements
### General Education Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits Required</th>
<th>Credits Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Composition</td>
<td>41-42</td>
<td>21</td>
</tr>
<tr>
<td>Critical Reading and Expository Writing</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Critical Thinking and Argumentation</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Oral Communication</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Literature</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Humanities</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>History</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Unmet conditions for this set of requirements: 41-42 credits required for General Education Core. You currently have 21, you still need 20 more credits.
The Graduation Checklist format displays the same filled and unfilled requirements as the student view without displaying the grades, credits or terms.
The Registration Checklist format shows only the unfulfilled requirements from the student’s audit. It does not provide any of the detailed explanations of requirements that may be found in the Student View.

### ETSU Student Program Audit

<table>
<thead>
<tr>
<th>Degree in Bachelor of Science</th>
<th>Credits Required: 120</th>
</tr>
</thead>
<tbody>
<tr>
<td>Still Needed:</td>
<td></td>
</tr>
<tr>
<td>Still Needed:</td>
<td>See General Education Requirements section</td>
</tr>
<tr>
<td>Still Needed:</td>
<td>See Major in Allied Health section</td>
</tr>
<tr>
<td>Still Needed:</td>
<td>1 Class in CSCE 1150</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Education Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Still Needed:</td>
</tr>
<tr>
<td>Still Needed:</td>
</tr>
<tr>
<td>Still Needed:</td>
</tr>
<tr>
<td>Still Needed:</td>
</tr>
<tr>
<td>Still Needed:</td>
</tr>
<tr>
<td>Still Needed:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Major in Allied Health</th>
<th>Credits Required: 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>Still Needed:</td>
<td>1 Class in HSCI 2200</td>
</tr>
<tr>
<td>Still Needed:</td>
<td>1 Class in HSCI 2250</td>
</tr>
<tr>
<td>Still Needed:</td>
<td>1 Class in ALHE 2000</td>
</tr>
<tr>
<td>Still Needed:</td>
<td>1 Class in ALHE 2020</td>
</tr>
<tr>
<td>Still Needed:</td>
<td>1 Class in ALHE 4060</td>
</tr>
<tr>
<td>Still Needed:</td>
<td>1 Class in ALHE 4070</td>
</tr>
<tr>
<td>Still Needed:</td>
<td>1 Class in ALHE 4080</td>
</tr>
<tr>
<td>Still Needed:</td>
<td>1 Class in HSCI 2030</td>
</tr>
</tbody>
</table>

| Catalog Year: | 2013 |
| GPA: | 2.792 |

| Catalog Year: | 2012 |
| GPA: | 1.3 |
| Credits Applied: | 4 |
Understanding the Audit

Each section in a DegreeWorks audit is called a Block. Each block header will contain a title for the block and will also display specific course information for that block such as credits applied and classes applied. The block header will also contain a symbol stating the status of all requirements within the block.

Your Degree Works blocks may be as follows:

1. **Degree requirements** - will show unmet conditions at a glance.
2. **General Education Requirements** - Those courses that have met a Gen Ed requirement are clearly marked. Any course or heading with STILL NEEDED in red, has not been met or satisfied.
3. **Major requirements** - Those that are unmet will be marked in red. By clicking on the course link, you can view a course description and any prerequisites.
4. **Concentration Block**
5. **Minor Block**
6. **Proficiency-Intensive Block**
7. **Electives Not Applied** courses are those courses that have been completed but are not being used in the major requirements. If you feel these courses should be considered, contact your advisor.

8. **In Progress** is current or future coursework.

9. **Insufficient** may be courses that did not meet the grade requirements or other criteria.

**Legend:**

- Complete
- Not Complete
- In Progress
- Nearly complete
- Complete except for classes in progress
- Prerequisite Required
- AWAPPR — Advisor Approved

Legend: Degree Works makes it simple to view your progress using helpful symbols. Classes with green check boxes are completed. Classes with red background are incomplete. Classes with blue background are in-progress.

**Students pursuing Dual Degrees**

If students are pursuing double major with different degree, you are only able to see one audit per degree. To view the other audit, under the degree information next to the student’s name at the top of the screen, there will be a drop down arrow. Use this to select the second degree and view requirements for the program of study.
Creating “What – If” Audits

Students who plan on changing their major, changing catalog year or adding a concentration can use the What If feature. A “What If” audit, allows students the opportunity to view how proposed changes can affect their path towards graduation.

What If audit allow you to pull up a student’s degree audit based upon a different program and or catalog year in order to see what the requirements would be.

1. To access the What If option, click on the “What If” link on the left-side of the audit screen under the “Worksheets” tab
2. Use the drop down menu to select Degree and Catalog Year.
3. Choose your different areas of study by selecting Major, Minor, and Concentration. If you want to change part of your scenario, click on that part of the program in “Chosen Areas of Study” box and click the remove button.
4. Under “Choose Your Future Classes”, you have the option of plugging in some planned classes into the “What If” audit to see how these classes would be used. Just type in the Subject and Course Number into the appropriate boxes and click “Add Course”. You may add several courses that you are considering.
5. Once the “What If” scenario is created, click on the “Process What-If” button

6. Once the new audit has been generated, you will notice that all of your selections will appear as if it were a real audit. Any future courses that were added will display with blue text and have a grade of “PL” and a term of “Planned Term”

“What If” audits are not stored in the database. After they are run, the results can be saved or printed using the “Save as PDF” button. Once you navigated away from the “What If” screen the audit cannot be accessed again. It is possible however, to run another “What If” audit with the same parameters.
Look Ahead

The **Look Ahead** allows the audit to reflect unregistered classes the student plans to take in the future. As with the **What-If**, it is important to remember that these audits are not saved, but can be printed and run again.

Type in future **Subject** and **Number**, then click **Add Course** button

- Multiple courses can be added
- Use the **Find** button to search catalog for courses that meets your needs

Click the **Process New** button to see the results.
GPA Calculator

The GPA tab provides three different GPA calculators to help determine the grades required by a student to maintain or achieve a desired GPA.

**Graduation** – Helps to set long term general goals by determining what GPA is needed over the following semesters to determine the final GPA. This can be helpful in maintaining scholarship GPA requirements.

**Term** – Allow advisors/students to plug in what if grades on current term courses to determine what the student’s cumulative GPA would be at the end of the semester. This can be used to set goals, avoid probation or meet honor standards.

**Advice** – Shows how students can raise or lower their GPA based on the number of courses remaining in their program.

The content contained in the GPA calculator is provided for informational purposes only and are only estimates. Also, it is not a true reading of your Lottery GPA. To obtain your official GPA, request an official transcript from the appropriate office.
Notes

The Note utility allows Degree Works user to document academic advising on student records. These notes are viewable by the student on their audit in the Notes section at the bottom of the Worksheet.

With Advising Notes, any notes you enter become a part of a student’s record, and any faculty or administrative staff member who has access to Degree Works can view those notes. This allows any individual working with a student – including future advisors - to have a more complete understanding of the student’s advising history. This also helps us work together to hold students accountable for following through on advice they were given. In addition, because DegreeWorks is a secure, web-based product, you can easily access your advising notes from any internet connection.

Notes should be factual and of a nature under public scrutiny.
Adding a new advising note

1. Click the Add Note button.
2. Click the drop down menu to access a list of predefined notes.
3. Select the note you want to add. You may select as many notes from the drop down box as you’d like.
4. Review your note. If you’ve made a mistake and need to begin again, click the clear button.
5. You can also type in your own notes.
6. When you are finished reviewing your note, click the save button to post it to the student’s record
7. A message will appear on the screen to verify that your note was added successfully.
8. If you would like to view your note or other notes on the student’s record, click the View Notes button at any time

Advisors cannot delete notes. If a note is entered incorrectly send an email to degreeworks@etsu.edu or call the Registrar’s office and we will remove it.

Notes: Anyone that has access to DegreeWorks can see the notes, including the student. Notes are helpful when the student is referred to another office, approved for transfer or study abroad coursework, or working with multiple advisors.
Petitions

The Petitions tab allows users to enter requests for exceptions. A petition can be a request to have a particular requirement modified or waived for a particular student. To create a petition, first select the student for whom you wish to enter a petition and then click the Petitions tab. This will bring up the petition screen shown below.

The petition screen shows all petition’s that have been entered on the student’s behalf. The View Petitions screen is shown by default whenever the petition tab is selected.

Petitions are grouped according to their status. Petitions can either be waiting for approval, approval, applied as exceptions or rejected. All new petitions have a default status of waiting for approval when first created. Once a petition is created, it can be acted upon by registrar-class users having access to the Exceptions Management button.
Adding New Petition

To create a new petition, click the Add Petition button. This will bring up a text box where you can enter the text for the petition.

- Once you have entered the text, hit the Submit Petition button. A message will appear telling you that your petition has been added successfully.
- To add another petition, click the Add Petition button and repeat the process.
- To modify a petition, click the Modify Petition button. Only petitions with a status of Waiting Approval can be modified. You can only modify petitions you created.
- When a new petition is saved, an email notification is sent to the registrar notifying that there are new petitions awaiting approval.
Exceptions

Exceptions allow for a diversion from the standard curriculum requirement and the substitution of other coursework. These should be used sparingly and not all advisory staff will have access for completing an exception. If you do not have access to complete an exception for a student, you will need to continue the process you are using today. Exceptions will be applied by the Registrar’s office.

Once an exception has been added for the student, it can only be removed by personnel in the Registrar’s office.
Student Education Plan (Plan)

The Plan function is a feature in Degree Works that will allow students to make a long-term plan for degree completion and verify that the courses they included on their plan will fulfill the degree requirements. The planner can be very useful in helping the student to actively plan the number of remaining semesters and courses required to graduate. In addition, the student will have a concise outline to follow that should eliminate any surprises as long as they have stayed on course.

Advisor can use the Plan function to create academic plans for students. Pre-defined plans or templates for particular programs of study can be created ahead of time and loaded for student advising. Once a plan is populated it may be modified as needed.

Creating a Plan

1. Select whether you want to create a blank plan or Template.
2. Under Description on the right side of the page, give the plan a name. Since you can save more than one plan and you may want to refer back to them, be sure that it is something easily identifiable and / or unique.
3. Plans can be active and / or locked.
   a. Active Plan – This plan is editable by the student and should be the one that most closely outlines the student’s plan of study. Remember, this is only a plan and
does not guarantees the courses will be available during the requested semester and in no way registers the student for the course.

b. **Locked Plan** – As an advisor, you can lock the students plan by checking this box. The student will not be able to make changes to this plan without working with you again. However, keep in mind this does not ensure the student will actually register for those courses and the registration and Degree Works are not tied together.

4. There are several ways to load courses into the Plan.

5. Click on the plus sign and select the number of terms you want to build. The under each term using the plus sign select whether you want to add a course, a place holder or specific requirement.

6. If you select add requirements. This will load a choice requirement block. If you click on the three “…” you can enter the course rubric, this will give a list of all courses within that rubric. This selection allows you to list a group of courses students can select from.
7. You can also select courses to load in the Plan from the still needed list or from the Course list on the right side of the Plan.
You can drag and drop courses from the still needed list (or course list) into the required term. You can also delete a course from the Plan by clicking the minus sign in the selected term.

Once the plan is created, if you click on audit button you will see how the courses are reflected on the student’s audit.
The audit view that you see under the Plan tab is very basic and gives a generic look of the courses planned in blue.

When you are finished building your plan select the save button to save the Plan.

There can be multiple saved plans, both active and inactive, so be sure to check the “Active Plan” box if this is your most recent plan for the student. Uncheck the box to deactivate a plan. By checking the Locked box, you are locking the plan so no one else can change the plan. To switch between saved plans, choose the plan you want from the dropdown menu, and click on the load button. To create a new plan chose “Add new plan” from the same dropdown menu and click on the Load button.
Thank you for your participation in the Degree Work Tutorials!!!

ETSU is committed to helping students achieve their educational needs. Our goal is to provide a visual plan on how students can complete their degree in four years. We are committed to helping students achieve their DEGREE NOW, NOT LATER and being a part of Next Generation Advising.

If you have questions or problems, you can either go to the Registrars ETSU web site and complete the Report Problem information or email degreeworks@etsu.edu